

## Minutes of FUSIT Board of Trustees (BoT) Meeting

Tuesday, January 10, 2017

**Members Present:** Laura Free, Marie Benedetti, Oliver Habicht (scribe), Jennifer Streid-Mullen, Angela Zhang, Rick Hendrick, Scott Grover.

And via Google Hangouts: Whitney Wiggins and Wendy Salomon (No Members Absent)

**Guests:** Rev. Jane Thickstun, David Salomon (Stewardship guest, and Transition Team representative), Jim Skaley (Membership Team), Mark Pedersen (Administrator)

### Opening

6:07 pm - Laura brought the meeting to order and offered an opening reading while the chalice was lit.

### Minutes

- Dec. 15, 2016: APPROVED, with minor edits

### Announcements

Dates Reminders:

- Next regular Board Meeting: Tues, Feb. 14th , 6pm.
- Jan 15th: Next Brunch with the Board. Opportunity for members to check in and ask questions.
- Jan 24th, 2017: Balcony View meeting, to review feedback about Bylaw changes. Also, further focus on Vision of Ministry.
- Jan 29th: Congregational Meeting: Bylaw change discussion to prepare for later Congregational vote.

### Unsung Heroes

- Winter Solstice, Robin Cisne and Marsha Kardon.
- Aileen Fiske for substantive Adult Religious Education (RE) class, first in a series.
- Ann Stephenson and Youth Group for fantastic, intergenerational Community Soup lunch. Attracted some new members, too. Soup was amazing!
- Beautiful music performances for Christmas Eve services.

### Guests

- Jim Skaley. Sharing some concerns regarding the proposed changes to the Bylaws. Suggestions also for the Board Policies Manual. Three concerns: 1) Specifying active contact with Congregational members missing from Policy Manual. 2) Checks and balances lacking from Bylaws. For example, the Treasurer should be more of a CFO, and be a member-elected position. Serves as conduit between Membership, Board, and Minister. Needs some separate perspective. Give confidence that things conducted in a fiduciary manner, on-going. 3) Budget process is more than manipulating numbers. Consider demographics and potential for giving (income).

**David Salomon**, invited to share Steward Team

- First Stewardship Team kick-off this coming Thursday. Met twice during the fall. (Analytics: Not?) Who should have access to Stewardship data. By rule, or by convention? Only left very few people

to run analytics, and no visibility for others helping. Move towards transparency, long-term. Also: Open up for a Pledging Canvas next year (house-to-house), not this year. Invite conversations regarding giving and such. Current team: No enough people to do a canvas, and not necessarily the right skill-sets. Created a covenant around pledge data since very sensitive, and members can opt-out of knowing this information. Vision of Ministry statements (from Partnership Governance process) may prove helpful for communications and framing.

- 2006-2010: Avg # pledges: ~268. The following 3 years ~250. Last 3 yrs: 208, 215, 205 (if generous). \$295K => \$275K.

Board discussed following topics:

- 1st quarterly Brunch with the Board. Organizing.
  - Oliver will create a handout: 3 things, plus “What’s on your mind?”.
- Plate count: Under-volunteered. Please, please do so now.
- Let us get together as a Board, with families, socially. We work hard, so let’s also socialize like we mean it.
  - Laura will organize.

#### **Internal Audit idea, Rick Hendrick**

Quality applicants look for a recent last audit, with recommendations, and what done. Last done in 2009, internally. (Tried 2-3 years ago as an independent audit, but it fell through.) Last independent CPA audit 1996 (\$12-20K, if today). Internal: 3-4 step program, from the UCC. Extensive written, to be done by church volunteers. ~10-20 hours each, minimum, each volunteer. Over 2 months. Rick willing to be one of those volunteers.

- **ACTION:** Please send Rick any suggested volunteers.

#### **Budget timeline and process, Jennifer Streid-Mullen**

Pre-school rental rates. \$25K/ year. 6 years no raise in pre-school rent. Someone on Finance looking at comparable rents and negotiate an increase. Feb/ March time-frame. Someone to support Mark, and coordinate with Mark. Pull together data. Laura, with Jennifer.

Financials. See handouts.

Key points: Revenue. Auction gone up since, to \$11.5K (line 2). Pledges \$270K (up from \$268 last week); below what put in budget.

Expense side: Membership Coordinator low. Accrual from last year helped. \$4.5K left, if position filled. Currently assume position will be hired.

\$13.5K deficit. Now: \$6K => \$7.5K short. RE: \$1-2K not spend this year? Any lines not spending (not cuts); know by end of Jan. Sesquicentennial costs. \$4.5K last year, and \$1.9K this year. Produce books (costs unknown), then recover some by selling books the following year. Capital campaign recent excess went to future capital campaign obligations. Net deficit expected for Operating budget at this point: ~\$5.5K.

Christmas Eve on-target. Staff position questions. Nets to charities. \$1.5+K (50% of take, after the net). \$750 to each charity.

FYI: Investigating Annex structural changes to add kitchen capabilities. Easy and cheap?

## Website

Board oversight, Ministry running. Mark Pedersen reported on status of new website. Template created and decided one of UUA template would serve our needs better, even if overblown today. Implementation got stuck. Melissa Hill sending Mark information. Last May, UUA template. Ideas: We have \$2.2K set aside for development, but no one identified. Most people find us via the web site. Tech re: outreach (web site) and membership. Contractual arrangement for hosting desired.

## Rev. Jane, Minister's Report

Monthly report continuing to be framed around our Vision of Ministry, as appropriate. Lots of good stuff going on here.

## Vote on proposed Bylaw changes

Feedback from Congregants: There has not been enough time to talk about it collectively, as a Congregation, to vote on it Jan 29th. So, hold meeting then instead to better help inform why and what with everyone. Thus, shift meeting from a vote to a conversation.

## Vision of Ministry

Idea: Here are the 4 things we're considering. What do you think? A Doodle Poll? Help inform the budget soon.

- **ACTION:** Wendy Salomon to set up, for link ready for the following week.
- **ACTION:** Laura to send draft to Wendy Salomon, Mark Pedersen, and David Salomon.

8:03pm: Executive session

8:37pm: Out of executive session

- **DECISION:** Recirculate draft Covenant and schedule Congregational Covenant conversation meeting.

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Meeting was adjourned at 8:38pm.