

**First Unitarian Church
Board of Directors Meeting
May 16, 2017, 6:30 – 8:00 PM**

Members: Larry Alei, Sergio Cianci, Heather Clark, Donna Collins, Alisa Cooper De Uribe, Dimitri Kapelianis, Marilyn O’Boyle, Gwen Sawyer, Meghan Shattuck, Dumas Slade, Christine Robinson (Ex-Officio Member),

Guests: Angela Herrera, Dan Lillie, and 2 members of our Immigration/Sanctuary TF - Beatriz Mitchell and Connie Molecke

Absent: Linda Skye

Time	Topic	Expected Outcome(s)	Presenter
6:30	Check-In	Unload distractions	All
6:45	Chalice Lighting	Get Centered & Focused	Christine Robinson
(Admin)	BOD meeting minutes from April 2017	Approve	Meghan Shattuck
Minutes: No adjustments			
(Admin)	Special Congregational Meeting minutes from May 7, 2017	Approve, and brief +/- on this meeting	Meghan Shattuck, Larry Alei
Minutes: No adjustments			
(Admin)	Treasurer’s Report	Clarify / Understand	Linda Skye
Minutes: No immediate cause for concern. We see a deficit in year-to-date revenue, but that is a timing issue due to an inadvertent disruption to some of the monthly automated giving by members. This was a systems issue that occurred during the change-over from 2016 to 2017. The office staff is working with the affected members to correct the issue.			
(Admin)	Executive Staff Report	Clarify / Understand	Christine Robinson
Minutes:			
(Admin)	Core/Program Staff Report	Clarify / Understand	Angela Herrera
Minutes: Staff preparation for annual meeting was impressive			
(Admin)	President’s Report & Important Dates	Clarify / Understand	Larry Alei
Minutes: Any learnings/Feedback? Question on AV: was Socorro able to skype in? Somewhat, and good enough to hear the proceedings and be able to give input if necessary. We had to use two different methods (skype and a phone call), and they couldn’t see the congregation, even though we could see them. Getting to full, 2-way (or more) real-time meeting A/V is not feasible with the tools we have, but what we have is adequate for now.			
Alisa moves to approve administrative items			
Gwen Seconds			
Motion passes			
6:50	Immigration/Sanctuary TF update – citizenship fund	Get feedback, approve	Alisa Cooper De Uribe, Marilyn O’Boyle
Minutes: ESL and Staff have undergone training on rights/awareness El Centro is willing to teach an “Immigration 101” to the congregation There is still a lot of momentum. Expanded sanctuary update: physical sanctuary would likely force us to end some of our beloved			

programs. Trying to expand what we can offer to our ESL students who already have green cards, and want to apply for citizenship. The N-400 application costs \$725 which is more than most ESL students can afford. Some qualify to have the fee waved, if they fill out another form. Even a partial fee waiver is \$405 cost to the applicant.

Proposing a GoFundMe site to collect ad maintain a baseline of \$2175 to cover the price of 3 full N-400 applications.

Questions/Discussion:

How many people might be eligible to apply for N-400 in ESL? About 4 currently. However, ESL is about to start a summer program, so may get more.

Is there a fee-sharing plan? Or would UUABQ cover the whole fee? – Since students already have a lot of time and money commitments in this process, the fund could pay the whole fee. The next steps are to establish who will make the decisions, decide how the staff will set up a separate account, whether to pay the applicant or direct to Homeland Security, etc. The team agreed to come back to the board when these “business processes” are fully defined.

Gwen: Move we authorize the team to work with the staff to set up the fund for N-400 fees for ESL candidates

Marilyn seconds

Motion passes

7:10	CR Capital Commemoration & Endowment Team Updates	Understand the recommended timeline, get feedback & any help needed	Pat Diem, Margo Milleret
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Minutes:

Recommendations from 2 different fundraising consultants indicated professional endowment help is needed. Some communication/tracking/assessment/cultivation/training help needed. Endowment raised \$20k from angel fundraisers to hire someone to help us with direction.

Looking to cultivate more of an attitude of gratitude. Proposal in place for consultant @ \$1500/day, covered by \$20k angel fund. Heavy recommendations from ministers, members, consultants, professionals to focus on encouraging folks to leave a legacy.

Questions:

This person hasn't ever worked with a church before? They think that working with the church might be easier because folks have personal involvement in their church.

This person has worked with very large organizations before, can she scale down her approach to fit our needs? – This person will follow our lead.

How can we ensure this person's time is spent on high value items? Don't want to pay these rates for administrative tasks; make sure the team and/or staff can help with the busy work.

3 big fundraising ideas: rad gen, capital commemoration, endowment team. There is no competition between annual fundraising and endowment, because one is money now and one is money after people are gone. We are not ready for a capital campaign this year; so this year's focus will be operational and endowment campaigns.

Could we get someone from UUA to help out and learn alongside us? Unlikely because they are in turmoil.

How can we institutionalize this knowledge from the consultant? Request to the team to think about (1) the level of participation and direct ask responsibilities of Endowment Committee members; (2) how to get or create documentation along the way, so when the consultant is done we have knowledge capture, and (3) how can the Endowment Committee members have a very strong process to bring in and train new members, so there is knowledge retention when their terms of service end.

It would be ideal if we could raise another \$10k to begin to bring in someone on staff to learn the

process, and officially preserve the institutional memory.

When we work on building endowment and giving relationships, we are building overall giving.

Dimitri moves to adopt the proposed motion: The Board approves expenditure of \$20,000 of donor designated funds to engage professional assistance to strengthen and grow the Endowment Fund.

Sergio seconds

Motion passes

7:25	Approve delegates for G.A.	Ratify known attendees	Larry Alei (for Judy Bentley)
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Minutes:

We have 11 delegates, and 17 available spaces.

Decision: We will use board members as backup delegates to vote (on the free stuff, such as president of the UUA) so we don't waste our allotted votes. The 11 delegates so far are registered and paid, so they can vote not only on the presidential ballot, but also on the business items which will be worked at G.A.

Meeting Delegates:

Larry Alei

Judy Bentley

Mara Hoffman

Peggy Roberts

Martha Ketelle

Ian Carrillo

Keith Christopher

Mary Wright

Jo Anne Roake

Sasha Bush

Angela Merkert

In the June BOD meeting, we will vote on any additional registered GA delegates, and any remaining open slots will go to willing board members to ensure we don't have any unfilled voting slots for the UUA presidential election.

Meghan moves to approve the 11 proposed delegates as UUABQ delegates.

Gwen seconds

Motion passes

7:45	Recognitions	Identify BOD thank-you card opportunities	All
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Minutes:

Signed cards for Randy Biggers and Nancy Cushman

7:55	Adjourn		Larry Alei
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Minutes:

Important Dates

- June 21-25: Unitarian Universalist General Assembly, New Orleans
- November 4th: Installation ceremony for Angela Herrera as Senior Minister

- December 12th: New (revised) date for December First UU BOD meeting