

## **MINUTES: December 10, 2012**

Unitarian Universalist Church of Davis Board of Trustees Meeting

**Board members present:** Suzanne Kimmel, Chair; Marty West, Vice Chair; Ann Halsted; George Hubert; Joyce Takahashi; Karen Urbano. **Board member absent:** Hiram Jackson. **Others present:** Beth Banks, Senior Minister; Annie Gonzalez, Intern & Campus Minister; Stacie Frerichs, Financial Officer; Jack Whitsett, Program Council Chair; Kathy Coulter, Operations Co-Chair; Carlena Wike, Co-Chair Committee on Ministry (COM); Karen Naliboff, Co-Chair COM; Lisa Oakes, Co-Coordinator, Auction/Building Anniversary Celebration; Sarah Keith, COM; Steve Reynolds, COM; Liz Leahy, Board Secretary.

### **Opening Activities**

Chair Suzanne Kimmel called the meeting to order at 7:05. Karen Urbano lit the chalice and shared a personal reflection. Joyce Takahashi read the Board Covenant. Suzanne Kimmel introduced Liz Leahy as Secretary to the Board. Marty West requested adding to the agenda her proposal that there be another Board member on the Nominating Committee, as required by the Church's Bylaws. Ann Halsted requested adding two items to the agenda under new business: a response to the Operations Co-Chairs' request to clarify who is to be authorized to make the decisions for the Social Hall storage usage and a discussion of whether the Board should delegate authority to sign nonfinancial contracts. Appointment of Liz Leahy as Board Secretary was added to the consent agenda. There was no congregational input.

### **Consent Agenda**

Motion: *Approve the Consent Agenda—Approval of Minutes and Highlights for the November 12 Board Meeting; Approval of Revised Gift Acceptance Policy, Approval of Sunset of Facilities Rental Committee, Appointment of Liz Leahy as Board Secretary.* Moved: Karen Urbano. Seconded: Marty West. Passed unanimously.

### **Discussion**

1. Beth Banks led a discussion of Chapters 3-4 of *Not Your Parents' Offering Plate: A New Vision for Financial Stewardship* by J. Clif Christopher. The Board will discuss chapters 5-6 next month.
2. Karen Naliboff and Steve Reynolds updated the Board on their ongoing review of the Pastoral Care Council, including the Caring Network and the Pastoral Associates. The program has been in effect for three years, and new Caring Network Neighborhood captains are replacing those whose terms are ending. Karen and Steve will collaborate with Pastoral Care Council Chair Barb Ashby about new ways of organizing the program to make it more effective. The "Lotsa Helping Hands" internet program is being studied for further use in coordination with the Caring Network. Beth Banks emphasized the need for a pastoral care professional to lead the Pastoral Associates program.

### **Discussion and Action Items**

1. March 30 Auction/Building Anniversary Celebration Update: Co-coordinator Lisa Oakes reported that David Sobon will be the auctioneer. Virginia Thigpen signed on to help to organize the event. George Hubert suggested going in front of the congregation to enlist help. Lisa said that purchasing

UU Auction software to keep track of donations and the many facets of the event would be very helpful. Stacie Frerichs will check with Jennifer Johnson to see if we already have the necessary software. Lisa hopes that this will be an elegant affair and that many talented persons will come forth to assist in planning it. Childcare will be offered.

2. Recommendation to Generosity Team: In November, the Generosity Team asked the Board to develop a statement on its vision for the use of additional funds raised as a result of a successful fund drive. In response, the Board asked the Staff and Operations Co-Chairs to recommend their top priorities for additional staffing. The Staff and Operations Co-Chairs recommended two new part-time staff positions: a pastoral care professional to oversee the Church's pastoral care ministry and a sexton to oversee maintenance of our Church's campus. Motion: *Support the recommended new part-time staff positions if additional funds are raised during the pledge drive.* Moved: Marty West Seconded: Ann Halsted. Passed unanimously.
3. Nomination of Peter Morales for re-election as UUA President was moved and discussed. Moved: Marty West. Seconded: Karen Urbano. Passed unanimously.
4. Financial Officer Stacie Frerichs presented the financial report, noting that income to date has been higher and expenses have been lower than projected. After staff research, a car donation company, Charitable Auto Resources in San Diego, was chosen to handle the Church's new program for vehicle donation. Stacie discussed possible dates for the Board's approval of the 2013-14 operating budget and for the Conversations with the Board about the budget in March and April.
5. The Human Resources Team recommended that Office Administrator Mandy Dawn Kuntz and Bookkeeper Jennifer Johnson receive one-time bonuses as a token of the Church's appreciation for their outstanding performance of the extra work required during the Church's capital campaign and building construction. Motion: *Approve the bonuses recommended by the HR Team.* Moved: Joyce Takahashi. Seconded Karen Urbano. Passed unanimously.

### **New Business**

1. Marty West moved that Hiram Jackson be asked to join the Nominating Committee as the second member from the Board. Moved: Ann Halsted. Seconded: George Hubert. Passed unanimously.
2. The Operations Co-Chairs will determine how to assign storage space in the Social Hall. They will also evaluate whether to recommend that the Board delegate responsibility for the signing of non-financial contracts.
3. The office building will be closed from Dec. 24 until Jan. 2.

### **Closing Activities**

Karen Urbano gave the meeting evaluation. Beth Banks brought us a reading for the closing. The meeting adjourned at 9:25 pm.

Minutes submitted by Liz Leahy.