

UUABQ Board Meeting Minutes - 8/20/2019 6:30 PM

Attendees

Board Members: Heather Clark, Alisa Cooper de Uribe, Stirling Crow, Gina Kennedy, Marilyn O'Boyle, Faye Rafferty, Mikaela Renz-Whitmore, Meghan Shattuck, Dumas Slade, Angela Herrera (ex. Officio)

Guests: Bob LaVallee

Absent:

Agenda / Minutes

Time	Item	Owner
6:30	Chalice Lighting & Check In	Everyone
Expected outcome: Get centered		
6:33	Introductions	Marilyn
A brief introduction for Bob.		
6:35	Consent Agenda: Prior Minutes, Executive Staff Report, Program Staff Report, President's Report	All
Expected outcome: Receive reports & approve prior minutes Minutes: Brief discussion of minutes. Motion to approve minutes from previous meeting: Stirling 2nd by: Faye Motion approved.		
6:45	Discussion Regarding Tiered Approach For Upcoming Pledge Drive	All
The Board acknowledges the email discussion pertaining to the tiered approach for Fall pledge campaign fundraising targets and concurs with the approach. Members of the Endowment committee have also been advised, and they have requested that they have input regarding the distribution whatever that may be.		
6:50	Treasurer's Report	Faye
Report: Making a plan to meet with auditors. Melissa and Faye will be meeting with the auditors after Labor day to discuss possible issues pertaining to an audit. It is important to resolve any issues with an audit statement because it can affect the ability to get loans and mortgages.		
6:50	Quarterly Financial Review	Paul + Faye + All
Expected outcome: Discussion and Q & A regarding the 2 nd Quarter of 2019. - Review Q2 and YTD financials and understand outlook for the rest of 2019 Minutes: We have been running surpluses for a number of months. In addition, we have been spending lower than expected. There is a concern that members are paying pledges early, and we will continue to monitor income as it continues to come in. One expense higher than its budget is with facilities maintenance. The goal here is to be proactive about maintenance. Another expense above the line item budget is office expenses. Postage rates have increased.		
7:15	Fundraising Update	All
Expected outcome: Receive update from RadGen board representatives Minutes: The gap has shrunk to about \$85,000. There is one more fundraising event, and we turn to the Fall pledge effort.		
7:20	Building & Construction Update	Dumas
Expected outcome: Receive update on building progress, determine if board help needed in any areas yet Minutes: Work has begun on HVAC and Audio Visual. Progress is being made. There are sub-contractors who have not been present for work when needed which is causing a slippage in regards to firm timelines. We are currently on-budget and within range.		
7:30	Volunteer Engagement Planning	Meghan
Expected outcome: Identify interested board members & potential non-board-members who could provide input on improving volunteer engagement		

Minutes: Mikaela would be interested in discussing this effort. Also, Connections Sunday is coming up. The LSC, Bob, Angela, and Mia should also be involved.

7:40	Open Items/ Recognitions	All
Expected outcome: Review any open items, decide if there is any one we would like to recognize with a board note		
Minutes: Quick update from Database Systems team. Update from "Reduce Reuse" effort. The effort to call folks who have donated was also successful. We might also call volunteers later in the year to thank them for their volunteering.		
7:50	Adjourn	

Key Dates:

- 9/1 - Coffee with the Board - Heather & Dumas
- 9/17 - Next Board Meeting - Chalice Lighting: Mikaela

Action Items / Owners / Due Dates

Action Item	Owner	Due Date