

UUABQ Board Meeting Agenda/Minutes - 3/19/2019 6:30 PM

Attendees

Board Members: Alisa Cooper de Uribe, Stirling Crow, James Gilson, Gina Kennedy, Marilyn O'Boyle, Raven Reed Starr, Dumas Slade, Meghan Shattuck, Angela Herrera (ex. Officio)

Guests: Jane Davis

Absent: Mikaela Renz-Whitmore, Faye Rafferty, Heather Clark,

Agenda / Minutes

Time	Item	Owner
6:30	Chalice Lighting & Check In	Alisa
Expected outcome: Get centered		
6:35	Consent Agenda: Prior Minutes, Executive Staff Report, Program Staff Report, President's Report, Treasurer's Report	All
Expected outcome: Receive reports & approve prior minutes Minutes:		
Motion to approve minutes from previous meeting: Alisa 2nd by: Stirling Motion passes by acclamation		
6:40	Consider Bank Offer for Funding Social Hall Project	Paul
Expected outcome: Be informed on offer from a bank to provide cash flow for financing social hall project. Consider further. Minutes: Finance Committee and Paul recommend acceptance. The bank wants to proceed prior to contracting so that its lien has primacy over any contractor liens. To obtain a similar offer from another institution would take an extended period. Motion to authorize Paul and Meghan to initiate the loan request. Made by Dumas Second by Raven Motion passes by acclamation		
7:00	Endowment Committee Consideration: Endowment Funds as Church Loan (not for current social hall project)	Pat
Expected outcome: Board guidance on whether using Endowment funds as loan to the church is desirable for further exploration. Minutes: This is based on a process used by another UU church. UUCEF has no barriers, other than a 30 day waiting period to withdraw more than \$100,000. Current endowment is approximately \$600,000. In order to institute this, we would have to hold a congregational meeting to approve a change to the by-laws as a first step. This would not be applicable to the current capital project, but would provide us more flexibility for future opportunities. Consensus of discussion is that further research on this idea is in order. The Endowment committee will continue to explore and research the issue.		
7:27	Micro-break	All
Expected outcome: Quick Refresh to stay fully engaged		
7:34	Personnel Policy Manual Decision	Angela
Expected outcome: Board decision on whether or not to approve the revised personnel policy manual Minutes: Reviewed changes. (previously sent out via email with time for review) Motion to accept the personnel manual as revised and edited made by Marilyn. Second by Dumas. Motion passes by acclamation		
7:39	Personnel Committee Proposal: Sabbatical Leave for Program Staff	Angela

Expected outcome: Review and potentially take action on personnel Committee recommendations for sabbatical leave.		
Minutes: Sabbatical Leave has become part of the recommended compensation package for full time DRE and Music Directors. Some of their work would need to be covered, but this is not an insurmountable barrier.		
Motion to accept policy on Sabbatical Leave: made by Stirling		
Second by Marilyn		
Motion passes by acclamation		
7:55	Confidentiality Agreement	All
Expected outcome: Align on confidentiality expectations and sign confidentiality agreements		
Minutes:		
7:56	Building Fundraising Gap Closure Plans	Angela
Expected outcome: Inform board of current plans to close building fundraising gap		
Minutes: Congregation authorized up to \$1.3 Million, which has been pledged so far. Architect is soliciting bids for up to that amount, with additive alternates which can be completed with additional pledges collected in the future. The actual amount of the gap is not yet determined, as it will be based on bids received, but a committee will meet to identify additional fundraising alternatives to bridge that gap. There will be a base bid with five additive alternates that we can select depending on available funding.		
8:05	Adjourn	
Expected outcome: Close meeting		
Minutes:		

Key Dates:

- Coffee with the Board: 4/7/19
- Next Board Meeting: 4/16/19
 - Chalice Lighting:

(Proposed) Policy 5.04 Sabbatical Leave for Program Directors

To invest in the professional development of religious professionals, support high quality programming, and attract and retain qualified staff in sustainable positions, the church provides sabbatical leave for full time Director of Religious Education and full time Director of Music positions.

Congregation Level

The Senior Minister will serve as head of staff, and in that role is responsible to the Board for Church Administration and implementation of those goals, policies, and procedures established by the Board and delegated to the Senior Minister. (Article 3 Section 01c)

The Board is responsible to the Congregation for the safety and good stewardship of the Congregation’s financial resources. It acts primarily by setting priorities and enacting policy. (Article 2 Section 03 c)

Board Level

1. Sabbatical leave is available to the full-time Director of Religious Education (DRE) and full-time Music Director to provide extended study, program development, renewal, and/or projects requiring more depth of focus than is possible during the regular pace of congregational leadership.

2. Program Directors may propose sabbatical leave, to be calculated at a rate of up to two weeks per year of service, after five years of employment, and up to every 5-7 years thereafter. Sabbatical leave must be approved by the Senior Minister and the Board of Directors.
3. Sabbatical leave will be given when it works with the general needs of the Church, staff, and calendar and can be justified and the employee's duties can be covered.
4. During the sabbatical leave, the employee will be paid his/ her usual salary and will receive full benefits.
5. Following a sabbatical leave, the employee will be expected to serve the congregation for at least one year.
6. Accrued but unused sabbatical leave is not compensable at termination.