

**UNITARIAN UNIVERSALIST SOCIETY OF SACRAMENTO
DRAFT MINUTES OF BOARD OF TRUSTEES MEETING
SEPTEMBER 28, 2006**

BOARD MEMBERS PRESENT: John Abbott, Virginia Dunstan, Denis Edgren, Steve Hoverman, John McMillan, Judith Morrison, David Paul, Terry Preston, Tina Stidman, Kate Throop.

BOARD MEMBERS ABSENT: Alice Lopes and Celine Walker

STAFF PRESENT: Doug Kraft, Connie Grant and Dave McMorris

GUESTS PRESENT: None

The meeting was called to order by President Kate Throop at 7:00 pm.

I. Agenda Review: There were no changes or additions to the agenda.

II. Consent Agenda: The agenda was approved unanimously.

III. Ministerial Matters:

Education Minister Connie Grant reported that response to her Sunday sermon was favorable. She said that children's attendance was good, teacher morale is good and, in general, all is going well. She will be attending several religious educator meetings as well as the UU Ministers Association retreat. In addition, she is working with the Membership Committee on Newcomer orientation, establishing a Committee on Education Ministry and hiring a replacement caregiver for the infants and toddlers.

Senior Minister Doug Kraft expanded on some of the items in his written report. He would like to see the congregation choose two or three social justice issues to focus on for the year. This would take planning and leadership to disseminate the information, have discussion meetings and then vote at the May congregational meetings. One or two coordinators would be needed.

Doug would like to lead a group on Spirituality in the congregation if his time can be adjusted to make it possible. He hopes that some adjustments in areas currently requiring his attention will allow for more time being spent on spiritual matters.

Connie, Doug and Dave met to discuss staff priorities and agree on "portfolios" –areas of focus for each staff member.

There was some discussion about leadership development and who is responsible for it. Mentioned as entities responsible or may share responsibility were the program council, nominating committee and board.. Addition of a membership coordinator on staff would help. The nominating committee will be invited to the board meeting in January.

IV. Operational Matters:

Administrator's report: Dave McMorris reported that the duplex has been rented. There is additional work to be done, i.e. the swamp cooler needs repair and urgently needed is tree and shrub trimming. Additional estimates for the tree trimming will be obtained—the first estimate was \$3,000. John McMillan said that the County work crew could do some of it. New carpets have been installed in the bedrooms.

Finances: there is approximately \$11,000 in the bank account—\$6,000 was recently paid for insurance. Refer a chef has extended their time to October 15th. They will provide 90 servings for Sunday lunches and we guarantee payment for 70.

A major sewer line repair is needed to prevent leakage of sewage into the drainage creek. The line has major root damage. One repair estimate obtained was for \$8,500. Trench less pipes will be used to avoid digging up the current pipes.

Treasurer's Report:

Denis Edgren reported that anticipated expenses were less than budgeted (82%) and income was at 95%. Pledge income was at 103%. The deficit to date is \$6,510—less than we projected. A plan is needed to replace the lost revenue from the rental loss when Refer a Chef leaves—either increase revenue or reduce expenses. The Finance Committee continues to work on reviewing internal controls. Denis and Dave McMorris are working on a way to determine the actual amount of “uncommitted” funds. Denis was commended for his detailed written report.

Email/Spam issue: Board members had been receiving email from an unknown source with “bot” as part of the subject—Terry suggested going to the use of a blog if the problem continues. There seem to have been no messages lately—we will follow up in October to see if the problem continues.

Kate Throop had announcements and unfinished business to conduct:

1. Leon Lefson has requested that the auditorium be used for a candidates' night for the 3rd District Congressional seat. – He was told that all candidates needed to be there and there must be a neutral moderator. He will get back to Kate.
2. There will be a congregational conversation on October 1st – no agenda has been set.
3. The auction table schedule was reviewed. Two board members will be at the table each Sunday through October 15th.
4. Kate will be on vacation from October 7 – 15th.
5. PCD Leadership Day is October 14th at UUSS – Refer a Chef will cater the lunch. Charlie Clements will be the speaker.

V. Organizational/Relationship Matters

1. Review of task/liaison assignments: Assignments for liaison to committees were made at the Board Retreat in August. These were reviewed and additionally Terry Preston will serve as liaison to the Stewardship Committee. Judi Morrison will help with phoning for the Service Auction. John McMillan was thanked for giving a tour of the property to board members on Sunday, September 23rd.

2. Opportunity Fair: Sunday, October 8th the Program Council is sponsoring an “Opportunity Fair” to encourage members/friends to participate in activities or committees. It was decided that the service auction table and board table will be combined for the Fair. Four board members will be needed for this. Dave Paul, Tina Stidman and Steve Hoverman volunteered.

3. Budget Shortfall: With the loss of rental income from Refer a Chef, a budget shortfall of approximately \$24,000 is anticipated. Because the board has determined that the lunch income/expense must break even, the \$4,300 lunch shortfall was taken from the \$24,000. Cost reduction of utilities when the kitchen is no longer leased (electric, water, gas and garbage) is estimated at \$4,000 leaving a \$14,000 deficit to be covered. The Executive Committee will come up with recommendations to make up this deficit.

4. Stewardship Campaign: Kate announced that Carrie Cornwell and Tina Stidman will co-chair the Stewardship campaign. Peter Kilian and Terry Preston will also work on the campaign.

5. Wish List: Board members received a list, compiled by Dave McMorris, of estimated costs for some of the major needs of the Society. Discussion of the topic was postponed until the October meeting.

Parking Lot:

1. Check on SPAM mail-Oct. board agenda.
2. Invite Nominating Committee to January Board meeting – Kate Throop.
3. Recommendations for reducing expenses or increasing income-Executive committee.
4. Goals for Stewardship Campaign.- Oct Board agenda.
5. Estimated cost of property needs (wish list) – Oct. board agenda.

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,
Virginia Dunstan, Secretary, Board of Trustees