

CLUUC Board of Trustees Meeting Minutes
April 17, 2018

New Action Items:

WHO	WHAT	WHEN
Executive Committee	Develop preparation - sessions, messaging - for the annual meeting agenda. Handling the endowment is a big decision	
Ariel	Remind Mosaic Makers to nominate someone for ED Search team	This week
Next year's Executive Committee	Training and Welcoming Package for new Board members	
All	Approve by email the ED Search team membership	
All	Approve by email the GA Delegates list from Denominational Affairs	
All	Unsung Heroes - approve by email	
Greg	Welcome Tod to the Board.	This week
Rebecca	Post approved Board Minutes to website, bulletin board, library binder	by May 1
Rebecca	Summarize this meeting for Board Matters	Submit to Sara Davidson by Apr 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: Carol Bertaut (Treasurer), Greg Falcigno (Secretary), Linda Gianessi, Peggy Jackson, Ellen Kelley (Assistant Treasurer), Ariel Mora, Rebecca Nachtrieb (Assistant Secretary), Suzanne Pineau, Joan Riggs, Gail Riley (President Elect).

Board Members Absent: Jim Anderson (President), Raj Rajendran

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

Others Present: Mel Kalagian (Capital Campaign). Jack Welch (FPC)

Board Meeting Reports:

Appendix A (website) - Board Meeting Minutes March 27 2018

Appendix B (website) - Exec Com Meeting Notes April 3, 2018

Appendix C (website) - Senior Staff Board Report - April 2018

Appendix D (website) - Bingo and Game Night plan
Appendix E (website) - Right Relations Task Force Charge
Appendix F (website) - Board Representation on Committees and Task Forces
Appendix G (website) - FPC Discussion Points with the Board
Appendix H (website) - FPC Recommendation on HVAC Loan
Appendix I (website) - Chart of Funds April 2018

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

Board Business:

Approval of Consent Agenda:

Appendix A (website) - Board Meeting Minutes March 27 2018
Appendix B (website) - Exec Com Meeting Notes April 3, 2018
Appendix C (website) - Senior Staff Board Report - April 2018
Appendix D (website) - Bingo and Game Night plan

Approved.

Removed from the Consent Agenda:

Appendix F (website) - Board Representation on Committees and Task Forces

Discussion of Appendix F included

- How we broadly introduce Board responsibilities to new people. This should be part of a welcoming, educational package sharing with new members what they are getting into.
- Recent year(s) even the material we have was not given to new folks.
- Suggest next year's executive committee (Peggy, Rebecca, ...)
- Unsung Heroes - it has tended to reward people that have worked hard and long on many things and are well known. Perhaps these folks are more sung than unsung. The newer Hats Off program is doing very well toward the goal of bringing the contributions of others to light.

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
- 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.
 - 3/20:
- 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
 - 3/20: returned to committees with Apr 15 deadline to return. Starting to get feedback.
 - 4/17: expect all returned before next meeting
- Find out if Abhi received results of the evaluation survey. (Jim) (from Nov 2017)
 - 2/20:
- Seek Governance committee guidance on committee charter substance (Jim)

- 2/20: in process
- Bring Feb 2018 Appendix F3 to the Governance Committee for review before we consider it. (Jim) (from Feb 2018)
 - 3/20: it is with the Governance committee. They requested and received some revisions from Jack Welch. It was not discussed at Governance's March 26 meeting.
- Schedule a Board workshop on implicit bias, facilitated by Wangari Kamau. (Greg) (from Mar 2018 Executive Session)
 - 4/17: no update
- Participate on a Task Force to review congregant Applications to the search team (Linda, Peggy, Suzanne)
 - 4/17:

Capital Campaign Steering Committee Update

Discussion included that

- Reaching the capital goal is not as likely with 10 weeks to go and just shy of \$3 million raised.
- For the annual campaign, recommends using last year's numbers as the projected for this coming year. The campaign continues through June, even beyond the annual meeting.
- There are only a small minority of families who pledged for 2017-18 who have already pledged for 2018-19, but the pledged amount is an outside percentage of the goal.
- For mission and ministry elements, recommend that the Board detail 3-4 important items. The team will be compiling what has resulted from campaign visits. Then we design a series of focus groups of congregants where we present our ideas to the group, gather feedback (Mel would help create survey or such), and create a report about mission and ministry ideas.

Right Relations Task Force Charge

Discussion included Appendix E

- The charge does not detail every detail the task force intends to work on, but has the broad areas
- The task force is in place, first meeting tomorrow night.

