

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

Members: Ken Callahan, Donna Collins, Chris Mayo, Gwen Sawyer, Meghan McHenry Shattuck, Linda Suydam, Martha Ketelle

Ex-Officio Member: Christine Robinson

Guests: Nell Sale and Margo Milleret

Absent: Larry Alei, Alisa Cooper De Uribe, Rick Held, Dimitri Kapelianis

| Time | Topic | Expected Outcome(s) | Presenter |
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| 7:00 | Fun | Fun | Meghan Shattuck |
| 7:10 | Chalice Lighting | Get Centered & Focused | Meghan Shattuck |
| 7:10 (Admin Items) | BOD meeting minutes from May 2016 | Finalize | Meghan Shattuck |
| Minutes: | What does AR mean? (Action Required) Chris will do fun item next time | | |
| (Admin Items) | Treasurer's Report | Clarify / Understand | Linda Suydam |
| Minutes: | June: Income was down in June by \$6600 (pledge income same) Expenses were up in June (re-keyed campus \$2500, which wasn't budgeted) Still have some surplus Think that some is due to recently made pledges that are not yet paid | | |
| (Admin Items) | Executive Staff Report | Clarify / Understand | Christine Robinson |

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| Minutes: | Plan to have draft minutes signed at next meeting, so that signed minutes exist. Meghan: Add Paul to draft minute distribution | | |
| (Admin Items) | Program Staff Report | Clarify / Understand | Angela Hererra |
| Minutes: | Thinking off adding a community page (business cards, gofundme, rooms for rent, small business, help needed, stuff needed, etc...) this could be good for social bonds All: please send Christine any help needed ideas for community section of website | | |
| (Admin Items) | President's Report | Clarify / Understand | Gwen Sawyer |
| Minutes: | Not available this meeting Chris moves to approve administrative items Second: Martha Motion passes | | |
| 7:25 | Endowment Committee Report / Proposal | Understand / clarify report; Consider proposal | Nell Sale and Margo Milleret |
| Minutes: | Ideas and Update Work to increase knowledge of congregation for endowment fund. Had one giver give their entire estate (~\$100,000) to church Endowment is now ~\$400,000 Has produced ~\$14,000 per year for operating budget If we had a million dollar endowment, we could give ~\$40,000 to operating budget each year Don't want to get into full philanthropic | | |

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| | <p>relationship with donors. But working with radical generosity</p> <p>Thinking about a possible proposal for 2018 hiring a part time professional development coordinator to help folks clarify their own philanthropic goals, and legacy giving. San Diego church has someone in this role, and at least 3 other churches were interested in considering this too.</p> <p>Working to create a page on the website about giving, with testimonials. Want to associate both endowment and radical generosity with giving (rather than just "support")</p> <p>Many don't realize you can provide for your family after you are gone and achieve significant charitable giving too.</p> <p>There are many planned giving resources and professionals out there.</p> <p>Estimating probably ~\$20k-30k for a professional</p> <p>Plan now is to collect information/data - we will need this number for middle of 2017 if we are going to look at contracting.</p> <p>Nell/Margo: Please come back to March 2017 BOD meeting with proposal/presentation after you collect data</p> | | |
| 7:45 | 2 nd Quarter Financial Review and Revised 2017 Baseline Budget | Clarify / Understand | Linda Suydam for Paul Browne |
| Minutes: | Important Info: Under on the income by ~4k | | |

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| | <p>Operating expenses are under by ~3k Total, still in the black</p> <p>Very close to our pledging goal of ~717k (currently at ~714k)</p> <p>Budget at 97.5% of pledging goal</p> <p>Overall in good shape.</p> <p>Radical generosity team really helped close the gap.</p> | | |
| 7:55 | Radical Generosity Team | Finalize monetary goal for fall pledge campaign and determine key points for requested increase | Chris Mayo for Michael McDonald |
| Minutes: | <p>What will annual drive look like? A fair amount like last year's. Main difference, use some of our budget for childcare so kids can have fun on playground. Will also have fun for kids in courtyard</p> <p>Kickoff Date: September 18th, 2016</p> <p>Help Needed: Can board staff the pledge packet pickup table? 9/18</p> <p>Lead donor event: Brunch September 10th</p> <p>September 7th: Envelope Stuffing</p> <p>Help Needed: Can board to stuff envelopes 9/7? 13:00 Memorial Hall</p> <p>Planning RE dinners</p> <p>Help Needed: What is the pledge goal?</p> | | |

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| | <p>\$785,000</p> <p>What is a normal budget for a church our size?</p> <p>Help Needed: Board help with follow-up phone calls 10/25?</p> <p>Chris: Please bring signup lists next time for the board to help with packets, table and follow-up calls</p> | | |
| 8:15 | Membership funding request | Understand/clarify and approve request | Christine Robinson |
| Minutes: | <p>Also consider turning the line item over to Beth to control the \$2000</p> <p>Donna moves to give control of social bonds budget of \$2000 to membership director.</p> <p>Linda seconds</p> <p>Motion passes</p> | | |
| 8:25 | Recognition | Sign thank you notes | All |
| Minutes: | | | |

Important Dates

- July 17th – Aug 5th: Roots Summer Academy; final performance Fri Aug 5th 11:00 am
- Weekend of Sept. 9th: First U hosting district-wide OWL teacher training.