

**Unitarian Universalist Society of Sacramento
Board of Trustees Meeting
December 18, 2008**

MINUTES

Call to Order & Welcome Guests. Margaret Wilcox called the meeting to order at 7: 40 PM.

Board members present: Margaret Wilcox, Linda Klein, Lisa Malkin, Judy Morrison, John Abbott, Carrie Cornwell, Fred Schlaepfer, and Barbara Hopkins. Denis Edgren arrived at 8:40 PM.

Staff present: David McMorris, Rev. Doug Kraft, and Rev. Roger Jones

Guest: Colene Schlaepfer

Consent agenda: The November Board meeting minutes were approved unanimously.

ORGANIZATIONAL/RELATIONSHIP MATTERS:

Timing of submission of agenda items and supporting materials. The board discussed and agreed to submit agenda matters and supporting materials to the president in sufficient time so that they may be appropriately considered by both the Executive Committee and the board. This was deemed to be two weeks before a board meeting.

Vision into Action update and draft criteria for the campus development task force. Barbara updated the board on the ten criteria that the Vision into Action campus development task force is recommending for its entry project. The task force would like to present a final list to the board in January for endorsement. The board discussed and commented on each of the ten criteria plus an additional criterion on observing local building codes. In addition, Linda raised the issue of maintaining a professional relationship with architects that work on campus development projects.

Building the Vision -- a board-appointed task force. Margaret discussed the several efforts underway to develop portions of a long-range plan growing out of April 2008's Searching for the Future workshop. Specifically she noted the desire to develop a long-range plan that gets adopted and implemented via an action plan with timelines. She noted that the last long-range plan was adopted in 2004, but that it did not have an implementing plan with timelines. Margaret moved and Judy seconded a motion to create a task force to develop a revised long-range plan for UUSS, including an action plan and timeline, capitalizing on the 2004 Long Range Plan, the work of the Vision into Action group, and congregational conversations. Motion passed unanimously.

Prioritizing strategy for the use of bequests. The board reviewed its November discussion of strategies for use of bequests. Members further discussed the pros and cons of prioritizing spending bequests on deferred maintenance/capital outlay, investing in long term projects with substantial impact (*e.g.*, a membership coordinator), beautification projects, contributions to the Endowment Trust, and increasing the reserve fund. Based on this discussion, Margaret and Denis will further develop a set of figures of dedicating bequests to these purposes, and the board discussion in January will start with those figures.

Employee handbook. Linda reported that Denis met with the Personnel Committee about the employee handbook and his concerns with the tone of portions of the handbook. The committee addressed his concerns. Linda moved and Judy seconded approving the revised Employee Handbook. Motion passed unanimously.

Fundraising Coordination Committee charge. To implement the fundraising policy adopted last month, Linda presented a charge for the newly created Fundraising Coordination Committee. Carrie moved and Judy seconded adopting that charge (attached). Motion passed unanimously.

Save-A-Crab Fundraiser. Barbara presented the plan to table at church on January 11, 18, and 25 to sell tickets. We need to sell 130 tickets. Board members may start selling tickets on January 1st. A discussion of the accounting practices for this fundraiser ensued.

Membership Growth and Support task force update. Linda updated the board on efforts to develop a job description for a membership coordinator, including working with a consultant and soliciting information from other congregations.

Building and Grounds task force update. No update.

Program Council report. Fred reported that there will be an RE teacher appreciation event at 10:45 on January 11th. Also, the Program Council discussed the need to ensure that the Pathways brochure is up-to-date and available and that council members and board members are welcoming those coming to services.

Website task force board liaison. John Abbott volunteered.

MINISTERIAL MATTERS:

Roger reported that at least ten folks plan to join and will be signing the book this Sunday. They will be introduced to the congregation on Jan. 18th.

Doug noted that the holiday party was a smashing success. His spirits are good, and he preached in Auburn recently.

OPERATIONAL MATTERS:

Treasurer's report. YTD income is 98% of budget and YTD expenses are 89% of budget. Also, YTD plate income is 126% of budget. Building use is down. Income for November was down, but expenses were also down, so income was greater than expenses by \$3,000. Lisa also reviewed the schedule for developing the 2009-10 budget.

Business Administrator's report. Membership is at 394. 321 pledges have now been received for a total of \$420,582. Dave reported on discussion with the attorney for the Evelyn Thomas trust and expects that we shall receive another \$100,000. John Vawter recaned the chairs in the library. Bob Oyafuso and Fred Titherington completed improving the front sign. Twenty-seven feet of cast iron drain pipe in the kitchen had to be replaced at a cost of \$10,485. The Property Management Committee will now have to decide what to do about the kitchen floor.

Recap - parking lot - dates to remember: Next board meeting is Jan. 22nd.

Meeting adjourned at 10:07.

Respectfully submitted, Carrie Cornwell, Secretary, USS Board of Trustees

Fund Raising Coordination Committee

The FRCC's is responsible for coordinating all church related fundraising activities (FRA) at UUSS and reports to the Board of Trustees. Its responsibilities include:

1. Reviewing all applications for non-church-wide fund raisers at UUSS;
2. Coordinating and maintaining a calendar of UU fund raising events with the business manager & office;
3. Ensuring that all church fundraising events have a chair and committee; and
4. Ensuring that all fund raising events receive, sign and adhere to criteria set by the board in the FRCC policy statement of November 20, 2008.