

**First Unitarian Church
Board of Directors Meeting
October 17, 2017, 6:00 – 7:30 PM**

Members: Larry Alei, Heather Clark, Alisa Cooper De Uribe, Dimitri Kapelianis, Marilyn O’Boyle, Gwen Sawyer, Meghan Shattuck, Linda Skye, Dumas Slade, Donna Collins, Angela Herrera (Ex-Officio). Guests: Dan Lillie, Paul Browne, Bill Slakey. Absent:

Time	Topic	Expected Outcome(s)	Presenter
6:00	Check-In	Unload distractions	All
6:05	Chalice Lighting	Get Centered & Focused	Meghan Shattuck
(Admin)	BOD meeting minutes from September 2017	Approve	Meghan Shattuck
Minutes: Small change of wording			
(Admin)	Treasurer’s Report	Clarify / Understand	Linda Skye
Minutes: Rentals are down because fewer people are asking to rent the spaces.			
(Admin)	Exec Staff & Program Staff Reports	Clarify / Understand	Angela Herrera, Dan Lillie
Minutes: Parking with neighbors – still waiting to learn what agreements are in effect with neighboring properties Discussion of potential expenses that may need to be considered. Commemorative project: Recommend to form committee to determine next steps. Decided Dumas will serve as board liaison. Next steps are for Dumas to meet with Angela and folks who have recently expressed interest or have recent experience with starting a capital project like this. Dan working on Albuquerque interfaith and external mayoral forum. This Sunday October 22 at St Andrew Presbyterian there will be a mayoral candidate forum at 3 PM with UUABQ as part of the forum. Tim Keller will be at 3 PM and Dan Lewis will be at 4 PM.			
(Admin)	President’s Report & Important Dates	Clarify / Understand	Larry Alei
Minutes: Heather moves to approve all administrative items Gwen seconds Motion passes			
6:35	LSC visit	Update on membership, plans, issues, and help needed	Bill Slakey
Minutes: Short term goal: LSC is filling 3 UUBOD spaces and 2 LSC spaces Longer term goal: creating records of who is in leadership positions. Note: Beth has compiled a list of current leaders Discussed methods to identify congregational interest in leadership through various means. Help needed from UUBOD is help identifying leaders within our church’s network – send email to Bill Slakey - BSlakey@sandiaprep.org			

6:45	Rad Gen (pledge drive) update	Understand status and help needed	Dimitri Kapelianis, Paul Browne
<p>Minutes: We are ahead of where we were this time in the pledge campaign last year Seeing pledge increases at all pledging levels Larger percentage of people have increased their pledges</p> <p>Key Dates 10/22 is last of scheduled pulpit editorials for radical generosity 11/5 pledge reminder skit Sometime 11/12-ish follow-up phone call evening. TBD by Dimitri.</p>			
6:55	Quarterly Financial Review	Understand, probe, learn	Paul Browne
<p>Minutes: Any clarifications or concerns or celebrations in quarterly financial review? Celebrate: we are tracking very close to predicted levels. Excellent forecasting! Questions: Rentals market has been slower lately, do we think it is due to our space needing updates or just a general market condition? There are some disincentives for folks renting the social hall (old, noisy...). The sanctuary doesn't support the needs of weddings as well (no wedding party prep area). May need more staff support if we want to have a more robust rental program.</p> <p>Presentation included details of budget and designated funds</p> <p>Planning for a mission-based assessment of budget/time; the board agreed that occasional analyses of this type (maybe twice a year) will be valuable.</p>			
7:00	Update on Immigration and Sanctuary conversations	Align on status and provide feedback	Alisa Cooper De Uribe
<p>Minutes: Expanded sanctuary focus makes sure that people we already serve in outreach programs feel safe.</p> <p>Another congregation offered physical sanctuary for a crisis in Albuquerque over the summer, which was an opportunity for us to learn. The task force recommends continuing to explore ways we can offer support.</p> <p>Immigration and Sanctuary task force is re-convening after summer. It is a broad mix of people from the church community.</p>			
7:10	Update on the Commemoration project	Understand status and ratify team to design & run town hall process	Angela Herrera
<p>Minutes: Captured during earlier discussion</p>			
7:15	Plans for Capital Reserve (a.k.a. Campus Care) accounting & funding	Understand progress and provide feedback	Gwen Sawyer
<p>Minutes: Formed a team to determine how we get our budget to the point where we can sustain our campus.</p> <p>Team is considering recommendation of a capital fund with a Campus Care portion allocated. Part of campus care would include emergency facility fund. 60% would be for planned projects of campus</p>			

care, and 40% would be for emergencies. Spending on preventative maintenance should help prevent spending on emergencies. The plan is to systematically spend and replenish the non-emergency funds, and not just expect to hold them in reserve.

Recommended that building and grounds committee should schedule projects and have some accountability mechanism for executing to those plans and schedules.

Discussion of how radical generosity should raise funds, understanding how we divide between capital versus operating funds, as well as how we present that to the congregation for ease of understanding.

7:20	Recognitions	Sign & identify new thank-you card opportunities	All
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Minutes:

Important Dates

- November 4th: Installation ceremony for Angela Herrera as Senior Minister, 4:00pm
- November 5th: Coffee with the Board – Alisa & Dumas
- November 21st: Regular UUBOD Meeting
- December 3rd: Coffee with the Board – Larry & Gwen
- December 12th: New (revised) date for December BOD meeting, 6:00pm
- **January 9th, 2018:** ADDITIONAL board meeting, 6:00pm (finalize budget & annual meeting items)
- **January 16, 2018:** Regular (monthly) BOD meeting, 6:00pm
- **January 28, 2018:** First Unitarian Annual Meeting, time TBD (afternoon)