

SFUU Board of Trustees Meeting

March 21, 2019 – 6:00 – 8:30 pm

Attending Board members:

Maureen Bauman (*Vice President*), Andy Cramer (*Financial Officer*), Barbara Munn (*Secretary*), *Trustees*: Jason Laderman-Jones, Laura Koerner, Marsha von Dessonneck, Reverend Mike Walker (*ex officio*)

Absent: Ian Duncan (*President*)

Vistor: Linda Snyder (*Treasurer*)

1. Thank you notes

Thank you notes were prepared and sent to:

- Bob Niblack and Rich Snyder for installing new thermostats in the social hall and the sanctuary

2. Opening Words

Barb provided the opening words

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

3. Check-In

4. Finance Report

Highlights for February (Linda Snyder)

We continue a trend of maintaining income levels for the year-to-date (but not for the month of Feb) near our budgeted level, while expenses are less than budget, resulting in net income for both the month and fiscal year-to-date, compared to projected losses. The bulk of this stems from the timing of expenses budgeted and paid by the Search Committee. March financials will likely be closer to budget now that the Search Committee is incurring expenses.

Social Justice has requested that SFUU release \$1200 to a member of their committee so that money could be turned over to the MLK planners. The Board recommends that they develop a fiscal sponsorship relationship with a non-profit organization so that the check could be written to that entity instead.

ACTION: **Andy** will talk to the co-chairs of the Social Justice Committee (Allen Edwards and George Lowry) indicating that we support the work that they do for the MLK program, but would like to work out a way to transfer the monies to the organization that would be responsible for the program.

Review Personnel Benefits for new hires

Mike prepared personnel recommendations for the SFUU budget and these will be useful as the Finance Committee prepares the next budget.

5. February Meeting Minutes Review

Marsha moved that the amended February minutes be approved, Andy seconded the motion; the minutes were passed.

ACTION: Barb will post the approved minutes on the SFUU website, and put a hard copy in the 2018-2019 Board Minutes notebook in the Founders Room.

6. Review February Action Items

Done

7. Old Business

General Assembly Delegates

General Assembly (GA) is in Spokane, WA on June 19-23 (Wed. through Sun.) We will need three delegates from SFUU plus the Minister.

ACTION: Maureen will draft a notice to advertise GA to the congregation and give it to Barb who will see to getting posted in the eBeacon and OOS.

Chalice Lighter Program – Point Person

ACTION: Maureen will follow up with Fred Waters to verify his interest in being the point person for the Chalice Lighter Program

Positions filled/unfilled

Administrator

Ilona Kiochenburger who was hired as our new Administrator, got a better offer and has left us after only two days of work.

The hiring committee will be meeting again to re-visit filling this position.

RE Assistant

Still have not filled this position.

Gift for Volunteer Administrator and Treasurer

Perhaps a \$55.00 Visa gift card that can be used anywhere and presented in a service

ACTION: Mike will purchase two \$55 Visa Gift cards one for Vicky Jungers and the other for Linda Snyder using his discretionary funds

8. New Business

Nominating Committee

Bob Coombs and Karen Johnson are continuing members of this committee; Harriet Stephens and Barbie Laderman-Jones have served their 2 year terms and are stepping down. The board needs to find two new Nom Com members, who would be willing to serve through this June and hopefully continue through 2021 (per the newly approved by-laws the Nom Com's two year term starts in June 2019)

Andy will be chair the committee for this round of nominations

Stevie Rea is willing to be on the nominating committee (per our last meeting)

ACTION: **Andy** will talk to Bob and Karen to ask if they are willing to extend their term to June of 2020.

Andy will talk to Stevie and ask if she is willing to serve a two year term on nominating committee (through June of 2021).

Andy will talk to Maggie Németh, Janet Russell, Meg Dorsey, Marilou Bailey, Tricia Caspers-Ross on the list to get another member for the 2 year term through June of 2021.

Current Board members willing to stand for re-election to the 2019-2020 Board

- Laura Koerner
- Marsha von Dessonneck
- Jason Laderman-Jones
- Maureen Bauman

Treasurer Position Update

Linda Snyder indicates that Gary Koerner has expressed an interest in the Treasurer position. She will continue to meet with him to explain more about the position.

Copier Contract

Our current contract will expire in 3 months, we need to either renew the contract or buy the copier.

ACTION: **Mike** and **Marsha** will work with the copier rep to discuss options for the next contract.

Selling Items (not related to church business) at church

The Board supports allowing children of church members to fund raise outside the building.

