

**First Unitarian Church of Albuquerque
Board of Directors Meeting Minutes
21 October 2014**

Board members present

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

Members absent

Diem

Ex-officio present

Robinson (minister)

Galasinski (ministerial resident)

Others in attendance

Bowen (acting recording secretary)

Held, UU tech volunteer

Browne, UU Director of Operations

Call to order

7:10 pm by President Martha Ketelle

Chalice lighting & reading by Flynn

Administrative agenda

1) **16 September 2014 Board Meeting Minutes approved**, with minor revisions to core staff report to be made by Robinson (___?__moved, Flynn seconded)

2) August, 2014 **Treasurer's Report** (appended) presented by Suydam & discussed

- a) To date this year 1st U has budget deficit of approximately \$29K due to unexpected necessary expenses in past month and shortfall in pledge income
- b) In early December, Board will make end-of-year fund appeal to congregation to make up anticipated 2014 deficit
- c) Other aspects of budget & funding covered in Browne's financial report below

3) **Core Staff Report** (appended) submitted by Browne and approved (Suydam moved, Phillips seconded)

- a) Update on staff changes: Alan Clawson has replaced Chris Saam as accountant/bookkeeper and is fast learning the ropes under tutelage of Kathy Keller; Shannon Logan has joined facilities team
- b) PowerChurch financial management data has been provided to the Stewardship Campaign and pledges have been logged in
- c) Second set of solar panels have been installed on roof of Sanctuary and basic sound system in Social Hall has been put back in service

4) **RE Final Report from Director Linquist** (appended with ministerial report)

- a) Fall curriculum well launched, children's choirs flourishing, Halloween dance in preparation, final major painting in RE building being done, Galasinski serving as youth coordinator, Our Whole Life (OWL) survey underway
- b) Expressed gratitude for opportunity to serve church, will now return to her roles in the Socorro branch

5) **Ministerial Reports** (appended)

Robinson

- a) Has several good candidates for RE Director position; new director will be selected before Thanksgiving, to begin work in January; he or she may need to go through up to six-tier credentialing process as they grows into job
- b) Because of leaves and need for ministerial mentoring of new RE Director, Board may be asked to cut back on projects that require extra ministerial time, especially during Robinson's leave next spring; at November Board meeting UU calendar for coming period will be briefly presented so Board can deliberate on what to minimize or eliminate
- c) Wojciech Milewski has been hired to replace Stu MacAskie as church pianist; WM has served ably in this role before
- d) Pledge drive is progressing; we have had more pledges turned in than we usually get by this time

Galasinski

- a) Reports learning a great deal in his first two months here
- b) Has also conducted a large outdoor funeral, launched a Monday night Theology on Tap discussion group, and is working as interim youth program coordinator to include more curriculum and encourage respectful advisory collaboration with youth
- c) Would like to experiment with a jazz vespers service next year

6) **President's Report** by Alei for Ketelle (who was away this past month)

- a) Gwen Sawyer welcomed to Board
- b) In past month Alei worked on succession planning with Robinson to achieve better alignment with projected timeline

7) **Financial Management Report** (appended) submitted by Browne

- a) Net 2014 shortfall of \$45,500 in Operation Fund anticipated; cash flow adequate but tight; need to postpone discretionary spending wherever possible; awaiting pre-approved mortgage loan from NMEFCU, exact amount as yet undecided
- b) Board will write notes to those who've pledged but not yet paid to encourage fulfillment of pledges; as noted above, Board will also make year-end fund appeal to congregation at beginning of December, with draft letter to be presented for approval at next Board meeting
- c) Operating Budget draft for 2015 to be reviewed and revised by Finance Committee and shared with Board for input at its 18 November 2014 meeting
- d) Further Finance Committee review and revisions then to be made in preparation for formal budget proposal to Board on 11 December 2014, at which time Board final decisions will be incorporated into an official Operating Budget to accompany call to Congregational Annual Meeting on 8 January 2015, with Annual Meeting to be held on 25 January 2015, at which time Operating Budget will be presented for approval by Congregation
- e) To make loans to 1st U more attractive, Board approved recommended raise of interest rate from 1% to 2%, to be applied to all outstanding and new loans at beginning of 2015 (Mitchell moved, Suydam seconded)

8) Mayo presented **Stewardship Campaign** results compiled in (appended) document by Geri Knoebel

- a) Overall, pledges are up and should reach 2014 target goal by end of year but important to follow up on outstanding ones
- b) Thank you letters will be sent to every household to express gratitude and confirm pledge amount

9) Kapelianis made (appended) **Strategic Plan** five-year projection update

- a) To date committee has held approximately 15 meetings with around 200 people from representative sectors of church and collected a lot of material that needs to be organized and prioritized
- b) Improvements in RE programs, intergenerational mingling, and member communications recommended alongside identification of many ways to strengthen and expand church mission as expressed in covenant
- c) Strategic Plan to date will be presented at Annual Meeting in January to inform Congregation of ongoing work in this arena and encourage further participation in process

10) **Board Retreat** will be held 30-31 January 2015

11) With Lynne McLaughlin's resignation from the Board, we need to select a Corporate Secretary to replace her. Alice Demi volunteered and the Board unanimously accepted her offer to take over the role of **Corporate Secretary** through the end of 2014; entails responsibility for signing official documents. Alice is in her fourth year on the Board and served as Secretary in 2012.

12) Alei presented overview of planning for **Ministerial Transition** over next 3-5 years

- a) Made recommendations on how to ensure that process is smooth, accountable, participatory, and protective of congregational well being throughout the transition period
- b) Proposed that a Transition Task Force (search committee with broad responsibilities) and a Design Team (to organize and oversee congregational process) be formed well in advance; at present Alei & Ketelle are serving as initial ad hoc Design Team with participation of senior minister; they invite interested volunteers to join their team

Meeting adjourned 9:10 pm

Respectfully submitted,

Jerilyn Bowen
Acting Recording Secretary

Post Board Meeting activities of the Board prior to November Meeting:

October 25, 2014 - The Board approved expenditure of up to \$10,000 for an Audit of Church finances to be signed by a CPA.

November 6, 2014 - The Board approved a 120-day extension of the Construction Line of Credit from the New Mexico Educators Federal Credit Union to facilitate the completion of an Audit of church finances prior to conversion to the new mortgage.