

## **Unitarian Universalist Church of Davis Board of Trustees Meeting Minutes of August 13, 2012**

*Members Present:* Suzanne Kimmel, Chair; Marty West, Vice Chair; Ann Halsted, George Hubert, Hiram Jackson, Joyce Takahashi, Karen Urbano. *Others present:* Beth Banks, Senior Minister; Stacie Frerichs, Treasurer.

### **Opening Activities**

The meeting was called to order at 7:10 pm by Chair Suzanne Kimmel. George Hubert lit the Chalice and read quotations of wisdom from Margaret Mead. Board members then read their individual covenants for the year, which they had written at the prior weekend's retreat. The agenda was approved unanimously. There was no congregational input.

### **Consent Agenda**

The consent agenda was approved unanimously (Marty moved, Joyce seconded).

1. Approval of minutes and highlights for June 11 Board meeting (Attachment 1).
2. Approval of minutes for July 10 special Board meeting (Attachment 2).
3. Approval of new Green Sanctuary Committee Co-chairs Karen Urbano and Kristal Fadke.
4. Confirmation of Board's e-mail vote to hire Laura Sandage as the new Choir Director.

### **Discussion and Action Items**

1. Financial update. Stacie Frerichs reviewed the financial reports as of the end of the fiscal year, June 30, 2012 (Attachments #3-8). As indicated in the notes from the Finance Committee meeting on August 1 (Attachment #7), there is an approximately \$22,000 cash surplus left over at the end of the fiscal year. Most of this surplus comes from the \$10,000 budgeted contingency fund, of which only \$833 was spent. In the discussion that followed, Marty moved, and George seconded, that \$3,300 of the surplus be set aside for activities of the Generosity Committee in collaboration with consultant Bud Swank. Swank's consulting fee would also be paid out of this set aside. After further discussion, the motion was approved unanimously.

The Finance Committee will meet next at the end of September and prepare its annual report. Marty announced that Steve Burns has agreed to join the Finance Committee. Consideration of the drafted new financial policy was postponed to the September meeting.

2. Auction. Suzanne Kimmel reported that the auction has been postponed until spring, but the services of an auctioneer experienced in working with nonprofits have been secured. Virginia Thigpen has agreed to help recruit people to assist in planning a successful auction event.
3. Facilities. Ann Halsted reviewed the drafts of charges for the Buildings Committee, the Landscape & Grounds Committee, and the Facilities Rental Committee (Attachments 9-11). After discussion, Hiram moved approval of these charges, Karen seconded, and the charges were approved unanimously. Ann presented a slight revision in the previously approved Facilities Rental Policy, to change it from a "facilities use" policy, to a "facilities rental" policy (Attachment 18). Marty moved, Joyce seconded, and the policy change was approved unanimously.
4. Governance. Marty presented a revised organizational chart for the board to consider, accompanied by a list of all the UUCD leadership groups and committees to accompany the chart

(Attachments 12-13). The major changes in the chart were to delete the sunsetted Building Task Force and Facilities Finance Team and to show the two new positions of Choir Director and Liturgist/Accompanist and the Music Advisory Group reporting to the Senior Minister. With a couple of typographical changes, Marty moved approval, Joyce seconded, and the revised organizational chart was approved unanimously.

As the outgoing "interim" Operations Co-Chairs, Ann and Marty hope to introduce the new Operations Co-chairs, Cath Bleyer and Kathy Coulter, at the September 24 Program Council meeting and to review the revised organizational chart with the leadership groups represented at that meeting. Ann will contact Jack Whitsett to add this to the agenda.

5. Interfaith Rotating Winter Shelter update. Suzanne reminded the Board that UUCD has agreed to host the shelter in our new facility for the week of January 6-12, 2013. Betty Hester has been chair of the IRWS volunteer committee in the past, working with the Lutheran Church to find volunteers to help staff the shelter. Marty will call Betty to talk to her about the committee's level of involvement needed for this new venture. Two years ago we had 70 UUCD volunteers working with the IRWS, so we hope to reach that level of involvement again. Julie Harlow from the IRWS will help us facilitate its week at our church.

## **New Business**

1. Committee on Ministry. The Board needs to approve two new members proposed for the CoM. Suzanne will circulate their names and brief biographies by e-mail, and the Board will vote by e-mail.
2. Board Task Force on Leadership Group Charges. The Board enthusiastically approved Ann Halsted's offer to chair this task force, completing the task Tom Zolot initiated last year.
3. Sunsetting of Facilities Finance Team. Now that the books have closed on the past fiscal year, the remaining Capital Campaign issues can be handled by the ongoing Finance Committee. Karen moved, Ann seconded, and the Board unanimously approved the sunsetting of the Facilities Finance Team, with tremendous gratitude for a job well done.
4. Building Anniversary Plaque Task Force. The Board plans to celebrate the first year anniversary of our new Social Hall dedication by placing a plaque in honor of those who led in its construction and financing. George generously volunteered to head this effort. He will come back to the Board with a proposal at the September meeting.

## **Closing**

The next Board meeting will be on September 10, 7 pm. George provided our meeting evaluation. Beth closed the meeting with a reading of Jason Shelton's song, "Life Calls Us On," which was presented at General Assembly. The meeting was adjourned at 9:05 pm.

Minutes prepared by Marty West, Vice Chair