

**First Unitarian Church
Board of Directors Meeting
November 21, 2017, 6:00 – 7:30 PM**

Members: Larry Alei, Donna Collins, Alisa Cooper De Uribe, Dimitri Kapelianis, , Gwen Sawyer, Meghan Shattuck, Linda Skye, Angela Herrera (Ex-Officio).

Guests: Pat Diem, Paul Browne

Absent: Dumas Slade, Heather Clark, Marilyn O'Boyle, Dan Lillie

Time	Topic	Expected Outcome(s)	Presenter
6:00	Check-In	Unload distractions	All
6:05	Chalice Lighting	Get Centered & Focused	Donna Collins
(Admin)	BOD meeting minutes from October 2017	Approve	Meghan Shattuck
Minutes:			
No changes.			
(Admin)	Treasurer's Report	Clarify / Understand	Linda Skye
Minutes:			
On track overall. Additional cost in accounting audit but still within forecast. Physical plant cost involved some heavy cleanup of overgrown areas.			
(Admin)	Exec Staff & Program Staff Reports	Clarify / Understand	Angela Herrera, Dan Lillie
Minutes:			
<p>Parking cost questions: Historically Comanche Business assoc. and UUABQ have been sharing parking for a long while. Business assoc. has not been happy with our increased presence. They have hired a new property manager, and they would like to be compensated. Their quote is very reasonable, and our lowest cost option for parking capacity. The board agrees with the staff's conclusions to enter into a new agreement.</p> <p>March conference: This event is targeted at Religious professionals (DREs, Ministers, Staff, etc.); agreed to change the wording from "religious leaders".</p> <p>Addition to Angela's report: Year-end appeal (letter to members) is coming up. The letter will cite two project goals: (1) Arnold/ Wesson furnishing and sound deadening (Welcoming space), and (2) Security cameras (Safe Space)</p> <p>Questions: How much does year end appeal usually raise? 12k-20k. What is approximate cost of those two items? Right in that range. After discussion of budget status, does this amount/project type need to change? No, proceed as recommended by Angela H. Will include in the note a reminder that you can pledge as well.</p>			
(Admin)	President's Report & Important Dates	Clarify / Understand	Larry Alei
Minutes:			
<p>When is retreat? AR: Gwen: send out retreat dates. Will be on the first weekend after annual meeting (Feb. 2-4, 2018).</p> <p>Meghan moves to approve administrative items, Alisa seconds, Motion passes</p>			

6:25	Budget and pledge drive update	Understand status, verify or adjust 2018 financial expectations	Paul Browne
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Minutes:

Budget Update
 We continue to have a workable budget plan.
 Outside auditing firm's process have gone up a bit, so that has been added to next year's budget.
 Could not add in landscaping to budget that we had originally slated; however Paul and team have an approach to provide some experimental help initially, and go from there. **AR: Paul please provide some wording to Larry for our UUBOD response to the Landscaping Team.**

Discretionary fund may be done via special collection. Operating budget wasn't used for that historically.

Questions:
 Are we going to stick to 32k for rentals? Yes, we think the delta was seasonal.

Social justice budget: What is the right amount to put from operating budget? Anticipating increasing engagement (with Beth's new role) and thus should maintain funding levels.

Edgewood has an old roof, with an older roof below it. Water is now wicking between the two roof layers. Contractor could repair for ~\$1600 but would have to be done every year. Every other recommendation was to strip back all roofs and replace with metal roof. Lowest of 3 estimates was ~\$8800. Paul recommends dipping into emergency fund, but it's not an amount requiring UUBOD approval. This is a great reason for having an emergency fund. **AR: Larry discuss with Jake about the Edgewood roof (done – no push back and they appreciate the update).**

Second Budget Item
 Century Link: Bandwidth going out is insufficient right now. Operating costs would increase by about \$1k/year, from ~\$6500 to ~\$7500. They'll put in fiber optic line and VOIP phones, cloud-based software. Unknown cost is what needs to be fixed in interior backbone. Century link would determine that with a site survey, but only after contract agreement. Century link said we could back out of the contract if the estimate proves to be unaffordable. Term is 36 months. **AR: Paul - ensure there is clear language that we can back out of the contract if needed.**

Paul recommends moving forward, because this is a big improvement to our infrastructure. (Doesn't require vote) – the board supports his plan.

