

**First Unitarian Church
Board of Directors Meeting Minutes
September 15, 2015**

Attendees: Larry Alei, Ken Callahan, Rick Held, Dimitri Kapelianis, Chris Mayo, Steve Philips, Gwen Sawyer, Meghan McHenry Shattuck, Linda Suydam, Angela Herrera

Guests: Paul Browne (DOO) James Galasinski

Absent: Donna Collins, Martha Ketelle, Christine Robinson

Administrative agenda

New Member – Larry Alei introduced Meghan McHenry Shattuck, a candidate to fill the vacant position on the Board

- Board voted unanimously to appoint [Meghan](#) to the Board and to appoint her Secretary

Board meeting minutes – August 18, 2015

- Approved with no changes

Core Staff Reports, President's report

- Approved with no changes

Finance Committee report – Linda Suydam

- While revenues are very slightly below planned figures, expenses are also, and we [are on track to](#) finish the year within budget.

Action Items

Radical Generosity Team – Dimitri Kapelianis

Team focused on 2 efforts

- *Short term:* 2016 pledge drive
 - [Action:](#) Board members volunteered to assemble pledge packets on September 23 and hand out pledge packets on September 27
- *Long term:* Working on how to develop a cultural change, for members to consider giving as a spiritual practice

2016 Budget preparation – Paul Browne

- Paul outlined the process of budget preparation and gave an update on the summary, with data to show that we could hold the increase needed next year in pledges to 7% if we plan to use the mortgage reserve of \$31K to reduce principal in 2016. After discussion, the Board recommended asking for 8% increase, [with hopes of achieving the 7%](#)
- Paul [indicated it will probably take](#) 15 minutes of Board meeting time in October to provide the quarterly update, and 30 minutes at the November meeting to prioritize budget plans and work trade-offs. At the December meeting, we will

need to finalize the 2016 budget for presentation and approval at the annual Congregational meeting in late January.

- **Action: Angela/Larry/Martha:** Set up a date for Board members to follow up on pledges not received.

Discussion items

Recognition of volunteers –

- The 2 pre-identified recognitions were postponed until October meeting (**Action: Steve and Linda** to write the text for those).
- We also discussed ways to improve our radar system for noticing folks who deserve recognition.
 - **Action: Angela/Larry** – to think about possible ways to become more systematic in how we find people to recognize, such as using a database of committee membership over time (discuss this in the Oct. board agenda planning meeting).
- In the meantime, we'll continue with the current process of at least recognizing those whose work we (as Board members) are aware of. And to reach out near term, **Action: Angela** – to ask the church staff in an upcoming meeting, of volunteers they are aware of whom we might want to recognize.

Important Dates

September 25, 2015 – Lead Donor Event for 2016 pledge drive

September 27, 2015 – Campaign kickoff Sunday

October 17, 2015 – Endowment Committee Leaders Event

October 18, 2015 – Last day of pledge drive: all pledges due

For planning October Board meeting:

Agenda item: October - Discussion on whether to do an end of year push for funds

Agenda item: TBD - Discussion of plans for "year round" financial campaign from RG

Agenda item: TBD - Discuss if/how to compile database of church leaders/volunteers over time (for Leadership Succession and Board recognition).

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