



**Board of Trustees Meeting Minutes**  
**Thurs., October 17th, 2019 6:00 PM**

*Our mission is to build beloved community that respects diversities, as we nourish the spirit, care for the Earth, and inspire faithful acts of peace and justice.*

*Board members in attendance:* Ian Duncan (president); Laura Koerner (secretary); Marsha von Dessonneck; Rick Marshall; Geoff Smith; Suzanne Borth

*Minister present:* AJ van Tine

*Treasurer:* Gary Koerner

**6:00 Gathering, thank you notes**

Jared Finkelstein: NVC class

**6:10 Lighting the chalice** Opening words: Ian

**6:12 Check In**

Review process for meeting norms.

**6:20 Finance**

Gary Koerner - Review of 1st quarter finances/2019-2020 budget

Balance Sheet

- General Fund (Line 3000) – the amount here is about the minimum we can have – subtracting the “net loss” represents our cash reserves (currently about \$4000, which is very low for our budget)
- Capital Development Fund is new this year – not earmarked for anything yet

Statement of Income Expenses

- Revenue is \$7500 below target, 3 months in
- Target was determined based on a figure for last year’s pledge receipts – discussion that this may have been over-stated, not actually what was received in pledges
- We have lost a few members since that time
- Far fewer people pay pledge by “auto pay” than you would think
- Administrative expenses: about what expected
- Committee expenses: about what expected
- Denominational Affairs: equal to what expected (fixed amounts)
- Ministry: about what expected – difference has to do with when check cleared
- Worship: about what expected

- RE: Ronda going to get trained for OWL; childcare cost is lower because we have only one person in this role currently

Our budget forecast was to be in a deficit of about \$20,000 this quarter; actual deficit to date is nearly \$26,000. Some of this difference is a result of one-time expense from the interim ministry transition (about \$3,000). As a result, there is an ongoing increase in the deficit of about \$1,000/month (about \$12,000/year if the same rate continues).

### Discussion

- It is not usually projected to have a \$20000 deficit at this time of year, so consider that when making decisions
- See how the auction revenues go
- We may want to conduct a special additional fundraising call this year depending on how the auction goes
- Treasurer Gary Koerner noted his discomfort with the current financial situation
- Gary will send information about designated funds to Rick
- Finance Committee has already approved the financial reports; they go on the website following the Board's review

### Geoff Smith - Faithify update

- Faithify is a fundraising campaign for AJ's Ordination and Installation, which runs the month of October
- Goal: 30-day campaign to raise \$3000 – we have pledged \$2256 so far
- Not announcing it too much, to not compete with the auction
- In the Faithify system, we have to hit the \$ goal to the funds; if we go over this amount, we retain any excess
- We need to start pushing this soon after the auction as there will only be 14 days left
- Any excess funds will be flexible in its use, and everything not spent will be given to the UUA Living Tradition fund

Geoff will post this information in Churchies and in a special email (via Vicky; AJ will tell Vicky). These communications will tell people how close we are to our goal "We're 95% to our goal... just a little more." Vicky Jungers and Pam Downs are doing the Oct 27th service and will announce from the pulpit (AJ will remind Vicky).

### **6:35 Meeting Minutes**

Review and Approve September Meeting Minutes

Rick moved to approve the minutes; Marsha seconded; unanimous approval

### **6:40 Old Business**

AJ – Update on Yoga class being offered by Ada van Tine

- The class falls under the church's Space Rental policy
- Ada submitted a proposal to the Adult RE committee and they approved it
- \$10 suggested donation; 20% of amount received is given to the church and Ada keeps the rest
- 4 people attended the most-recent class; she'll try the class until the end of December and see where to go from there
- Ada is looking for times or days that work better for more people

Adopt Board covenant (as drafted in Board retreat, August)

Discussion about the entry "Move up/Move back"- this is a self-awareness tool

Geoff moved to adopt the covenant; Suzanne seconded; unanimous approval

Reports from Board/Committee Liaisons

- Laura: Social Justice – nothing significant
- Marsha: Membership – no meeting this last month because of power shutoff issues
- Marsha: Finance – missed committee meeting
- Geoff: Adult RE – the committee really appreciates Geoff's presence; super excited about NVC workshop and yoga classes; there is anxiety because Janie Evans and Robert Archer are moving away (2 of their 4 members)
- Ian: CYRE – K-5 classes are overly full; pumpkin carving; every other month going out on Saturdays; Youth group is growing; putting together brochure; art show in March- Leah Florence will be part of that; RE retreat will be Feb 21-23 at Montara; CROP Walk this upcoming weekend
- Suzanne: Worship – nothing to report
- Rick: Buildings and Grounds – there will be a work day Nov 2; 1 major known issue for the building is the roof - expect it needing replacement in 3-5 years (about \$30,000 ballpark); would coupling it with installing solar panels make it easier to "sell" to congregation -yes- but the reality is that building does not consume enough energy to make it cost effective; cost-wise windows would be a better investment but that is not being suggested at this time
- Maureen: Committee Council – meeting on Oct 30th

