

**First Unitarian Church of Albuquerque  
Board of Directors Meeting Minutes  
20 January 2015**

**Board members present**

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

**Ex-officio present**

Robinson, Minister

**Others in attendance**

Herrera, Associate Minister

Galasinski, Ministerial Resident

Bowen, Acting Recording Secretary

**Call to order**

7:05 pm by President Ketelle

Chalice lighting & legend teaching shared by Ketelle

1) **16 December 2014 Board Meeting Minutes approved** as amended with correct spelling of "Laira Magnussen" and with "has now stepped in as" replaced by "has accepted the position of" in item a) under Core Staff Reports (Phillips moved, Mayo seconded)

2) **January, 2015 Treasurer's Report** (appended) presented by Suydam

a) Very good news – congregation responded generously to emergency year-end fund appeals and church ended 2014 in the black, with total income surplus over what was budgeted of approximately \$13K

b) Approved (Sawyer moved, Demi seconded)

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

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

5) **2015 Stewardship Campaign Report** by Mayo

a) To date have received 463 pledges for 2015 totaling \$656,296, with only \$8K to go before reaching the \$664,500 budgeted for year

b) To provide needed predictable income for church, Stewardship Committee considering strategies for encouraging more new members to pledge; will work in consultation with Membership Committee as called for

c) Under aegis of Board, *Stewardship Committee to become year-round with draft proposed charge outlined in memo submitted by Herrera (appended)*; total of 6-8 members for 1-2 year terms, at least one of these to be on Board as well (Mayo & Kapelianis expressed interest); Board gave blessings to proposed charge

6) **Strategic Plan for 2015-2020 Report** by Kapelianis

- a) Covering UU Religious Education, Social Justice, Social Bonds, Communication Technology, and Volunteer Development arenas, now completed Strategic Plan can be accessed online and will be presented to congregation at 1/25/15 Annual Meeting
- b) Kapelianis to introduce, provide narrative, and lead Q&A session at Annual Meeting; informal input from members of congregation so far very positive
- c) If accepted, will be up to Board to implement Strategic Plan; this + establishing implementation priorities to be one focus of upcoming Board retreat

7) **Succession Planning Report** by Alei

- a) Presented steps & process for succession that will be provided in speech to congregation at Annual Meeting, underscoring primary objective to serve congregation well at every step; Board affirmed

8) **Annual Meeting Coordination** by Ketelle

- a) Solicited sign-ups by Board members & other volunteers to person Social Hall sign-in table, distribute ballots, pick up ballots, count ballots, set up & test microphone, oversee music, perform chalice lighting, etc.
- b) Will need 10% of church members (80+) for quorum at Annual Meeting

9) **Board Retreat Plan** presented by Ketelle

- a) Runs from 6pm orchestrated potluck at Robinson's Friday 1/30/15 through 8:30am-3:30pm schedule for Saturday 1/31/15 meeting at Edgewood church
- b) Angela Merkert to facilitate, new Board members to be present
- c) Main topics: policy governance, Board financial responsibilities; Strategic Plan

10) **Membership Committee**, draft new proposed charge submitted by Ketelle

- a) To meet monthly rather than quarterly; has new chair in offing, need 2-3 more members
- b) To look at ways to retain church members once they've joined; suggested that important to identify what unique interests, talents, & skills each member has to offer, then reach out to help them find ways to offer those that will help meet church needs
- c) Membership Committee to coordinate with Stewardship Committee re member pledges & gifts; has been suggested that Stewardship Committee initiate practice of meeting individually with new members to share stories and encourage pledging
- d) Ketelle to submit proposals to Membership Committee for their consideration & feedback

11) **Policy Deactivations** recommended by Shared Governance Task Force and presented on paper (appended) by Diem

- a) All recommended deactivations of inapplicable policies approved (Phillips moved, Sawyer seconded)
- b) An amended Full Church Policy Manual will be forthcoming in future for Board review but will probably take up to three years to complete this formidable job in consultation with Robinson, whose experience is invaluable to process; will need new Board rep for Task Force once Diem steps down as of 1/25/15 Annual Meeting
- c) In meantime, Board to keep eye on what policies need to be clear & in place for ongoing function of church
- d) Religious Education background-check policy to be updated; Herrera will consult with Phillips on this

12) **Senior Minister Review** – Board went into Executive Session to conduct in private

### **Important Dates**

1 February–31 May, 2015 - Robinson sabbatical

February 2-8, 2015 - Herrera to attend UU Ministers Association in CA

*Open meeting adjourned 8:15 pm*

Respectfully submitted,

Jerilyn Bowen  
Acting Recording Secretary