

# SFUU Board of Trustees Meeting

October 18, 2018 – 6:00 – 9:15 pm

## Attending Board members:

Ian Duncan (*President*); Maureen Bauman (*Vice President*), Andy Cramer (*Financial Officer*), Barbara Munn (*Secretary*), *Trustees*: Jason Laderman-Jones, Laura Koerner, Marsha von Dessonneck

**Reverend:** Mike Walker

**Visitors:** Linda Snyder (Treasurer), Vicky Jungers (Worship Committee Chair)

## 1. Thank You Notes

*Thank you notes were prepared and signed for:*

### ***Production of “Building the Wall”***

Millee Livingston, Leslye Janusz, Pam Downs, Allen Edwards, and Hank Florence

## 2. Opening Words

*Andy provided the opening words*

**ACTION:** **Maureen** will provide the opening words for the next meeting

## 3. Check-In

## 4. Moving to One Service

*This is being referred to the worship committee for consideration*

Vicky and Rev Mike suggest that we ask the worship committee to study this and bring a recommendation to the board.

**ACTION:** **Rev Mike** will bring up the idea of going to one service for discussion at the next worship committee (in two weeks); he will also discuss with the committee whether or not to go to one service for the month of December as we have done in the past.

## 5. Seating in the Sanctuary

When the new flooring comes, the movie seating will have to be removed. Mike is concerned about getting the chairs out of the way in time for services to go forward. What we could do:

- Make some sort of contract with a company to sell the chairs for us.
- Rent a storage unit and store the chairs until we could sell them.

**ACTION:** **Vicky** will explore finding someone to take, store, and sell our movie seating and will get an answer back to the board next week.

**The Board** will vote on the outcome of Vicky’s exploration by email.

**Andy** will contact Bob Niblack to remind him about the need to get rid of the chairs

## 6. Finance Report

*Highlights for August and September (Linda Snyder)*

### Balance Sheet

Added: Capital Development Fund (\$5000)

Building Maintenance Fund (\$20,000)

There have been a lot of little changes to the finances (such as Share-The-Plate), which affect the income statement and the balance sheet – there is an error (off \$50) that Linda is working on sorting out with the book-keeper.

### ***Social Action Fund and producing 'Building the Wall' play***

The play was put on as a fund raiser for the California Rural Legal Assistance Foundation (CRLAF). The cost for the play was about \$521.00, and they brought in \$1221 (a profit of \$700); Millee has requested that Linda write a check for \$1200 to go to CRLAF. Linda requests clarity about where this money would be coming from

**ACTION:** **Linda** will send these numbers to Laura.

**Laura** will bring it up at the next Social Justice Committee meeting so that they can vote on dispensing the funds.

### Revenues

Revenue for both months came in less than budgeted, especially in August, when we received \$5,000 less than budgeted (our pledge receipts are low).

### Expenses

Expenses were even lower than budgeted, enabling us to report a net loss for the first quarter of this fiscal year about 1/3 less than projected.

We have losses for both months, but they were expected because our budget this year is a break-even budget.

### Share-the-Plate

We have collected \$1,276 in Share-the-Plate funds that have been, or soon will be, distributed. However, there continue to be some issues for congregants and counters surrounding Share-the-Plate funds, which results in time spent on MANY more accounting and financial report changes than previously, as we all strive to interpret donors' intentions.

## 7. Board Appointments

Andy moved that we appoint Linda Snyder as Treasurer for the 2018-19 fiscal year, Marsha seconded, the motion passed.

Andy moved that Barb Munn be appointed to fill the remainder of the term vacated by Kara Bowman as Secretary, Maureen seconded, the motion was passed.

## 8. Meeting Minutes Review

Maureen moved that the amended September minutes be approved, Marsha seconded the motion, the minutes were passed

**ACTION:** Barb will post the approved minutes in the Founder's Room notebook and send a pdf and to Joan Lacktis for the website.

Andy will put together a notebook for the 2017-2018 minutes.

## 9. Old Business

### *By-Laws*

Marsha posted a draft of the new by-laws on the website and Ronda has made an announcement in the e-Beacon that it is available on-line for review. We need to have a couple of forums about the by-laws to get congregational input. The earliest the congregational meeting to approve the by-laws is in January.

**ACTION:** Marsha will put some hard copies in the foyer and calendar the forums for October 28<sup>th</sup> between the services AND after the 2<sup>nd</sup> service. She will also calendar a second tentative date of November 18<sup>th</sup>, if needed.

**ACTION:** Barb calendared the Congregational Meeting to vote on the by-laws for January 6, 2019, between the services.

### *Staffing AIFC Board Follow-Up*

Laurie Soper recruited Geoff Smith who has agreed to serve on the board of the AIFC

### *GA Delegates (Spokane, WA)*

Tabled

### *Chalice Lighter Program – Point Person*

Tabled

### *Ministerial Letter of Agreement Update*

The task force reviewed the UJA template language and we are making a few edits of a letter that can be posted by the Search Committee for the ministerial candidates.

## 10. New Business

### *Auction Basket from the Board*

The Board agrees to do a Wizard of Oz themed basket

Something like dvds of the movie, Wicked, and the Wiz, stuffed monkey, popcorn

**ACTION:** Maureen has agreed to put the basket together

The Board members have all pitched in to cover the cost.

### *DRE Responsibilities*

Adrienne uses up a lot of her time filling in teaching the RE classes when there are volunteer shortages in the classrooms (lately, filling the teaching slots seems to be a bigger problem than we have had in the past). She is advocating for an RE Assistant position. Laura Koerner, Rick Ross, Adrienne Dills and Rev Mike are on the Board-appointed task force to search for an RE Assistant. Ultimately, the CYRE, Minister, DRE, and this hiring task force should collaborate to determine where the CYRE program is going.

**ACTION:** **Rev Mike** will go back and talk with CYRE to open up communication about the CYRE program.

### ***Office Administrator Position***

Ronda Pate has tendered her resignation (separation date not set yet) to help tend to her ailing father in Oklahoma. Ideally, Rev Mike would like to have some overlap between Ronda and whomever we hire – this will cost some money. One possibility is to combine positions to give the new hire more hours and benefits. For example, combining Admin with the Book Keeper, or Admin with the RE Assistant.

A Search Committee for a new Administrator could include Rev Mike and Maureen, possibly Linda Snyder if she is willing and someone from Membership, (Marsha would be willing if needed) or someone from communication (possibly Joan Lacktis?)

**ACTION:** **Rev Mike** will talk with Linda Snyder and Joan Lacktis to see if they would be willing to be on this hiring task force.

**Andy** will look to see if there is a personnel manual

Mike reports that Laurie Soper has resigned as the Chair of Communications. Joan Lacktis has stepped up to fill this chair position.

### ***Reschedule Board of Trustees December Meeting***

The Solstice Service is on Dec. 20<sup>th</sup> during our regularly scheduled meeting. New meeting is December 18<sup>th</sup> at 6 pm.

**ACTION:** **Barb** will notify Ronda and reschedule the December meeting to The 18th.

### ***Banner***

Social Justice Committee took down the banner for the play (Building the Wall). Rev Mike was able to retrieve it and roll it up for temporary storage. Marylee Drake going to the next Worship Committee meeting to discuss creation of an SFUU themed quilt that could also be hung over the altar.

**ACTION:** **Maureen** will bring up taking care of the banner or any other item that is removed for an event at the next Committee Council Meeting.

**11. Next Meeting:** Thursday, November 29<sup>th</sup>, 6 pm