

**First Unitarian Church
Board of Directors Meeting
December 15, 2015
7:00 – 8:30 PM**

Attendees:, Larry Alei, Martha Ketelle, Steve Phillips, Donna Collins, Meghan Shattuck, Angela Herrera, Geri Knobel, Ken Callahan, Chris Mayo, Gwen Sawyer, Linda Suydam, Rick Held

Absent: Dmitri K

Guest: Paul Browne

Ex Officio: Christine Robinson

7:00 PM Chalice Lighting – Steve Phillips

1. Administrative agenda

1. Board Meeting minutes of November, 2015
 - i. 2016 budget Held out \$2000 for strategic initiatives to be added
 - ii. Family promise change from present in the evening vs present overnight
 - iii. Item 6 membership direction vs membership development
 - iv. Item 7 architectural and building modifications study
 - v. Martha Moves to approve minutes, Gwen seconded. Motion passes
2. Treasurer's Report – Linda Suydam
 - i. 2015 pledges under-budget but rental income over budget
 - ii. Have an overall surplus of ~\$4000 (hurrah!)
 - iii. Steve moves to approve treasurers report, Chris seconded, motion approved
3. Update on Radical Generosity – Chris Mayo
 - i. Pledges at 96%
 - ii. Pre-calling went from ~80% pledges to 96%
 - iii. Time to transition to year-round radical generosity
4. Core Staff Reports
 - i. Christine's Report: Healthy community committee work, learning from inclement weather needs
 - ii. Recognition of Steve Phillips for help with staff projects
5. President's Report
 - i. Progress of Family Promise, approximate 10% of membership involved already

2. Action Items

1. Approve James Galasinski ordination vote to be included in Annual Meeting Agenda.
 - i. Movement to put on annual meeting agenda, seconded, motion passes, 1 abstention
2. Review and consider Approval of proposed allocation of the donation from the Center for Consciousness Education from Mia Noren.
 - i. Proposal for picnic tables and retaining walls in playground area
 - ii. Can then let CCE know what we spent the money on

- iii. Steve Moves, Linda seconds to approve. Motion passes
- 3. Review and Approve sending proposed By-Laws changes to the congregation's Annual Meeting - Geri
 - i. 4 amendments proposed at annual meeting
 - 1. 2 already approved
 - a. Change name of policy manual
 - b. Linkage to board and committees
 - 2. 2 not yet approved
 - a. Article 2, section 4b: Proposal to enrich connection between board and bylaws
 - i. Larry moves, Meghan second, motion approved
 - b. Article 1 section 03 - congregation authority new bullets
 - i. To adopt congregational policies which do not ride to the level of bylaws to further instruct its standing committees
 - ii. To ordain persons to the Unitarian universalist ministry
 - iii. Major construction - or improvements thereon (change to match bylaws) "TO approve or purchase the sale of real property, or spend more than an amount equivalent to 5% of the current years budget for construction or improvements"
 - 3. Chris moves, Gwen seconds, motion passes
- 4. Review and Approve proposed 2.0 Financial Chapter of the Policy Manual
 - i. Nested bowl principle of hierarchy of policy creation and adoption
 - ii. Codified what we are already doing
 - 1. By-laws
 - 2. Board previously approved policies
 - 3. Edited policies from compendium
 - 4. New policies
 - a. Depreciation and marketable securities - auditor
 - b. Role of board and finance committee in projects > \$25k
 - iii. Note: 2.07 confidentiality of financial records had not been approved before
 - 1. Form needs an address update. But this wont hold up the policies approval because we are linking to the form that had previous concerns, rather than having it directly in the manual
 - iv. Concerns:
 - 1. GAAP - generally acceptable accounting principles. Does it allow for pledges sent in January. GAAP does account for it with modified cash basis. Recommendation from auditor is as you choose to deviate from gap, document the exceptions to GAAP and codify in policy
 - 2. Income vs revenue nomenclature concern
 - 3. Does the board have the level of understanding needed to vote on this?
 - v. These are living documents which can be changed, so if there are some issues or concerns, can we adjust them later as needed?
 - vi. Steve Moves to approve, Linda seconds, 1 no, motion carries

5. 2016 Draft Budget – Discuss and work toward finalizing Budget to be sent to Annual Meeting for Congregational Approval - Paul
 - i. Newly updated budget
 - ii. Facilities manager
 1. Dave Lee left organization as facilities manager
 2. Plan to have someone with higher hourly and lower total hours as facility manager
 3. Take that surplus and add it to custodial staffing needs
 - iii. Surplus this year had looked big, but it was due to principle payments in capital budget.
 - iv. At 96.1% of pledges, which is ahead of where we normally are at this time.
 - v. Recommendation from staff, leave pledge number in budget at 699,000
 - vi. Knocked non-pledge number down, but it bounces around year-to-year
 - vii. In 2017, will have to pay rest of principal. Next year we were planning to be artificially low on mortgage, so we may have a step function increase in budget need.
 - viii. Other budget preparations to plan for in coming years: solar cell costs associated with roof maintenance, ministerial transitions. Paul recommends looking at these types of concerns during 5-year plan discussions
 - ix. Steve moves to accept, Linda seconds, motion carries, will send budget to annual meeting
 - x. Paul request for guidance
 1. Between now and meeting, we will close the books. Do we want to go in with slack, or put budget slack into somewhere, such as contribution to Mortgage Principal Payments line. - put slack into mortgage principal payments line

3. Discussion Topic

1. Recognitions of Volunteers – Letters
2. Feedback on “Coffee with the Board” – Larry
 - i. A few suggestions, but primarily thanks for holding the time
 - ii. Need to advertise it into the order of service

8:35 Meeting adjourns

Important Dates

January 31, 2016 – Annual Meeting of the Congregation

February 5-6 – Board Retreat

April 15-16, 2016 – MDD Meeting hosted by First Unitarian