

**First Unitarian Church
Board of Directors Meeting
April 19, 2016
7:00 – 8:30 PM**

Members: Larry Alei, Ken Callahan, Donna Collins, Alisa Cooper De Uribe, Rick Held, Chris Mayo, Meghan Shattuck, Linda Suydam

Ex-Officio Member: Christine Robinson

Guests: Angela Herrera, Paul Browne, Jake Barkdoll, Zoe Walton, Virginia Burris, Nancy Cushman

Absent: Dimitri Kapelianis, Gwen Sawyer, Martha Ketelle

Time	Topic	Expected Outcome(s)	Presenter
7:00	Fun	Fun	Chris Mayo
7:10	Chalice Lighting	Get Centered & Focused	Linda Suydam
7:10 (Admin Items)	BOD meeting minutes from Mar. 2016	Finalize	Meghan Shattuck
Minutes: Motion: Donna moves to approve minutes without amendments Second: Linda Result: Motion Passes			
(Admin Items)	Treasurer's Report	Clarify / Understand	Linda Suydam
Minutes: Financial reports: <ul style="list-style-type: none"> Total income for March was \$74,061.94 which was \$3,316.80 under budget Total expenses for March were \$81,047.14 which is over budget by \$9,540.90 Capital funds: Pledge income received in March was \$200. Finance Committee: <ul style="list-style-type: none"> Income in both February and March was under plan but quarterly income was on target because of prepaid pledges in January. Pledge income is 3.6% below plan and non-pledge gifts are 10.9% below the plan despite lowering that number significantly in this year's budget. Question: does this take into account that non-pledge gifts are mostly in December? No, it is not broken out by season Motion: Chris moves to approve treasurer's report Second: Meghan Seconds Result: Motion passes			
(Admin Items)	Executive Staff Report	Clarify / Understand	Christine Robinson
Minutes: Christine: <ul style="list-style-type: none"> Many activities and workshops this month. MDD Conference went well. Numbers were down, but due to planning. Staff was happy Angela: <ul style="list-style-type: none"> Continuation from last months activity Paul:			

- Facilities - closet cleanups/repurposing nearly done. Social hall kitchen cabinets repainted
- Space: Increase in space utilization from both church and rental
- Financial management: Quarterly report generated, endowment, accepting credit cards is increasing revenue for certain activities.
- IT: Power church software routines being developed

(Admin Items)	Program Staff Report	Clarify / Understand	Angela Herrera
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Minutes:

Christine:

- Ran multiple Workshops
- Support James' ordination and transition
- Planning UU101 and sermon classes

Angela:

- Led workshop at MDD
- Mini campaign of radical generosity in May
- Worship in the wilderness (Rio Grande Bosque) June 12

James:

- Ordination
- Transition/Handoff of owned programs
- Mid High visits
- Mid-High & High School Roadrunner volunteering

Mia:

- First Sunday Family Picnic successful
- OWL facilitator dinner
- Two YPC applications
- Youth COA service April 24th

Susan:

- Chalice Singers/Spare parts collaboration
- Sol singers had successful first pastoral visit
- Spirit Singers in service May 1
- Leading April 24th Children's Chapel

Beth:

- Planning connections Sunday
- Planning August 21 service on volunteering
- New Groups: Single parents, meditative coloring

(Admin Items)	President's Report	Clarify / Understand	Larry Alei
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Minutes:

Church team meetings

- Finance review team will be encouraged to start meeting, have support from Larry & Paul.
- Healthy Community Team needs 2 new members, 1 board member. Need suggestions.
- Landscape Team new guidelines

Board resource book updates

Coffee with the board continues

New Member dinner connections made

Met with Beth Elliott

MDD Meeting kicked off smoothly, and had wide base of attendance

7:30	Qtrly Financial Review	Clarify / Understand	Linda Suydam/ Paul Browne
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Minutes:

Operating Fund Performance				
First Quarter 2016				
January 1 to March 31				
	Budget	Actual	Variance	
	Amount	Amount	Amount	Prct
Income				
Total Income	\$275,254	\$272,195	(3,059)	-1.1%
Expenses				
Operating Expenses				
Total Operating Expenses	\$207,849	\$207,245	(604)	-0.3%
Operating Surplus(Deficit)	\$67,405	\$64,950	(2,455)	-3.6%
Other Expenses	\$15,866	\$12,974	(2,892)	-18.2%
Total Expenses	\$223,715	\$220,219	(3,496)	-1.6%
Transfers		(\$282)	(282)	-
Surplus (Deficit)	\$51,539	\$51,694	155	0.3%

Overall pattern for the quarter, we are \$155 ahead of planned. Right now we are tracking where we should be.

Income:

Non-pledge revenue is stronger this year. (Have been getting additional rentals)

Arts and aesthetics has had a bumper year thus far

To ensure we meet our budget, we need \$717,000. \$701,812 is how much has been pledged to date. Have been getting initial contributions, but not as much pledging. Radical generosity can make calls to new members

Looking to give people something to incentivize making their first pledge

We are below our 97.5% target

Expenses:

Did not forecast the utilities reduction in revenue from having the solar panels off for roof repair.

