

**CONGREGATIONAL MEETING
UNITARIAN UNIVERSALIST CONGREGATION, SANTA ROSA
February 11, 2018**

MINUTES

Meeting called to order at 11:05 am: Natalie Brundred, Board President

Chalice Lighting and Opening Words: Rev. Chris

Meeting Introduction: Natalie Brundred

A quorum was verified, and the Parliamentarian (Richard Senghas) and Recording Secretary (Susan Thollaug) were introduced. The minutes from the October, 2017 Congregational Meeting were approved.

Treasurer's Report: Michael Randolph, Treasurer

There are four separate budget categories: (1) Operations; (2) Glaser Center; (3) Restricted Funds; and (4) Endowment Funds.

(1) Operations

Total Revenue = \$265,500.

Total Expenses = \$255,000.

Net Income = \$10,000 for the first 1/2 of this fiscal year.

(2) Glaser Center

Gross Income = \$27,300 (\$1,000 over budget)

Total Expenses = \$14,600

Net Income = \$12,000

Taking Operations and the Glaser Center together, we're about \$22,000 ahead.

(3) Restricted Funds - From Share the Basket, Retreats, & Fundraisers

UU Members have given a total of approximately \$143,400 in this category. Almost half that amount is for the Fire Fund.

(4) Endowment Funds

The rate of return exceeded 5% last year, so a distribution of \$12,300 is allowed (i.e. 5% of \$247,375).

Presentation of the Assistant Minister Position: Natalie Brundred

To make sure we expand in the right way, it's time to hire an Assistant Minister to help in carrying out our mission. Hiring an Assistant Minister will give UUCSR flexibility and options. This will allow us to be responsible both in terms of meeting our needs and managing our budget.

Responses to Rev. Chris's survey indicated that high priorities for the Assistant Minister will be pastoral care, counseling/advising, and leadership to develop campus ministry at SRJC and/or SSU. People want a good listener who's compassionate and can connect with the young and with elders.

The board unanimously recommends hiring an Assistant Minister to start at the beginning of August. To do this, we'll need to raise additional funds.

Next steps: A hiring team will be approved by the Board. There will be two open forums for the congregation to discuss this new position. The job will be posted on appropriate sites. The hiring team will review and interview applicants. We hope to hire by the June Congregational Meeting.

Rev. Chris expects to return to having an Intern Minister after the Assistant Minister is settled.

Presentation of Draft 2018/19 Budget: Michael Randolph

Michael discussed the draft budget for next fiscal year, July 1, 2018 - June 30, 2019, from three perspectives: (1) our goals; (2) a traditional revenue vs. expenses analysis; and (3) a Mission-based budget.

(1) Our goals

Immediate Goals:

1. Staff merit increases and benefit cost increases.
2. Assistant Minister 1/2 time salaried with full benefits.

Long standing Goals/Policies:

1. Continue to pay down member notes at \$47,000 per year. This will be paid off in about 7 years.
2. Continue to fund the Capital Replacement Fund at \$15,000 per year. This allows us to pay for major repairs to the building when they are needed.
3. Continue to utilize the Endowment Fund distribution. This amount is determined at the end of the calendar year. For next fiscal year,

the distribution will be about \$12,300, and it will be included in the final complete budget for 2018/19.

- (2) Traditional Revenue & Expenses for 2018/19 Draft Budget. These are projected based on 12 months of data, through November, 2017.

We'll need about \$650,000 to fund our budget next year. Most of that will come from pledges. We'll need an additional \$61,000 over projected revenue to reach that mark. For each "pledging unit", that translates to \$170 per year, or \$14 per month.

About 70% of our annual expenses are staffing-related. The rest is mostly running the office and taking care of the building.

