

**First Unitarian Church
Board of Directors Meeting
April 18, 2017, 6:30 – 8:00 PM**

Members: Larry Alei, Heather Clark, Donna Collins, Alisa Cooper De Uribe, Dimitri Kapelianis, Marilyn O’Boyle, Gwen Sawyer, Meghan Shattuck, Linda Skye, Dumas Slade, Christine Robinson (Ex-Officio Member)

Guests: Angela Herrera, Dan Lillie

Absent: Sergio Cianci

Time	Topic	Expected Outcome(s)	Presenter
6:30	Check-In	Unload distractions	All
6:40	Chalice Lighting	Get Centered & Focused	Linda Skye
(Admin)	BOD meeting minutes from March 2017	Approve	Meghan Shattuck
Minutes: Correction to wording on seconding			
(Admin)	Treasurer’s Report	Clarify / Understand	Linda Skye
Minutes: Copier expenses increase due to high count of color copies, which are often accidentally color. Default selection on printing through server changed to greyscale. Encouraging black and white default copier habits. Gas costs will continue to be monitored, but appear to be due to seasonal variation. Plan to make a model to forecast usage in the future. Pledge income is still above forecasted amount for this time of the year by ~1%, though they are coming down a bit. We have seen an increase in membership, are we seeing a commensurate increase in pledges? Yes, growing membership and efforts of radical generosity team are showing earlier and regular new member contributions.			
(Admin)	Executive Report	Clarify / Understand	Christine Robinson
Minutes: (Core staff report) IT question to Paul: can we also look at getting the Edgewood building wifi enabled? Volunteer training for immigration/sanctuary movement moved to May 15			
(Admin)	Program Staff Report	Clarify / Understand	Angela Herrera
Minutes: Theology on tap – possibility of getting amplification Note that for professional credentialing in the UUA the regionally adjusted salary recommendations go up. Finance committee is encouraging staff to do a 5 year rolling plan.			
(Admin)	President’s Report & Important Dates	Clarify / Understand	Larry Alei
Minutes: Pat Diem looking at a possible commemorative capital drive associated with ministerial transition. Plan to have her present proposal to the board in May			
Gwen moves that we approve the administrative items			
Alisa Seconds			
Motion passes			
7:00	5 - quarter financial “actuals” review	Understand our financial	Linda Skye & Paul

		trends and issues	Browne
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Minutes:

Tracking budget is used to track for reports over the year.

4th quarter summary of 2016:

- Hit revenue within a fraction.
- Expenditures were under at end of year due to careful spending.
- No big surprises for 2016, very little deviation from the predicted expenditures.
- what happens to surplus? Divided in half, with 50% to following year operating fund, and 50% to capital reserve?

2017 Budget Briefing

- We don't label cash applied to principal as an expense, because that is not a standard accounting practice
- Next year we will break out operating and capital expenses
- Fair share is calculated on operating expenses (that is why it isn't listed in operating expenses) so that "we don't pay taxes on our taxes"
- Expenditure patterns are stable over time. We do see music program and music angels fund, but those will shift around over coming years as operating budget takes over the music program.
- Programs and staff run very lean on money resources.

2017 first quarter report

- Non-pledge gifts running ahead of forecast – attributed to new member growth
- Arts and aesthetics are doing very well
- Nusenda check was due to dividends, since Nusenda is a co-op. Since there was a lot of activity with Nusenda
- Overall 2.6% above forecast on income
- Expenses – sometimes electrical charges and rebates pile up, but anticipate they will smooth out over the year
- Total expenses about 1.1% under budget
- Some expenditures are more seasonal and will hit later in the year.
- 2nd quarter will have some more planned capital expenditures.

