

**First Unitarian Church
Board of Directors Meeting
July 15, 2014
6:30 – 8:30 PM**

6:30 PM Chalice Lighting – Larry Alei

Attendees: Larry Alei, Chris Mayo, Pat Diem, Alice Demi, Martha Ketelle, Christine Robinson, Stephen Phillips, Lynne McLaughlin, Dmetri Kapelianis, Kap, Paul Browne

Absent: Diane Flynn , John Kwait, Linda Suydam

1. Administrative agenda

- a. Board Meeting minutes – June 17, 2014
Minutes Approved with typographical corrections to be made by Alice and submitted to Martha. Diem abstained due to absence last month.
- b. Treasurer’s Report – July
Treasurers report moved and seconded, Approved as submitted.

Financial Reports

Income:

Pledge income for June was \$46,853.84 which was \$9,062.83 under budget. Non pledge gifts of \$5,333.45 were under budget by \$83.22. Total income for the year to date is under budget by \$16,042.12. Rental income for the month was under budget by \$347.68. For the year rental income is under budget by \$1,116.96

Expenses:

Total expenses for June were \$68,085.72 which was over budget by \$5,932.20. Total expenses for the year to date are \$401,631.56 which is under budget by \$8531.79. Utilities continue to be over budget by \$4189.44 for the year to date but physical plant, RE and Sunday services continue to be significantly under budget. YTD there is a net revenue vs expenses of -\$8,851.75.

Capital funds:

\$1,662,878.19 in cash pledges has been received through June. In June we received \$6,948.03 in pledge income. We need to receive \$81,612 in pledge income before the October switch to our mortgage to meet our projected budget.

No Board action requested from Finance Committee:

c. Core Staff Report

Security measures and revoking membership due to threats were discussed. Building dedication for the East Mountain building is Aug. 17. Board members are encouraged to attend. A retirement party is planned for Kathy Keller near the end of August. Solar

panels will be installed in the next few weeks. Social Hall bathrooms have been refurbished.

d. President's Report

Administrative agenda items approval was moved by Stephen Phillips, seconded by Larry Alei. Approved.

2. Old Business

- a. Report from General Assembly - Information Ketelle
Mara participated via internet streaming. Doug Leshner and Martha attended in person in Rhode Island. Next year is in Portland, OR.
- b. Security Update - Information Browne
Evacuation plans being developed for having occupants exit the sanctuary and RE building if needed. Investigation ongoing to secure doors and artwork in the sanctuary.
- c. Associate Minister Promotion - Decision Robinson
Christine suggested that we accommodate a \$12K increase in the budget (\$4K in 2015, \$8K in 2016 budget year) to prepare for a potential promotion to Minister for Angela.
- d. Stewardship Campaign – Update McLaughlin
Theme for the campaign is picking an apple from the tree. Lead donor is planned for Sept. 14 before the Sept. 21 kickoff event (ice cream social, potluck, games, etc.). Effort will be made to complete as much of the pledge completion on Sept. 21 as possible.
- e. Strategic Plan – Update Kapelianis/Renz-Whitmore
Tentative schedule in place to meet congregational meeting decision point. Meetings to solicit input have been planned for the next few months to gather input on opportunities/possibilities. Initial draft to be prepared by September. Second round of input in October. Finalize in November, submit to the Board in December. Stakeholder categories: 86 groups represented, worship, RE, social justice, branches, administrative, staff, program, hobby groups. Five initial thoughts of the strategic planning team: 1) enriching opportunities; 2) reaching out and serving new members; 3) nurturing the bonds through RE programs, 4) taking action in the broader community; and 5) striking the right balance of financial and organizational strategies.

Two boundary conditions being applied to the strategic planning process/team activities:
Process for succession planning will not be a part of the team's strategic plan; will be handled separately
No significant capital fundraising campaigns.
- f. Website – Update Ketelle
91 responses to date to the website survey. Paper copies being provided at Sunday morning services the next two Sundays. Costs to be estimated after specs determined.

3. New Business

- a. 2015 Budget – Direction to Committees - Discussion Browne
Proposed Budget being developed for 2015 by staff. Paul is analyzing the temporary designated funds to incorporate these accounts to depict program expenditures in addition to the church operating budget. Having two funds is required to manage annual operating budgeted expenses but communication of total church costs can include the \$40K of funding/expenditures for designated purposes also.
- b. Capital Campaign Letter to New Members - Decision Ketelle
Christine and Martha will revise the letter to be sent to individuals who have not pledged or donated to the capital campaign.
- c. Report from Policy Governance Committee - Info Ketelle
Board prefers a special single meeting later in the year to review the group of policies.

- d. Important Dates
- e. July 1 – October 31, 2014 – Angela Herrera on sabbatical
- f. August 17, 2014 - Building dedication for East Mountain Edgewood group.
- g. August 30, 2014 - Retirement party for Kathy Keller
- h. September 21 – Board presence needed for Pledge Event
- i. Week of October 19, 2014 – Follow Up calls for Stewardship Campaign