

**First Unitarian Church  
Board of Directors Meeting  
6:30 PM in Memorial Hall  
August 20, 2013**

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

Absent: Demi

Others attending: Herrera (ex-officio), Robinson (ex-officio), Knoebel, Skye

**Call to order:** Meeting was called to order at 6:30 PM by President Pat Diem. Chalice lighting by Sydam. Robinson provided a question: “What is your favorite summer activity for pleasure or fun?”

**Administrative agenda—Diem**

- A. Board Meeting minutes from July, 2013—Mayo
- B. Board Meeting minutes from August 4—Mayo
- C. Treasurer’s report July, 2013—Suydam
- D. Financial Update on Capital Campaign—Suydam/Knoebel
- E. Shared Governance report--Knoebel
- F. Core staff report
- G. President’s report

*Motion by Wofford to approve Administrative agenda. 2<sup>nd</sup> Phillips. Motion passed.*

- A. Board Meeting minutes from July, 2013—Mayo  
*Several changes were made to the minutes submitted by Mayo.*
- B. Emergency Board Meeting minutes from August 4—Mayo  
*Several changes were made to the minutes submitted by Mayo.*
- C. Treasurer’s Report, July 2013—Suydam  
*Suydam reported that total income for July was \$51,689.37, \$12,245.72 under budget. Contributions were under budget by \$10,279.37 Rental income is under budget for the year by \$2837.83. Total income for the year to date is now under budget by \$3332.01.  
Total expenses for July were \$62,771.61, only \$88.33 under budget. Total expenses for the year to date are under budget by \$26,660.77. Utilities are still under budget by \$6373.33 for the year to date. This will change when we pay the utilities for the new sanctuary. We still have a combined difference of income to expenses of \$23,328.76.*

Board action requested from Finance Committee:

*The Finance Committee recommends that the Board act to provide the Stewardship committee with a goal of a 10% increase in pledge income for 2014.*

*It was agreed by the Board that this would be addressed later in the meeting during discussion of the Stewardship Campaign.*

**D. Financial Update on Capital Campaign—Suydam, Knoebel**

*We have received the Permanent Certificate of Occupancy for the new Sanctuary from the City of Albuquerque. The DCT, our architect, and Klinger Construction are continuing to work on remaining items on the 'punch list'. A \$12,000 retainage is being held from the Contractors final payment until all work is completed.*

*In July, we received \$9,472 in cash from capital pledges for a total of \$1,489,193 or 82.7% of budgeted pledges. We have drawn \$550,000 from our line of credit and have incurred \$5,198 in financing charges. We may need to draw another \$75K to \$100K to repay designated funds. We now have \$134,000 in member loans. There is a chance that we may receive a rebate from PNM for things we did over and above code in the new Sanctuary.*

**Contribution Statement**

*We will be including a narrative of our financial status in each quarterly contribution statement to keep the Congregation up-to-date on our financial condition. The June 30<sup>th</sup> statement was:*

*We are in a good financial position in our operating funds as well. Annual pledges to our operating fund provide 80% of our \$767,000 operating budget and are crucial support for our staff, programs, and operations. Through June 30<sup>th</sup>, our income was \$384,000 and expenses were under budget resulting in a \$39,000 surplus to date. However, in coming months we anticipate increased expenses related to our new sanctuary, to hiring a new Chief Operating Officer (formerly the Church Administrator), and to costs associated with re-purposing LaPuerta rooms. Soon a Wish List will be published with items (large and small) still needed to make our Sanctuary and Social Hall more complete.*

**Member Loans:** *We now have \$134,000 in member loans.*

**E. Shared Governance Report—Knoebel**

*The Shared Governance Task Force is actively working on drafting the Church Policy Manual. A policy framework has been developed which reflects the shared governance structure of our newly-adopted by-laws. The Manual will delineate the policy authority of the Congregation and the Board as well as staff responsibilities. Current policies in the Compendium (<http://uuabq.org/Compendium%20of%20church%20policies-MASTER-0411.pdf>) have been placed initially in groupings such as: access & privileges, communications, facilities management, governance, safe congregation, outreach, security, and privacy.*

**F. Core Staff Report**

*Robinson reported that about 30 applications have been received for the Director of Operations (DOO) position. Six interviews have been done in person and one via skype. The field has been narrowed to three candidates.*

*Once the DOO is hired, there will be a ½ time Administrator and a ½ time RE Administrator. Both will be filled by Mia, resulting in a full-time position for her, albeit with two bosses. The hit to the 2014 budget for this will be about \$20,000. Herrera reported that she has convened a new group interested in the issues of prison ministry, restorative justice, and mass incarceration. Additionally, she is beginning to plan for her 2014 sabbatical.*