7:20	Minister Transition: 4/20 Special Messenger, May 7 th plans, help needed	Align/one voice, recruit volunteers for May 7th	Gwen Sawyer, Larry Alei
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Minutes:

Letter of agreement has been agreed upon. Background check is complete and clear. Planning to publish a summary of the agreement in the special messenger. Linda and Gwen to host town hall to provide details and explanations as needed. Bylaws are not too specific in regards of the letter of agreement, but they do say that the congregation is supposed to vote.

Need ~12 board volunteers to help –

Sign in volunteers - 4 needed

Gwen Sawyer, Alisa Cooper De Uribe, Heather Clark, Donna Collins, Dimitri Kapelianis (tentative)

Ballot collectors/counters – 12 needed (10 for sanctuary and 2 for foyer and family room)

Heather Clark, Donna Collins, Alisa Cooper De Uribe, Dimitri Kapelianis, Marilyn O'Boyle, Gwen Sawyer, Linda Skye, Dumas Slade

Lead counter – 1 to tabulate each of the 10 results and talk with Dan Lillie

Dimitri Kapelianis

During sign in will get a count of how many are signing into the meeting

Announce when we have a quorum

When it's time to vote, as long as we had a quorum on sign in, the vote will count.

Motion 2 is approval of the letter of agreement – since it's within the budget, a show of hands will be used as method

Tally sheet to include Capture number of uncounted/blank/spoiled votes

Do Roberts Rules dictate voting by show of hands versus verbal? Michael will decide which is proper

Where to put wording for yes/no vote? Will go over process and questions at beginning of meeting

7:40	Immigration/Sanctuary TF update	Get feedback & any help needed	Alisa Cooper De Uribe, Marilyn O'Boyle
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Minutes:

Key dates for trainings at bottom of minutes

Staff: Have been working to get training and procedures and options in place for people on campus in the case of ICE presence.

Congregation: 80 people on an email list. 4/23 Q&A being offered. Last one was not just folks for Table in social hall: ~75 people have signed the declaration of conscience here, and many have signed the UUA declaration online.

Materials: Have "Know Your Rights" documentation in English and Spanish, including a family plan in case of emergency. Have documents with 3 different levels of depth.

Policy-Making: Info available - Put these materials on the church website.

Expanded Sanctuary: ACLU has learned more about Administration's Agenda with ICE. First priority is that we want to make those who we serve (ESL, after-school tutoring, etc...) feel safe here, also reaching out and developing relationships. ICE will surveil churches that house folks, and to keep ESL population safe, we want to stay off that for now. We are a part of "expanded sanctuary"

Citizenship: ESL has a program to help folks. But the application is ~\$700, and even though there is a fee waiver, not everyone qualifies. Would like to create a fund for helping out with those fees.

Declaration of Conscience: hoping to move towards congregation signing

Task force: difficult to get stakeholders to come here. Inviting them here isn't really effective. People re busy. Could also invite folks to church.

Should we as a congregation sign on to the UUA declaration of conscience?

7:50	UUA Passdown	Understand dynamics and next steps/implications at the national level	Christine Robinson
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Minutes:

Concerns of racially biased hiring practices in the UUA. Peter Morales resigned, and also had two others

resign after that. Person who was given the job rescinded. Tensions are high in UUA right now.

8:10

Adjourn

Larry Alei

Minutes:

Important Dates

- April 20: Special Messenger publication: Minister Transition info & next steps
- April 23: 12:45-2:30 PM – Social Hall - Congregational Q&A on immigration / sanctuary
- April 25: 12:15-1:15 - Church Staff training on immigration / sanctuary
- April 30: 10:30-11:00 - Town Hall (for questions on Min.Trans. and Letter of Agreement)
- April 30: 5:00pm - New Member Dinner
- April 30 to May 7: Candidating Week
- May 4: 6:30pm – Board, Healthy Community, & LSC meeting with Angela H. (our Candidating meeting)
- May 7: 2:00pm - Special Congregational Meeting / vote
- May 15: 4:00 PM – Wesson Room - Volunteer training on immigration law/compliance