

## Final Draft

### MINUTES (includes Meeting Notes) UUCD BOARD OF TRUSTEES April 9, 2018, 7:00 PM, Church Library

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

**Board members absent:** None.

**Others present:** Beth Banks (Senior Minister), Morgan McLean (Asst. Minister for Congregational Life); Dani Lindstrom (Intern and Campus Minister); Karen Naliboff (Finance Officer), Valerie Olson (Operations Co-chair), Ann Halsted (Policy Consultant), and Jack Whitsett (Board Secretary).

#### OPENING ACTIVITIES

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

#### ANNOUNCEMENTS

**Poor People's Campaign:** Moral Monday Mass Meeting - Monday, April 16, 6:30 PM, Sacramento

**Pacific Western Regional Assembly:** April 27-29, Stories of Hope, Courage, Resistance, and Resilience, at Lloyd Center DoubleTree, Portland, OR. Speakers include Congressperson Pramila Jayapal, and UUA President Rev. Susan Frederick Gray (keynote, lead worship, special address).

**Immigration Justice Day:** May 14, 8:30 AM – 4:00 PM State Capitol.

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

**Andrei Baumann Fund-raising Concert:** Saturday evening, June 9.

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

**UU General Assembly:** June 20–24 in Kansas City, MO.

## CONSENT AGENDA

The four items on the Consent Agenda were approved unanimously. Documents related to all of these items are included as attachments.

1. Nominating Committee recommendations for Board (Tamara Range and Claudia Utts-Smith) and the Nominating Committee (Matt Seelke).
2. March Board Minutes.
3. Historical Archives Task Force charge and approval of two leaders. The two leaders will be Susan Steinbach and Bob Young.
4. Proposal to share JulieBells choir director position. Barbara Meixner and Linda Birse will serve as the Bell Choir Co-Directors.

## DISCUSSION AND ACTION ITEMS

### 1. Operations, and questions on the Operations Report (Valerie Olson)

A question was raised about costs regarding the issue as to whether the Church should stay-in or opt out of the PG&E “Peak Day Pricing” option. Valerie responded that there is no difference in costs between the two options.

### 2. Finance Report Questions and Budget (Karen Naliboff)

- The various Finance reports and the most recent 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.
- Estimates of auction income (\$30,000) from the upcoming auction (in November) appear to be reasonable.
- Use of the prior years’ budget surplus (which is one-time money) would be appropriate for the costs of the auction in November 2018 (those costs are one-time expenses because payment of those costs is not a commitment to ongoing funding).
- Following the Board’s discussion of the proposed budget, a motion was made by Barbara Clutter (seconded by Liz Garman) that a further Board discussion regarding the proposed budget is not needed, and that the proposed budget be approved for presentation to the Congregation. The motion passed unanimously.

### 3. Continuing Development of Policy-based Governance (Discussion led by Rev. Beth Banks and Walt Fulde)

- Beth and Walt provided a summary of the recent activities related to Board visioning and other plans for revising Board processes for the future. Beth, Walt, and Liz met (via Skype) on March 20th to continue work on the proposed Board calendar. A visual of the calendar was developed to be presented to the Board.
- The proposed calendar was presented to the Board. Beth and Walt walked the Board members through the annual process presented on the calendar, highlighted proposed changes and additions, and

requested any comments or modifications from the Board members. Beth then led a discussion on the evaluation component of the calendar and asked Board members for their ideas on evaluation and monitoring.

- Walt will update the calendar to include Program Council meetings, the Nominating Committee process, future planning for Board agenda focus, the Membership meeting, and show the Board evaluation happening in May and the Staff evaluation happening in June.
- A small team has been created to continue the focus on the evaluation process. The team members are: Matt, Liz, and Barbara.

#### 4. Nominating Committee Update (Walt Fulde)

- The Nominating Committee's selections for Board members and for the Nominating Committee are listed in an attachment to these minutes.
- Walt reported that, as of this date, there has been only one scholarship application for payment of costs for attendance at the Pacific Western Regional Assembly. Further publicity is needed.

#### 5. Vote on Delegates to Regional Assembly (Carol Corbett)

Postponed.

#### 6. Ministers' Reports

- The Ministers' reports are included in an attachment.
- No questions were raised regarding these reports.

#### 7. Special Report on Stewardship Options (Rev. Beth Banks)

##### -- PACIFIC CENTRAL DISTRICT (PCD) ASSESSMENT OF FINANCIAL HEALTH

After a discussion, the Board was supportive of the Church participating in a free service, provided by PCD, to assess the congregation's financial health and future ability to fund our needs.

##### -- CONSULTING SUPPORT FOR THE 2018-19 STEWARDSHIP CAMPAIGN

- The plan is to hire consulting support for the Church' annual stewardship campaign for the 2018-19 program year. The proposal is from Kay Crider, a stewardship consultant from the organization "Stewardship For Us." Her proposal is an attachment.
- The process proposed begins with a review of detailed information about the Church's history, programs and ministries, planning, finances, funding sources, and goals for the future, followed by an on-site visit.
- The information provided in advance and in person is used to prepare a written report with strengths, observations and recommendations, as well as a proposed big picture timeline.
- These services are provided in three phases: (I) Evaluation of the overall organizational and financial health of the congregation, (II) Stewardship team formation and annual fund-raising

campaign preparation and implementation, and (III) Planned giving program development and implementation.

- Following the Board's discussion of the proposal, a motion was made by Matt Seelke (seconded by Liz Garman) that the Board approve a contract with "Stewardship For Us" for the implementation of Phases I and II. The motion passed unanimously.

## -- IMPLEMENTING A CULTURE OF GENEROSITY

The Board discussed implementing a "culture of generosity" within the congregation. One option is to take part in a multi-year program, which is being implemented by the Pacific Western Region, called "Institutionalizing a Ministry of Generosity." UUCD is invited to apply. Matt Seelke and Beth Banks are working on the application.

## **CLOSING ACTIVITIES**

8. Odessa MacLean gave the meeting evaluation.
9. Rev. Beth Banks gave the closing reflection.

**Adjournment:** By Carol Corbett at 8:52 PM.

### **Attachments:**

- Board Agenda
- Minutes, April 9, 2018, draft
- Finance Balance Sheet vs. Last Year February 2018
- Finance report April 2018
- Finance...profit and loss vs. budget February 2018
- Finance...profit and loss vs. budget January 2018 for Board
- Finance...Proposed Budget
- Staff reports
- Operations report
- Senior Minister's report
- Stewardship Consultants proposals
- Historical Archives Task Force Charge
- Memo from Susan Steinbach re: Historical Task Force formation
- Letter of Agreement Juuliebells
- Recommendation re: Juuliebells
- Job Description re: Juuliebells