

**First Unitarian Church
Board of Directors Meeting
October 18, 2016
7:00 – 8:30 PM**

Members: Larry Alei, Ken Callahan, Donna Collins, Alisa Cooper De Uribe, Rick Held, Dimitri Kapelianis, Martha Ketelle, , Gwen Sawyer, Meghan Shattuck, Linda Suydam, Christine Robinson (Ex-Officio Member)
Guests: Paul Browne (budget item), Dan Lillie (Ministerial intern), Doug Cowan
Absent: Angela Herrera, Chris Mayo

Time	Topic	Expected Outcome(s)	Presenter
7:00	Fun	Levity	Alisa Cooper De Uribe
7:10	Chalice Lighting	Get Centered & Focused	Martha Ketelle
7:15 (Admin Items)	BOD meeting minutes from September 2016	Finalize	Meghan Shattuck
Minutes:			
(Admin Items)	Treasurer's Report	Clarify / Understand	Linda Suydam
Minutes: Total income for September was \$63,839.05 which was \$6,678.20 over budget. Total expenses for September were \$72,644.52 which was under budget by \$2,250.76. Utilities were \$2,495.16 which was under budget by \$4,016.74. This was primarily the result of rebates for solar. The Operating Fund was positive for the month by \$8,928. Capital Funds: Pledge income received in September was \$145 and received for the year is \$1035.			
(Admin Items)	Executive Staff Report	Clarify / Understand	Christine Robinson
Minutes: Roots class has been well-attended thus far. Policy/Governance team would like to have some time at annual meeting to present.			
(Admin Items)	President's Report	Clarify / Understand	Larry Alei
Minutes: Gwen Moves to approve administrative items. Martha Seconds Motion Passes.			
7:30	Q3 2016 Financial Review	Understand variances, agree on any needed direction	Paul Browne
Minutes: Discussion around rentals: Rentals running 14% ahead of predicted rate for this point in the year. Less able to take on recurring renters right now. Campus is quite busy right now.			
7:35	2017 Budget prep process (handout)	Understand and plan for Board actions/decisions	Paul Browne
Minutes: Discussed forecast budget, currently projected to break exactly even. There is a risk associated with running with a 0 budget and such a large church. Currently validating budget items with committees			

and groups with line items. Staff plans to bring budget in upcoming board meeting. Plan to hold Tuesday January 3rd for a potential extra meeting if needed. (Budget will then get mailed out to congregation in time for annual meeting.) Discussion around 2018 budget.

Next Steps

- review final budget draft at December BOD meeting
- adjust as needed
- possible plan to have special BOD meeting January 3rd if needed before sending out materials for annual meeting
- operating budget considered and voted on at annual meeting January 29th, 2017

7:45	Proposed bylaw changes for 2017	Ratify or adjust proposed language	Christine Robinson
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Minutes:
 There were multiple minor modifications suggested and discussed to add clarity or specificity.
Meghan moves to revisit proposed bylaw changes and look at a revised copy in the next board meeting, taking in changes discussed during this meeting.
Alisa Seconds
Motion passes

7:50	Radical Generosity team update (and sign up for phone call night)	Understand progress; provide any direction or help needed	Dimitri Kapelianis
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Minutes:
 Reviewed payment of pledges for 2016 - \$23 above target for 2016.
 Reviewed pledges for 2017 campaign – our average pledge has dropped due to losing a few lead donors, and likely due to pledge drive being slightly earlier. Later pledges tend to be lower, so we expect the average pledge value to drop.
 Email to go out to people who have not yet pledged.
 Pulpit editorial coming up as well.
 Ongoing updates in e-broadsheet and messenger.
 Board phone calls: recommend to push back phone call date to Monday November 14th at 6:00 PM.
 Pizza, Script and Soft drinks to be provided.

8:15	Executive Session	Strategic Discussion	Martha Kettelle
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Minutes:

8:45	Recognitions	Sign cards and determine future board recognition items	All
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Minutes:
 Tabled

Important Dates

- November 15th: next board meeting
- Monday November 14th at 6:00 PM: Board phone calls for pledge drive
- January 3rd, 2017 – HOLD for extra board meeting (budget prep for Annual Meeting)