

Meeting of the Unitarian Society of Santa Barbara Board of Trustees

Tuesday August 19, 2014

Jefferson Hall

Attendees: Carol Schwyzer, Board President; Colin Jones, Vice President; Bart Woolery, Secretary; Melinda Staveley, Treasurer, Susan Neufeldt, Craig Bennett, Charlene Little, Susan Plummer, Leland Bond Upson, Interim Minister; Julia Hamilton, Associate Minister; Erin Wilson, Director of Administration

Absent: Susan DuPont

Minutes: Keith Strohmaier

Process Checker: Colin Jones

Time Keeper & Parliamentarian: Bart Woolery

Guests: Ted Myers, John and Dorothy Warnock

- I. **Opening, Check-In, Introductions** **5:30**
Attendees gave a brief bio for Interim Minister Lee Bond and checked in. Lee gave an extended introduction.
- II. **Open Forum**
The guests had no comments for the Open Forum.
- III. **Consent Agenda:** Moved, seconded, and accepted as written unanimously
 - a. **Board Meeting Minutes** – July 22, 2014
 - b. **Finance Committee Meeting Minutes** – July 23, 2014
 - c. **Finance Committee Meeting Minutes** – August 13, 2014
- IV. **Written Reports:**
 - a. The following reports were moved, seconded, and unanimously accepted as written:
 - i. **Executive Report - Programs** – Rev. Julia Hamilton
 - ii. **Executive Report – Administration** - Erin Wilson
 - iii. **USSB Drafted Governance Policies** - Updated 7/22/2014
 - iv. **President’s Memo (Board/Search Calendar)** – Carol Schwyzer
 - v. **Finance Committee Restricted Gift Motion**
 - vi. **Proposed Change to Executive Limitations Policy 2.1**
 - vii. **Report from the Search Committee**
 - viii. **Updated Proposed Search Calendar**
 - ix. **Report on the Role of Treasurer**
 - x. **Bylaws Calendar**
 - xi. **MSR1 Board Handout**
 - xii. **The Board is in Sundays Schedule**
 - b. The following report was moved to Old Business by President Carol Schwyzer:
 - i. **Financial Dashboard** – Erin Wilson

President Carol Schwyzer proposed that this report be regularly included in Old Business.

V. Old Business

a. Search Committee Process – Ted Myers

Ted Myers gave an overview of the Search Committee Board Brief and the Search Calendar. He focused on the internal candidate screening process and the impact of policy governance changes on the search process. He asked the Board to approve the two recommendations in the brief and to schedule a meeting with the Search Committee to discuss these issues.

The Board discussed and approved the two recommendations in the brief, summarized below:

Recommendation #1: The Board should support the search committee process for the internal candidate detailed in the brief.

Recommendation #2: The Board should prepare two job descriptions for the incoming minister reflecting their governance role and responsibility if the proposed bylaws changes pass and if they do not.

A tentative meeting was scheduled for the Board and the Search Committee to discuss outstanding issues.

b. Financial Dashboard – Erin Wilson

President Carol Schwyzer thought things looked good. Bart Woolery repeated Melinda Staveley's request for the fiscal year to be added to the headings.

c. Climate Crisis Task Force Solar Project – Erin Wilson

Director of Administration Erin Wilson said she received a donation for the project and that a contract has been signed with Allen and Associates. Work will start in early September. Associate Minister Julia Hamilton is looking for ways to promote the project to inspire the congregation and the community to reduce their carbon footprint.

d. Board Subcommittee on Membership Policies – Carol Schwyzer

The work of this subcommittee will begin now that the Interim Minister has arrived.

e. Update on Sound Upgrade & Hearing Assistance – Erin Wilson

Director of Administration Erin Wilson reported that the Sanctuary and Parish Hall are looped. She lauded Nancy Van Antwerp for her work on this project. Fundraising will continue for the looping and sound upgrade project. Roughly \$2,000 needs to be raised for the looping project. Erin is looking for qualified congregants to assist in getting bids for the sound upgrade project.

f. Adoption of Proposed Changes to Executive Limitation Policy 2.1

After some discussion, the Board proposed adding the following paragraph to the global policy on Executive Limitation:

The authority delegated to the Senior Minister is balanced with interactive shared leadership with committees, the Board, staff, and the membership so that they have the opportunity for input, to be engaged and empowered, and share in the responsibility for the life of the society.

Moved, seconded, and passed unanimously.

g. Monitoring Schedule/Shared Ministry Task Force – Craig Bennett

Craig Bennett wanted to make sure the monitoring schedule was sent to the Board.

h. Adoption of Proposed Role of Treasurer Policy – Bart Woolery

The Board discussed and revised the proposed changes to the policy on the role of the Treasurer. It was decided no bylaws changes were needed to adopt the revised policy.

Adoption of the following policy was moved, seconded, and unanimously approved:

3.6 Treasurer Role

The Treasurer is a member of the Board whose purpose is to support the Board in its responsibility of monitoring the financial sustainability and health of the congregation.

3.6.1 The Treasurer's responsibility is to ensure that the Board has the information required to fulfill its financial role.

3.6.2 The Treasurer is a member of the Audit Committee.

3.6.3 The Treasurer attends all Budget and Finance Committee meetings.

VI. New Business

a. Reports removed from Consent Agenda or Written Reports

No reports moved to New Business.

b. Gail Fairburn recognition of GA Gift

President Carol Schwyzer related the story of Gail Fairburn's restricted donation providing funds to send youth to General Assembly. The Board wanted acknowledge her work in the hope it will inspire future gifts.

c. Finance Committee Restricted Gift Motion

John Warnock spoke about the purpose for the motion. He recommended the Board form a Gift Acceptance Committee.

President Carol Schwyzer read the following statement:

The interpretation of the intentions behind the 2009 June Schuerch bequest was a reasonable one, made in good faith. In the light of recent discussion, the Board has decided that an amendment to that interpretation is appropriate. We are setting in place a process for clarifying the understanding and documenting the intentions behind future restricted gifts.

The following motion was moved, seconded, and passed unanimously:

"The Finance Committee recommends that the Board of Trustees:

- a. Remove the present Board Restrictions placed upon the bequest of \$10,000 received from the Estate of June Schuerch in 2009, and
- b. Accept the Finance Committee's construction that the donor's expressed limitation that the funds were "For Music Endowment Fund" to mean that the funds shall be used to finance and expand the music program at USSB, and
- c. Endorse the recommendation of the Finance Committee that the funds be used within five years of the Board's decision, and that the specific enhancements made possible through the generous support of the Estate of June Schuerch be publicized so as to promote future gifts."

d. Negotiating Team

This item was moved a later meeting.

e. Appointment of Finance Committee Members – Recognition of Members

Motion to appoint Steve Young and Caroline Chamberlin to the Finance Committee was moved, seconded, and unanimously passed.

f. Discussion of Drought/Water Crisis and USSB Response

This item was moved to a later meeting.

VII. Process Observations

There were no process observations.

VIII. Closing Reading

There was no closing reading.

IX. Adjournment (non-Board Members)

7:46

President Carol Schwyzer accepted a motion and a second to adjourn the meeting.

X. Executive Session

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