

**CONGREGATIONAL MEETING MINUTES**  
**UNITARIAN UNIVERSALIST CONGREGATION SANTA ROSA**

**June 12, 2016**

**Quorum count confirmed**

**Call to order** by UUCSR BOT President Susan Bartholome at 11:40 a.m.

**Opening words** by Susan Bartholome and Chalice lighting by incoming BOT President, Bill Haigman.

**Agenda Review:** Minor change in order. No RE report. Correction on slide that says we are voting on new Board members. This has already occurred. Budget is a voting item and is not listed as such – suggestion was to do a preliminary vote and confirm at the next meeting.

A thank you from Susan B to Erin Howseman and Linda Stabler for the slides. Also big thank you to the sound people.

**Approval of minutes:** Reference to the space on Mendocino should read “545” Mendocino. With the correction, minutes were approved.

**Appointment of Parliamentarian and Recorder:** Alan Proulx and Sharon Smith

**Board of Trustees Members in attendance:** Susan Bartholome, President; Bill Haigwood, Vice President; Marilyn Beckerbauer; Tom Bond; John Jaffray; Sam Miller; Linda Stabler; Gretchen Vap; Marge Wright; Pam Tennant

**Pre-School Proposal:** Summary notes from Rev. Chris – as most know, the congregation is considering renting the RE wing to a private preschool during the week, Monday through Friday. This dialogue began in December with Janis and Rev. Chris when they were approached by the Healdsburg school that is interested. It would be a private school guided by similar educational principles as found at that progressive school. The school likes the facility and the harmony between their philosophy and that of UUCSR. They are a financially sound operation with a clear plan. An Ad hoc committee is looking at this and doing much analysis in terms of additional costs, logistical concerns, additional janitorial services, etc. plus determining an appropriate rental structure. There is excitement over the possibilities of this relationship with the additional income, although issues still need to be addressed. All of this coincides with the departure of the Islamic Society from 545 Mendocino and the possibility of another renter for that space. Two forums have been held to discuss these possibilities. More information will be coming and a special Congregation meeting will be held after the service on July 10, at 11:30, to vote on this.

**Treasurer’s report** by Linda Balabanian. Ten month financial highlights: pretty good year so far; donation revenue over budget; Sunday basket revenue over budget; fundraising revenue over budget; pledge revenue is almost 8% or \$28,000 under budget; made up some ground in May but likely end year under budget; Glaser Center net income is on budget; rental revenue slightly under budget but bookings for May bring us over budget; Glaser Center expenses over budget; total expenses under budget; net income almost \$5K under budget caused by under budget pledge revenue; expect to end the year on budget; over budget donation and fundraising revenue; under budget expenses; under budget pledge revenue; overall our finances are stable; completed kitchen and security system upgrades with excess cash from last year; did not affect this year’s finances; paid off \$188K in member notes since paying off

bank mortgage in February 2013; \$38K paid off by the end of the fiscal year; 22 members currently hold member notes; a balance of \$336,000 in member notes outstanding; at our projected rate, all notes should be paid off in about 8 years.

**No pledge drive:** new pledges and increases continue; pledges are sustaining – will renew each year until changed; pledge cards available on Sundays, in the office and online or set up an automatic payment. Our website makes it easy: many thanks to those of you who already make automatic pledge payments and if you haven't, please set it up – it's quick and easy – just click on the green "donate now" button and fill in the blanks.

**Budget:** presented by Terry Graham – Task Force: Linda Balabanian, Janis Brewster, Terry Graham, Laura Jean Hageman, Kirsten Olney. Pledge revenue is \$457K; \$34K (8%) greater than FY15/17 budget. Other increased revenue +\$16K; Fundraising (+\$3K); donations/gifts (+\$7K); Sunday basket (+1K); programs (+1.5K); rentals (+4K); reduced long-term rental income - \$15K as a result of 545 Mendocino Tenant move; no intern grant from UUA - \$2K; increased support expenses +35K; increased staff hours, PT bookkeeper, new position, \$19.K – 15 hours/week; Sexton \$2K – budget increased to actual 28 hours/week; choir director \$1K, 2 additional summer weeks; staff salary increases \$14K, assumes maximum 3% merit + 2 ¼% COLA; repairs and maintenance +\$5K; building 545 Mendocino changes; Miscellaneous +\$5K – fundraising, leadership development, bank/paypal, advertising, property taxes, computer expense. Dues UUA/PCD/NBOP +\$360/\$10K/\$250K; future considerations – assistant minister, \$25K part-time, 60K full time; full-time intern \$20K; business manager \$20K part-time, 50K full-time; future considerations: non-recurring facility improvements – potentially funded outside the budget, e.g. solar installation, new counter/sink in women's restroom, new carpets – social hall and common areas, 2<sup>nd</sup> floor carpets, lighting, paint.

