

**First Unitarian Church  
Board of Directors Meeting  
6:30 PM in Memorial Hall  
February 18, 2014**

Board members attending: Alei, Demi, Diem, Kapelianis, Ketelle, Kwait, Mayo, McLaughlin, Phillips, Suydam.

Absent: Flynn, Herrera (ex-officio)

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

**Call to order:** Meeting was called to order at 6:30 PM by President Martha Ketelle. Chalice lighting by Diem. Ketelle provided a question; a follow-up from the Board Retreat: “How do you feel about the Board goals developed during the February Board Retreat?”

**Administrative agenda—Ketelle**

- A. Board Meeting minutes from January —Mayo
- B. Annual Congregational Meeting minute—Mayo
- C. Financial Report—Suydam
- D. Core Staff Report
- E. President’s Report—Ketelle

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

- A. Board Meeting minutes from January 21, 2014—Mayo  
*Minutes were reviewed and approved.*

- B. Congregational Meeting minutes—Mayo  
*Minutes were reviewed and approved with minor ammendments.*

- C. Financial Update—Suydam

*Total income for January was \$70,805.31 which was \$2626.47 over budget. Contributions were over budget by \$3195.06. Rental income is \$1323.95 which is under budget by \$676.*

*Total expenses for January were \$72,196.11 which is under budget by \$1734.43. Utilities are \$6821.10 which is over budget by \$3804.14. Office expenses were also over budget due to the purchase of annual auto draft forms and tax forms.*

*In January we received \$37,238.63 in pledge income. The line of credit remains at \$550,000. Member loans are now \$116,000 as 2 have been transferred to gifts.*

- D. Core Staff Report

*Robinson reported that she has begun to serve on the Samaritan Counseling Center Board; a new kind of community service for her. She and Browne had a productive quarterly review of his work and goals. The Worship Team is planning for an intense year, during which each of the ministers will take a sabbatical.*

*Herrera reported that she has begun implementing her work plan with the Center for American Progress, which involves a variety of ways to get in front of issues with the media. The Music Futures Task Force is tabulating survey data gauging what church music programming generates the most enthusiasm.*

*Browne's month was highlighted by preparation for the congregational meeting, working with Communications to get Annual Reports posted on the Church website for the first time, continuing the due diligence process concerning the potential Edgewood property purchase, and planning for increased rentals of our spaces. Installation of the new AV systems is nearly complete.*

*Elwood reported that the Christian Spirituality/Prayer group began meeting the first week of February. He led the opening prayer for the House of Representatives in Santa Fe on February 10<sup>th</sup>. Elwood has agreed to extend his internship through June.*

*Lindquist reported that a new RE Administrative Assistant, Wanda Tuck, has been hired on a half-time basis. Three OWL classes are going now with corresponding self-led parent discussion groups. The RE Building Task Force is in place again with a planned painting day coming up.*

#### E. President's Report—Ketelle

*Ketelle reported that she has spent her first month as Board President familiarizing herself with Church operations and the duties of the President.*

#### F. Question—Ketelle

*Ketelle asked, "Are there any changes anyone would like to make to the Board Goals from 2013?"*

*During discussion, the following suggestions were made:*

- 1. Add Shared Governance proposed policies to our goals.*
- 2. Invite Geri Knoebel to a future Board meeting to explain where Shared Governance policies stand and what may require our attention.*
- 3. Goal—Board continue to progress in policy writing imperative to Shared Governance.*
- 4. Goal—Conclude final chores of Capital Campaign and convert to a mortgage.*

### **New Business**

#### A. Solar System Proposal--Robinson

*Robinson presented a proposed lease agreement for installment of solar panels on the new sanctuary. The agreement is standard agreement entered into with Premium Power, LLC, from whom the Church currently leases our existing solar panels. The following questions/points came up during discussion:*

- 1. Will our insurance cover the solar system? According to the agreement, we are responsible for the system.*
- 2. According to the agreement we are responsible for maintaining the system. Are we capable of that?*
- 3. There is a charge that the solar cells be kept clean. Has that been considered for staffing?*
- 4. We should have Browne add this to his list of items he needs to put some attention on.*
- 5. The contract as it stands seems to be one-sided in favor of Premium Power.*
- 6. In view of these questions, we should probably have a qualified attorney review the contract.*

*The Board agreed that we should continue to look into this and review in future meetings.*

**B. Edgewood Purchase Decision—Robinson**

*Robinson reported is taking a look at the zoning for the property. Records indicate that it may be zoned as a Residential Property which makes it less of a good investment.*

*The Board agreed that we should wait until we get clarification on this issue before moving forward with a purchase.*

*Robinson also reported that she is meeting with the Edgewood Branch to shore up their commitment to the added responsibilities the purchase will place upon them.*

**C. Employee Retirement Plan (for information)--Robinson**

*Robinson reported that UUA has put in some new things to make the Retirement Plan more flexible. They have requested that we review and inform them as to whether we adopt the new changes. Browne has recommended that the Personnel Committee review the Plan.*

**D. Employee Health Plan—Robinson**

*Robinson reported that, with the Affordable Care Act, UUA will be adding the bronze plan to the Employee Health Plan. We need to adopt and submit our approval to UUA.*

*Diem moved that we “accept the resolution.” Suydam, 2<sup>nd</sup>. Motion passed.*

**E. Board Goals—Ketelle**

*Ketelle asked that the Board review the “How Shall We Be Together? Our Board Covenant, Guidelines” statement, compiled during our discussions at the February Board Retreat. After discussion, the document reads as follows:*

- Trust the democratic process and speak with one voice, respecting majority votes.
- Practice deep listening.
- Crafting a strong agenda and timely follow through
- Keeping focus on our work with respect for the process.
- Distinguish between policy work and oversight in contrast to becoming absorbed with details.
- Encourage all to speak. Provide a safe space for all the share ideas.
- Focus on problems/issues not personalities.
- Distribute Board packets the Friday before the next week's meeting.
- Board members commit to be prepared for meeting and will read packets in advance.
- Notify President if a member cannot attend a meeting.
- Check on absentees who have not contacted anyone regarding their absence.
- Determine and respect information needs of new members.
- Request information/data when background information will better inform decision-making.

F. Strategic Plan—next steps—Ketelle

*Ketelle asked that the Board consider how we move forward with the Strategic Plan. We will need 4 Board Members and 3 members of the Congregation to serve on a Strategic Planning Task Force. Consequently the Board needs to come to the next meeting prepared to discuss which Board members will sit on the Task Force. Ketelle and Alei will compile their notes from the meeting with Stefan Jonnason and we will dedicate 30 minutes at the March Board Meeting toward finalizing plans for moving forward with the Strategic Plan.*

Meeting adjourned 7:55 PM

**Respectfully submitted, Chris Mayo, Secretary**