

**First Unitarian Church
Board of Directors Meeting
May 17, 2016
7:00 – 8:30 PM**

Members: Larry Alei, Ken Callahan, Donna Collins, Alisa Cooper De Uribe, Rick Held, Dimitri Kapelianis, Martha Ketelle, Chris Mayo, Gwen Sawyer, Meghan Shattuck, Linda Suydam

Ex-Officio Member: Christine Robinson

Guests:

Absent:

Time	Topic	Expected Outcome(s)	Presenter
7:00	Fun	Fun	Dimitri Kapelianis
7:10	Chalice Lighting	Get Centered & Focused	Donna Collins
7:10 (Admin Items)	BOD meeting minutes from April 2016	Finalize	Meghan Shattuck
Minutes:		Clarification: reduction in revenue (solar) Typo: Pledge is Income	
(Admin Items)	Treasurer's Report	Clarify / Understand	Linda Suydam
Minutes:		<p>Total income for April was \$75,574.27 which was \$8,573.50 over budget. Pledge income of \$52,224 was over budget by \$9641.99 for the month. Non pledge gifts were \$2,986.22 which was \$797.78 under budget. Rental income for the month was \$2,358 which was over budget by \$167.48.</p> <p>Total expenses for April were \$65,187.57 which is under budget by \$6,849.79. Utilities were back to plan with electricity charges back to normal. Program staff expenses were under budget by \$3,519. Mortgage commitments were \$2960 which was \$96 under budget. Denominational commitments of \$1540 were over budget by \$906. The Operating Fund surplus for the month was \$10,387 which gave us an operating fund surplus</p>	

		<p>year to date of \$62,871 which is \$18,121 ahead of budget.</p> <p>Reallocated non-pledge gift predictions based on past-year monthly percentages (~36% comes in in Q4 Nov and December) so changed budget to reflect past behavior.</p> <p>Larry recommends leaving the forecast alone as a best practice so that we have apples-to-apples comparison month-to-month. But this is fine for now</p> <p>Ahead right now for this point in the year, but believe it to be mostly timing-related.</p>	
(Admin Items)	Executive Staff Report	Clarify / Understand	Christine Robinson
Minutes:		<p>Question: How is AV and Use of Technology in Carlsbad? No opportunity to observe, since Christine was preaching live.</p> <p>Clarification from Angela: Radical Generosity asking for pledges from new members since 2014 who haven't pledged yet.</p> <p>New Youth Program Coordinator offer extended and accepted</p> <p>Is there a follow-up on office remodel budget? Need clarification for next meeting, also to ask which checks and balances exist/where it comes from in budget? Who is in charge of how it gets spent? Seems to be from loan, but need to see plans. There is a bylaw provision, but we are nowhere near that dollar threshold. (5% of the budget) This does seem to be a deviation from the loan amount. The process question here is about unbudgeted money. This project? Unbudgeted money in general?</p> <p>Linda: Request to Paul to clarify what part of the finance policy covers unbudgeted money, or if we need to make a policy if there is a gap?</p>	

		Also request to Paul to show the accounting of the remodel project.	
(Admin Items)	Program Staff Report	Clarify / Understand	Angela Herrera
Minutes:		Question from program staff report, is the report useful? Board agrees yes, they are useful.	
(Admin Items)	President's Report	Clarify / Understand	Larry Alei
Minutes:		Martha Moves to approve admin agenda Chris Seconds Administrative agenda approved	
7:30	Update on Social Bonds (2016 BOD goal)	Provide feedback & support	Donna Collins & Martha Kettelle
Minutes:		<p>Think there is a an opportunity to expand volunteers for social bonds task force.</p> <p>Have done some sensing of where social bonds are working well and not working as well. Need spearhead person who is passionate Positive feedback on staff/minister support Underserved/needs improvement: young adult, new members/ visitors, leadrship development and increasing number of volunteers New software "One Body" (from reports) may help (integrates with power church) More bandwidth from staff is always helpful</p> <p>Also contacting other large churches to see what they do. Every single large church says the main draw that brings people in is music. Each of the large churches has a full-time membership development/ congregational life person, with a greatly expanded role</p> <p>Rick: Please put inquiry to UU webmasters list about OneBody</p>	

7:45	Radical Generosity Team Update	Discuss team philosophy and approach around generosity as a spiritual practice, and year-round plans/actions	Dimitri Kapelianis, Chris Mayo
Minutes:		<p>Love languages, look at church this way too</p> <ul style="list-style-type: none"> Gifts Quality Time Words of affirmation Physical touch Acts of service <p>Team Report</p> <ul style="list-style-type: none"> Short Term Tasks Processes Communication New Member Interaction Gratitude Long Term Goals/Tasks 	
8:00	Process proposal: Defining 2017 BOD Treasurer Role	Get input and agree on next steps	Christine Robinson
Minutes:		<p>The job of treasurer does not require you to keep the books, just to understand and be able to explain to congregation.</p> <p>The role of treasurer mostly is a communication role.</p> <p>Treasurer is elected by congregation and recommended by leadership succession.</p> <p>Notes from Linda: Finance committee chair has lately been the one to give the budget to the congregation</p> <p>Help needed: need a chair of finance committee</p> <p>Linda: Please send Christine update of job description realities</p>	

		Linda: Draft letter of thanks for next month Rick: send notes to Christine on adjustments to description	
8:10	BOD Resource Guide tweaks	Ratify changes (recommended by Dimitri)	Larry Alei
Minutes:		Agree to inputs from Dimitri	
8:15	Resolution: Landscape Committee Charge / Policy	Ratify changes which clarify RE ownership for their area	Christine Robinson
Minutes:		Larry moves to pass the Landscape Committee policy as written Alisa seconds Motion passed	
8:25	Recognitions	Sign & determine thank you card recipients	All
Minutes:			

Key Dates:

August 27th: SJC Fundraiser "Fiesta" 5:00-8:00 PM