

Meeting of the Unitarian Society of Santa Barbara Board of Trustees

Tuesday September 16, 2014

Jefferson Hall

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

Absent: Susan DuPont, Susan Plummer; Erin Wilson, Director of Administration

Minutes: Keith Strohmaier

Process Checker: Bart Woolery

Time Keeper & Parliamentarian: Bart Woolery

Guests: Paul Freeman

- I. **Opening, Check-In, Introductions** **5:34**
 - a. Associate Minister Julia Hamilton read a short thought by Greg Jones on the definition of church. Attendees checked in. No introductions were needed.

- II. **Open Forum**
 - a. No comments were made in the Open Forum

- III. **Consent Agenda:** Moved, seconded, and accepted as written unanimously
 - a. **Board Meeting Minutes** – August 19, 2014

- IV. **Written Reports:** Moved, seconded, and accepted as written unanimously
 - a. **Executive Report** – Rev. Lee Bond-Upson
 - b. **USSB Drafted Governance Policies** - Updated 8/19/2014
 - c. **President's Memo (Board/Search Calendar)** – Carol Schwyzer
 - d. **Report from the Search Committee** – No report
 - e. **Bylaws Calendar & Plan**
 - f. **Financial Dashboard**

- V. **Old Business**
 - a. **Financial Dashboard** – Addressed in VII-a.
 - b. **Board Subcommittee on Membership Policies** – Carol Schwyzer
 - i. Board President Carol Schwyzer said the subcommittee will meet tomorrow in La Paz Lounge from 5-6:30pm.
 - ii. Members of the subcommittee:
 1. From the Board – Board President Carol Schwyzer, Susie DuPont, Susan Neufeldt, Charlene Little,
 2. From the Finance Committee – Anita Blume, Linda Liker, Patricia Reilly (listed in error),

3. From the Membership Committee – Sally Hamilton and Megan Moyer, Membership Coordinator,
4. Other members from the congregation – John Warnock, Richard Jensen, Ted Stern, Sylvia Abualy,
5. Ministers and Staff – Erin Wilson, Director of Administration, Interim Minister Lee Bond, Associate Minister Julia Hamilton.

c. Negotiating Team – Melinda Staveley

- i. Negotiating Team member Paul Freeman had two questions for the Board.
 1. What is the approved salary range for the Senior Minister?
 - a. The Board agreed that it is most important for the Society to post a salary range it can support. That range is currently budgeted and will not change unless a strong basis for revising that range presents itself.
 2. Is the Board open to using the total ministerial salary amount in the budget to implement a different ministerial organizational structure than is currently in place? (For example: Only one minister with increased administrative personnel support or Co-ministers in lieu of Senior and Associate Ministers.)
 - a. The Board agreed that USSB is searching for the current structure, i.e. a Senior Minister with an Associate Minister. Other ministerial configurations become a relevant issue after the internal candidate has been considered.

d. Search Committee Report

- i. The Search Committee had nothing to report this month.

VI. New Business

a. Reports removed from Consent Agenda or Written Reports

- i. No reports were moved from the Consent Agenda.

b. Role of the Finance Committee – Carol Schwyzer

- i. Board President Carol Schwyzer reminded the Board that after an email discussion it agreed that the Finance Committee should be a Board Committee.
- ii. A motion to designate the Finance Committee as a Board Committee was moved, seconded, and unanimously approved.
- iii. A motion to appoint Treasurer Melinda Staveley and John Chere as Co-Chairs of the Finance Committee was moved, seconded, and unanimously approved.
- iv. Secretary Bart Woolery agreed to help the Finance Policy Subcommittee draft effective policies.

c. Bylaws Calendar & Plan Reaffirmation – Carol Schwyzer

- i. A motion to move the vote on the bylaws changes to the Annual Meeting in June was moved, seconded, and unanimously approved.
- ii. Board President Carol Schwyzer said communication with the congregation on bylaws and governance will begin again early next year after the search for a new Senior Minister has progressed further. A team will be assembled to plan an effective communication strategy. Suggested members for the communication team are Craig Bennett, Ben Schroeder, Keith Strohmaier, and John Warnock. Carol suggested that the team report on progress to the Board monthly.

d. Discussion of Drought/Water Crisis and USSB Response – Julia Hamilton

- i. Associate Minister Julia Hamilton reported USSB water use decreased 20% compared to this time last year. She shared other efforts to reduce water usage at USSB.

- e. **Board Outreach to Stakeholders – sign ups – Carol Schwyzer**
 - i. Associate Minister Julia Hamilton discussed coordination of minister and Board Member visits with pledges.

VII. Oversight – The Board had no comment on these reports

a. Financial Dashboard

b. Finance Committee Meeting Minutes – September 10, 2014

VIII. Process Observations

- a. Bart Woolery had no specific comments. He felt the meeting ran smoothly.

IX. Closing Reading

- a. Board President read *Long-Haul People* by Randy Nemser, a passage from *Bless the Imperfect – Meditations for Congregational Leaders*, Kathleen Montgomery Editor, to close the meeting.

X. Adjournment

7:59

- a. After a motion, Board President Carol Schwyzer adjourned the meeting.

DRAFT