

First Unitarian Church

Board of Directors Meeting

July 21, 2015

7:00 – 8:30 PM

7:00 PM Chalice Lighting – Martha Kettelle.

Board Members Attending: Martha Kettelle, Christine Robinson, Larry Alei, Donna Collins, Steve Philips, Rick Held, Dimitri Kapelianis, Linda Suydam, Chris Mayo.

Guests: Zoe Walters (buildings and grounds committee), Nell Sale and Dorothy Reynolds (Endowment committee).

Absent: Gwen Sawyer (ill), James Galasinski (on parental leave), Ken Callahan, Angela Herrera (on vacation).

1. Administrative agenda

- a. Board Meeting minutes – June 16, 2015
 - i. **Action: Larry** - Change property committee name to “buildings and grounds committee”
 - ii. Steve moves to approve the minutes (with the above change), Linda seconds, vote passes - minutes approved
- b. Treasurer’s Report & Quarterly Financial Report - Address current status of revenue and expenses in response to April discussion
 - The new qtrly review and associated reports are postponed until the August board meeting (Paul was unable to review the information due to his medical recovery timeline)
 - Linda: In summary, pledge income improved and reduced our YTD cum shortfall to \$7k of revenue, while we sustained about \$8k of expense good news; so net/net, we are on forecast for the year at this point.
 - **Action: Linda** - to follow up on the “excess income vs. expenses” comment in the treasurer’s report, which doesn’t seem to align with the YTD cum data (send clarification to board members via email).
 - Rick moves to approve the report, Chris seconds, vote passes - report approved
- c. Core Staff Reports
 - i. No changes or actions required
- d. President’s Report
 - i. No changes or actions required

2. Action Items

- a. Approve members of the Buildings and Grounds Committee
 - i. Zoe Walter, Dan Vance, & Jake Barkdoll have agreed to join this committee, with Steve Philips chairing. This is the desired number of team members, and the team members’ backgrounds are excellent given the charge of this team.
 - ii. The policy statements for this committee are being revised, and Steve expects to have them ready for board review in the next month or two.
 - iii. This team will partner with the church staff to align on B&G needs and set project plans both physically (item X is about to fall over) and programmatically (the RE effort needs new thing Y).
 - iv. Larry added that in Paul’s absence, Larry is stepping in to help define A/V project priorities with Arne and Abe (iMinistry chairs), and (with Steve) will meld those

priorities in with the Buildings and Grounds project list. Using this “deferred maintenance list”, we will jointly determine which projects to invest in and when, based on available resources.

- v. Process ideas are being developed for this effort, such as (e.g.) having the deferred maintenance list online and have it reflect progress against the line items, so that we don’t have issues with revision control or mis-alignment across stakeholders.
- vi. Based on a walk around the entire property, there are a number of issues around the perimeter which need to be addressed. Some are outside the scope of the current landscape committee, and may violate zoning or other concerns (drainage, fencing, etc.). So the list of project needs will extend beyond replacement of old mechanical assets and the like.
- vii. Dimitri moves, and Chris seconds to approve the membership of the Buildings and Grounds committee. The vote passes, and this team is approved as proposed.

3. Discussion Topics

- a. Dialogue with Endowment Committee – Nell Sale and Dorothy Reynolds
 - i. Topic: what is an endowment?
 - 1. A pot of money, envisioned to be invested in a way which permits retention of the original gift
 - 2. Only investment income is spent (interest, dividends, etc.), so that the original principal is maintained and in fact grows as we spend conservatively relative to the investment returns
 - ii. In 2008/9, there were some losses in the fund which have since been recovered (based on market fluctuations).
 - iii. We have a conservative spend policy, at 4% of the total return of the fund (calculated on 12 trailing qtrs. of value). A well-established 5% guideline was referenced, illustrating that our approach is conservative.
 - iv. The endowment is invested for total return (not just invested in “safe”/cash type investments). Investment decisions are made by the UUA endowment investment service, which does practice socially responsible investing to align with the values of the UUA.
 - v. Gifts from donors tend to be “safe deposit box” items or given as posthumous portions of one’s estate in wills/trusts. Typically donations are not from someone writing a check; gifts tend to arrive irregularly.
 - vi. The opportunity for donors is to leave a legacy, and “give now without writing a check”.
 - vii. A key tool for the Endowment team will be a good presence on the new web site. Their page is ready to go, and they are pleased to hear that the new site will come up August 1st.
 - viii. The team is planning an event on October 17th, focusing on church leaders (as identified from looking at the past several years of committee and board membership) and in that event, they will present endowment information.
 - ix. One key data set the team needs is names of committee members, in the church documentation. Generally, those leaders are the best candidates for endowment giving. They identified a number of gaps in the past record-keeping, and noted that we need to make sure meeting minutes include membership information.

- x. On the web page, we plan to offer links to the UUA - who maintain good educational materials on why and how to do endowment gifts. The UUA also has direct opportunities which they administer (charitable gift annuities). These instruments can provide significant tax advantages to the donor, some of which can be recognized at the time the gift is made.
 - xi. One need of the Endowment team is to have a clear procedure for responding to potential gifts; there will be cases where the board will need to help with the gift acceptance decision.
 - xii. **Action: Nell** - The Endowment team agreed to send a written update quarterly to the Board, and to contact the Board as needed if/when gifts arise which need some kind of vetting or decision about acceptance.
- b. Discussion of Board guidance to the Radical Generosity Committee, for the 2016 Pledge Drive
- i. The Lead donor event is planned for 9/25 (Friday), and kickoff Sunday is 9/27.
 - ii. Guidance areas mentioned (additional things we want to see happen in 2016, which impact expenses) include: Angela's promotion/raise, getting back to fair share level in our UUA contribution (aggressively), begin paying for the new music director, enable staff cost of living raises, and developing our deferred maintenance fund.
 - iii. Note that the "marketing" and communication plans by the Radical Generosity team will be different than just reciting the above list to members. The team wants to help frame for people the different levels of giving and guidelines for that, emphasizing the "top 3" things that the church aspires to and which produce a win/win for members as well
 - iv. The discussion was distilled down to 3 large areas for the RG team to consider in their messaging, which together add to a more vibrant and impactful community which benefits both members and our community: (1) developing/building our ministry (Angela's promo and new music director), (2) more/better RE and family/social support, and (3) Social Justice/fair share/Abq Interfaith.
- c. Recognitions of Volunteers
- i. Linda brought in 2 recognitions, which were signed.
 - ii. **Actions: Martha** to bring in 1 next month (EW), **Larry** bring one (AG), and **Donna** one (MJB). Also, **Steve** will look into the food bank group and come with a recommendation next time, for recognition the following month.
- d. Potential New Board Member
- i. Still searching for the right candidate; hopefully another person from a young family who can help balance our perspective with that demographic.

Important Dates

August 1-2, 2015 – Music Futures Weekend with Jason Shelton, Nashville UU Church

September 25, 2015 – Lead Donor Event for 2016 Pledge Drive

September 27, 2015 – Pledge Sunday for 2016 Pledge Drive

October 17, 2015 – Endowment event for past and present Church Leaders