

First Unitarian Church of Albuquerque
Board of Directors Meeting Minutes
20 May 2014

Board members present

Ketelle, Alei, Suydam, McLaughlin, Diem, Demi, Flynn, Mayo, Phillips

Members absent

Kapalianis, Kwait

Ex-officio present (ministers)

Robinson, Herrera, Elwood (intern)

Others in attendance

Bowen (acting recording secretary)

Call to order

6:30 pm by President Martha Ketelle

Chalice lighting by Demi

Administrative agenda

- 1) 15 April 2014 Board Meeting Minutes approved
- 2) May, 2014 Treasurer's Report (appended) presented and discussed
 - a) Slight overall surplus noted but anticipated rise in expenses calls for fundraising efforts, including final Capital Campaign appeal to congregation from Board, preferably in August, 2014
 - b) Ketelle will present draft fund appeal letter at July Board meeting
- 3) Core staff reports presented and discussed

Endowment Fund Committee

- a) Several board members expressed much concern over recent developments that led to resignation of EFC member Jake Barkdoll as matter of conscience
- b) Issue has to do with apparent conflict of interest re outside speaker at EFC Social Security forum who stands to gain business from his presentation, possibly at the expense of UU's own donor investment program
- c) Questions of EFC operational guidelines, oversight, & accountability need to be addressed; as a start, Herrera has requested EFC report
- d) Role of Board in this process needs clarifying as well: committees report to congregation but also quarterly to Board and there is no mechanism other than

Board for overseeing committee work; by-laws need to be revised to reflect this reality

e) In this instance Board agreed to back up Herrera's request for EFC report with official Board letter to EFC highlighting their ultimate mission to increase UU endowment, expressing concerns re conflict of interest, and asking for account of EFC decision-making principles and process

f) Kettle will draft said letter and seek Board approval before June, 2014 meeting

Addendum from Robinson: completed acquisition of East Mountain UU building and land that day (20 May 2014).

Old Business

1) Updated UU liquor liability policy presented by Demi was approved, with Diem moving to approve and Suydam seconding; noted that policy needs to be in place immediately but in future examples provided for service of ritual alcohol by non-church groups should be clarified

2) Membership in NM Interfaith Power and Light and \$50 yearly dues approved, with Demi moving to approve and Mayo seconding

3) Herrera reported on Stewardship Campaign Committee, which now has these members: Geri Knoebel, Nell Sale, Jan Harper, Scott Lake, Gwen Sawyer, Linda Skye, Marian Schreyer; still looking for a Board representative

4) Herrera also gave Strategic Plan update: no committee meeting set yet but two members have been recruited with possibility of third, will bring full roster to next Board meeting

5) Kettle reported on UU website investigations

a) Because website has zillions of spam hits, local usage can't be teased out from data

b) WordPress has emerged as best content management system for new website

c) Online contribution Parish Pay system takes credit cards and checks, used by many churches to good effect; ability of website visitors to donate online measurably increases church income

d) She's working to assemble representative core team to design website that fits congregational needs

6) Robinson reported she has promising candidate for ministerial internship who could help with the fundraising needed to cover his cost; because of upcoming vacations and leaves, ideally intern will start this summer

Observances

- 1) Anticipating Memorial Day, at Demi's invitation many Board members shared moving and colorful memories of those who've had a beneficial influence on their lives
- 2) Completion of Elwood's ministerial internship was marked with fond farewells and delicious cupcakes

New Business

- 1) Ketelle reported on Financial Review Committee and submitted draft summary of Board policy
 - a) Agreed that General item #1 in doc be amended to be more exact as follows: "The Financial Review Committee consists of three or four members of the church who are not members of the **Board, Finance, or Endowment Committees** and **have not served in such capacity within the last two years.**"
 - b) FRC has been inactive for last couple of years, probably due to fact that previous committee recommendations were not acted on by Board
 - c) Ketelle has recruited two members, looking for third
 - d) Staff financial responsibility roles shifting, new bookkeeper to be hired, prime time for FRC to become involved
 - e) Internal church audit mandated; question of whether external one needs to be done too should be addressed by Board
- 2) Robinson spoke about 2015 budgeting priorities, which must be identified before general fund appeal can be made
 - a) Due to new mortgage obligation, cost-of-living and other raises for church employees, Herrera promotion to higher salary category, and probable infrastructure upkeep expenses, need to aim for a 10% increase in 2015 funding = ~\$37K more than prior year.
 - b) Noted that, now that capital campaign is nearly completed, can encourage more operational giving to support large 800+member church

Meeting adjourned approximately 8:50 pm

Respectfully submitted,

Jerilyn Bowen, Acting Recording Secretary