

**First Unitarian Church of Albuquerque
Board of Directors Meeting Minutes
16 December 2014**

Board members present

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

Ex-officio present

Robinson, minister

Others in attendance

Galasinski, ministerial resident

Browne, UU Director of Operations

Renz-Whitmore, Strategic Planning Committee

Held, UU Tech Volunteer

Bowen, Acting Recording Secretary

Call to order

7:05 pm by President Ketelle

Chalice lighting & invocation by Galasinski

1) **18 November 2014 Board Meeting Minutes approved** with corrections as follows: Herrera & Galasinski to be listed under "Others in attendance" and "have" replaced with "projecting" in line a) under Treasurer's Report. (Phillips moved, Suydam seconded)

2) **Core Staff Reports** by Galasinski, Browne, Robinson, and Herrera submitted in writing (appended)

- a) Browne announced that Laura Magnussen accepted Church Administrator position that day, replacing Mia Noren, who has accepted the position of Director of Religious Education

3) **December, 2014 Treasurer's Report** (appended) presented by Suydam

- a) Pledge and non-pledge income both over budget in past month while expected rental income under budget; expenses over budget
- b) Total budget shortfall for year to date \$35,874
- c) Noted need to determine present pledge situation and increase number of 2015 pledges
- d) Report approved (Flynn moved, Sawyer seconded)

4) **Year-End Appeal Report** (appended) by Browne

- a) As of 12/16/14:

- \$28,623 in outstanding pledges needed to close gap between anticipated and actual pledge income for 2014; have reasonable expectation of that much coming in

- End-in-the-Black gifts in response to special fund appeals have brought in \$35K, with approximately another \$11K needed to eliminate \$46+K deficit (173 contributions from 150 givers)

- b) Due to tax credit, UU cash position much improved since bank last looked at books
- c) Need to follow up on outstanding pledges as soon as possible; board to help with that; Browne & Robinson to confer on list and Suydam will draft script for calls in consultation with Browne & Robinson
- d) Ketelle to make final year-end pulpit fund appeal on 12/21/14

5) **2015 Stewardship Campaign** report by Geri Knoebel (appended), presented by Mayo

- a) To date, have received 443 pledges totaling \$643,643 for 2015, 96% of \$670K target; this is \$49K over total amount of 2014 pledges
- b) Sixty 2014 pledgers have not yet re-pledged for 2015; another 128 members did not pledge in 2014 but, of those, 28 gave individual contributions totaling \$5,659
- c) Church rule requires UU members to give something every year but some members prefer to give as they can rather than to pledge
- d) Pledged income provides predictable & solid base for financial planning; ways to encourage new members to pledge discussed and increased effort on this front recommended
- e) On scale of giving, UU low compared to other institutions; need to help new members identify what an appropriate range of giving is; with guidance from Board on how to improve culture of giving, Stewardship Committee could start meeting face-to-face with new members as they come in
- f) Special meeting for Board members to make pledge calls set for 1/8/15 at 6:30pm; some members who can't make that date & time will call from home
- g) Can hurt church programs to budget too conservatively because cuts back on money available for work of church; budgeting realistically as vs. stingily advocated
- h) Finance Committee charged to check in on budget every quarter to see if on target so timely adjustments can be made if called for
- i) Also need to improve forecasts of revenue timing; Browne will take this on

6) **Strategic Plan for 2015-2020** report by Kapelianis & Renz-Whitmore

- a) Massive draft document can be downloaded, covers five general areas: Religious Education, Social Justice, Social Bonds, Communication Technology, and Volunteer Development; graphic design will be added to final document

- b) Plan based on input from wide spectrum of church sectors but not meant to incorporate everything going on under UU umbrella; what tended to come up were what members want to change or fix
- c) Board email review & edits of Strategic Plan requested; Board members need to sign off on by 12/21/14 (Ketelle to send reminder)
- d) Strategic Plan Committee needs approval to distribute final document in packet to be made available on 1/8/15 for 1/25/15 annual congregational meeting
- e) Implementation of plan will be taken up at 1/30-31/15 Board retreat

7) **Succession Planning** presented by Alei (Q & A's on transition appended)

- a) Written Transition Committee & Leadership Committee updates have been sent to Board

8) **LSC Report** by Ketelle

- a) Will email Board info on recruiting members for Board and for key UU committees
- b) Will look for Board Secretary willing to take minutes
- c) Committees to report to Board quarterly; will provide guidelines on this

9) **2015 Budget Proposal** (appended) by Suydam & Browne

- a) Board to give Brown input on final form of 2015 budget
- b) Discussion of trade-offs on balancing budget while also taking care of crucial infrastructure maintenance such as deferred roof repairs
- c) Recommended that expected revenue be realistically increased and, if deemed necessary, expenditure cuts be made in UUA contribution and administrative discretionary funds
- d) Motion to add \$15K to expected 2015 revenue defeated 6-5 (Demi moved, Flynn seconded); subsequent motion to add \$12K instead passed (Kwait moved, Flynn seconded)
- e) Board also agreed to reduce budgeted 2015 UUA contribution by \$7.5K and administrative discretionary funds by \$4K if need be
- f) UU audit to be completed and bank report submitted by mid-February 2015, including 2015 budget; if new budget balances, bank may increase mortgage amount
- g) Suggested that a town meeting to answer UU member budget-related questions might be good idea
- h) Special Board meeting to approve 2015 budget scheduled for 1/6/15 (*later cancelled because not needed after ended 2014 in the black*)

10) Policy Governance Update & Changes

(Written document submitted to Board by email 12/12/14)

- a) Was to be presented by Diem but ran out of time; Board decided to take up at later meeting, with Robinson presenting if Diem can't attend

Important Dates

25 January 2015 - Annual congregational meeting

30-31 January 2015 - Board retreat

1 February–31 May, 2015 - Robinson sabbatical

Meeting adjourned 9:50 pm

Respectfully submitted,

Jerilyn Bowen
Acting Recording Secretary