

**First Unitarian Church**  
**Board of Directors Meeting**  
**May 19, 2015**  
**7:00 – 8:30 PM**

Board Members Present: Larry Alei, Martha Ketelle, Gwen Sawyer, Angela Herrera, Dimitri Kapelianis, Chris Mayo, Rick Held, Linda Suydam, Steve Philips. Other Attendees: James Galasinski, Paul Browne, Zoe Walton. Absent: Donna Collins, Christine Robinson (on sabbatical)

7:00 PM Chalice Lighting - Ken Callahan

**Administrative agenda**

Board Meeting minutes – April 24, 2015

- No changes; the minutes are approved as is.

Treasurer's Report -

Including discussion with Paul about new revenue and expense tracking

Address current status of revenue and expenses in response to April discussion

- **Action: Dimitri** - Paul recommends the board send a note to the generosity team, to request they press ahead with efforts to finalize pledges for those who have no pledge record yet for this year.
- The group appreciates and values the new information package and reports, and agrees to the new process which will be quarterly review in April, July, October, and February (the Feb. review will help orient new board members).
- Steve recommends that new board members need a primer/workshop on our financial processes & reports, when they come on board.

Core Staff Reports -

President's Report -

- **Action: Larry** – send out the roster of United Way / CNPE training opportunities to the Board members.
- The administrative reports were approved.

**Action Items**

Charge to Membership Committee -

- The new charge is approved as presented.

Charge to Stewardship Committee -

- The charge and membership are approved as presented.

Activity Break – James -

- Fun was had!

**Discussion Topics**

Music Future Proposal Update -

- Pledges to date are at \$175k vs. the goal of \$195k. The next update will be in June, and will include additional information on how this can fit in with the 2016 annual budget figures (**Action: Angela**).

#### Report from Property Group -

- Steve summarized the recommendations. The group agreed on the need and benefit for a group of this type. The plan is to come back to this topic in the June board meeting and discuss how to establish a property committee, and create the key supporting data set (for example: some form of depreciation schedule on major facility items, to enable forecasting of renovation needs).
- **Action: Steve** to draft a proposal which will kick off and facilitate the next discussion (at the June board meeting).

#### Recognitions of Volunteers -

- Martha wrote up our first two thank you cards, and the group signed them.
- **Action: Linda** volunteered to do two for next month.
- **Action: Steve** – will write one also for next month.

#### Potential New Board Member -

- Several potential candidates were discussed.
- **Action: Martha** to run the top few names past Geri Noble (LSC chair) for input, and to work with Angela to begin contacting the top candidates to check on their interest.

#### **Important Dates**

June 1 - Christine returns from Sabbatical

June 24-28, 2015 – General Assembly, Portland, OR

- **Action: Martha** – to add dates here for those membership and stewardship committee events where Board members are desired/encouraged to attend.