

**CLUUC Board of Trustees Meeting Minutes**

**August 16, 2016**

**Action Items:**

Notify Auction Committee about Game/Bingo Night item	Melissa	By September meeting
Publish treasurer's report in eNews and September Newsletter	Jack	For September Newsletter

**ATTENDANCE:**

*Board Members Present:* Carol Bertaut (Assistant Treasurer); Greg Falcigno (Assistant Secretary), Brent Garland, Linda Gianessi, Dave Hawver (Chair); Ariel Mora, Melissa Reichley (Communications); Gail Riley, Jack Welch (Treasurer).

*Board Members Absent:* Jim Anderson (Chair Elect); Emily Mellgren (Secretary). Gwen Warman

*Staff Present:* Rev. Abhi Janamanchi, Rev. Michelle Collins,

Staff Absent: Sara Deshler

*Others Present:* Lyn Peters; Jack Rodgers; Regina Dull; Pratima Dharm

**Opening:** The meeting convened at 7:30 p.m. with centering words, chalice lighting, covenant reading and check-in.

**Approval of Consent Agenda:**

1. Appendix A Minutes of July Board Meeting
2. Appendix B Reports from the Senior Staff
3. Appendix C Endowment Committee Meeting Notes

Jack Welch moved, and Linda Gianessi seconded, the approval of the Consent Agenda; it was approved by unanimous voice vote.

**Other Reports received by the Board:**

Appendix D Draft Treasurer's Report  
Appendix E Three Year Budget Plans  
Appendix F "From Michelle's Position Description"

**Board Business**

- Auction Item: Pancake Supper or alternative

- Previous action item result: has earned \$700-1000 each year in last few (board members contribute ~\$25 each for costs and are not reimbursed, tickets \$10pp, \$25 family).
- Game Night/Bingo Night as alternative had more interest
  - To be scheduled in February
  - Organizing Team: Jack Welch, Melissa, Ariel
- Draft Treasurer's Report
  - Should Board vote to support FPC's recommendation to limit expenses for FY18-FY20 board to FY17 level to address chronic operating deficits?

Recommendation is based on FPC determination that operating deficits are a problem that needs to be addressed

- Deficits since 2011 and earlier
- Since 2011 accumulated deficits of more than \$630,000
- Rising again to ~\$113,000 in FY2017
- While we have about \$4.5M in the Endowment and other funds, these reserves are being slowly drained by deficits
- HVAC, repair of the leaking cement apron near chapel, and new roof will require about \$1.4 M or more, reducing our total reserves to about \$3M – outside Endowment most of the funds are earmarked and most of Endowment is restricted to preserve such funds for future members of the Congregation

Recommendation to cap expenses is based on FPC determination that the strategy of relying on growth in income has not worked despite generous giving by current members.

- Membership has declined and continues to decline from a high of 940 in 1999 to 732 today – appear to have had a net loss of 27 in the past year
- Best example is failure of 4-year plan, which assumed growth in membership would increase income by \$215K by FY17, producing a surplus of more than \$130K -- instead we are looking at deficit of more than \$100,000
- When we discuss Simple Church, think of it as a blueprint for emerging from this period leaner and nimbler. The examples in the FPC model are illustrative: the actions we would develop within a policy like this need to be thoughtfully fit into such a blueprint.
- Are there more data we can collect on the cost/benefit of controlling various expenses? Since the overwhelming percentage of expenses is personnel, gathering data in other areas provides only incremental knowledge toward judging whether the policy would be balanced between optimistic and realistic.
- Does the Board know enough of the congregation's position that voting on this would be responsible? The congregation's outlook has become clear through recent activities like Vision2020.

- Funding proposal for building projects
  - HVAC expenses (\$1.2-1.3 million additional) will come entirely out of the Endowment as a loan, to be repaid with interest, at a rate based on the average return of other investments. Repayment is assumed to come from a future capital campaign.
  - Cement apron and roof expenses are to be funded from the Blumenthal Futures Fund.

- Timing of Capital Campaign
  - It takes ~18 months to plan a capital campaign. During the 18 months there are many milestones, and timing can be adjusted along the way. Planning should start ASAP and we will see when we are ready (fiscally, and strategically) for the actual campaign to start. It may not be necessary to have two years of a balanced operating budget before starting a capital campaign, but we should have demonstrated a commitment (and some success) in achieving that goal.
  
- Discussion of Abhi's and Michelle's portfolio changes
  - For Abhi to be more deeply engaged in Social Justice, Michelle becomes primarily responsible for Pastoral Care
  - Establishing, in lieu of the current Church Administrator position, an Executive Director position to assume administrative and operational authority and responsibilities of senior minister would free more of the Senior Minister's time for ministerial responsibilities.
  - The current Position Description of Senior Minister gives the Senior Minister direct responsibility for practically every aspect of church life. It conflicts with other materials, and with the organization of a large church (it fits a medium size church).
  - Michelle presented current and suggested versions of her Position Description (Appendix F). Andrew is on board with the suggested phrasing as well. Her title should change in accord with this, removing the words "Social Justice" from her current title: "Interim Minister for Congregational Life and Social Justice." Consideration should be given to including "Pastoral Care" in her title, to acknowledge the increase in this part of her responsibilities.
  
- The Board moved into Executive Session to discuss:
  - Key Points from Board's Evaluation of Senior Minister, June 2016
  - Key Points from Board's Self-Evaluation, June 2016

**Board Decisions (include motions passed):**

- Game Night/Bingo Night was favored over the traditional Board Pancake Supper
  - To be scheduled in February, with a snow date, just in case
  - Organizing Team: Jack Welch, Melissa, Ariel
  
- Jack Welch made the motion below. Gail seconded. The motion carried unanimously.
  - "Given the reality that income has not grown sufficiently to cover Cedar Lane's expenses, resulting in a cumulative operating deficit since 2011 of more than \$630,000, I move that the Board ask the Senior Minister and Church Administrator to limit total expenses in future annual budgets to the level of the FY2017 budget, \$1,309,044, until the operating deficit falls below \$25,000."

**GBP Process Check: Melissa**

Pro	Con
All the criteria: vibrant etc	

Finished on time	
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**Closing words read by: Melissa**

**Adjournment at 9:33 P.M.**

**Calendar Items:**

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|----|---|---|
| 1. | September 6, 7:30 p.m.                  | Exec Com Meeting, Abhi's Office                         |
| 2. | September 10, 2-5 p.m.<br>House         | Ice Cream Social w/ Hillary Collins-Gilpatrick, Chalice |
| 3. | September 18                            | First day of RE classes                                 |
| 4. | September 18, 3-5 p.m.<br>congregation) | Covenanting Workshop w/Megan Foley (whole               |
| 5. | September 20, 7:30 p.m.                 | Board Meeting, Rm 1-2: Focus on Growth                  |
| 6. | October 29                              | Trustee Day, UUC Fairfax                                |
| 7. | November 12                             | Cedar Lane Auction!                                     |