

**First Unitarian Church
Board of Directors Meeting
November 15, 2016
7:00 – 8:30 PM**

Members: Larry Alei, Ken Callahan, Donna Collins, Alisa Cooper de Uribe, Rick Held, Dimitri Kapelianis, Martha Ketelle, Chris Mayo, Gwen Sawyer, Meghan McHenry Shattuck, Linda Suydam, Christine Robinson (Ex-Officio Member)

Guests: Angela Herrera (Minister), Paul Browne (budget items), Dan Lillie (Ministerial intern)

Absent: Meghan McHenry Shattuck, Linda Suydam

Time	Topic	Expected Outcome(s)	Presenter
7:00	Check-In	Unload distractions	Christine Robinson
7:20	Chalice Lighting	Get Centered & Focused	Gwen Sawyer
7:25 (Admin Items)	BOD meeting minutes from October 2016	Finalize	Larry Alei, for Meghan Shattuck
Minutes: For future minutes, it should be noted that the head minister is Ex-Officio. All other ministerial staff is present as a guest.			
(Admin Items)	Treasurer's Report	Clarify / Understand	Paul Browne, for Linda Suydam
Minutes:			
(Admin Items)	Executive Staff Report	Clarify / Understand	Christine Robinson
Minutes: The lighting project was completed and successful. The question of further property security measures, including a fence across the back of the property, warrants a thoughtful, philosophical discussion by the board.			
(Admin Items)	President's Report	Clarify / Understand	Larry Alei
Minutes: Gwen moves to approve administrative items. Chris seconds. Motion passes.			
7:35	Proposed bylaw changes for 2017 (2 nd pass)	Ratify proposed language	Gwen Sawyer, Christine Robinson
Minutes: Proposed by-law amendments have been revised. Our budget will transition toward making a distinction between the capital budget and operating budget. This differentiation will not happen for another year, to afford time to best articulate it in the by-laws. Gwen moves to present to the congregation for their approval the bylaw changes, as they are presented tonight. Martha seconds. Motion passes.			
7:40	Radical Generosity team update	Understand progress; determine any actions required and calibrate for 2017 budgeting	Dimitri Kapelianis
Minutes:	Approximately \$70,000 in additional pledges were raised in the past two days—nearly 10% of the original goal—and slightly behind where we were last year. We		

	<p>will likely fall short of our goal this year; it may be wise to set a less aggressive target. Ideas:</p> <ul style="list-style-type: none"> -Other initiatives may supplement fundraising. -In the end-of-year ask, we may include contributing to the pledge drive -Data analysis of RE family pledges may show opportunity for increased pledges -We are more effective at securing pledges quickly from new members; it may become more difficult to get the 4% that we historically have received in January and February. It is therefore important to continue the trend with new members who join early in the year. 		
7:45	Proposed year end ask (letter to members)	Give feedback / ratify (or not) this proposed letter	Christine Robinson
<p>Minutes:</p> <p>The year-end letter will be revised to encompass recent world events, and will include a variety of options toward giving that is above and beyond the year's pledges. It may behoove us to wait for more data on the pledge drive before making a decision on whether or not to craft a request to meet our 2017 pledge projection, as well as other specific year-end giving suggestions.</p> <p>We will end the year in the black.</p> <p>Chris moves to approve a letter for year-end contributions and possible 2017 pledge drive completion.</p> <p>Gwen seconds.</p> <p>Motion passes.</p>			
7:50	2017 Budget update / priority discussion	Make the necessary priority calls	Paul Browne
<p>Minutes:</p> <p>The budget has not changed; in December, we should expect to make tough priority calls on money allocation and reconvene before approving a budget.</p> <p>Five areas stand out in need of financial coverage:</p> <ul style="list-style-type: none"> -Music/Susan Peck. -Comparative Cost of living allowance -Extra payroll increase for DRE -Denominational contributions -Strategic set-asides totaling \$4,000 (Some was authorized for membership development, and more was requested for next year). <p>This highlights the importance of meeting pledge goals; cutting any of these items will be difficult.</p>			
8:00	Annual meeting capital authorization proposal (use of capital reserves)	Give feedback / ratify (or not) this proposed authorization to the congregation	Paul Browne
<p>Minutes:</p> <p>We have \$65,000 capital reserves available (apart from money accumulated over the years for Building and Improvement projects). This proposal requests authorization from the congregation for small capital projects: office remodeling, improvements to Arnold, Wesson, and La Amikoj, and campus security (including a back fence, with bids at approximately \$12,000).</p> <p>In addition to proposing an operating budget, the board will ask the congregation to allocate funds from those reserves. A building and grounds team would work with Paul Browne to determine a specific plan and cost. Projects like the security system may have a part in both capital and operating budgets.</p>			

It would help to have a governance mechanism in place to follow for future small capital projects that arise prior to annual meetings.

A long term plan will also need to be made in next year's discussion for rebuilding the capital reserves, and to have a goal for a number commensurate with our property value.

Donna moves to approve Paul's proposal.

Martha seconds.

Motion passes.

8:05	Executive Session	Strategic Discussion	Martha Kettelle
Minutes:			
8:25	Recognitions	Sign cards and determine future board recognition items	All
Minutes:			

Important Dates

- December 13th: December board meeting
- January 3rd, 2017 – HOLD for extra board meeting (budget prep for Annual Meeting)
- January 15th, 2017 – January board meeting
- January 29th, 2017 – Congregational annual meeting: voting on officers, 2017 budget, etc.
- Feb. 3, 2017 – new (2017) BOD dinner
- Feb. 4-5, 2017 – new (2017) BOD retreat