ACTION: **Mike** will write back to the parent inquiry and indicate that we were thankful that they asked first, and that the board supports allowing our SFUU children to fund raise outside of the church building.

Building Use by member to host outside organization

Ann Dennison has requested use of the Church building for a PFLAG meeting.

ACTION: **Maureen** will contact Ann and let her know that we support this; making sure that she has a key and will be responsible for the facilities.

Process to respond to requests (RACI) and the role of committee liaison

Children's RE requested that their Board liaison explore the possibility of scheduling the Children's intergenerational Sunday service on a Sunday with only one service; they are hoping to be able to do it on June 2.

SFUU is scheduled to go to one service on May 26th (Memorial Day through Labor Day). As a compromise we could move to one service a week early on May 19th and have the children's service on that day.

Mike e-mailed the Children's RE committee to see if this works for them, if it does, then he will bring the request to the Worship Committee.

Request from Building and Grounds to re-arrange social hall

Requests include:

- Bob Niblack wants to remove the free standing bookshelf and replace it with shelves on the wall. In this way neither the floor vent nor the window will be blocked.
- SFUU Crafties want to replace the rolling table by the windows and with a curio cabinet to display (and sell) their crafts (the proceeds from the Crafties' sales support the church)
- Marsha would like to get rid of lateral file cabinet in the hallway by the bathrooms and put the chair holder in there instead.

ACTION: **Marsha** will let the people interested know that the board approves of these changes

9. Next Meeting: Thursday, April 18th, 6 pm (Jason will miss this meeting)

10. Business accomplished by email after the March 21 meeting

March 29: Andy moved that the Board appoint Gary Koerner as Treasurer for the remainder of the 2018-2019 term. Barb seconded the motion, the motion was passed unanimously via email vote.

March 30: Maureen and Andy, representing the Board, and Carol Koons, representing the Search Committee spoke with the ministerial candidate selected by the Search committee for about an hour. He agreed in concept with the compensation and we provided him with a final Letter Agreement on March 31 with the compensation amount as discussed. The Letter Agreement has no substantive changes from the Board reviewed last year before being posted with our Congregational Record other than adding his name and the compensation amount. **Here are the details:**

- Salary and Housing: We are offering \$68,400. This was the mid-point value for a Small Congregation in 2018 and was the base value put into the Congregational Record. For comparison, the 2019 values are \$55,850 and \$69,950 for Geo Index 5 minimum and midpoint for 2019.
- In Lieu of FICA: 7.65% of S&H. This is a standard value. We can have a sidebar discussion if you want to know why this is done.
- Retirement: We will keep this at 10% of S&H + FICA. This has been the standard value. UUA looks to be going to some type of employer/employee match contribution approach in 2019, but it isn't very clear. This could be addressed in negotiations if we need to.
- Dental and Medical Benefits: We offer 80% for his premiums and 50% for his spouse. I have plugged in the lowest cost option of the UUA plans (which isn't very low). He may instead get his own plan locally or some other approach. There may be some negotiation here. We provided dental (but not medical) for Mike, and medical (but not dental) for the Revs.
- Long-term Disability and Group Life: We pay 100% of premiums which is standard for UUA.
- Professional Expenses: We are offering 10% of S&H. This is what we put in the Congregational Record based on the 2018 UUA recommendations. However, for 2019,

the UUA changed the guideline to the greater of 10% or \$8000 (that used to be \$5000). This could be subject to negotiation.

- The total package comes out to \$96,949, which is a little less than what we are paying currently. But we will also have to pay \$1500 for a training program for first year ministers. So about even.

A few items that were discussed in the 1-hour meeting with the candidate:

- He may start earlier than August 1, or he may officially start mid-July but be on vacation for 2 weeks to get settled. We expressed openness to various arrangements that would meet his needs.
- He will likely be hiring a mover. We are committed to compensating up to \$15,000 in moving expenses. There may be \$5K to \$7K remaining in Search Committee funds for this purpose. The balance will need to be budgeted for 2019-2020 fiscal year.
- We will also need to budget \$1500 for the new minister training that he must attend (above and beyond the compensation agreement).
- Note that his compensation will be for 11+ months of the fiscal year, so the budgeted amounts for the 2019-2020 year will be pre-rated accordingly. (The worksheet is on an annual basis.)
- While the bottom line compensation amount will not change, the amount in any specific category (e.g., Health Insurance premiums) may change depending on decisions that the minister makes over the coming months.

Remaining meetings for this Board: May 9

June 13 (joint meeting with 2019/2020 Board)