

## UUCS Board of Directors Meeting

### Attending:

Lynn Cardiff  
Robin LaMonte  
Benjahmin Boschee  
John Prohodsky  
Gloria Holland  
Joanne Manson  
Janet Stevens  
Christine Ertl  
Cherryl Ramirez

The meeting was called to order at 5:35 p.m.

### Chalice Lighting & Centering Thoughts:

The chalice was lit and centering thoughts were provided.

### Visitors:

Christi Olsen – provided an overview of the religious education Board report and the women’s retreat.

### Housekeeping

New agenda items – Janet requested that the issue of the sanctuary remodel be added to the agenda. However, due to an extensive discussion of the budget and Board budget priorities, this discussion was deferred to the Board retreat.

Budget Committee Report - Robin reported on the status of the budget and the budget development process. The Congregation approved the use of one-time funds for salary increases in 2018-19, so there is an Operating Fund deficit at the end of the current budget year. These are permanent costs to be funded out of the 2019-20 Operating Budget. The estimated pledge drive requirement to maintain current services is approximately \$302,000. Bob Muir reported that as of March 9, about \$190,000 had been raised, which is below the \$290,000 raised at this point last year. Final pledge numbers are not in yet, but all indications are that UUCS will not have sufficient Operating Fund resources to meet current operating needs. The Budget Committee requested that the Board give direction on the priorities for budget reductions.

### Board Action

Board Budget Priorities - Janet moved and it was seconded to approve the draft budget priorities. These priorities are:

1. Fund facilities maintenance requirements and facilities reserves;
2. Be a congregation employer of choice;

3. Hire a Congregational “Administrator”. With definition in alignment with UUA position description; and
4. Other recommended ‘project’ from Committees / Teams with fund-raising

Janet discussed the need to increase fundraising. UUCS does not have a functioning fundraising committee. This is an issue that has been raised by Rev. Rick and others repeatedly. There was discussion about the budget deficit and the options for reducing expenditures. This could include requiring programs to use funds raised outside of the pledged funds before using Operating Funds and reducing staff hours to reduce personnel costs. Another suggestion was to ask each program to identify a budget reduction target, with details of the effect of the reduction on a program. John called the question. The vote to approve the motion to adopt the budget priorities draft was defeated by unanimous vote. Joanne will draft the revised priorities, including reduction options, and circulate them electronically. The Board will vote electronically.

Sabbatical Plan and Funding - Joanne moved and it was seconded that the Board approve the Sabbatical Leave Plan and allocate \$1,968 from the Sabbatical Leave Fund and up to \$6,000 from the Memorial Fund for sabbatical leave expenses. The vote was unanimous.

Policy on Communicating Board Decisions - Robin discussed need for a more systematic method for communicating Board decisions. The proposed policy and recommended form will provide this system. John moved and it was seconded to approve the Policy on Communicating Board Decisions. The vote was unanimous.

Policy for Submitting Requests to the Board – Robin had distributed a revised draft of a proposed policy. It was noted that the draft did not include policies on emergency requests or requests received after the Executive Committee meeting. The draft policy was pulled from the agenda and will be submitted next month.

Policies and Procedures from the Communications Team – The Board expressed appreciation for the work of the Communications Team. John moved and it was seconded to approve the Communications Team policies. The vote was unanimous.

#### Information Items

Policy on creating new teams/committees – Benjahmin reported that no action has happened due to other activities, including preparation for the Congregation Appreciation dinner.

Strategic Plan Implementation – Benjahmin reported that he is working on bullet points to assist Board liaisons to communicate Board expectations to the Teams/Committees. He reviewed the draft bullet points with the Board. He will send this out to the Board for review.

Thank you cards - Card will be sent at the next retreat. Board members noted that volunteers did a tremendous job in assisting the Landscape and Facilities Team with cleanup of the church grounds.

### Regular Reports

Treasurer report - The Treasurer reported a budget deficit of \$2958, as expected, caused by unbudgeted salary expenses and lack of fundraising and building rental income. It is estimated that UUCS will have a current year deficit of \$12,900. He also reported that there will be \$1968 in the Sabbatical Leave Fund in June. It is estimated that an additional \$6000 will be needed to fund the sabbatical. The Memorial Fund increased by \$1700 in February.

Vice Chair Team Council report – Joanne provided the Board with the minutes and reported on the March 3 meeting of the Team Council.

Minister Report - The Minister's report was sent via email. He reported on concerns raised from people who struggle with alcoholism or have dietary restrictions on publicizing what food and alcohol will be served at congregational events. He suggested that UUCS have a policy or procedure about this and make it known to those who host the various congregational events. This will be discussed at the next Board retreat.

Director of Religious Education report – The report was included in the Board Packet.

Social Justice Action Team report - The report was included in the Board Packet. Janet moved and it was seconded to acknowledge receipt of the Regular Reports. The vote was unanimous.

### Consent agenda

March Minutes – The name of a Board member was added to the attendance list. Joanne moved and it was seconded to approve the items on the Consent Agenda. The vote was unanimous.

### Executive Session

The Board went into Executive Session to discuss personnel matters. There was discussion about hiring a pianist. Christine moved and it was seconded to approve the rehiring of Sara Greenleaf as the UUCS pianist. The motion passed.

### Assignments and Upcoming Events

The Executive Committee will meet on 3/27 @4:00

March 14, 2018

The Board Retreat is on 3/20 @5:30 Some potential Board Retreat agenda items include:

1. Roles and responsibilities of the Committee on Human Resources
2. Sanctuary Remodel
3. UUCS Policies on food and alcohol service.
4. Send thank you cards to persons and teams, including Landscape/Facilities for the March 9 work.

The April Board Meeting is on 4/11 @5:30

Chalice Lighting and Opening Thoughts - Benjahmin is responsible for the chalice lighting and opening/closing thoughts in April. Janet will provide the thoughts in May and John in June.

The meeting was adjourned at 7:50