- (3) Mission-based budget

Another way of looking at our budget is to see how our expenses support our Mission. How we spend our money can be broken down as:

- Expenses within our community = 55%, includes ministry, religious education, music, worship, and committee expenses.
- Administration = 17%, includes running the office, the bookkeeper, the newsletter, supplies.
- Serving Beyond Our Walls = 0.8%, includes A4SJ, Diversity Task Force/NBOP. This does not include Saturday breakfast.
- Connecting With the Larger UU = 4.2%, includes dues to our Region and to the UUA.
- Caring for Our Building = 20.7%, includes the member note program, repairs, maintenance, utilities, insurance, security, janitorial services.
- Caring for Our Future = 2.4%. This is our reserve "emergency" fund. We are trying to make this pie a little larger for the coming year.

Rev. Chris explained the benefits we receive for our contribution to the District and national UU organizations. This includes: supporting our movement; leadership in Boston; political representation; religious education curriculum; training; publications; ministerial fellowship committee that oversees the formation of ministers; consultants to congregations; administration of the ministerial search process; conflict resolution; guidance for new programming; website consulting; youth programming; representation of us nationally.

Campus ministry is unlikely to bring in significant funding; however, it will hopefully result in people becoming long-term UU members. At this point, we're staffing for growth, which means that we're stretching a bit.

We've planned for operating expenses associated with an Assistant Minister, such as a computer and furniture. At some point we'll need to put some real investment into a campus ministry. However, the first year will mainly be figuring it out, and using free social media.

Nomination and Election of 2018/19 Board Members, Nominating Committee member, and RA/GA delegates - VOTING ITEMS: Richard Senghas, Chair, Nominating Committee

Board of Trustees

Motion made to elect Joe Como and Karen Simmons to a 2-year term on the Board of Trustees. Moved and seconded. No discussion. **The motion passed without dissent.**

Motion made from the floor to elect Cathy Wiese to a 2-year term on the Board of Trustees. Moved and seconded. No discussion. **The motion passed without dissent.**

Nominating Committee

Motion made to elect Ellen Skagerberg to serve on the Nominating Committee to replace Joe Como. Moved and seconded. No discussion. **The motion passed without dissent.**

Pacific Western Regional Assembly (RA) Delegates

Susan Panttaja was nominated by the Nominating Committee. Joe Gabaeff was nominated from the floor. Moved and seconded. No discussion. **The motion passed without dissent.**

UU General Assembly (GA) Delegates

No one has been nominated or elected to be delegates to GA. Susan Panttaja reported that it's possible to attend GA "remotely" and that the online transmission has improved. Some parts of GA can be streamed even if one isn't an official representative.

Naming Opportunities Policy Update: Richard Senghas, Committee Member

The Naming Opportunities Task Force has a draft policy that the board has been reviewing and discussing. Once the Board approves it, it will be published in the newsletter in its entirety. The plan is to vote on it at the June Congregational Meeting.

Proposed Change in the Bylaws: Natalie Brundred

Over the last several months the Board has been discussing the idea of moving to two congregational meetings per year instead of three. They would take place in January and June.

Having three congregational meetings per year was necessary in the past. When we first moved into our building, money was tight, and we still held annual pledge drives. The situation now is significantly different, as we are stable financially, and we don't have pledge drives.

Now, a budget prepared for the February meeting is premature. A major amount of work is required each year to put on three congregational meetings and prepare a draft budget.

The Board unanimously recommends moving to two meetings per year. A draft budget would be mailed out to the congregation in early May. Budget forums would then be held where church members can discuss and give input. A final budget would be sent out in the Congregational Meeting packet and submitted for a vote at the June Congregational Meeting.

To start this process, a task force will review and recommend changes to the bylaws. Mary Louise Jaffray, Ellen Skagerberg, and Natalie have already agreed to be on the task force. The task force will ensure that all required business functions now covered in three meetings are covered in two. Minor additional changes/updates to the bylaws also need to be made.

The task force will plan to hold several forums to discuss proposed bylaw changes. Then the final proposed changes will be submitted at the Congregational Meeting for a vote.

A member noted that community-building is another purpose for the meetings. We could keep the third meeting to talk about the life of the church. It would be good to have open time to highlight different programs and different needs. One possible solution suggested was instead of a third formal Congregational Meeting, we could hold a "town hall" meeting.

