

**Board of Trustees Meeting
Unitarian Universalist Congregation, Santa Rosa
February 21, 2019**

MINUTES

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

Voting Members Absent: Karen Simmons

Non-Members Present: Rev. Chris Bell, Dawn Silveira (Administrative Manager), Linda Stabler (Human Resources), Susan Thollaug (Recording Secretary)

Meeting called to order at 6:32 pm

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

Welcome & Introductions: Dawn Silveira, new Administrative Manager

Agenda review: No changes

Minutes: January minutes were approved without changes.

Open Mic:

The Board noted the importance of cultural sensitivity in UUCSR'S activities. There's a difference between drawing on/learning from other traditions than our own vs. appropriating others' traditions in a way that's insensitive or exploitative. It was acknowledged that this is an ongoing concern because, as UUs, we promote multi-culturalism.

The oak tree next to the play structure has been pruned. The play structure will be moved farther from the tree when it becomes necessary.

HR proposal: Linda Stabler, Chair, HR Consulting Group – VOTING ITEM

The Human Resources Consulting Group recommended that we add Martin Luther King Day to the list of official holidays we observe. The only budget implication is a potential need to pay hourly staff to be present for security

reasons if the Glaser Center is being used by an outside group on that holiday. **The Board approved the motion unanimously.**

The Board also discussed how security is currently provided on holidays and any time that staff or congregational leaders aren't in the building. Dawn will look into the general issue of building security when the office is closed.

Treasurer's Report: Michael Randolph

Current Situation: Year-to-date we're in the black by \$19k, but there are big bills coming up, including payments on member mortgage notes.

New Budget: The budget for the upcoming fiscal year (2019/2020) will be submitted to the Congregation for approval at the Congregational Meeting in June. That budget is in development now.

At the beginning of May, the Finance Committee will hold two open forums for member input and questions. The finalized version will be sent out to everyone in the June Congregational Meeting packet.

Mini-Pledge Drive: We don't have all of the feedback yet, but it looks like about 50% of those contacted increased their pledges.

Possible Solutions: Michael has received some ideas for solutions to this year's possible budget shortfall, and will have the Finance Committee explore their feasibility. He will report back to the Board on FineCom's conclusions next month.

Congregational Meeting Debrief: Natalie

Cathie will institute a new best practice of sending a message to the Focus List about the people appreciated at the Congregational Meeting.

This is the first time in many years that UUCSR has sent the full number of delegates (7) to GA that we are allowed.

Board Focus Area Reports: Cathie Wiese and Joe Como

Intergenerational - Cathie

The secret pen pal project went really well. Jen and Dara are doing a lot to move forward on intergenerational connections. Having the youth group meet on Sundays is a good idea.

Upstairs - Joe

It will take a lead time of 2-3 years just to lay the groundwork for moving ahead on renovating the upstairs area. We need to begin to find out what's

going to be required from those who are knowledgeable.

Long-Term Building Maintenance: Joe Como

The Glaser Center committee recommends that we become more informed and intentional about planning for maintenance of its building. In a sense, we have three different buildings: (1) the congregation, (2) an event center, and (3) the Saturday Breakfast. Effectively, it's "jointly owned" by these three functions.

We need to look at the age and condition of the component parts of the building (such as tables, carpeting, painting, etc.) and estimate their likely life span – a "reserve study". From this study it will be possible to project what amount of funding should be on hand in any given year for replacement and repairs. Joe will form a task force that will start with what we provide to rentals.

Minister's Report: Rev. Chris

Rev. Chris has been focusing on integrating Dawn into the office. Damilia will overlap for two weeks. Rev Dara move and share an office with Jen.

Rev. Chris is studying books on congregational growth, examining our "plateau" of around 350 members. To grow, it's important for the minister to find and train others to do things, promoting a "delegating culture."

Update on naming of Room 545: Gretchen Vap

Suggestions for names will be accepted through March and brought to the Board at the April Board meeting. Requests for names will be publicized in the March newsletter and on the Focus List, and announced from pulpit.

Rev. Chris' Sabbatical Update

A sabbatical committee is being constituted, with Rev. Chris, Bob Anderson (COSM), Dawn (Administrative Manager), and Jen (DRE). A Board member is needed to complete the committee.

Talk to a Board Member

It was noted that we do this every week so the opportunity is available to people.

Liaison concerns

Co-chairs are needed to work with Dee Ray on the Fundraising Committee. We also need a new person to oversee the kitchen, as Ellen O'Hare is stepping down soon. Natalie asked for recommendations by the next Board meeting.

The Board agreed that a paid custodial service is needed. Dawn will research a once-a-month cleaning service.

Final questions, review of action items, and closing words

Meeting adjourned at 9:12 pm.

Next Board Meeting: March 21, 2019 at 6:30 pm in the Board Room

Respectfully submitted by Susan Thollaug, Recording Secretary

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