**G. President's Report—Diem**

*Diem reported that most of her time this month has been spent on the Celebration Dinner planning. All the details appear to be taken care of now. We currently have about 120 people planning to attend, plus 13 children for the spaghetti dinner.*

**New Business**

**A. Insurance Committee Report—Demi**

*As Demi was absent, Diem presented the final recommendations from the Insurance Committee: The Committee recommends that the Board make two motions:*

- 1. Motion to increase the umbrella policy from 1 million to 5 million. Suydam moved: 2<sup>nd</sup>; Mayo. Motion passed.*
- 2. Motion to delete insurance from the current policy. Discussion included:*
  - The mural is currently insured for \$50,000.*
  - The insurance provider has stated that if we want to continue to insure the mural we will need to have it appraised.*
  - The cost of an appraisal could be prohibitive, and the church would be better served by using funds toward other purposes.*
  - The mural is, realistically, irreplaceable, insured or not.*

*After discussion the following motion was made by Suydam:*

*The Board moves not to pursue an appraisal of the mural. 2<sup>nd</sup>, McLaughlin. Motion passed.*

**B. Stewardship Campaign Messaging and Goals—Diem and Suydam**

*The Stewardship Campaign will feature dinner parties this year in lieu of the one-to-one Visiting Stewards plan that was used in past campaigns. Hosts will hold a dinner in their homes during October. Most hosts will entertain between 6 and 10 congregants, and will provide the main dish and beverages. Guests will receive special pledge packets in September, including an invitation to a Dinner Party, information about church stewardship in general, and information about this year's campaign goals. The pledge packet will not include a pledge card. The dinners will focus on "getting to know each other." At some point the hosts will lead discussions about stewardship, answer questions about the materials guests received, and hand out pledge cards. The guest will turn in completed*

*pledge cards to the hosts at the end of the evening and the hosts will turn them into the church office.*

Board action requested from Finance Committee:

*The Finance Committee recommends that the Board act to provide the Stewardship committee with a goal of a 10% increase in pledge income for 2014.*

*Diem presented some of the reasoning behind the recommendation.*

- *We know that we have a much larger campus now with associated higher usage costs.*
- *We know we will have additional paid staff in the upcoming year(s) and we know what that will cost.*
  1. *\$10,000 for a 10% cost of living increase.*
  2. *\$10,000 to replace lost income from La Puerta's leaving.*
  3. *\$9,000 to complete our Fair Share commitment.*
  4. *\$10,000 miscellaneous costs associated with the Building Project.*

*Kwait moved that the Board accept the Finance Committee's recommendation to increase the Stewardship goal by 10% over last years pledge drive which will translate to an increase of \$60,000 to \$65,000. 2<sup>nd</sup>; Phillips. Motion passed.*

#### C. Building Celebration and Dedication Planning—Diem

*Diem reported that, after multiple meetings and a lot of work by a lot of people, we are ready for the Building Celebration and Dedication weekend. Caterers, musicians, an MC and other details are in place for the Saturday night dinner during which key players in accomplishing the dream of the new Sanctuary will be thanked.*

*The Dedication service on Sunday night is also completely planned and ready to go. Guest speakers have RSVP'd, the service is planned and details such as extra seating have been arranged.*

#### D. Social Hall Usage—Diem

*Diem reported that, so far, an intentionally slow and not very assertive approach has been taken regarding how the Social Hall is used after Sunday services. Learning and growing into our new campus will require a certain level of experimentation. Diem suggested that we not make any concrete decisions for the next year or so.*

*Suggestions have been encouraged and some of the most repeated are:*

- *That the Social Hall not be as cluttered and busy as it was when the Memorial Hall was the Social Hall.*
- *That everything be put away each Sunday, i.e., no permanent display tables, posters, or banners.*

*So far, activity in the Social Hall has been busy and unregulated. Sales for fundraising purposes have occurred and are occurring. Though we do not have a formal fundraising policy yet, one will be coming sometime in the next few months and it is probably prudent to not allow fundraising activities, with the exception of*

*purely donation type activities to take place until policies and procedures for fundraising activities are in place.*

The Board agreed to the following statement:

*The safety and well being of the congregation requires that activities in the Social Hall be regulated, and we encourage the staff to work toward creating guidelines for uses and a vision for the social aspect of coffee hours.*

**Meeting adjourned 8:40 PM**

**Respectfully submitted, Chris Mayo, Secretary**