

**First Unitarian Church
Board of Directors Meeting
6:30 PM in Memorial Hall
December 17, 2013**

Board members attending: Christopher, Demi, Diem, Ketelle, Kwait, Mayo, McLaughlin, Phillips, Suydam, Wofford.

Others attending: Herrera (ex-officio), Robinson (ex-officio), Browne, Elwood.

Call to order: Meeting was called to order at 6:30 PM by President Pat Diem. Chalice lighting by Herrera. Phillips provided a question: “As we live and work among those with different outlooks, how do we represent or explain Unitarian Universalism?”

Administrative agenda—Diem

- A. Board Meeting minutes from November, 2013—Mayo
- B. Treasurer’s report November, 2013—Suydam
- C. Financial Update—Suydam/Knoebel
- D. Core staff report
- E. President’s report—Diem

Motion by Phillips to approve Administrative agenda. Demi 2nd. Motion passed.

- A. Board Meeting minutes from October, 2013—Mayo
- B. Treasurer’s Report, October 2013—Suydam
Suydam presented the October Treasurer’s report.

Total income for November was \$66,059.18, \$2,124.09 over budget. Contributions were under budget by \$3,064.47. Rental income is under budget year to date (YTD) by \$12,609.22. Total income YTD is under budget by \$16,621.00. the endowment fund income of \$9705.00 was added to the budget in November, which is why there is an income surplus for the month.

Board action requested by the Committee: none

Total expenses for November were \$63,868.312, over budget by \$368.46. Total YTD expenses are under budget by \$24,823.03. Utilities are under budget by \$6582.59 YTD. We expect expenses to continue to be over budget the remainder of the year but we also believe that we will have a budget surplus with the combined income from the endowment fund and increased contributions in November and December.

- C. Financial Update—Suydam, Knoebel
In November we received only \$7010 in capital fund pledge payments. In total we have received \$1,539,961.42 of \$1.8M in capital pledges. We have drawn \$550,000 from our line of credit and may need to draw additional \$75,000 to \$100,000 for expenses related to AV and other miscellaneous items. We now have \$128,000 in member loans. The last bill from Klinger Construction was paid in early November.

Board action requested from the Finance Committee:

The Finance Committee passed the following resolution at its December meeting: The Finance Committee believes that presenting a balanced budget to the congregation is important. The draft budget has been reviewed and adjustments discussed by the committee. The revised budget represents our best efforts at a balanced budget which we recommend to the Board.

D. Core Staff Report

Robinson reported that Wojciech Millich, who has accompanied the choir for a year will be leaving.

Additionally, the Property Committee asked that the Board review their its policy. The Board agreed that the policy reflects how we want the staff to manage employees. The Board also reviewed the Bad Weather policy and agreed that it appears to be fair and reasonable.

Herrera reported that she will be participating in a one-year fellowship with the Center for American Progress during which she will be learning how to be a media-savvy voice on reproductive justice, and to train other community leaders how to do the same.

Browne reported that he has continued to work on the 2014 operating budget; developing a list of possible cuts. He also spent time this month recruiting and hiring a new Communications Specialist, Jane Winkler. Additionally, he has worked on helping the After School Tutoring Program move into the RE building, transitioning the campus to “winter mode,” completing various facilities projects, and integrating Rick Held as the new volunteer IT specialist.

Elwood reported that the prison ministry will be launched on December 19th. He has also worked with the Social Justice Council to enlist their support for inviting Kip Bobroff from Albuquerque Interfaith to lead a workshop on how to conduct one-on-one interviews, a key component to community organizing. He will be offering twice monthly Christian spirituality/prayer group.

E. President’s Report—Diem

Diem has been working on the planning for the January 26, 2014 congregational meeting as well as working with stewardship campaign members on final steps of the campaign.

New Business

A. Social Justice Request—tabled.

B. Stewardship Campaign Update and Followup Planning—Suydam, Kettelle,
Through week 11, 408 pledges have been received totaling \$29,348 which is a 9.0% increase over last year for the same individuals. This is 93.8% of our \$671,000 goal.

Ten pledges have been received this week, seven of them new, i.e., from people who did not pledge in 2013, totaling \$6,000. Thank you letters are continuing to be sent out.

After completing the week 11 report, an additional \$10,149 was reported, bringing the total to \$639,497 from 420 pledges. This is 95.2% of the goal. Ten of these pledges are via automatic withdrawals but did not make a pledge. A letter is being sent out asking that the drafts be kept in place.