Pledge Drive Update
 Progress to goal 7.8% short of goal (63k)
 Progress to date, we are ahead on number of pledges and amount pledged, and % to goal.
 Two last touches are going out soon, phoning folks for follow-up
 Paul looked at folks who pledged last year and didn't yet pledge this year is ~63k
 Also have some new members who still have not pledged.
 Recommend keeping fundraising target at same

6:35	Plans to move forward on a Commemoration project	Understand team plans, provide feedback and ratify	Pat Diem
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Minutes:

Donna Collins is joining the commemorative project team - welcome and thank you, Donna!

Recommend getting this on agenda for congregational meeting in January. Team would then share progress and recommended plans. Could then have it voted on by congregation whether or not to proceed.
 Recommend taking one of 3 proposals to congregational meeting as one proposed project come January.

Initial cost estimate was ~\$963k for social hall renovation (including the south end restrooms and store-rooms), but had lots of unknowns. Capital campaign team will coordinate with radical generosity. Would take proposal to congregation for financial vote in May 2018 (with drawings & budget).

If we do social hall, once we get into construction, Social Hall would be unavailable during construction. Could have substantial impact on 2019 budget (particularly, rental income assumptions)

Already considerable data around hopes for the social hall. Need to refresh that data to find out if that is still accurate. Need to find out if folks are still most interested in social hall.

Questions for Pat Diem:

What is the norm of time for people to honor pledge to capital campaign? Pat proposes 3 years., without building in an assumption of debt. Might need construction loan to cover the 3 years, but the goal she proposes is not getting a long term mortgage.

Will January meeting include all 3 possibilities? Hoping not to do that. Hoping to propose a single item after having narrowed down. Would then ask congregation to ratify that as a plan.

Do we need to have congregation agree to spend some money to scope out the project? Congregation would need to vote on whether or not to proceed with a capital campaign, but probably not to get sketches done. There are some donors that are willing to fund early stages.

Need a vote in January to proceed with developing a plan, and then a later vote from the congregation to initiate a capital campaign. People will be able to see and vote for it in May.

What is the earliest realistically that the 2nd congregational vote could occur? Probably May, because if we go to architectural firm in February, it will take a while to get input & adjust the plan accordingly.

Gwen moves that we authorize Project Team to present a plan at the January congregational meeting for a single commemoration project; the board approves.

6:50	Plans for Board Goal: Risk Management Review	Understand team plans, provide feedback and ratify	Meghan Shattuck
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Minutes:

Proposed process for understanding risk. A Task Force will be formed by Meghan and Heather to provide a list of known risks, which can be shared in the 2018 board retreat – fodder for some possible 2018 board goals (to further define and address those risks).

Agreed: the BOD need not vote to convene a task force; proposed Risk Management TF may proceed.

7:05	Healthy Community team update	Understand progress & ratify new team member	Angela Herrera
<p>Minutes:</p> <p>Committee of the board: needs BOD vote. Dave Colton has been nominated to join this team. Gwen moves to approve Dave Colton to Healthy Community committee Donna seconds Motion passes</p>			
7:10	Review 2017 Board Goal Status	Understand status, get feedback & corrections	Larry Alei
<p>Minutes:</p> <p>Tabled to next meeting</p>			
7:20	Initial thoughts on Annual Meeting agenda	Get feedback on early thoughts (agenda items & owners)	Larry Alei
<p>Minutes:</p> <p>Recognition Focus Areas for annual meeting: (1) Recap of minister transition process, (2) Campus care team impact</p> <p>Is annual meeting the venue for coverage of sanctuary church? No, but suggestion: Coming out of the retreat might be a good time to do a pulpit editorial to share whichever 2018 board goals/focus areas make sense. A pulpit editorial hits a larger audience than does our annual meeting.</p> <p>Next steps:</p> <p>Schedule the meeting, Check moderator availability, Get it on the church calendar AR: Larry Set annual meeting to 2:00 PM on January 28th (Done)</p>			
7:25	Recognitions	2018 VP volunteer; sign & identify new thank-you card opportunities	All
<p>Minutes:</p> <p>Linda Skye will write a BOD recognition for Doug Loescher, who is leaving the finance committee. Gwen/Larry will write cards for Martha Kettelle and Angela Merkert (re: minister transition)</p>			

Important Dates

- 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 2:00 pm