Questions:

Is music program expense startup? Looks likely to be one time purchase of music

7:40	BOD visibility proposal	Feedback and Ratify	Rick Held & Alisa Cooper De Uribe
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Minutes:

Goal:

To foster relationship and communication between the Board of Directors and the congregation

Purpose:

To encourage the congregation to present ideas, thoughts, and concerns to board members so

the board can maintain awareness of opportunities to improve church functioning as an organization and as a community

Strategy Summary:

Increase congregants' awareness of board members' identities, improve two-way communication with members of the congregation, and make board functions more transparent to members and staff.

Methods:

1. BoD members self-identify with name badge stick-on ribbon or button, e.g., the Membership Committee has a wide (1 ½ inch) green ribbon with gold imprint "Ask me about Membership." (See samples provided.)
 - a. Color: Blue, Purple?
 - b. Text: "Ask me about the Board"; "Board Member"; "Just What DOES the Board do?"
 - c. Board members are encouraged to wear this identifier at church-related functions.
2. BoD members make a concerted effort to talk to visitors, and to introduce them to other members of the congregation. (This is to address a perennial topic for reflection on how much we as individuals want to contribute to sustaining a Welcoming Congregation)

Action: Send feedback and ideas to Alisa and Rick in next 7 days

Motion: Larry moves to empower Alisa and Rick to move forward to set these expectations

Second: Chris

Result: Motion passes

7:50	Strategic Plan Progress Update	Understand status and assess help needed	Martha Ketelle, Chris Mayo, Angela Herrera
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Minutes:
 Strategic plan is on track. New developments are starting to slow down - as expected
 Strategic plan can be found on website

8:00	Native Plants guideline/ policy proposal	Determine policy vs. guideline, clarify decision ownership & next steps	Nancy Cushman, Virginia Burris
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Minutes:
 Policy vs. Guideline
 Teams have the authority to make policies (at team or committee level)
 Heirarchy to policies
 There are 4 levels
 Congregation policies - big and broad (bylaws)
 Board
 Staff
 Team
 Therefore landscape team has the right to make policy at landscape level

 This is a policy
 Decision Ownership
 As written this would also apply to Edgewood property

What about RE? The needs of the RE program also need to be considered.

Idea: What if landscape committee is responsible for broader context of maintaining integrity of landscape.

Next steps

Landscape Committee to work with Geri Knoebel/Policy Committee to draft policy

8:10	Property Team Update (buildings & grounds)	Understand the process, progress and next steps for this team	Jake Barkdoll
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Minutes:

Jake is taking over for Steve Phillips as head of property team

Process

Land and buildings

3.56 acres on UUABQ campus

30,753 sq ft of building space

Facilities

Arnold most used, then Memorial Hall, Wesson Room

3251 room uses in 2015

Usage up about 5% per year

More than 40% of usage after dark

13,000 instances of people walking around facility after dark

Care of Campus

How to catch up and keep up

Lots of volunteers go into the care of the buildings and grounds

List of projects

19 done

24 major/active/future

Primary role

ID projects and cost them out

Next Steps

Continue to work with Larry as board liaison to prioritize and cost out potential projects.

8:25	Phoenix UUA nomination request	Yes or No determination	Angela Herrera
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Minutes:

Every 8 years there is a new UUA president

Nominating committee had put forward 2 candidates

1 candidate was on staff of UUA and decided to withdraw

Now there is only 1 candidate, and the period to nominate another is passed.

The third candidate has to run by petition, and has asked us to sign her petition

Doesn't mean we are voting for her, just that we think she should be able to run.

Motion: Larry moves that we support the petition of Susan Frederick Gray to be on the ballot for UUA president

Second: Donna

Result: Motion Passes

8:30

Call for members (Healthy
Community Team)

Help with names / BOD
rep

Larry Alei

Minutes:

Action: Send suggestions to Larry

8:35	BOD Resource Guide edits	Adjust/ratify	Dimitri Kapelianis
Minutes: <ul style="list-style-type: none"> • Tabled 			
8:40	Housing Allowance	Understand / ratify or next steps	Larry Alei
Minutes: <p>Every year, the board must approve the allocation of housing allowance vs salary in ministers total compensation. We did this at beginning of year. Angela is requesting a change to her housing allowance allocation to increase \$3000 (decrease salary by \$3000) Note: this is a zero sum difference</p> <p>Need to put on paper with board signatuere</p> <p>Motion: Larry moves to approve a change in allocation of Angela's salary vs. housing allowance, to increase housing allowance by \$3000 and decrease salary by \$3000 for tax purposes. Second: Linda Result: Motion Passes</p>			
8:45	Recognitions	Sign cards and brainstorm new ones	All
Minutes: <p>Next time Judy and Martha Family promise task leaders COA class - Meghan to send to Jane for order of Service</p>			
8:55	Look ahead to May mtg.	Heads up for next month	Larry Alei
Minutes: <p>On schedule next month: Social Bonds - Donna Radical Generosity</p>			

Important Dates

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