

CLUUC Board of Trustees Meeting Minutes
February 20, 2018

New Action Items:

WHO	WHAT	WHEN
All Board Members	Attend special gathering in the Sanctuary for participants in the Kickoff event. VOLUNTEER for capital campaign.	March 1, 7pm
All Board Members	Sanctuary Training for Staff (Board invited too), Tips and Procedures for having a guest in sanctuary.	March 6, 9a - 12:30p
Jim	Bring Appendix F3 to the Governance Committee for review before we consider it.	
Gail	Notify Joan Riggs and the Nominating Committee.	
Rebecca	Post approved Board Minutes to website, bulletin board, library binder	by Feb 6
Rebecca	Summarize this meeting for Board Matters	Submit to Sara Davidson by Feb 28
Rebecca	Send a summary of action items (continued, new, and closed) to Board members as reminder	Before the next board meeting

ATTENDANCE:

Board Members Present: Jim Anderson (President), Carol Bertaut (Treasurer), Greg Falcigno (Secretary), Linda Gianessi, Peggy Jackson, Ellen Kelley (Assistant Treasurer), Ariel Mora, Rebecca Nachtrieb (Assistant Secretary), Suzanne Pineau, Raj Rajendran, Gail Riley (President Elect).

Board Members Absent:

Staff Present: Tim Atkins, Abhi Janamanchi, Katie Romano-Griffin, Sara Deshler

Others Present: Capital Campaign folks - Don Bliss, Mel Kalagian.

Board Meeting Reports:

Appendix A - Board Meeting Minutes January 16 2018

Appendix B - Exec Com Meeting Notes February 6, 2018

Appendix C - Blumenthal Funds for Capital Campaign

Appendix D - Requested Updates to Standing Committee Charters

Appendix D1 - Template for Standing Committee Charters

Appendix E - FPC Meeting Notes 1.11.18

Appendix F - FPC Meeting Notes 2.8.18

Appendix F1 - Chart of Funds from FPC

Appendix F2 - FPC Recommendations to the Board

Appendix F3 - Board Policy Change from FPC

Appendix G - Endowment Committee Minutes - Dec 2017
Appendix H - Endowment Committee Minutes - Feb 2018
Appendix I - Budget Guidance Activity - CLUUC Strategic Plan Outcomes
Appendix J - Board Sanctuary Resolution April 2 2017
Appendix K - Senior Staff Report - Feb. 2018
Appendix L - UUA Certified Information January 2018
Appendix M - Financial Update for Board Feb 2018

Opening: Convened at 7:30 p.m. with centering words, chalice lighting, and check in.

Board Business:

Approval of Consent Agenda:

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Approved.

Report on Previously Open Action Items

- Create Evaluation Task Force (Gail) (from June 2017)
 - 7/25: Gail volunteered to chair the task force, requested volunteers. Action Item stays open.
 - 9/26: Gail to link with Governance task force, not to overlap.
 - On hold, waiting for Strategic Directions
- Gather Board Photos: (All give to Rebecca) (July 2017)
 - 11/14: need headshots from Greg, Ellen, Raj before completion.
 - 2/20: CLOSED
- Policy Manual to change the responsibility for appointing the Right Relations Team from the Senior Minister to the Board. (Greg/Rebecca) (from Sep 2017)
 - 10/17: no update.
- Committees revised charters (Ariel, Greg) (from Aug 2017)
 - 10/17: Charter revision communicated to committees, with request to respond with new charter by Dec 15.
 - Two received so far.
 - 1/16: on tonight's agenda
 - 2/20: on tonight's consent agenda
- Find out if Abhi received results of the evaluation survey. (Jim) (from Nov 2017)
 - 2/20: remains open
- Contact Mosaic Makers about last year's letter (Jim) (from Nov 2017)
 - 12/12: In progress (Jim)
 - 2/20: Closed
- Explore drafting a follow up story to our UUA letter (Exec Committee) (from Nov 2017)
 - 12/12: In progress (Jim)

- 2/20: Next Step: Ariel, (NEED VOLUNTEER from Board), and Mosaic Makers to recommend
- Currently in negotiations for the leader of the Task Force for Covenant of Right Relations
 - 12/12: In progress (Jim)
 - 2/20: Peggy Jackson, Lyn Peters, Marilyn Emory, and reaching out to one more from the group (Marion Torchia et al) that suggested ideas at the annual meeting. CLOSED.
- Check on the location of the Board of Trustees minutes etc archives (Rebecca)
 - 1/16: Rebecca and staff started looking
 - 2/20: Sara Davidson computer crash contained some, recovering.
- Seek Governance committee guidance on committee charter substance (Jim)
 - 2/20: in process
- Comments on google docs for all standing committee charters (All) AND determine how to enforce Suggesting in those google docs (Greg)
 - 2/20: Greg: didn't figure anything out for enforcing suggestion
 - 2/20: lots of suggestions from board members. Closed.
- Recommendation next meeting what we do with SD 5 (Gail)
 - 2/20: in process

Capital Campaign Steering Committee Update

- Steering Team is very active and progressing wonderfully toward Big Reveal.
- Anticipate a packed house for the Kickoff event, preparations are in good shape.
- Keynote speaker will now be Rev Mary Catherine Moore.
- Must have more volunteers to complete this campaign in timely fashion.
- March 1, special gathering in the Sanctuary for participants in the Kickoff event. Board members have a role there.

