

1st Draft
MINUTES
(includes Meeting Notes)
UUCD BOARD OF TRUSTEES
March 12, 2018, 7:00 PM, Church Library

Board members present: Carol Corbett (Chair); Walter Fulde (Vice-chair), Karen Klussendorf; Odessa MacLean, Matt Seelke; and Barbara Clutter.

Board members absent: Liz Garman.

Others present: Beth Banks (Senior Minister), Morgan McLean (Asst. Minister for Congregational Life); Dani Lindstrom (Intern and Campus Minister); Karen Naliboff (Finance Officer), and Jack Whitsett (Board Secretary).

OPENING ACTIVITIES

- 7:00 PM -- Carol Corbett called the meeting to order.
- Karen Klussendorf lit the chalice.
- Board members and others present checked-in.
- Odessa MacLean read the Board covenant.
- Barbara Clutter served as time-keeper and evaluator.
- The agenda for the meeting was approved.
 - Congregational input: None.

ANNOUNCEMENTS

Pacific Western Regional Assembly: April 27-29. Stories of Hope, Courage, Resistance, and Resilience, Lloyd Center DoubleTree Hotel, Portland, OR.

Speakers include Congressperson Pramila Jayapal, Rev. Dr. William Barber,

UUA President Rev. Susan Frederick Gray (keynote, lead worship, special address).

Membership (Congregational) Meeting: June 3. Please attend.

Board Sunday Service and Volunteer Appreciation: June 10. Let's plan a picnic!

CONSENT AGENDA

The one item on the Consent Agenda was approved unanimously:

- I. Board Minutes of February 12, 2018.

DISCUSSION AND ACTION ITEMS

I. Finance Report Questions and Budget (Karen Naliboff)

- The various Finance reports and the draft budget for 2018-19 are included as attachments.
- Karen Naliboff noted that income and expenses are currently within limits, and that there are no concerns to report.
- The proposed Budget for the 2018-19 fiscal year needs to be ready for consideration by the Board at the April Board meeting.
- Donations by the congregation at Sunday morning services have been lower than previously during the past two years.
- Estimates of auction income from the upcoming auction (in November) appear to be reasonable.
- A discussion was held as to whether the costs associated with the Church's participation in the annual Interfaith Rotating Winter Shelter should be moved to the Church Budget, or whether those costs should continue to be covered by donations made at the annual Christmas eve services.
- There was discussion of how much to raise the salary of the congregational administrator (Mandy Dawn). The raise shown in the draft budget would bring her salary to the new minimum recommended by the UUA. The board recommended raising her salary (in the 2018-19 Budget) to \$46,500 (roughly a 10% raise).

- Karen Naliboff raised the issue of the age of the electronic equipment at the church and that the current amount of the fixed asset purchase line would not be sufficient if multiple items failed in the same year. Because the items may not meet the threshold for using the capital reserve fund, Karen Naliboff suggested the possibility of using carry-over funds to create an electronic equipment reserve fund.
- Karen Naliboff reminded the board about prior year' carryovers and said that, while it is not advisable to rely on carryover to balance an operating budget, that it is something the board could consider to balance the budget. Carol Corbett indicated that she does not support using prior year' carryovers for operating expenses. There was further discussion of this issue and possible other uses for the carryover fund. Karen Klussendorf suggested the possibility of using carryover funds to pay for auction expenses. Beth raised the need to consider hiring a stewardship consultant.
- There was a discussion about a deficit budget. Odessa MacLean reminded the Board about the congregational concern last year regarding the deficit in the current budget. Others observed that a \$10,000 deficit is relatively small percentage of the total. Carol Corbett suggested that we may need to go back to the congregation and ask for more money.

FOLLOW-UP ON VISION QUESTIONS

(Discussion led by Rev. Beth Banks, and notes by Walt Fulde)

Beth (and Walt) presented a proposed process for changing the Board's calendar. The board members were asked to re-read chapter 8 from the Governance and Ministry book before the meeting and be prepared to discuss how ideas from the book about an annual process for the board could put into place at our church.

Beth drew a calendar on a white board and asked for input from the board members about where events like the board planning retreat, budget and evaluation activities could happen during the year.

Beth also proposed an idea for an "open question" to discuss and explore further of: "How can we serve the larger community." The events proposed were that the board have a planning retreat in January where the Annual Vision of Ministry would be developed and this would feed into the budget process which would follow in March/April.

There would also be the regular board retreat in August for new member orientation. The whole calendar and all of the activities were not discussed due to time constraints. The discussion will need to continue at a future board meeting.

MORE DISCUSSION AND ACTION ITEMS

2. Nominating Committee Update (Walt Fulde)

- Walt reported that, as of this date, there have been no scholarship applications for payment of costs for attendance at the Pacific Western Regional Assembly. Further publicity will likely be needed.

3. Ministers' Reports

- The Ministers' reports are included in an attachment.

4. Difficulty recruiting and keeping volunteers (Carol & Barbara)

- This topic was discussed briefly.
- No conclusions, except that it is an issue for most churches. Many churches address this problem by increasing paid staff time (as we have done recently with respect to audio/visual (A/V) staffing).

CLOSING ACTIVITIES

5. Barbara Clutter gave the meeting evaluation.

6. Rev. Beth Banks gave the closing reflection.

Adjournment: By Carol Corbett at 9:00 PM.

Attachments:

- Board Agenda for March 12, 2018
- Minutes, February 12, 2018, final draft

- Finance Balance Sheet vs. Last Year January 2018
- Finance report March 2018
- Finance...profit and loss vs. budget January 2018
- Finance...profit and loss vs. budget January 2018 for Board
- Finance...Proposed Budget
- Operations report
- Staff reports