

First Unitarian Church
Board of Directors Meeting
January 19, 2016
7:00 – 8:30 PM

Attendees: Meghan Shattuck, Linda Suydam, Rick Held, Gwen Sawyer, Dimitri Kapelianis, Steve Phillips, Donna Collins, Larry Alei, Martha Ketelle, Chris Mayo, Ken Callahan

Absent: None

Guest: Alisa Cooper de Uribe, Angela Herrera

Ex-Officio: Christine Robinson

1. Chalice Lighting - Angela
2. Administrative agenda
 - a. Board Meeting minutes of December, 2015 - Ketelle
 - b. Treasurer's Report - Suydam
 - i. Collected 99% of pledges made for 2015
 - ii. Total 2015 Income \$802,823 (\$11,625 over budget)
 1. Rental Income \$32,785 (\$8785 over budget)
 - a. Lots of hidden costs associated with Rental
 2. Endowment \$11,223 (\$723 over budget)
 3. Non Pledge Gifts \$57,806 (\$7124 under budget)
 - iii. Total Expenses \$800,303 (\$9,110 over budget)
 1. Ended with Surplus of \$5817
 - iv. Items over budget: Office expenses, physical plant, Religious Education
 - v. Items below budget: Utilities
 - vi. End of year ask: Unknown
 - c. Core Staff Reports
 - i. Rentals
 1. Christine is concerned that we are renting out our facility too much.
 2. Staff has to dedicate a lot of time to rentals and as a result it isn't really making as much money as we think due to these hidden costs.
 3. There have been times where memorial services were hard to schedule due to having already scheduled other rentals in the space
 4. Discussion on how to alleviate
 - a. Putting some limits on rentals (currently trying this out)
 - b. Could raise cost of rental to reduce overall rentals and stay cost neutral
 - c. How can board help?
 - i. Don't put pressure on rentals to provide income
 - ii. Congregation resources may be able to help define better processes
 - ii. Staffing
 1. We've got an intern coming from Denver who is very enthusiastic
 2. Music and Facilities have great feedback.
 - d. President's Report
 - i. No questions
 - e. Chris moves to approve administrative agenda, Gwen seconds, motion carries to approve admin agenda
3. Reports
 - a. 2016 Stewardship Campaign: Final Report - Kapelianis
 - i. Handout details
 1. Total pledged: \$692,082
 2. At 96.7% of pledge target
 3. 462 pledging units
 4. Average pledge: \$1,498
 5. Amount short of goal: \$24,918

- 6. Increase in aggregate giving compared to same group last year: 6.4%
- 7. Number of units pledging that did not pledge last year: 64
- ii. Discussion
 - 1. Expect to see more trickle in
 - 2. People who join in 2016 will give some amount in 2016.
 - 3. We get about 2%-4% of pledges after new year
 - 4. Christine will ask Paul to re-format the budget so that the board sees the detail of the "Pledge" line
- b. Review "Disruptive Behavior Policy" draft from Healthy Communities Committee - Phillips
 - i. Consider context of this policy: we have moved to policy governance: nested bowl theory
 - 1. Want to write policy that has large ideas (big bowl)
 - 2. Sometimes it's not enough detail - a more specific policy (medium bowls)
 - 3. This policy is very sensitive and has many rules and iterations (it's a small bowl policy)
 - ii. Tonight's goal is to get feedback
 - iii. Discussion
 - 1. Physical and emotional safety
 - 2. Good compromise between danger of detail and simple directive to be safe
 - 3. Want to avoid making this muzzling controversial views or sticking to only "safe" ideas
 - iv. Questions
 - 1. What is the background and meaning of "Endanger the churches reputation or diminish its appeal to potential and existing membership"
 - a. Steve: it's important for visitors, community and members to see us as a responsible institution that manages safety issues.
 - 2. How often is the healthy community team needing to respond to issues?
 - a. Christine: Maybe 6 total
 - b. Often stops at the ministers, since most folks come to ministers first
 - c. HCC is a place of appeal and also available for those who don't want to go to the ministers
 - 3. Is this policy is now directing ministers to review with the healthy community committee?
 - a. Yes, for institutional memory
 - 4. Weapons
 - a. Many view this place as a sanctuary, and don't want any weapons at all, but committee is just defining the policy. Non enforceable.
 - b. Banning hidden weapons is unenforceable
 - c. If anyone appears on campus with a weapon, it's disruptive
 - d. Where is the line? Knives? Some discretion, as to whether there is a perception of danger or threatening behavior by a member.
 - e. Concealed weapons that are left concealed do not pose a disturbance
 - f. This is not about taking a social stand, this is about policy to keep our members physically and spiritually safe
 - g. May need to post a sign letting people know they cannot have openly displayed weapons, or otherwise advertise/educate our members about this
- 4. Annual Meeting and Retreat - Ketelle/Alei
 - a. Review Agendas
 - i. Annual Meeting January 31st Need Board there by 1:15 PM, as that's when sign in opens
 - ii. Retreat - February 5-6
 - 1. Friday evening dinner 18:00-20:00
 - 2. Saturday - Tentatively Plan to Retreat to East Mountain building 8:30-15:00
 - b. Sign Up for Duties

- i. 3 people needed for sign-in table
 - ii. Vote counters
 - iii. Basket passers
- 5. Action Items
 - a. Approve giving Director of Operations & Finance authority to sell securities - Ketelle
 - i. *Effective immediately, Paul Browne, Director of Finance and Operations, is authorized to arrange for the sale of marketable securities that are donated to the Church.*
 - ii. *Effective immediately, Alan Clawson, Accountant/Bookkeeper, has the authority to give instructions for the transfer of securities between the Raymond James & Associates, Inc. account #15345223 and our US Bank checking account #155913698223.*
 - iii. Gwen Moves to approve, Steve Seconds, motion carries
 - b. Senior Minister Performance Review - All
 - i. The board commended Christine for her service in 2015 and discussed key items for 2016 to help move forward on the strategic plan.
- 6. Discussion Topics
 - a. Letters of appreciation – Suydam (this month) & Alei (next month)
 - b. Server concerns, could be costly and impactful if it goes down
 - c. Board committees help needed
 - i. Finance committee has 2 people stepping down, absolutely need some folks with financial backgrounds. Please think about who we could approach.
- 7. Important Dates
 - a. January 31, 2016 – Annual Meeting of the Congregation
 - b. February 5-6 – Board Retreat
 - c. April 15-16, 2016 – MDD Meeting hosted by First Unitarian
- 8. 20:57 Meeting adjourned