

**Board of Trustees Meeting
Unitarian Universalist Congregation, Santa Rosa
December 20, 2018**

MINUTES

Voting Members Present: Natalie Brundred (President), Sean Freese (Vice President), Michael Randolph (Treasurer), Cathie Wiese (Corporate Secretary), Joe Como, John Jaffray, Gretchen Paradis, Karen Simmons.

Voting Members Absent: Gretchen Vap. Note that Sarah Jones has resigned from the Board.

Non-Members Present: Rev. Chris Bell, Linda Stabler, Erin Howseman, Susan Thollaug (recording secretary)

Meeting called to order at 6:34 pm

Chalice Lighting, Covenant, Opening Words: Rev. Chris and Natalie

- EXECUTIVE SESSION -

Agenda review:

Gretchen Vap was absent, so her report re: the courtyard was postponed.

Minutes: November minutes were approved without changes.

Open Mic:

Sean F will inquire if UU needs some used, good-quality communications hardware.

Update on Administrative Manager hiring process

This agenda item was covered during the Executive Session.

Treasurer's report - Michael Randolph

(Refer to handout.)

The gist of the situation is that we're running a deficit of about \$6k over the first 5 months of the fiscal year. We are maintaining expenses at low level.

However we are down \$29k in pledges vs. budgeted expenses for the fiscal year. Our budget requires \$505k and we're on track to bring in only 469k.

Michael will meet with Kirsten and Laura to analyze the current budget, which that runs through June 30, 2019. That budget is somewhat obsolete now because significant changes have occurred, including staffing changes and a 14% rise in health care costs. Operating expenses are fluid and difficult to predict. We'll have a better picture of expenses vs. income after this meeting.

Note that capital gains and losses don't directly affect our regular operations. The endowment is outside of the operations budget.

Sean F: Is the loss "compounding"? Michael: Yes, in the sense that the longer it takes to get pledge increases, the greater the amount we'll need to make up.

The approach that Stewardship and the Finance Committee have agreed upon is a limited pledge drive to encourage members who haven't yet increased their annual pledges to do so.

Points to be emphasized:

- what UUCSR means to each of us
- it's a great force for good in our lives and in our community
- the pastoral needs of the congregation have grown significantly
- our outreach into the community, including campus ministry, is expanding
- we need to own, and lay the groundwork for, the future of this congregation: we want to be successful and flourish
- we encourage a culture of generosity
- let people decide how they want to contribute (start date, amount, interval)
- we need to help people understand the mechanics of raising a pledge

We'll aim to make calls between January 1st - 17th. Board members should get any feedback about our approach to Erin by December 27th.

Congregational Meeting

Review of the Agenda:

- The Board agreed on the draft agenda with one change: the naming of Room 545 will be postponed to allow the Board to solicit additional nominations.
- Natalie asked Board members update her by January 10 regarding the work of the focus area groups so that she can prepare her report.
- Gretchen will do the appreciations this year. Several names were suggested for recognition. Gretchen has a master list covering recognitions over the last several years.

Minister's report

Rev. Chris reported that he's doing very well and thanked the Board for its support. He's finishing his evening program on January 16th, so will be able to attend January's Board meeting.

Talk to a Board Member

- It's been suggested that the sign for Talk to a Board Member be placed atop a taller pole. Exactly how the pole will be optimized for all who use it was not yet clear.
- There's some confusion about how to control the heat in the RE wing. John J will inform the inquirer about where the thermostat is.
- John O'hare suggests locking up the collection during Sunday services. This should be taken up with the people who count the money. John J will follow up.

Liaison concerns

Several committees are in transition.

- Robert Howseman is ending his leadership on the music committee; Susan Panttaja is stepping up.
- The aesthetics committee is disbanding.
- Fundraising is mainly done by Dee. She has someone working with her now. It would be good to have a co-chair working with her. She's invaluable to UUCSR. We need to bring in a new generation.
- Lisa Thompson is taking over volunteer recruitment.

Final Questions

Clarifications: Slides are due by January 15th for Congregational Meeting.

Meeting adjourned at 9:35 pm

Next Board Meeting: *Thursday, January 17, 2018, 6:30 pm in the Board Room*

Next Congregational Meeting: *January 27, 2019, 11:00 am in the sanctuary*

Respectfully submitted by Susan Thollaug, Recording Secretary