

**Unitarian Universalist Society of Sacramento
Board of Trustees Meeting
November 20, 2008**

MINUTES

Call to Order & Welcome Guests. Margaret Wilcox called the meeting to order at 7:33 PM.

Board members present: Margaret Wilcox, Linda Klein, Lisa Malkin, Judy Morrison, Denis Edgren, Fred Schlaepfer, Barbara Hopkins. Board member absent: John Abbott.

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

Guests: Rick Caughey, Ian McMillian, Rich Howard, Colleen Schlaepfer

Rich Howard, co-chair of the 2009 Stewardship Drive, made a presentation on the plan for the drive. He indicated that last year pledges increased by 4%, which was comparatively good. This year the stewardship drive will be based on face-to-face visits.

Ian McMillian made a presentation on his experiences as a participant in the Unitarian Universalist Legislative Ministry's water justice tour in August of this year.

Consent Agenda: Nominate Peter Morales for UUA President and approve November 2008 minutes both passed unanimously. (LK moved and JM seconded)

ORGANIZATIONAL/RELATIONSHIP MATTERS:

Strategy for use of bequests. The board discussed strategies for using bequests and honoring/recognizing those who have left bequests to the church. Ideas discussed included directing 10% of each bequest to the Endowment Trust, increasing our reserve funds, seeding a membership coordinator, paying for some deferred maintenance, and seeding a future capital campaign. Margaret indicated that she would summarize the discussion by capturing the suggestions, including some of the figures proposed, and bring it back to the board for further discussion at its December meeting.

Fundraising policy. Moved by Carrie and seconded by Lisa that we adopt the attached fundraising policy developed by Linda Klein, Barbara Hopkins, and John Abbott. Motion carried unanimously. In addition, Margaret noted that the board should establish an oversight body to take responsibility for ensuring that congregation-wide fundraising events will be planned for and staffed in a timely fashion. It would be called the Fundraiser Coordinating Committee. Linda and Barbara drafting charge for this committee to put before the board in December.

Board fundraiser recommendation. Roger presented a proposal to "Save a Crab"

fundraiser. Barbara will take the lead, Margaret and Judy will help, and Carrie will contact Karen Hirsch to see if she has an interesting in participating.

Membership growth and support task force update. Linda Klein presented the information that the membership task force has collected thus far on developing and retaining members. From this the task force will develop a job description for a membership coordinator, for which they will seek input from the district, other ministers, etc.

Employee handbook. Linda reported that the employee handbook will be up for approval next month.

Congregational meeting strategy for 2009. Due to change in time of Sunday morning RE, some families found it difficult to participate in the October congregational meeting. To avoid this problem in May, the date of that meeting next year will be the same date as the church switches to one service for the summer. In October 2009, congregational meeting day will be an intergenerational service.

Sabbatical. Doug asked to take a month of sabbatical in April 2009. He earns a month per year of tenure, has been here nine years, used five months, and so has four years on books. Barbara moved and Judy seconded that Doug take a month of sabbatical in April 2009. Passed unanimously.

Vision into Action update. Barbara provided an update on VIA and its campus development task force. The VIA would like process direction from the board. This will be included on December's agenda.

Report from Program Council Members. Barbara and Fred reported that the council has begun developing a budget request for 2009-10. Also, two committee chairs have become vacant.

Community partners and scheduling for 2009. Margaret announced the schedule for community contributions partners, as follows:

January 2009	Loaves & Fishes
February 2009	Sacramento Food Bank
March 2009	St. John's Shelter
April 2009	Mustard Seed School
May 2009	Cottage Housing
June 2009	Sacramento Self-Help Housing
July/August 2009	Birthing Project
September 2009	Children's Receiving Home
October 2009	Family Promise
November 2009	UU Legislative Ministry
December 2009	SPCA

MINISTERIAL MATTERS:

Roger noted that RE is now lacking three teachers. Ginny Johnson and David Libby are leading the Coming of Age course this year. Last night was second family friendly dinner at Fresh Choice. It was a success, and the next one will be in January. October's membership orientation attendees numbered 17, and there are 26 signed up for December's.

