

**First Unitarian Church of Albuquerque
Board of Directors Meeting Minutes
18 November 2014**

Board members present

Ketelle, Alei, Suydam, Flynn, Demi, Mayo, Phillips, Kwait, Kapelianis, Sawyer, Diem

Ex-officio present

Robinson, minister

Others in attendance

Herrera, minister

Galasinski, ministerial resident

Bowen, Acting Recording Secretary

Held, UU Tech Volunteer

Browne, UU Director of Operations

Shubert, Finance Committee Chair

Call to order

7:00 pm by President Ketelle

Chalice lighting & reading by Phillips

Administrative agenda

- 1) **21 October 2014 Board Meeting Minutes approved**, with Demi's name added as having moved to accept September minutes (Demi moved, Sawyer seconded)
- 2) November, 2014 **Treasurer's Report** (appended) presented by Suydam & discussed
 - a) Due principally to less than expected pledge income and high operational expenses, projecting \$46+K shortfall for this year to date
 - b) December usually brings in at least twice the contributions that other months do but there are \$112K in outstanding 2014 pledges yet to be paid
 - c) Finance Committee urges Board to issue special end-of-year fund appeal as soon as possible, stressing how critical it is to make up shortfall; need to come out of year with balanced budget to qualify for adequate line of credit with bank
 - d) Financial officers also suggested that Membership Committee emphasize culture of giving and encourage new members to make pledges; noted that 60 new members in 2014 have yet to make a pledge
- 3) **Further Financial Report** by Browne, Shubert, and Suydam
 - a) In considering our pending loan, NM Educator's Federal Credit Union is examining UU financials closely and requiring 2014 audit, which will start next month; meanwhile, Credit Union has extended UU loan maturity to February, 2015 to allow time for audit to be completed

- b) Auditors will advise on how to align UU accounting practices with bank requirements; hoped for outcome is that UU records be deemed accurate representation of church's financial situation
- c) Diem asked for detailed report on status of member loans; Browne will provide

4) **Year-End Fundraising** discussion led by Browne, Suydam, and Robinson

- a) In light of financial issues described above, it's imperative that we do more than usual year-end appeal letter: Suydam will draft a strongly worded message for the letter this week, with Mayo, Browne, Robinson & Herrera giving input; letter to go out before end of November; Suydam will then make pulpit appeal November 23 as well
- b) Robinson, Suydam and Browne will collaborate to provide board with talking points for person-to-person explanation of financial situation to UU members as opportunity allows
- c) If results of first two general appeals fall short, Board members will make individual asks to likely donors
- d) Board members encouraged to lead the way by making special holiday gift to the church; Ketelle will follow up on this via email

5) **Stewardship Update** by Mayo

- a) To date \$618K pledged for 2015 by 434 members, with average pledge of \$1.5K; this is approximately \$92K short of \$710K goal (Browne 2015 realistic budget goal for pledges is \$676K)
- b) 81 past pledgers haven't renewed pledges yet; Browne estimates approximately 100 former non-pledgers may come through with pledges as well
- c) 97.5% of pledges usually come in; automatic withdrawal from bank accounts is best form of pledging because allows church to plan without concern re if & when money will arrive
- d) Pledge call night will be held in January, 2015, exact date to be set at next Board meeting

6) **Budget Building Narrative** (appended) presented by Browne and Shubert

- a) Total (conservatively) projected revenue: \$796K (only \$5K over last year's total)
- b) Projected rise in expenses broken down into:
 - Required/ financial obligations - \$23,200
 - Essential/ financial commitments to staff and program - \$14,100
 - Key discretionary - \$11,800
 - Expected increases in other areas - \$5,900
- c) Board reviewed places to cut back and decided that a 50% reduction in UUA denominational contributions (\$22,400) and a possible savings on church administrative

staffing (\$15K) are the best options for reducing expenditures to an affordable level if need be

7) **President's Report** (appended), submitted in writing by Ketelle

- a) Work on ministerial succession planning with Alei, new UU website, landscape maintenance, improvement in diversity, and Interfaith Core Team initiatives continued over past month
- b) On new website, goal is to have it ready to share with staff and Board in December
- c) Carried out online Board vote to approve audit requested by Credit Union and collaborated with Browne to obtain 120-day extension of line of credit while audit underway

8) **Ministerial Reports** (appended), submitted in writing by Robinson, Herrera and Galasinski

Robinson

- a) Has been taken up with key Religious Education matters, including departure of RE Director Lindquist and seeking successor; hope to announce selection late next week
- b) Intense involvement in Samaritan Counseling Center Board work
- c) Gratifying response from members who've loaned the church money; several forgave the loans or asked that gift be repurposed; one offered their \$10K to continued refurbishment of RE building
- d) Spent last week much involved with current financial issues
- e) Glad to have Herrera back!

Herrera

- a) Four-month sabbatical has been filled with both personal and professional pursuits, ranging from launching oldest child into college to 52-mile backpack trip up, down and around Oregon's Mt. Hood to running a marathon to working on a book on UU ministerial rites of passage
- b) Also lobbied for reproductive justice in Washington DC, wrote a blog piece for the Religious Coalition for Reproductive Choice, spoke at a press conference, served on the advisory board of NM RCRC, and attended a second Center for American Progress training at the Faith and Reproductive Justice Leadership Institute
- c) Due to terrorist activity warnings, had to forego a trip to Kenya but spent much time exploring every corner of NM, with an eye towards the indigenous history of this place, including the injustices brought to light in her Nov. 9 *Where Are We?* sermon
- d) Glad to be back!

Galasinski

- a) Theology on Tap Monday night group thriving; with as many as 14 participants at one session, may need to divide into two groups; also thinking of using social media to invite non-UUs to join the discussion
- b) Preached in Socorro recently and look forward to traveling to Carlsbad to lead a service there on November 30th
- c) Working with young children under Robinson's mentorship has proven to be an enjoyable growth experience
- d) Is teaching an adult RE class on UU history at the 9:30 forum on the third Sunday of each month; November topic was cutting edge 19th century Unitarian minister Theodore Parker; December's will be pioneering women Unitarian ministers of late 19th century Iowa
- e) Impressed with Albuquerque UU community
- f) Will meet with the national UUA Ministerial Fellowship Committee on December 4th

9) Next Board Meeting

- a) At December meeting Diem will present proposals for deactivation of outdated and nul UU policies 1987-present
- b) November agenda items for which there wasn't time will be taken up at December meeting: strategic plan update, succession planning Q&A, RE staffing update, policy governance, and social hall lighting proposal

10) Important Dates

- a) 25 January 2015 - Annual congregational meeting
- b) 30-31 January 2015 - Board retreat
- c) 1 February-31 May, 2015 - Robinson sabbatical

Meeting adjourned 9:00 pm

Respectfully submitted,

Jerilyn Bowen
Acting Recording Secretary