

## MINUTES February 13, 2017

### BOARD OF TRUSTEES Unitarian Church of Davis

**Board members present:** Mari Perla, Chair; Carol Corbett, Vice-Chair; Barbara Bower; Walter Fulde; Karen Klussendorf; Odessa MacLean **Absent:** Matt Seelke **Others present:** Beth Banks, Senior Minister; Morgan McLean, Minister of Congregational Life; Elizabeth Assenza, Intern and Campus Minister; Karen Naliboff, Finance Officer; Jerry Friis, Operations; Ann Halsted, Policy Consultant; Stefan Harvey, Social Justice Coordinator; Jack Whitsett, congregant; Donna Sachs, Secretary to the Board.

### Opening Activities

7 pm: Meeting opened by chair, Mari Perla.

Barbara Bower lit the chalice and gave an opening reading.

Karen Klussendorf read the Board Covenant.

Carol Corbett served as evaluator

The agenda was approved with one item moved out of the Consent agenda, to be tabled until next month. That item is the extension of the contract for Rev. McLean.

### Announcements

February 19, 2017 New Member Ceremony 10:30 Senghas Room

May 5 - 6. 2017 Pacific Central District Conference

-Mt Diablo Unitarian Universalist Church, Walnut Creek

-UUA Presidential candidates Forum Mt Diablo Unitarian

June 4, 2017 UUCD Annual Congregational Meeting

June 11, 2017 - Volunteer and Board Recognition Worship

June 21 - 25, 2017 UUA General Assembly, New Orleans, LA

Also, the Board will send a note to the Davis Mosque. We are invited to visit and they will let us know when.

A request for delegates to PCD and GA has been made. Some people have expressed interest. Tabling will be done on Sundays. Karen Klussendorf has volunteered.

### Consent Agenda

The Consent Agenda was approved with two items removed, which were the Contract Extension for Assistant Minister and the Revised Leadership Groups by Functional Area.

Board Minutes of January 9, 2017 Staff Reports

Operations co-chairs reports

New Board Covenant

Contract Extension for Assistant Minister (pending)

Proposal to Discontinue Communications Committee Revised Finance Committee Charge

New Financial Officer Charge

Revised Operations Co-Chairs Charge

Revised Organization Chart

Revised Leadership Groups by Functional Area Chart

### Discussion and Action

#### I. Social Justice Report on the UUA Declaration of Conscience regarding immigrant rights.

Stefan Harvey reported. She showed a video and asked for individuals and groups to sign. Mari Perla moved that the Board sign the declaration as a group. The motion passed with one abstention.

Stefan listed the works that are being done in our congregation and says that the our Social Justice people are working with others in our county.

Mari proposed that we bring the declaration to the congregation at the annual meeting. Karen Klussendorf moved that we support the Social Justice team's proposal to educate the congregation about the declaration, and that it be put up for a vote at the congregational meeting in June. Motion passed,

**2. Annual meeting date.** Karen Klussendorf moved to schedule the annual congregational meeting for June 4, and the motion passed.

### **3. Finance report.**

Karen Naliboff proposed to fund two items. The total cost for repairs to the septic line will be taken from the Capital Reserve Fund. Additions to the rear of the Cottage will come from the remaining money in the Fund-a-Need account from the last auction. Carol Corbett moved that the septic line repair come from the Capital Reserve Fund and the Fund-a-Need money be used for a safe exit and water abatement construction at the rear of the Cottage. Motion passed.

Karen Naliboff noted that the separate bank account for the Cap Reserve Fund is now closed.

Karen reported that Allison Skinner, Music Director, has offered to donate her professional development money to buy some new hymnals. Karen Klussendorf moved that the Board decline her offer, declaring that professional development funds should be used for that purpose or revert to the church. Motion passed.

Karen Naliboff gave details of the costs for proposed staff pay raises. Most will be 2% plus the payroll costs. For Mandy Dawn, the proposal is 5%. Some other budget increases include one for Audio-Visual and an increase in professional development funds for Morgan McClean. These increases will total to \$14,396, and are about \$4000 more than had been anticipated. This information will be considered again when the Board reviews the proposed budget for next year.

### **4. Proposed by-laws revision.**

Ann Halstead, Policy Consultant, asked for two changes to the By-Laws. One is that the name of the "Finance Team" be changed to "Finance Committee". Second, that the list of the duties of the Finance Officer be increased to include responsibility for preparing the annual budget of the church. Indeed, the Finance Officer has already been doing this job. Odessa MacClean moved to accept this proposal to amend the by-laws. Motion passed. This proposal will next be submitted to the congregation at the annual meeting on June 4.

### **5. Review of Chapter 4 of the Governance Book**

Walter Fulde and Beth Banks led the discussion.

### **Closing Activities**

Carol Corbett gave the meeting evaluation

Beth offered a closing reflection.

Mari Perla closed the meeting at 8:51 pm.

### **Attachments**

1. Minutes of January 2017 Board Meeting
2. Operations Report
3. New Board Covenant
4. Proposal to Discontinue Communications Committee
5. Revised Finance Committee Charge
6. New Financial Officer Charge
7. Revised Operations Co-Chairs Charge
8. Revised Organization Chart
9. Revised Leadership Groups by Functional Area Chart
10. Social Justice Declaration of Conscience

11. Finance Reports: a. Balance Sheet b. Profit and Loss  
c. Finance Report
12. Proposed Bylaws Amendment
13. Staff Reports