DATE CCUU BOT Meeting April 18, 2018
Board President Christine Organ called the meeting to order at 7:10 p.m.
Mike Berry shared the opening readings and board members recited the BOT covenant.

Attendance:

Mike Berry
Joy Simon
Peggy Simonsen
Marcus White
Kathryn Hillyer
Christine Organ
Jeanie Michalec
Rev. Hilary Krivchenia

Absent:

Kristin Huston
Karen Epps

Consent Agenda:

March Financials, April Ministry Council Minutes
Joy moved to accept the consent agenda, Kathi seconded. The motion carried unanimously.
The March BOT Minutes and April Finance Committee Minutes will be voted on at the May meeting.

Updates from Board Committees:

Executive Team:

Christine said the Executive Team (ET) met last week and talked about the annual meeting and the budgeting process. They also discussed nominations and ways to develop leadership throughout the year to form a pool of people who are empowered to be leaders. The ET will develop clear guidelines for the Nominating Committee to follow over the next few months. Currently there is a brief description in the Bylaws. Christine shared the names of people to be nominated to serve on the Endowment Committee and the Nominating Committee.

Ministry Council Updates:

Peggy said there is a combination Board of Trustees/Ministry Council meeting on June 2. This will include the key staff as well. This will bring together new Board members and Ministry Council.

Finance:

Marcus reported that our good financial news continues. The net income showed $3,700 greater loss than budgeted. March was already budgeted for a loss because of higher expenses that month. There were also higher expenses
for the North Property. However, we are still over $55,000 over budget for the year to date. The pledge income for the month was still above budget.

There were also $1,000 in donations to the Operating Reserve and to the Capital Reserve.

Expenses were $2,400 over budget, mainly because of personnel, but that was anticipated.

Marcus said there is a reasonable expectation that we will at least get to the budgeted income for the year. Expenses will finish below budget. He said that at the May meeting he will present a proposal from the Finance Committee about what to immediately finance on the reinstatement list (rather than wait until the end of the year). Peggy asked if the amount donated to landscaping wasn’t spent could it be carried over until the next year. Marcus said there was a way to do that. There was then a discussion about the landscaper and whether or not he would be available this summer.

Christine raised the question about the rent for the North Property. It is currently $2,000, and there was discussion about raising it and asking the tenants to sign a year-long lease. Currently there is no lease and the rent has not been raised for years. The church would send the tenants a letter outlining the proposal.

There was a discussion about the amount of the initial proposed rent raise, which is about 7.5%. Mike suggested making it $2,100, a flat 5%. Christine will work on that.

**Foundations/Operations:**

No report

**Personnel:**

Joy reported Linda Kuna and Linda Berry are now on the Personnel Committee and they just met today. Cathy Maraist has stepped down and will send the information to Linda Berry. They will be working on policies and other items.

Joy asked if there was current personnel policy, but Christine said they are very out of date. It might be better to start from UUA resources.

**Special Task Forces/Teams:**

**Governance Process/Policies:**

Kathi asked for feedback in the next two weeks, so that the policy manual can go “live” soon.

**Safety:**

No report

**Ongoing Business:**

1. **Draft Budget:**

    Christine met with a team to go over the draft budget for 2018-2019. The Board went over the draft budget handout. Since people did not increase their pledges from last year, the income is not up very much from last year. Last year
we took a 5% cut on the pledges (since some people don’t make their full pledge). However, it’s typically been more like 2.5%, so next year she proposed 2.5%. Personnel proposed a 1% increase for all positions, plus another increase for positions that are below mid-range for our size according to UUA. One of the staff has declined that increase. The other three will necessitate a $6,000 increase to bring them to mid-range. We were short some money, so the budget team proposed giving half of the additional (after the 1% raise). Christine proposed putting the rest of the raise as #1 on the reinstatement list. We will also be trimming what we send to the UUA in the first installment somewhat. The budget also cuts the capital reserve somewhat, but the remainder will be on the reinstatement list. Rather than referring to these as cuts, they are “delayed expenses.”

The board discussed the order of items on the reinstatement list for next year. Compensation for staff will be first, alternating dues, capital reserve, etc. Another item, “staffing needs,” was proposed for additional expenses that might occur (membership person, maintenance, etc.).

Hilary raised an idea for funding staff to build a budget line item that would eventually pay for an intern. That line item could also be used for something of greater need (sexton, membership person, etc.). There was then a discussion of the responsibilities and benefits of having a membership coordinator.

Suggested 2018-19 Reinstatement List Order

1. Compensation $1,327
2. UUA dues $9,612
3. Cap res $6,250
4. UUA dues $9,612
5. Cap res $6,250
6. Ministerial intern $1,000
7. Landscaping $2,000
8. Staffing needs $2,000

Mike moved to approve the reinstatement list, Peggy seconded, the vote was unanimous.

2. Lighting Issues:

There were questions raised about having proposals from other companies. Do we need to have another look at the current system and what actually needs to be done, or even could be done? Christine would like more information from Green Sanctuary. Is it worth this expense from an energy standpoint?

There are very different opinions among the congregation about replacing the lighting. The Board would like an outside eye to come in and see what we have, what could be done with it, or what could be done. This would be a LEED certified electrician or someone who can get one. Christine will talk to Kristin about this.

3. Ways and Means Team:
Christine suggested disbanding it. The things it was charged with doing are already being done elsewhere. If fundraising is a priority, next year’s board can charge the ministries with coming up with ideas.

Kathi will delete this from the policy manual.

4. Online policy book—any comments?:
   Please send to Kathi within two weeks.

5. Approve memorial service policy:
   Hilary presented a modified version of the new policy.

6. Sign Policy:
   Peggy moved we approve the proposed policy, Joy seconded, the vote was unanimous.

7. Other:
   There was a discussion about the slate of officers for the annual meeting.

**New Business:**

1. Minister Absence Policy:
   Next month

2. Project Planning Document:
   Next month

**Looking Towards Next BOT Meeting:**

- Readings:
  - May — Jeanie
  - June — Christine
  - July — Kathi
  - August — Kristin

**Action Items:**

1. BOT donation of GA ticket ($28/person). Please pay Christine
2. June 2—combined BOT/MC planning session 9 am - 1:30 pm

**Sunday Announcements:**

- April 22 — Peggy Simonsen
- April 29 — Christine Organ
- May 6 — Kathi Hillyer
- May 13 — Mike Berry
- May 20 — Peggy Simonsen (Annual Meeting, one service)

Closing Reading
Adjournment

The meeting was adjourned at 9:17 p.m.