**VOTE: Terry Graham moved that we accept this budget subject to confirmation vote no later than the fall meeting. Seconded from the floor. All in favor.**

**Philanthropy Team Report** – Bill Haigwood. Team: Rev. Chris Bell, Erin Howseman, Linda Balabanian, Bill Haigwood, Natalie Brundred, Joe McCarty, Alan Bell. This team is developing a year round stewardship program. Mission is to sustain and increase our pledges – goal is to get all to use autopay and to increase pledges by 5-10% of income.

**Bryan Plude's Ordination** – UUCSR as co-ordainer: This is by request of Bryan and would take place at Chico at the church where he is serving as minister – October 15. Expenses involved are \$1200. This is in the budget. **VOTE: Motion made by Jan Hess that we support Bryan in this. Seconded by Mary Wolfe – all in favor.**

**UUCSR Divinity School Sponsorship for Susan Panttaja:** Susan has been going to divinity school. UUA requires that divinity school students be affirmed and supported by home congregation (not financially). **Susan Bartholome asked for a vote on supporting Susan since we are her home church. All in favor.**

**Nominating Committee Report:** Linda Harlow presented. There are nominations for the Endowment Committee and the Nominating Committee: Endowment Committee: Reid Stinnett; Nominating Committee: Richard Senghas. All were in favor.

**Advocates for Social Justice slate of officers for 2016-17:** Officers: Chair – Linda Harlow; Treasurer Lynn Riepenhoff; Recording Secretary John Jaffray; Members of the Steering Committee: Phyllis Clement, Mary Louise Jaffray, Linda Lambert, Cassandra Lista, Wayne Smith

**Accepted and seconded from the floor and approved unanimously.**

**Report from DA delegates:** Andy Levin, Susan Bartholome, Sharon McCarty, Joe McCarty: Andy presented. Theme was doing together what we cannot do alone. Voted on changes in PCD bi-laws. Helped present a workshop on worship associates and music program. Many inspiring workshops to attend. Joe and Sharon McCarty – as relative newcomers to UU the highlights were an opportunity to connect with the broader community and hearing about collaboration between churches. The workshops were great. They have gratitude for the congregation's support in making it possible for them to attend.

**BOARD REPORTS: Progress on Goals for 2015-2016** (Staffing Goal Group Members: Tom Bond, Sam Miller, Linda Stabler)

Linda Stabler – The Board's Staffing group will work with the Human Resources Committee to establish more robust annual salary planning program; research UUCSR ministerial and staffing needs for the future. If approved, 2016 raises for staff will include cost of living increases of 2.24%, merit increases based on performance, equity increases to better position some salaries on their pay ranges. A big thank you to Sharon McCarty for an excellent job managing the 5% retirement program and for Laura Jean Hageman for developing a high quality salary package. The 5% retirement program implemented this year will continue next year. Ministerial and staffing needs identified for next year, 5 years and 10 years. Possible new positions have been researched and costs estimated for Assistant Minister, Financial/Operations Manager, Bookkeeper. If approved in next year's budget, the part-time Bookkeeper position will be implemented early in FY16/17.

**Facilities Goal Group and Operations Team** – Gretchen Vap and John Jaffray. John reported progress on following areas: Security proposal has been approved, Key fob system for external doors and back gate is moving along. As far as the alarm system with motion detection and security cameras, once this is in those with a need for special access will be trained on how to use it. The upstairs being vacated by the Islamic Society is being worked on to make it usable. Special thanks to the Sunshade Team – Bud Willis, John O'Hare and Gene Hottel and to the Esthetics Committee – Betz Miller and Joe McCarty.

**Programs Goal Group** – Bill Haigwood: The long-term goal is to improve and widen our ministry's response to members and friends who suffer grief, loss, despair, loneliness, worry and trauma. The Caring Committee has been a very active part of this. A survey was handed out to all since we are looking at extending pastoral care. The Caring Committee and Rev. Chris will address this. A grief group and financial management class will begin. Looking at more opportunities for classes.

**Appreciations:** Honoring Members who have gone above and beyond – Gretchen Vap presented. Honored: John Jaffray, John O'Hare, Bud Willis, Jim Wolfe, and Danny Millspaugh. Two members going off the Board were honored: Pam Tennant and Marilyn Beckerbauer along with Susan Bartholome who is ending her BOT President's role.

**Closing words** by Susan Bartholome.

**Meeting adjourned at 1:25 pm**

**A special Congregational meeting will be held on July 10. The next regular Congregational meeting will be held on Sunday, October 2, 2016. Winter February 12, 2017.**