Don presented a recommendation for Blumenthal funds use in capital campaign

- Rule of thumb: we will double what we announce at the Kickoff.
- In 2013, when he was Board Chair, divided Blumenthal gift into four gifts: 200,000 divided into three other purposes, then \$500,000 plus any appreciation for seed money into a capital campaign (Futures Fund).
- Another intention was for the Futures Fund to have a dramatic effect, not be used for a series of smaller efforts.
- Would like to announce recognition of the Blumenthal gift at the Kickoff event.

Discussion included

- FPC recommendation that campaign expenses be paid from these funds, that sidewalk allocation be folded in as long as campaign takes care of it.
- If there is leftover, could return and ask for the rest. Currently only asking for \$500,000 - not the balance.
- At kickoff, will the message include the amount already spent.

Sanctuary Update

- March 6 staff training, and Board invited. PICO and Sanctuary DMV doing the training, on tips and procedures for having guest in sanctuary.
- Reviewed the Board's role in Sanctuary approval and oversight.

Quarterly Financials Update

Carol reviewed the Appendix M for quarterly review.

- The change in accounting practice makes year-to-year comparison more difficult, so this a new construction to ease that type of comparison. In future years the complexity will not be needed.

Carol brought a FPC recommendation for Board Policy Manual changes. Discussion included

- Use of the term Finance Team in the unchanged parts. The term predates our change to GBP. Original intention was for the FPC and the Finance Team to be separate.
- The current implementation is that Sara involves individuals to help with individual tasks, and they could still.
- The Governance Committee has not seen these changes.

The motion was withdrawn.

Budget Guidance Activity

- The group was given four votes to spread around the 18 outcomes. The following were identified as priority for the budget development.
 - #2: Cedar Lane has vibrant intergenerational, multicultural, and accessible programming.
 - #7: Children, youth, and adults of Cedar Lane engage broadly, deeply, and personally in social justice activities in partnership with the wider community around us
 - #14: Cedar Lane has adopted a culture of generosity, in which participation and volunteering has increased.
 - #17: Cedar Lane has the financial resources available to achieve its mission.

Proposal for Intern Minister in 2018-19

- Christin Greene is unable to complete her internship where she is, so is without a site. The circumstances were out of her control. The lack of an internship can delay graduation. Same school as Norman Allen.
- We did not anticipate having an intern this coming church year.
- The staff feels she would bring much to the congregation, and this would be a good learning experience for her.
- We can do a grant application, overdue but we can get it in soon, to cover roughly half of the expense.
- The stipend (disbursed from endowment, separate from the operating budget) would cover the traditional rate. We could possibly exceed that by a few thousand. The grant mentioned above would cover that if we obtained that.
- Norman will complete his cycle in June.
- She would join us in September.
- While it is extra staff work, they recommend this as a worthwhile

Executive Session

- No notes taken.
- Broadly, the discussion included personnel and physical, public sanctuary, and filling Board vacancies.

Board Decisions (include motions passed):

“I move that the Board authorize the transfer, from the Blumenthal Fund to the Capital Campaign Fund, of \$500,000 designated in 2013 by the Board for renovation and revitalization of the grounds and facilities. This authorization is inclusive of all previously approved transfers for this campaign. The amount will be acknowledged and included in the Big Reveal at the Kickoff event on March 3.”

- Linda moved, Gail seconded. The vote was 10 aye, 1 nay. The motion is passed.

“I move that the Board endorse the Financial Policy Committee recommendation that the \$10,000 Parker gift be allocated to the FY18 operational budget as the best means of complying with the family’s desire that it be used for social justice as the budget includes more than that amount in social justice expenditures.”

- Carol moved, Greg seconded. The vote was unanimous. The motion is passed.

“I move that the Board endorse a part-time Intern Minister for the 2018-2019 church year.”

- Rebecca moved, Peggy seconded. The vote was unanimous. The motion is passed.

“I move that the Board appoint Joan Riggs to fulfill the Board term originally held by Maureen Donnelly.”

- Greg moved, Carol seconded. The vote was unanimous. The motion is passed.

Process Check (Suzanne)

Pro: we were all well behaved

Con: long, overstuffed agenda.

Adjournment at 10:32 p.m.