This will not be shoved through. There is lots of work to do, and we won't vote until everything has been worked through. The task force will work to come up with a solution that works best for UUCSR.

Fire Fund Update: Rev. Chris

The Fire Fund has raised over \$75,000. About \$25,000 was donated from outside the congregation. A policy for distributing the funds to congregants in need was developed with the board. It is administered mainly by Rev. Chris, based on his knowledge of the situations of people affected by the fires. It is audited by the Treasurer and Board President.

The Fund is for those severely impacted, not just those who lost their houses. The first distribution totaled \$25,000 and was given in increments up to \$4,500. Rev. Chris will give out about \$40,000 soon, and then we'll address what's appropriate to do with the remainder.

Also, there is an ongoing support group at the church on Monday nights, led by Jeannie Bates and Lucia Milburn, for people who are processing experiences and issues related to the fire. Rev. Chris has also provided lots of pastoral care to our members affected by the fires.

Board Report: Natalie Brundred

Inside of our focus on "opportunities to interact with new people," we are doing the following:

The Welcoming Friends program reaches out to new members and pairs them up with "more seasoned" members with similar interests. These longer-term members help orient the new members and introduce them to others in the congregation. They check in with the new members regularly over the first year of their membership.

The Member Engagement Team aims to support members in getting even more value from being a member by becoming deeply connected into the life of the church, especially through volunteering your time as you are able. They will start with new members, contacting them shortly after they join, and matching them up with opportunities aligned with their interests and availability.

The third area is staffing. The most pressing need is to hire an Assistant Minister to start in August, as discussed earlier. Because of financial considerations at this point, we've put hiring a Communications Coordinator

on the back burner, but it hasn't fallen through the cracks. It's critical that we bolster our internal and external communications.

In the office, we hired Laura Blum as an interim bookkeeper. She's streamlining our systems, and once that work is done we'll hire a permanent bookkeeper.

We've created different options for the Service Auction. Some events are first-come/first-served, and the Service Auction itself is more affordable.

Each board member is a liaison with several committees, facilitating feedback from the committees to the Board, and helping the board support the committees. Also, between services every week there's a board member under a pole with a sign on it that says "Talk to a Board Member." Please bring your comments to them, or come to a Board meeting.

Natalie is always ready to receive your communication.

We are a growing and incredibly strong congregation, full of heart, passion, joy, and love. Keep it up!

Appreciations - Honoring Members Who Have Gone Above and Beyond: Gretchen Vap and Sara Jones

David Hope - Was a Worship Associate for 8 years; for 10 years has been the dishwasher for the Saturday Breakfast program 3x/month.

Jamie Kerr - Saturday Breakfast volunteer; Chair of Ushers & Greeters for the 11 am service for many years.

Lou Gwendolyn - Has organized the ushers for the 9:15 service for many years.

Gretchen Paradis - Is a Board member, and has continued managing the welcome table and schedules, preparing the announcement sheets, working as an office volunteer and organizes the Faith & Fitness hikes.

We're also recognizing esteemed elders for their enormous contributions to the congregation.

Marian Quirk - The Caring Committee, neighborhood group organizing, the newsletter, women's groups, and more.

Jane Fischer - The Caring Committee, the newsletter, neighborhood activities, women's luncheons.

Doris Lee - 8 years on the regional board and a 50-year UU; go-to person for procedural TIE group leader; Women Together.

Bob & Phillis Clement - Served on the Caring Committee, Advocates; other smaller committees, and part of brains behind Old Age Is Not for Sissies.

Carolyn McLeese - Responsible for bringing the TIE groups to us.

Open Forum

We have 344 members, about 25 pledging friends, and 16 emeriti members (not pledging).

We've had two child care businesses approach us about our space, and we're at the very beginning stages of talking with both companies. The need for childcare space has increased since the fires.

Closing Words: Rev. Chris

We are a growing, healthy, strong, and secure congregation.

Meeting Adjourned at 12:45 pm.

Next Congregational Meeting: Sunday, 11:00 am, June 10, 2018

Respectfully submitted by Susan Thollaug, Recording Secretary.