

**First Unitarian Church  
Board of Directors Meeting  
June 21, 2016  
7:00 – 8:30 PM**

Members: Larry Alei, , Donna Collins, Rick Held, Dimitri Kapelianis, Martha Kettle, Chris Mayo, Gwen Sawyer, Meghan Shattuck, Linda Suydam

Ex-Officio Member:

Guests: Geri Knobel

Absent: Christine Robinson, Ken Callahan, Alisa Cooper De Uribe,

| Time                  | Topic                             | Expected Outcome(s)   | Presenter          |
|-----------------------|-----------------------------------|---|--------------------|
| 7:00                  | Fun                               | Fun<br><br>Planning for Fiesta<br><b>Chris - rewrite song ideas</b><br><b>All - Send Chris ideas</b>  | Martha             |
| 7:10                  | Chalice Lighting                  | Get Centered & Focused  | Dimitri Kapelianis |
| 7:10<br>(Admin Items) | BOD meeting minutes from May 2016 | Finalize  | Meghan Shattuck    |
| Minutes:              |                                   | No changes to minutes   |                    |
| (Admin Items)         | Treasurer's Report                | Clarify / Understand  | Linda Suydam       |
| Minutes:              |                                   | <b>Meghan - send Linda email address</b><br><b>Linda - send Meghan soft copy of treasurers report</b><br><br>Did not do seasonal adjustment for GA staff expenses |                    |
| (Admin Items)         | Executive/Core Staff Report       | Clarify / Understand  | Christine Robinson |
| Minutes:              |                                   | Question: Is YPC a new role? - No, it has been around but James was filling that role.  |                    |
| (Admin Items)         | Program Staff Report              | Clarify / Understand  | Angela Herrera     |

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| Minutes:        |                                  |  |                            |
| (Admin Items)   | President's Report               | Clarify / Understand   | Larry Alei                 |
| Minutes:        |                                  | Thank you to Alisa for filling the HCT role  |                            |
| ALL ADMIN ITEMS |                                  | <b>Gwen moves to approve administrative items</b><br><b>Martha Seconds</b><br><b>Motion Passes</b>   |                            |
| 7:25            | Chapter 4 policy recommendations | Understand and ratify  | Geri Knoebel / Gwen Sawyer |
| Minutes:        |                                  | <p>31/40 policies have been approved</p> <p>Questions:</p> <p>4.04 -5 Teams - What rises to level of "team?"</p> <ul style="list-style-type: none"> <li>• Task oriented groups that are not a formal committee</li> </ul> <p>Next Steps:</p> <p>The Task Force intends to present the remaining chapters, Staff (Chapter 5) and Safety (Chapter 6), for action this fall. Once all chapters in Policy Manual are approved, the Task Force will take steps to orient Church leadership including committee chairs, teams, and councils to the Policy Manual.</p> <ul style="list-style-type: none"> <li>• Task Force will hold a Town Hall meeting after services to familiarize leadership to the Manual's structure and provisions.</li> <li>• Meet with program teams to assist them in developing mission statements and written procedures.</li> <li>• Request that Policy Governance Task Force be included on the agenda at the Congregation's January 2017 Annual Meeting. to make a 10 minute presentation about the Policy Manual.</li> </ul> |                            |

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|          |                                      | <ul style="list-style-type: none"> <li>In the fall, the Task Force will be presenting by-law amendments for consideration by the Board and subsequent action of the Congregation at the January Annual Meeting.</li> </ul> <p><b>Chris Moves to approve these policy recommendations</b><br/> <b>Linda Seconds</b><br/> <b>Motion passes</b></p> <p><b>Paul - please ask Laira to send a soft copy of "How Staff can Help You"</b></p>   |             |
| 7:40     | Setting the baseline for 2017 budget | Understand (1) \$ commitments already in place for 2017, (2) ballpark numbers for known/desired projects, and (3) the process moving forward   | Paul Browne |
| Minutes: |                                      | <p>Update on pledge campaign<br/> Were about to remove some folks from the membership, but have had a few members call and say they want to remain active</p> <p>Budget Planning<br/> To reflect accurate levels of activity, need to increase the rental income. Music angels fund draw is scheduled to decrease<br/> Required payroll adjustments due to pension eligibility<br/> Mortgage principal payments into the budget - biggest hit 31.3k<br/> Denominational commitments</p> <p>For no optional increases: Pledge income would need to increase by 6%</p> <p>Additional options<br/> Item A: Adjustment of DRE salary - 1%<br/> Cost of Living Adjustment 1%-1.5% (projections from DOL indicate a 1-</p> |             |

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|  |  | <p>2% increase)<br/> Denominational fair share increase</p> <p>Future Potential Costs to consider<br/> Eventual ministerial transition costs<br/> Continue to feather in music program<br/> COLAs will continue<br/> Returning to fair share<br/> Capital Items due to further deferred maintenance<br/> New projects<br/> Offsetting depreciation of plant and equipment<br/> When do staff salaries come into line with UUA standards<br/>     We are using the table for a smaller church in the ABQ area (&lt;750 members)<br/> Will there be programmatic needs<br/>     Eventually need to meet with program leaders for projections and program evolutions<br/> Designated funds - about 100k<br/> Maintaining financial liquidity and solvency, keeping reserves healthy</p> <p>Questions:<br/> When do we pay off the 2nd mortgage? (3.5 years)<br/> Pledge income from pledge drive plus pledge income from new members in 2017</p> <p>Help Needed to staff and radical generosity<br/> Longer-term: Determine where we think the sweet spot is to ask radical generosity<br/> Today<br/>     Guidance of fair share pledge for UUA</p> |  |
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|          |   | <p>4.3% of prior year operating budget to UUA<br/>\$26 per capita to MDD</p> <p><b>Paul - please calculate COLA at 1 and 1.5 and assume DRE raise</b></p> <p><b>Larry Moves for Paul to increase UUA pledge to 55%</b><br/><b>Chris seconds</b><br/><b>Motion Passes</b></p>   |                              |
| 7:55     | Campus lighting recommendations & funding | (1)Understand and ratify plans. (2) respond to funding motion  | Paul Browne                  |
| Minutes: |   | <p>Request #1 to spend up to \$5000 of capital funds towards lighting to bring current lighting systems into repair and allow for improved nighttime safety and security</p> <p>Request #2 to spend \$2000 from capital funds for shade structure for memorial hall.</p> <p><b>Paul - send Meghan a soft copy of the resolutions for minutes</b></p> <p><b>Gwen moves to approve both expenditures</b><br/><b>Chris seconds</b><br/><b>Motion passes</b></p> |                              |
| 8:05     | Recognitions                              | Sign & determine thank you card recipients   | All                          |
| Minutes: |   |  |                              |
| 8:10     | Executive Session                         | Strategic Discussion   | Martha Kettelle / Chris Mayo |
| Minutes: |   |  |                              |

**Important Dates**

- July 17<sup>th</sup> – All Faiths night / baseball game at Isotopes Park
- Weekend of Sept. 9<sup>th</sup>: First U hosting district-wide OWL teacher training.
- Social Justice Fiesta Auction - August 27th 5:00 - 8:00 PM (Peggy Witmore)