

**Unitarian Universalist Society of Sacramento
Board of Trustees Meeting
October 23, 2008**

MINUTES

Call to Order & Welcome Guests. Margaret Wilcox called the meeting to order at 7:32 PM.

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

Staff present: David McMorris, Rev. Roger Jones

Guests present: Muriel Drakeford

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

Ministerial matters:

Roger talked about the congregational meeting on Oct 19 at which the new proposed covenant lost out to retaining the old covenant, attendance at religious education (about the same as last year), and efforts to increase membership and involvement of newcomers. Also, the first family friendly dinner was held last week with about two dozen attending despite being up against the final McCain-Obama debate.

A discussion about attendance at congregational meetings came up given that many come to the 9:30 service now with the new service times and religious education being offered at 9:30. Linda Klein and others suggested that on the dates of congregational meetings there be only one intergenerational service and then the meeting, or alternatively delay the second service.

This led to a discussion of fewer families staying for lunch because fewer attend the later service. Linda Klein also brought up the idea of having a continental breakfast between the two services and lunch only on those Sundays we have forum. Margaret indicated that this would be considered at a later meeting when Doug is present.

Doug was away attending a family memorial service.

Operational Matters:

Treasurer's report. Lisa Malkin reported that so far this year, we are at 108% of budgeted income and at 95% of budgeted expenses. Also, the Stewardship co-chairs, Mary and Rich Howard, have met with the Finance Committee and indicated that the stewardship period will be shorter this year, providing information earlier for drafting the 09-10 budget.

Business Administrator's report. David reported that escrow closed today on the Armstrong property and \$226,000 will be delivered to UUSS's Schwab account tomorrow. Also, the office has completed the transfer to a web-based credit card processing system and to an on-line postage system, so the postage meter will be going away.

A discussion ensued of promoting the "donate now" link on our website and also of decreasing the collection of pledges via credit card because of the surcharges.

Organizational/Relationship Matters:

Employee handbook. Linda Klein reported that Glory Wicklund and Marcie Mortensen have updated the employee handbook. Margaret and David both reviewed. An open issue remains on health coverage of dependents.

Fundraising policy. Last month, Margaret assigned Linda Klein, Barbara Hopkins, John Abbott, and Lisa Malkin to a task force to develop a proposed fundraising policy, including related administrative/resource issues. This group discussed with the board a draft fundraising policy. The board had an in depth discussion. The task force indicated that it would change the recommended policy based on this discussion and bring it back to the board for approval at the November meeting.

Crab feed. The board discussed whether we would like to host a crab feed this year, which the 08-09 budget includes as a \$3000 revenue item. There was generally agreement that the board did not want to put this event on because of the great amount of board member time dedicated to raising a small amount money. Roger suggested a "save-a-crab" fundraiser in which we sell tickets to save a crab (a nonevent). Roger, Margaret, and Carrie will meet to make a recommendation to the board on this matter.

Strategy for use of bequests. Denis presented the existing guidelines on gifts of \$10,000 or more that the board accepted last year (attached). Margaret also read a letter from the Endowment Trust requesting that some of the funds recently bequeathed to UUSS be given to the trust. Lisa indicated that the Finance Committee would be considering the Parness trust funds going to the Endowment Trust. Board members agreed to continue this discussion at our November meeting.

Building and Grounds task force update. Denis Edgren and Carrie Cornwell reported that we have been in contact with the Vision into Action Task Force to ensure that these two task forces do not interfere with each other.

Membership Growth & Support task force update. Linda Klein reported that she and Lisa reviewed membership data and UUA information, and then drafted a number of recommendations that have been shared with various folks in the congregation, who have expertise in membership, including Roger, Doug, Tiffany Urness, Margaret, and Alice Mercer, among others.

Report from Program Council Members. Barbara Hopkins and Fred Schlaepfer were both absent.

Recap - parking lot - dates to remember: Next board meeting Nov. 20th.

Meeting adjourned at 9:33.

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

Attachment

**UUSS Board guidance on unrestricted gifts of \$10,000 or more
February 2008**

The 2007/2008 BOT adopted a policy for gifts received by UUSS in an amount less than \$10,000. Such gifts are generally transferred to the Heritage Fund account. This “guidance,” as developed by the Treasurer and Finance Committee, applies to unrestricted gifts of \$10,000 or more.

For gifts of \$10,000 or greater, several options are presented for UUSS Board of Trustee consideration. At all times, the Board should consider the dynamic nature of UUSS needs and its current and future financial situation. The options are provided for consideration, and other options may be equally or more appropriate. In addition, the Board may consider designating portions of any substantial gifts to multiple needs or funds. For example, it may be appropriate to fund option A with 50% of a gift and 10% each going to options B through F.

When unrestricted gifts are made to UUSS, the Board may use of the gift in any manner generally considered appropriate and in keeping with the wishes of the donor, whether expressed or implied.

A. Long range needs and capital improvement projects. The Board may consider funding requests and priorities established by the Property Management Committee, the Business Manager, and the most recent Long Range Plan.

B. Current long-term debt reduction. The Board may consider reduction of principal of any long-term debt. Debt reduction is not in and of itself a priority. However, the elimination or reduction of long-term debt results in interest savings for UUSS, may improve cash flow, and places the church in a better position to assume other debt should the need arise.

C. Endowment Trust. The Board may consider gifting to the UUSS Endowment Trust, an independent entity whose purpose is to fund non-recurring and special UUSS needs not met by the UUSS budget. On an annual basis, the Endowment Trust makes available approximately 5% of its average balance available to support UUSS.

D. Reserve Fund. UUSS maintains and funds a Reserve fund, distinct from the Capital Outlay fund, created to meet significant and unexpected needs. Also known as an emergency fund, the Reserve fund allows UUSS to respond to and meet unexpected and significant needs without negatively impacting the budget or other temporarily restricted funds, and reduce the potential for an immediate need to assume long-term debt. A fully-

funded reserve account should contain at least two month's operating expenses, or \$100,000, based on the 2007/2008 budget.

E. Non-recurring budget need. Since gifts are finite in nature, the Board is discouraged from using gifts to finance the annual UUSS budget. However, if a non-recurring budget item was eliminated from the budget in any given year due to lack of funds, the Board may consider use of a non-restricted gift to meet a one year need.

F. "Seed Money." The Board may consider funding a long-term goal or dream of UUSS. A substantial down payment may be the catalyst for growth for UUSS and its mission. Examples may include initial funding of a capital campaign or a new staff position. The Board should carefully weigh the potential for long-term success and congregational support for this type of initiative, especially its impact future annual budgets.