Fiscal Year 2018-19 Budget - Broad Outline

Discussion included

- Work has begun on next church year budget.
- Highlights on this year's Operating Budget as of Apr 15
 - pledge commitments are at \$914k, which is more per pledging unit than last year. Budget assumed \$935k, it looks reasonable.
 - For 2017-18 we have [17] fewer pledges than this time last year. A body of roughly 100 missing pledges for 2017-18 members. How can we inspire a culture of generosity to reach that group?
 - Operating expenses look to come in a bit under expected. Utilities have been higher and could vary, but other expenses have been lower. Some programming, some personnel due to vacancies.
- Expect 2018-19
 - will reflect strategic directions and other priority discussions
 - Will include some planned reductions
 - Endowment disbursement would be around \$81k. Assessing capital expenses first before planning how much for the operating budget.
 - Blumenthal Futures and Investment account would contribute to new initiatives, and a few are in

the planning.

- Expect increased facilities budget allocation of ~\$50k. Higher utilities and HVAC annual maintenance agreement.
- Expect the budget to maintain fair share toward UUA and in individual salary adjustments to get within UUA guidelines.
- Staff are either considered as part of personnel or program section of budget. Accompanist (contractor) moving to program, childcare moving to personnel. A new category Congregational Life which is borrowing from other categories.
- Accounting practice on some budget items (e.g. RE coming-of-age trip) moving from net to gross. So instead of showing budget-neutral as zero, show it instead of \$5000-in and \$5000-out.
- More social justice program items moving to share-the-plate funding.
- At next month's special meeting expect to also see Capital Budget: currently drawing input from the larger staff.
- Hoping for a lasting impact of this year's annual campaign's goal of drawing in more pledging families. Starting those folks along the spectrum would be that lasting impact.
- Keep in mind the big picture that Cedar Lane is in good health. With intentional work, like the efforts to reach all families during this campaign, we can improve as we desire.

FPC Recommendations

Discussion included report submitted Feb 2018 to the Board. It contained a list of recommendations, some of which the Board previously considered. The remainder are on the agenda tonight.

Also discussed were new FPC reports - Appendices G, H, and I.

Also discussed is a gift above \$10000 requiring Board approval on its allocation.

We received the check from the sale of the Martin stock. It is for \$18,936.70. Our procedure is for the FPC to consider how to allocate it since it is over \$10,000 then make a recommendation to the board.

The FPC suggests allowing it to be applied to the operating budget, as they are concerned that we will be over budget for facilities due to increased utility bills due to the new HVAC system.

- The Board has recently restated its commitment to the expense cap.
- Cancelling the HVAC loan or expecting repayment.
 - Originally it was structured as a loan after the estimate ballooned out of the scope of the first plan, which was Blumenthal funds, without enough time to bring it to the congregation before starting the project.
 - The project was not only HVAC but also other fixes to bring the facility up to code and such.
 - Advertise the other fixes when bringing it to the congregation, that is certainly appropriate for an Endowment.
- It is a useful budgeting tool to plan 2 year budgets: this we'll do X, next year we'll do Y.
- The Board needs to plan message and preparatory sessions before the annual meeting. Action item given to Executive Committee.

Strategic Plan

Discussion included what a culture of generosity would look and feel like

- It would stem from relationships, from connectedness
- Other congregations have occasions that are so much more visible: a pentecostal church that announces that a member has suffered X and needs help, passes the plate, counts it up, and if it's not enough passes the plate again.
- It would look like all members commit up front (pledge) to give. They would do this out of a sense of belonging and ownership.
- Giving would feel good, would be recognized and appreciated. For example, acknowledging people's volunteer hours.
- More frequent and more explicit information about the good works enabled by our gifts. Perhaps a slide during the slide announcements.

Executive Director Search

Discussion included

- Advertisement and position description. Since it is the same position as before, there is no need for Board approval.
- The search team is forming: committees are offering members, Ariel to remind Mosaic Makers. A few congregants have

Board Member Election

Discussion included

- Nominating Committee put forward Tod Chernikoff to fulfill Brent Garland's term. That term goes through year 2018-19

Board Decisions (include motions passed):

"I move that the Board approve the Right Relations Task Force Charge as presented and amended at this meeting."

- Suzanne moved, Joan seconded. The vote was unanimous. The motion is passed.

"I move that the loan of \$1.3 million from the Endowment to pay for the new HVAC system be considered a payment disbursed from the main Endowment fund rather than a loan and that Church accounts be adjusted accordingly, and that this proposal be placed before the Congregation for a vote at its annual meeting."

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

"I move that the Board appoint Tod Chernikoff to fulfill the Board term originally held by Brent Garland."

- Gail moved, Ariel seconded. The vote was unanimous. The motion is passed.

"I move that the Board allocate the gift of \$18936.70 from the sale of the Martin stock to the operating budget."

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

Process Check (Ariel)

Pro: very smooth, thoughtful meeting.

Con:

Adjournment at 9:41 p.m.