

Meeting of the Unitarian Society of Santa Barbara Board of Trustees

Tuesday March 16, 2015

Jefferson Hall

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

Absent: none

Minutes: Colin Jones

Process Checker: none

Time Keeper & Parliamentarian: Bart Woolery

Guests: Keith Strohmaier

I. Opening, Check-In

5:31

Attendees shared something going on in their lives.

II. Open Forum

No comments were made in the open forum

III. Consent Agenda: Changes to the Feb. minutes were still being worked on. Carol requested that the board get the final version by e-mail and approve by return e-mail.

IV. Written Reports: A motion to acknowledge receipt of the following reports was made, seconded, and unanimously approved:

- a. **Executive Report** – Rev. Lee Bond-Upson
- b. **Financial Dashboard**
- c. **Finance Committee Meeting Minutes - February 2015**
- d. **Draft Board Calendar**
- e. **Notes on Budget Priorities Town Hall Meeting**
- f. **Board Budget Priorities**

V. Oversight

- a. **Monitoring** - Susan DuPont, chair of the Monitoring group, expressed the feeling that we are now doing a good job of reporting on financial matters, but that several other areas are not covered. She would like the reports to cite the ends they are addressing and to state who the report is from. Julia's report is now divided into ends areas. Lee said there was work needed to resolve what finance needs to report to best help the board. Susan Plummer said we are in transition in ministry and in governance but we still have to work on the minister's report on how to meet ends. Susan DuPont said the June 12-13 retreat with Laura Parks would be on monitoring. A book by Gil Rendle on church monitoring "Doing the Math of Mission " on Amazon was recommended.
- b. **Financial Dashboard**- The pledge drive continues on target. Dick Jenson of the finance committee asked how much money we needed to carry for cash reserves at near zero interest? Erin said we could lower the cash reserve as we have a line of credit. Now 100% of the restricted accounts are covered by cash. The designated fund(mostly the earth quake fund) is not completely covered. Erin will ask other churches

for ideas. Craig said the earth quake fund would cover salaries and small costs for a few months in the event of a disaster. It would not cover any rebuilding. Julia said we have in the budget funds designated for the maintenance items that we know are coming up. Melinda asked us to check that we were surveying for needs.

- c. **Finance meeting Minutes for February** - Lee is taking the discussion of bookkeeping methods off line, out of the finance committee time. Erin will try to give answers to some questions in her next report. One question was whether preliminary numbers could be legally changed later. The answer is legally yes.

VI. New Business

- a. **No reports were removed from the agenda.**
- b. **Review of the revised Board calendar** - Carol said the timing for the bylaws meetings had been set to give time for congregational input and a possible board revision and revote. April 11 is board facilitator training for congregational break out groups and an informational meeting April 12. April 21 the board will approve the final bylaws changes to go out to the congregation on APRIL 22. Carol is working on three "Bylaws 101 Notes" to go out to the congregation. There will be a board party after the June meeting at Carols.
- c. **Review Board budget priorities** - For the first time the process will be opened up to the congregation. The current non-prioritized list is: UUA dues, music funding for a broader community outreach, infrastructure maintenance, staff support, increased community interaction and social justice, a paid volunteer support person, congregation community building, adding to the financial base, and energy efficiency upgrades. The priority voiced by the finance committee is to pay down the loans.
- d. **Youth Chaperone for GA** -Julia reported funds have been set aside to allow Adam Shive to go to GA as a youth chaperone. Three youth are currently going.
- e. **Endowment Bylaws Change** -The endowment committee is responding to an auditor's request and amending its bylaws to conform to NIFTA rules on the uniform management of institutional finances. Charlene caught a typo in section 2.1 where not should be note. The changes were moved and seconded and approved unanimously.

VII. Old Business

- a. **Review of changes to sections 9 and 10 of the bylaws** -

In the proposed bylaws changes, the title of USSB Bylaws section 9.8.2 was changed from "Employees" to "Governance, Budget Approval".

The change was moved and seconded and approved unanimously.

- b. **Reports from Stewardship visits** - Susan DuPont felt the visits have continued to be very good in connecting with the congregation. Carol relayed a "Good Work" message from the stewardship committee for the visits. The Board totally pledged the first week of the pledge campaign.

VIII. Process Observations - No process observer present.

IX. Closing reading - Reverend Julia gave a reading on **Simplicity, Patience, and Compassion**

X. Adjournment 7:25