Marsha – T shirt update

- Marsha will bring some samples to the auction so people could see the sizes
- This round of sales is done
- Enough were sold to meet the requirements of the ordering process
- Vicky will do another order campaign before the Festival of Lights (maybe hoodies available too)

Auction Progress update

- Tables are set up
- Chairs are set up
- Vicky and Stevie are hard at work

## Crop Walk update

This event has been very well advertised; we'll see who participates.

## Future Meeting Dates

- Nov/Dec meeting – Monday Dec 2, 6:00pm
  - Laura will let Vicky know to make sure it gets into e-beacon (this is a changed date, so the congregation should know about the change). Laura will also enter it in the church calendar.
- January 16 will be the next regular meeting (third Thursdays)

## Review annual business calendar for Board of Trustees

- Laura needs to attach this to minutes
- Moved "festival of lights parade entry" to October instead of November
- President to use this document when creating the agenda
- We'll visit this document at every meeting

## Auburn Interfaith Food Closet

AIFC wants paperwork that was due in July- Geoff and Ian will do this later tonight

## 7:00 New Business

### New ministry start-up retreat

It is customary for a congregation with a new minister to have a "start-up" retreat in Jan/Feb. The board selected Feb 7th (Friday evening) and Feb 8th (Sat morning) for this. One session would be for the whole congregation; everyone would be invited. The other session would be a workshop facilitated by regional folks for the board and the minister.

### Stewardship Committee

Andy Cramer has agreed to continue as chair of the committee; Gary Koerner will help with some of the paperwork.

### Festival of Lights Parade

Marsha will submit our entry for the Festival of Lights parade.

### Worship Schedule for December

Discussion regarding which Sundays in December would have one service vs. two. Rick has an idea that we make the number of services the minister's decision in consultation with the Worship committee- but perhaps something more general would be appropriate going forward- like what is our new long standing usual (start and end dates always same?) Maybe after December we task the Worship Committee to present us with a proposal for a calendar

Rick moved to authorize the minister to decide on number of worship services/Sunday for December 2019 in consultation with the Worship committee, and then after December to ask the worship committee to present an ongoing plan for number of worship services/Sunday (December/ summer); Marsha seconded; unanimously approved

#### Leadership Experience 2020

Pacific Western Region Leadership Experience is a weekend retreat in Danville, aimed at lay leaders. The cost is \$450 for each person. There is interest in getting the congregation more involved in district activities. We should encourage interested people to attend, and offer financial support if needed (we have \$400 in the designated leadership fund). AJ will tell Vicky to put it in the e-beacon.

#### Clarity of staff/member roles

There was discussion about the clarity of Vicky's roles as admin vs. worship committee and other tasks as a congregation member. AJ sees it as, as long as all work pieces are getting done, he's not worried about it.

#### General Assembly Housing

Suzanne has arranged to rent a house in Providence for General Assembly. In discussion, it was noted that in the future we would like to have a designated board person who is in charge of denominational affairs.

#### Review of Jim Scott Concert

Discussion of lessons learned from the recent Jim Scott concert.

- If we get a request less than 6 weeks in advance, we shouldn't do it
- The concert overall didn't make us look good – really wasn't advertised and we did not give ourselves enough time
- Going forward it would be good to have a policy for a timeline

### **7:15 Reports**

#### Minister's Report (organized based on the Nine Competencies of Ministry)

- Leading worship: good overall and conversation about number of services
- Rituals piece: Possible goodbye ritual for Janie and Robert
- Pastoral care: Need a pastoral care committee going (this will be the priority after starting a committee on ministry)
- Encourages spiritual development: needs to meet with Adult RE
- Witness to Social Justice: Attended climate justice conference; on email list of the UU Justice Ministry of CA

- Admin: going back to printed announcements (not in all Orders of Service, but there if you want them – lots of people really need that); communication kinks with Saturday Supper and SFUU 101; would like to switch to Google and not just Congregation Builder
- Personal renewal: retreats, study leave; recruited Committee on Ministry – Nancy Polli, Sally Knost, Ken Evans, Hank Florence, Nicole Nelson, Carol Koons
- Serves larger community
- Leads in the Future: Getting AV and tech system working

AJ will be taking a vacation week at the end of January.

**Next board meeting** Monday Dec 2, 6:00 p.m.

**7:45 Right relate and reconfigure room**

**8:00 exit**