

**First Unitarian Church
Board of Directors Meeting
6:30 PM in Memorial Hall
April 15, 2014**

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

Absent: McLaughlin.

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

Call to order: Meeting was called to order at 6:30 PM by President Martha Ketelle. Chalice lighting by Mayo. Suydam provided a question: "Nine months into our new sanctuary, how do you think the congregation is settling in?"

Administrative agenda—Ketelle

- A. Board Meeting minutes, February 18, 2014 —Mayo
 - B. Financial Report from March--Suydam
 - C. Core Staff Report
 - D. President's Report—Ketelle
- A. Board Meeting minutes from March 18, 2014—Mayo
Flynn's agreement to take a turn as recording secretary, as the search for a non-Board member to do so on an ongoing basis, was clarified. Minutes were corrected to reflect Kwait as a member of the strategic planning committee, not Alei. The fact that the vote to approve purchase of the Edgewood property was done by e-mail was added to the minutes. Motion by Phillips to approve minutes as amended. Diem 2nd. Motion passed.
- B. Financial Report from March--Suydam
Total income for March was \$61,765.45 which was \$4,955.49 under budget. Income year to date is \$197,197.54 which is \$4,422.98 under budget. Contributions for March were under budget by \$5,735.93. Rental income for March was \$2,723.75 which is over budget by \$723.75. YTD rental income is now over budget by \$154.11
- Total expenses for March were \$63,848.66 which is under budget by \$2,750.91. Expenses year to date are under budget by \$10,065.17. Utilities were \$3689.17 which is over budget by \$150.17. Utilities YTD are over budget by \$1911.26. Areas where we are under budget for the first three months of the year include: physical plant, RE, Program Staff, and Sunday services.*
- In March we received \$30,439 in capital pledge income which is significantly higher than the \$7000 received in February. We have two outstanding expenses to be paid: the interest on the line of credit which is \$18,905 and the remainder on the AV installation and equipment which is \$46,465. We expect the New*

Mexico tax credit to be \$39,500. The line of credit remains at \$550,000. Member loans are \$116,000.

Board action requested from the Finance Committee: None

Robinson asked if we were going to draw on our line of credit to cover closing costs re: the Edgewood property. Sudyum replied in the affirmative.

Suydum reported approx. \$145,000 presently in the checking account.

Motion to accept March Treasurer's Report made by Diem. 2nd, Mayo. Motion passed.

C. Core Staff Report

Robinson reviewed the April Core Staff Report. She reported the AV system is in the "fine-tuning" stage, closing on the Edgewood property will soon take place, a quarterly rental tracking system is in place, staff reaction to the recent team building retreat was positive, and support for landscaping and irrigation was rendered.

D. President's Report—Ketelle

*Ketelle worked with the Leadership Succession Committee, met with church staff to explore interface of Board-staff functions, and sought information related to updating our website. **Ketelle** also supported and participated in the "Relational Meetings" Workshop, and made an effort to recruit a recording secretary for the Board.*

New Business

A. Healthy Community Committee-Approve---Phillips

Phillips presented a draft Policy Document addressing the role of the Healthy Community Committee. Following discussion by board members Phillips included clarification that while the HC Committee acts as consultant in conflict situations, action is best taken by an individual with requisite intervention skills (per #4 under "Responsibilities.") Phillips agreed to integrate Board comments into the draft and present the revised document for approval at the May Board meeting.

B. Financial Review Committee-Status---Ketelle

The status of this Committee will be addressed at the May Board meeting, after Ketelle and Herrera have an opportunity to give it more attention.

C. Stewardship Campaign-Discussion---Herrera

Discussion was supported by the detailed report rendered by Geri Knoebel on the 2013 Stewardship Campaign which she co-chaired with Linda Skye. The merits of a year-long campaign were discussed. On the plus side, this would

help coordinate with the Membership Committee. However, consensus was that 2014 is not the year to take on a year-long campaign. Discussion continued and focused on ways to display pledging units and giving levels across the congregation as means to motivate increased contributions.

Diem moved Knoebel's report be accepted, 2nd Suydum. Report accepted.

D. Solar Panels-Approve

It was clarified that terms of the lease under consideration are the same as the previous lease, and that access to the roof of the new sanctuary will be easier hence, the cleaning of the panels ourselves will be possible. Method of attachment to the roof was discussed; panels will be held in place with sandbags. Kettle agreed to make sure the solar panel installer speaks with the new sanctuary roofing contractor to assure installation of the panels will not damage the roof or void the warranty.

Phillips moved installation be approved pending the installer-roofer check-point, 2nd Demi. Motion approved.

E. New Intern Fund-Approve---Robinson

With the completion of Bryan's internship, the fund established 10 years ago will be depleted. A family has indicated willingness to contribute \$25-30K to leverage additional gifts to replenish this fund. Board approval was requested to move forward with selective fund-raising. Phillips called the motion to approve, 2nd Mayo. Motion approved.

3. Critical Updates-Future Items

A. Strategic Plan---Herrera

Board member participants in the Strategic Planning Committee being formed met prior to tonight's Board meeting and identified members of the congregation to recruit for the Committee. The Committee charge was revised, and a time line is being developed. Herrera will bring a report of membership, charge and time-line to the May Board meeting.

4. Future Agenda Items

A. Website Development---Kettle

Kettle posed the questions, "What would we like (re: website updating) and how much would it cost?" Members suggested it would be advantageous if users determine what questions we want answered; determine what the UU constituency wants on our site.

Past and current user data (Who taps it?, Where do they go?)may be available from SW Cyberport. Adding social media and e-commerce links will be important. Kapelianis

suggested exploring whether a U of NM class would take website updating as a class project in the spring. There was general acceptance of the task force's continuing to pursue the answers to these questions to be brought back to the Board at a future meeting.

Meeting adjourned 8:10 PM

Respectfully submitted, Diane Flynn, Acting Recording Secretary for 4/15/14