

**First Unitarian Church  
Board of Directors Meeting  
6:30 PM in Church Social Hall**

Board members attending: Christopher, Demi, Diem, Ketelle, Kwait, Mayo, McLaughlin, Moore, Phillips, Suydam, Wofford.

Others attending: Associate Minister Herrera.

Absent: Robinson (ex-officio)

**Call to order:** Meeting was called to order at 6:30 PM by President Pat Diem. Chalice lighting by McLaughlin. Ketelle led us in discussion of question; “It’s a warm spring day in 2014 and you pick up the ABQ Journal. There is an article on the front page about First Unitarian Church. What does the headline say?”

**1. Administrative agenda—Diem**

- A. Board Meeting minutes from February, 2013
- B. Treasurer’s report January, 2013—Suydam
- C. Special Pledge Appeal report—Suydam
- D. Building Construction update—Suydam/Knoebel report
- E. Status of Member Loan Requests—Diem
- F. Core staff report
- G. President’s report

*Motion by Demi to approve Administrative agenda. Second by Phillips. Motion passed.*

A. Treasurer’s report.

*Suydam reported that operating income for the month of February was over budget by \$27,459 and therefore the year to date income is over budget by \$39134. Expenses continue to be below expectations, but are up slightly as compared to last month.*

B. Special Pledge Appeal report.

*Suydam reported the supplemental pledge drive garnered 159 positive responses. The Drive raised \$60,000 above goal.*

C. Building Construction update—Suydam/Knoebel report.

*Suydam presented the report: Original cash flow projections included \$76,000 in interest payments. Because of early pledge payments, and use of internal funds, that number has been revised down to \$58,000. That means we’ll have an additional \$16,000 in our contingency fund. As of March 14<sup>th</sup>, funds received for special projects have increased from \$64,679 to \$89,700. \$1,820,000 has been budgeted in capital pledges. To date we have \$1,805,000 in pledges.*

D. Status of Member Loan Requests

*Diem reported that 35 letters were sent out to non-Board member top contributors. Responses from those letters indicate a willingness to loan \$24,000 to the church. Board participation will now be welcome. We could choose to*

*exceed the initial mark of \$36,000 and borrow from ourselves at a 1% annual rate. The LEED numbers will be finalized about a year after construction of the new sanctuary is complete. The reward/payment is anticipated to be about \$35,000. Diem proposed that we pay back the loans in lump sum payments. With the additional moneys from LEED certification, we could conceivably borrow additional money above the initial \$36,000.*

*Motion: Wofford moved that we increase the limit on the already approved member loans to within the limits of the financial plan. Any interest saved resulting from the use of member loans will be added to the building contingency fund. Seconded by Phillips. Motion passed.*

- E. Core Staff report.
- F. President's report.

## **2. New Business**

### **A. La Puerta update**

*Herrera reported that La Puerta accepted changes to the proposal for leasing beyond the 2013 contract.*

### **B. Fundraising Policy update**

*The Board reviewed a fundraising policy submitted by an ad-hoc task force led by Nancy Kilpatrick. It was agreed that more work is needed on the document. Further discussion was forwarded until a new draft is submitted.*

### **C. Board Goals and Covenants**

*The Board goals and covenants, developed during the February Board Retreat, were reviewed. Motion to accept; Phillips. 2nd; Suydam. Motion passed.*

## **3. Soft couch discussions**

### **A. Staffing needs**

*Diem reported that two sabbaticals are looming; 2014 Herrera for four months, 2015 Robinson for four months. Discussion:*

*--Should they be scheduled back to back or with some months with both ministers present before the second sabbatical begins?*

*--Kwait pointed out that this sets up a budget priority for those years.*

*--Diem suggested we could change responsibilities a bit to have lay persons do more of the work that is now being done by the ministers (pastoral care, for example).*

*This will be an ongoing discussion as those dates approach.*

### **B. Building Dedication Planning**

*The Board met an hour early and compiled a long list of those who should/could be formally thanked for their contributions to the building of the new sanctuary. Discussion included a dinner on the evening before the formal dedication of the*

*sanctuary. Public thanks may be presented at that dinner. Discussion will continue in future Board meetings. Next meeting is April 10.*

**C. Construction Update**

*Phillips reported construction continues on or ahead of schedule. Stucco was redone as a result of some imperfections in the initial application and is nearing completion. Interior drywall is nearing completion and painting has begun. Installation of exterior doors will occur within the next several days. This will provide increased security and enable breakthrough into the current sanctuary building. The risk of theft remains real. Recently a section of the power line to the construction site was stolen. To provide additional protection against copper theft a temporary security door has been installed on the closet in the AV booth that contains the power breaker boards. Sidewalks and ramp will be going in within days and the formwork for the entry will be completed soon. Landscape details have been pinned down and will be submitted for final approval. One unanticipated issue involves the sidewalk at the Southwest corner of Comanche and Carlisle—the city is showing signs of expecting First UU to absorb the cost of upgrading it. Negotiations are proceeding.*

**D. General Assembly Planning**

*Diem reported that First UU has our credential from UUA. Herrera reported that we currently have about 20 delegate credentials which we can assign to volunteer delegates from the congregation. The assembly will be held in Louisville, Kentucky, June 19<sup>th</sup>-June 23<sup>rd</sup>. The 23<sup>rd</sup> is the day the 1<sup>st</sup> service is to be held in the new sanctuary.*

**4. Soft couch discussion.**

*McLaughlin is concerned about the music program. Steinway piano needs about \$30,000 worth of work. Without repairs it is a compromised instrument.*

*Wofford announced he will be leaving the Board in September because he will be teaching a class that conflicts with Board meeting dates. Diem—The Leadership Team has been asked to recruit a new Board member who is willing to fill the vacant Vice President position.*

**5. Future agenda goals**

**Senior Minister Evaluation**

**6. Meeting adjourned 8:45 PM**

**Respectfully submitted, Chris Mayo, Secretary**