

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

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

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

Guest: Suzanne Visor (Co-Chair, Arts and Aesthetics Committee).

Call to order: Meeting was called to order at 6:30 PM by President Martha Ketelle. Chalice lighting by Kapelianis. Diem provided a question: “With the upcoming sabbaticals of our two Ministers, what topic or person would you look forward to hearing about or from in sermons during the sabbaticals?”

Administrative agenda—Ketelle

- A. Board Meeting minutes, February 18, 2014 —Mayo
- B. Financial Report from January--Suydam
- C. Financial Report from February—Suydam
- D. Core Staff Report
- E. President’s Report—Ketelle

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

- A. Board Meeting minutes from February 21, 2014—Mayo
Minutes were reviewed and approved.
- B. Financial Report from January--Suydam
Suydam clarified a question about the January Financial Report and the report was approved.
- C. Financial Report from February—Suydam

Total income for February was \$64,626.88 which was \$2,093.96 under budget. Income year to date is \$135,432.19 which is \$532 over budget. Contributions for February were under budget by \$2047.02. Rental income for February was \$2106.41 which is over budget by \$106.41 but is under budget YTD by \$569.64.

Total expenses for February were \$61,279.87 which is under budget by \$5,579.83. Expenses year to date are under budget by \$7314.25. Utilities were \$2551.99 which is under budget by \$2043.09. The higher expense on utilities in January was because we paid two monthly bills. Utilities YTD are over budget by \$1761.09. Areas where we are under budget for the first two months of the year include: physical plant, RE, Sunday services program staff, and Ministers expenses.

In February we received \$6599 in pledge income. The line of credit remains at \$550,000. Member loans are \$116,000.

Suydam moved to accept Doug Loescher onto the Finance Committee. 2nd, Demi. Motion passed.

Suydam moved to include the \$10,400 Endowment Income in the Operating Budget. 2nd, Alei. Motion passed.

Motion to accept February Treasurer's Report made by Phillips. 2nd, Diem. Motion passed.

D. Core Staff Report

Robinson reviewed the March Core Staff Report.

E. President's Report—Ketelle

Ketelle reported that the Board vote to accept the motion to purchase the Edgewood property at 1 Deanna Lane was concluded on March 12, 2014 with a unanimous e-mail vote to approve the purchase.

New Business

A. Board Roles Decision

Ketelle iterated the need to fill Board roles of Secretary and Vice-President, and suggested that the role of Secretary could be split into two roles: Corporate Secretary, responsible for signatory authority of the Secretary; and Recording Secretary, responsible for recording minutes, submitting them for Board approval, and ensuring that approved minutes are published for the congregation.

McLaughlin agreed to serve as Corporate Secretary.

Diem moved that McLaughlin be accepted as Corporate Secretary. 2nd, Demi. Motion passed.

Following discussion, the Board agreed that, because the task of recording meeting minutes can prohibit a Board member from fully participating in a meeting, the role of Recording Secretary may be better filled by a non-Board member, i.e., a Staff member or member of the congregation. The Board further agreed to consider potential Recording Secretaries for solicitation.

Flynn agreed to share the responsibilities of Recording Secretary in the interim.

Mayo moved that Flynn be accepted into the role of sharing responsibilities of interim Recording Secretary. 2nd, Phillips. Motion passed.

Alei agreed to serve as Vice-President.

Phillips moved that Alei be accepted as Vice-President. 2nd, Diem. Motion passed.

B. Employee Health Plan—Motion for response to UUA—Demi

Demi reported that the Personnel Committee has reviewed the new Employee Health Plan and is forwarding a motion to the Board to approve the plan. 2nd, Suydam. Motion passed.

C. Healthy Communities Team—Phillips

Phillips reported that the Healthy Communities Team would like to accept two new members to the Team: Betsy Townsend, a retired educator trained in mediation, and Heather Clark, a long-time church member who is very involved in the RE program.

Phillips moved that Townsend and Clark be approved as new members of the Healthy Communities Team. 2nd, Diem. Motion passed.

D. Strategic Plan Discussion

Ketelle reviewed previous discussions regarding moving forward with the Strategic plan. She and Alei compared their notes from the February meeting with Stefan Jonnason on Strategic Planning. The Board agreed that their compilation of notes is representative of the discussions at the meeting and also represents a starting point for the Strategic Plan Task Force.

The Board agrees that we should move forward without delay on forming the Strategic Plan Task Force, starting with identifying which Board members will serve on the team.

Flynn, Kapelianis, and Kwait volunteered to represent the Board as members of the Task Force. The Board approved those three serving in such a role.

E. Fund Requests—Robinson

Robinson reported that 84 chairs will arrive in time for Easter Sunday services. But we do not have enough hymnals to provide for a full house with the new chairs. As per the Board's request to be kept informed about what people are requesting money for, Robinson presented this to the Board. The Board agreed that fundraising for new hymnals should move forward.

Meeting adjourned 8:25 PM

Respectfully submitted, Chris Mayo, Secretary