Last year, as of January 3rd, we had \$580,000 from 413 pledges. Our current results are 10.1% better than last year while pledges are 1.6% ahead of last year. \$1,358 was the average pledge last year, compared to \$1,543 so far this year.

C. Budget Proposal and Discussion—Browne

After focusing on the 2014 operating budget in the last two Finance Committee meetings, briefly discussing the budget at the November Board meeting, and brainstorming with staff, Browne presented a comprehensive 2014 budget proposal to the Board.

The initial budget projected a shortfall of \$22,600. Now the 2014 Adjusted Budget projects a negligible shortfall of \$291. Browne suggested that we can find a way to offset any shortfall before the budget goes before the congregation in January, 2014.

Browne reported that by increasing rents above projections, which seems achievable with a focused effort, and making small downward adjustments in several other areas (RE expense account, office expenses, physical plant operations, contingencies, and some committee funds) we should be able to achieve the proposed budget.

Additionally, we have been figuring our Fair Share obligation with Fair Share included as an element of our operating budget. Realistically, Fair Share is not part of the budget, but rather an obligation the congregation chooses to honor. Fair Share is calculated as a percentage of the budget. By including Fair Share as part of the budget, we have probably been paying a higher percentage than was required. We'll make this adjustment as well, i.e., remove Fair Share as a component of the budget and calculate our obligation based on a budget that does not include Fair Share.

Motion by Diem—The Board moves to accept the 2014 operating budget with the proposed trade-offs and recommend it to the congregation.

Wofford, 2nd. Motion carried.

D. Congregational Meeting Preparation--Diem

Diem presented a draft of the Annual Meeting Notice and agenda. The Board reviewed and approved the draft..

E. Liquor Liability Insurance--Demi

Demi reported that the Church Mutual Insurance representative has suggested that we go in another direction regarding our liquor liability issues. Diem requested that Demi present the following request to the Insurance Task Force: “The Board would like the Task Force to bring a final recommendation to the Board.”

F. Ministerial Housing Allowance Approval—Diem

Diem presented the following proposed motions to the Board:

Move that \$18,000 be designated as a housing allowance for Christine Robinson, Senior Minister, and that it shall apply to calendar year 2014 and all future years unless otherwise provided.

Move that \$23,000 be designated as a housing allowance for Angela Herrera, Associate Minister, and that it shall apply to calendar year 2014 and all future years unless otherwise provided.

Motion to approve the housing allowance proposals: Suydam. Ketelle, 2nd. Motion carried.

G. Senior Minister—Performance Review—Robinson

Robinson presented the Board with her reflections from April 2012 through November 2013. The “whole picture” focused on the wonder of how the the church continued to function despite the sometimes distractions and stress created by the new building project.

In addition to dealing with the building project and all the related inherent issues, there were several staff transitions, far more than would normally be anticipated. The biggest transition was creating the new Director of Operations Position, then interviewing and hiring for the position.

Solidifying the governance of the church also demanded a lot of ministerial time, working with the Governance Team to create a new structure; “Shared Governance.”

Managing change with construction and then the move into the new structure and living into a more equal relationship with Angela as the Associate Minister was accomplished.

Christine also spent time on the national UU level, traveling to New York to give a theme talk to regional leaders on worship; her third speech to a regional gathering of UU’s in 2013.

On a special note, Christine has recently completed her 25th year as our minister.

Statement from the Board—After discussion, the Board agrees: “Christine has done, and is doing, and excellent job as measured by the satisfaction of the congregation and the level of satisfaction and love that we sense as Board members.

H. Endowment fund Policy Manual for review—Herrera

Herrera has reviewed the existing “First Unitarian Endowment Fund Manual” and determined that there are some questions which should be brought to the Board:

- *Do the policy aspects of the Manual fall under the category of “Congregational Policy” (can only be amended by congregational quorum and vote) or board policy?*
- *Which policy statements came from where, i.e., Board or Congregation?*

After discussion the Board agreed that this is a matter best forwarded to the Governance Committee.

I. Board Personnel Policy Direction and Personnel Board Committee Representation

The Personnel Committee has requested that a Board member sit on the Committee. Demi volunteered to sit on the Committee.

Meeting adjourned 8:57 PM

Respectfully submitted, Chris Mayo, Secretary