

## **MINUTES: March 11, 2013**

Unitarian Universalist Church of Davis Board of Trustees Meeting

**Board members present:** Suzanne Kimmel, Chair; Marty West, Vice Chair; Ann Halsted; George Hubert; Hiram Jackson; Karen Urbano. **Board member absent:** Joyce Takahashi. **Others present:** Beth Banks, Senior Minister; Annie Gonzalez, Intern & Campus Minister; Jack Whitsett, Program Council Chair; Kathy Coulter, Operations Co-Chair; John Mitchell, Generosity Committee Chair; Liz Leahy, Board Secretary.

### **Opening Activities**

Chair Suzanne Kimmel called the meeting to order at 7:06. Hiram Jackson lit the chalice and shared a personal reflection. Suzanne requested that the Shaffer family gift in honor of Nancy Shaffer be added to the "Discussion and Action Items" of the agenda. Marty West requested that the Selection of Delegates for the Pacific Western Regional Assembly and General Assembly be added to the "Discussion and Action Items" of the agenda. The agenda as modified was approved. There was no congregational input.

### **Consent Agenda**

Minutes and Highlights for the Feb. 11, 2013 Board Meeting  
Membership Council charge  
Interfaith Rotating Winter Shelter charge  
Finance Team charge  
Revised Buildings Committee charge  
Revised Landscape & Grounds Committee charge  
Sponsorship of Seminary Candidates policy (revision approved via e-mail)

Moved approval of the Consent Agenda: Hiram Jackson. Seconded: Karen Urbano. Passed unanimously.

### **Discussion and Action Items**

1. John Mitchell gave the Generosity update. As of today, he reported, we have 203 pledges totaling \$438,135. The amount budgeted from pledges last year was \$412,846 meaning a 5.8% increase this year. There are still 17 pledges outstanding of people who pledged last year; follow-up with these individuals is continuing. If we received the same amount from these folks, our pledge would rise to \$450,185, an 8.1% increase. He said the committee will ask for \$5000 to offset expenses for next year's campaign.
2. Ann Halsted gave an overview of the revised Finance Policy, which clarifies the role of the Operations Co-Chairs and the responsibilities of the Finance Team. It also delegates authority for making financial decisions as needed in event of an emergency involving risk to individuals or property, and in the absence of the Board Chair or Vice Chair, to these individuals in order listed: Financial Officer, Operations Co-Chairs, Office Administrator. Moved: Marty West. Seconded: George Hubert. Passed unanimously.
3. Marty West gave the Nominating Committee update. The three Board nominees are Ramon Urbano, Ann-Catrin Van, and Lisa Baker. Bios will be published in the *Bulletin*, along with a notice to the congregation about procedures for additional nominations. Ramon Urbano has resigned from the Nominating Committee. Autumn Labbe-Renault has agreed to be nominated

for a two-year term on the Nominating Committee. The position of Operations Co-Chair will be open in September to replace Kathy Coulter.

4. George Hubert and Beth Banks gave the Plaque Ceremony update. No vendor has been chosen yet. To decide upon what form the plaque will take, George will consult Steve Harrison of Harrison Construction, our architect Jeff Gold, Liz King, Chair of the Aesthetics Team, and Virginia Thigpen, Chair of the Buildings Committee. Beth Banks said that Suzanne Kimmel will be the mistress of ceremonies and discussed events that will be occurring on Easter Sunday to commemorate the one-year anniversary celebration of our new Social Hall. A pancake brunch will follow the service prepared by the Journeys of the Spirit youth group.
5. The Operations Co-Chairs recommended that the Board accept the Shaffer family gift of \$5,000 in honor of Nancy Shaffer and that the Board delegate the Aesthetics Committee the authority to make the decisions for its use. Beth Banks said a new chalice in Nancy's name is planned. Ann Halsted moved that the Board accept the gift and delegate the authority to the Aesthetics Committee and the Building Committee to make decisions on its use. Seconded: Karen Urbano. Passed unanimously.
6. Marty West gave the update on the Selection of Delegates for the Pacific Regional Assembly April 26-28 in San Jose and the General Assembly in June in Louisville, Kentucky. John Ashby will be one of the 6 GA delegates. Regional delegates are John Ashby, Suzanne Kimmel, and Karen Urbano; 3 more delegates are needed. Moved: Marty West. Seconded: Hiram Jackson. Passed unanimously.

#### **Executive Session**

1. Reclassification of Office Administrator to Congregational Administrator. The Board voted to reclassify the position of Office Administrator to that of Congregational Administrator. With minor modifications of the UUA guidelines, the duties of our position of Congregational Administrator were described. Included among them was responsibility for a variety of functions for the smooth operation of the church with minimal guidance by the Senior Minister. To accomplish this reclassification from Office Administrator to Congregational Administrator, the Board approved a 12% increase in the salary of Mandy Dawn, effective April 1, 2013.
2. Reclassification of Bookkeeper to Accounting Manager. The Board voted to reclassify the position of Bookkeeper to that of Accounting Manager. With modifications of the UUA guidelines describing the position of Business Manager, the Board approved the description of Accounting Manager position. Included in the description was the management of the financial matters of the congregation with a high degree of independence and fiscal responsibility. To accomplish this reclassification from Bookkeeper to Accounting Manager, the Board approved a 12% increase in the salary of Jennifer Johnson, effective April 1, 2013.

#### **New Business (none)**

#### **Closing Activities**

1. Board Budget Meeting March 13 and next regular Board Meeting April 8.
2. Hiram Jackson gave the meeting evaluation.
3. Beth Banks and Annie Gonzalez gave the closing reading.
4. The meeting adjourned 9:06.

Submitted by Liz Leahy