

**First Unitarian Church
Board of Directors Meeting
December 13, 2016
7:00 – 8:30 PM**

Members: Larry Alei, Donna Collins, Alisa Cooper de Uribe, Rick Held, Dimitri Kapelianis, Martha Ketelle, Chris Mayo, Gwen Sawyer, Linda Suydam

Guests: Angela Herrera, Dan Lillie, Paul Browne

Absent: Ken Callahan, Christine Robinson, Meghan Shattuck

Time	Topic	Expected Outcome(s)	Presenter
7:00	Fun/Check-In	Unload distractions	Angela Herrera, for Christine Robinson
7:10	Chalice Lighting	Get Centered & Focused	Angela Herrera
7:15 (Admin Items)	BOD meeting minutes from November 2016	Finalize	Alisa Cooper De Uribe
Minutes: Radical Generosity update revised to read that in two days of outreach, pledges were secured totaling nearly 10% of original goal.			
(Admin Items)	Treasurer's Report	Clarify / Understand	Linda Suydam
Minutes: Total income for November was \$56,166.62. This is \$7,674.34 under budget, and we have a shortfall of about \$63,000 for the year after counting the first two weeks of revenue for December. There exists a possibility of a year-end shortfall. At this point, no special actions are planned. Some pledges may still come in over the next two weeks.			
(Admin Items)	Executive Staff Report	Clarify / Understand	Christine Robinson
Minutes:			
(Admin Items)	Program Staff Report	Clarify / Understand	Angela Herrera
Minutes:			
(Admin Items)	President's Report	Clarify / Understand	Larry Alei
Minutes: It was noted that members from satellite churches, including Socorro, are eligible to submit applications for the Senior Minister search committee. Gwen moves to approve administrative items, sans the executive staff report. Martha seconds. Motion passes.			
7:30	Annual Meeting Outline & "Important Dates"	Look Ahead / Get inputs	Larry Alei
Minutes: A dry-run preparation meeting is set for January 22. This mirrors last year's agenda, with additional items being: special recognition of the Policy Task Force, and approval of nominees for the Senior Minister Search Committee. Change for the Future candidates will again set up information booths in the Social Hall. Angela Herrera suggested making urns available at the Sanctuary doors for depositing completed ballots; Social Justice representatives will count the ballots. Susan will also arrange for special music prior to convening, and 3x5 cards will be available for congregants to write down and			

submit questions while the music plays. The search committee will also have a retreat on February 4-5.			
7:40	Radical Generosity team update	Understand progress; determine any actions required and calibrate for 2017 budgeting	Dimitri Kapelianis
Minutes: We are approximately \$30,000 short of our December target, and \$61,042 short of campaign target. It remains important to secure pledges from new members as soon as possible. To address the current gap, Angela and Paul have identified RE families who have not yet pledged; Angela reached out with a personalized letter. New members were also contacted. Paul offered to reach out to about 20 families who submitted significant pledges last year but have not pledged for the coming year.			
7:45	2017 Budget picture / prioritization & messages	Nail down the figures for staff to prep Annual meeting budget	Paul Browne
Minutes: There is a predicted \$20,000 shortfall on pledges from this year; a more concrete number will be available at the January 3 BOD meeting. In preparing the budget, we ought to be conservative and anticipate a \$20,000 to \$25,000 shortfall for next year as well. Optional line items were considered. Campus security costs were discussed; they would fall under the existing budget. A Board task force for Risk Management and Physical Security was suggested as a 2017 BOD goal. A "try-and-see" approach to security measures may be wiser than spending large sums at the outset. The year-end gift letter will go out tomorrow, and surplus funds can go toward security.			
8:05	Minister Transition	Town Hall reflection and next steps	Martha Kettelle
Minutes: Little anxiety was expressed during the ministerial transition Town Hall meetings; good questions and suggestions were shared. Twenty-three applications were submitted for the Senior Minister Search Committee. The Leadership Succession Committee will convene and review applicants with an eye toward diversity and skills. The goal is to form a Committee of 5 to 7 members, with the LSC also recommending the Committee chair.			
8:10	Strategic Plan progress update	Align on status; input for Annual Report	Angela Herrera, Chris Mayo
Minutes: Please see annual report for details			
8:15	2016 Board Goals	Align on status; input for Annual Report	Larry Alei
Minutes: Items are largely done, making progress, or nearing completion.			
8:25	Recognitions	Sign cards and determine future board recognition items	All
Minutes:			

Important Dates

- January 3rd, 2017 – 7:00pm Board meeting (budget prep for Annual Meeting)
- January 17th, 2017 – January Board meeting
- January 22nd, 2017 – Town hall/dry run on 2017 budget (between services)
- January 29th, 2017 – Congregational annual meeting. Votes on:
 - Congregational committees (BOD, LSC, Financial Review, Endowment) & church officers
 - 2017 budget
 - Search committee slate

- Bylaw changes
 - Change for the future recipients
- Feb. 3, 2017 – new (2017) BOD dinner (placeholder: 4-8pm)
- Feb. 4, 2017 – new (2017) BOD retreat (placeholder: 8:30-3:00pm)