

First Unitarian Church
Board of Directors Special Budget Preparation Meeting
January 3, 2017
7:00 – 8:30 PM

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

Guests: Angela Herrera, Dan Lillie, Paul Browne

Absent:

Time	Topic	Expected Outcome(s)	Presenter
7:00	Collaborative Chalice Lighting	Fun AND Centering	All
7:05	Budget Forecast Discussion	Summarize talking points for annual meeting	Paul Browne

Minutes:

A flood of pledge fulfillment checks for 2016 came in within last 2 weeks, leaving us with an approximate \$14,000 surplus. (Some of the surplus was also due to slowed spending) Per policy, half will go to operating fund, half to capital budget.

Expected revenue from the 2017 pledge budget is down ~\$8000, but some expense-side adjustments give us a gap to goal of ~\$1500.

We are now able to meet original plans, and have ~\$2300 added to the contingency line, bringing the budget to 0. Overall, Paul recommends bringing the budget as shown to the congregation at the annual meeting.

Potential Talking Points:

- Approx. 50% of the year over year increase in funds is due to mortgage coverage, and is a steady obligation – it won't go up in future years. (Difference between last years cost vs this years costs... ~50% of that difference is due to mortgage)
- Ministerial compensation has been left alone (other than the COLA increases) so as not to presume any particular outcome in the senior minister transition process.

Notes for changes:

- The 1-pg budget should say 2017 instead of 2016 in headers
- There is no more Assistant Music Director expense line of \$1000 (those funds were moved to the Music Director's expense budget).

Looking forward to 2017:

- We are planning a task force for defining how we'll break out and manage capital funds.
- Board to take a look at policies and how to organize
- Develop a 10 year capital plan/roadmap
- Define who has what authority to spend under what circumstances (in capital budget)

Meghan Moves to present the operating budget with noted changes to the congregation at the 2017 annual meeting for approval

Linda Seconds Motion Passes			
7:45	Capital Budget Discussion	Understand capital budget	Paul Browne
<p>Minutes: Some adjustments to campus security, and plans for a small pilot program to learn about cameras. Still have money in the operating budget for fixing/maintenance, but the capital budget will fund larger projects as detailed in Paul's handout.</p> <p>Linda moves to present the capital budget to the congregation at the 2017 annual meeting for approval. Martha seconds. Motion passes.</p>			
7:55	Annual housing allowance agreement	Understand housing allowances for ministers	Christine Robinson and Angela Herrera
<p>Minutes: One wording adjustment was made for clarity, and the document signed by the President and Secretary Alan recommends similar resolutions should be done every December meeting, though the wording makes the approval ongoing until changed</p> <p>Gwen moves to approve housing allowances for Christine Robinson and Angela Herrera per wording in board resolution. Chris seconds Motion passes.</p>			

Important Dates

- January 15th, 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)