Doug noted the growth, energy seems good this fall at UUSS. Also, Doug attended an Attorney General-sponsored "Pastor on the Premises" planning meeting to put ministers on campuses at lunch hours at schools with at risk youth.

OPERATIONAL MATTERS:

Treasurer's report. YTD income is 103% of budget and YTD expenses are 89% of budget. Also, plate income is 123% of budget. Finance Committee recommends that the board designate the Weilgart Fund as the source of funds to cover the \$30,000 budgeted deficit in the 2008-09 budget. Discussion included acknowledgement that these bequest funds will only be used in this way if the deficit cannot be addressed some other way prior to June 30, 2009. Lisa moved this recommendation and Denis seconded it. The motion passed unanimously.

Lisa moved that the remaining approximately \$6000 of Weilgart Fund be transferred to the capital outlay fund for 2008 -09. Denis seconded. Margaret commented that this should wait for the bequests strategy. Motion passed 4-2 (Carrie and Fred) with one abstention (Barbara).

Business Administrator's report. Membership is at 392. 316 pledges have now been received for a total of \$416,491. David is working with Arnie Godmintz for holiday giving project donations to come in over our website. UUSS received \$963,713 from three estates over the past few months. A Fire Department inspection found several violations of the fire code, which has required new hardware on a number of doors. Also, the wiring to the lights in parking lot failed inspection. Two light poles will need to be replaced along with wiring to the breaker panel near the Fahs room.

Recap - parking lot - dates to remember: Next board meeting is Dec. 18th.

Meeting adjourned at 10:20.

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

UUSS Fundraising Policy

Adopted November 20, 2008

UUSS Board of Trustees

A UUSS fund raising activity (FRA) has as its primary goal the raising of money by an individual church committee or group for a specified project at UUSS.

1. The FRA's intention is to raise funds for a specific event, service, or purchase that is consistent with the church's principles and policies.
2. The FRA will raise up to \$5000 after expenses, and any amount raised in excess of that will become part of the church's general fund unless otherwise specified by the Board.
3. The fund raiser will not require participation of church office staff with the exception of scheduling and bookkeeping.
4. The committee will deposit the funds raised by the FRA into the church's general account and will keep track of deposits and requests for withdrawals from that general account and, if additional bookkeeping time is required by the church staff, the business administrator shall determine appropriate compensation to be paid to the church's bookkeeping staff from the FRA funds.
5. \$100 or 10% of the funds raised, whichever is greater, will go to the church's general fund to cover church's overhead expense required by the FRA.
6. The FRA will not interfere with a fund raiser planned or conducted by the congregation as a whole, Board of Trustees or Program Council.
7. The fund raiser will not compete with events or activities previously scheduled at or anticipated at the church based on recent history.
8. The committee will request withdrawal of the net amount raised for the specific event, service, or purchase within the same church fiscal year that the fund raiser occurs or within three months after the fund raiser, whichever is later, unless an exception is specifically granted by the Board of Trustees. Any amounts not withdrawn within the specified time frame will become part of the church's general fund.
9. The committee will submit the appropriate request form to hold an FRA to the business administrator, with copies to Board of Trustees President and the Program Council Chair(s) at least two months before the event.

Attachment 2

Intent to Hold a Fund Raising Activity (FRA) at UUSS

This form must be completed at least two months before any FRA will be held. The request must be submitted to the UUSS Business Administrator, with copies to the President of the Board of Trustees and the Program Council Chair(s). Refer to the UUSS Fundraising Policy for details of fundraising guidelines.

Date and time of FRA

Group name and name of group's chair

Contact phone number and email

Description of the FRA

Purpose of the funds raised

Estimate of the FRA revenues and expenses

Submitted by _____

Date _____