

Unitarian Society of Santa Barbara

A Loving Community of Seekers: Living with Integrity – Nurturing Wonder – Inspiring Action

Board of Trustees Meeting Minutes –August 22, 2017

Jefferson Hall 1535 Santa Barbara Street, Santa Barbara, CA

Attendees: Keith Strohmaier, Board President; Susan Plummer, Vice President; Onolee Zwicke, Treasurer; Craig Bennett, Eileen Bunning, Cheryl Snell, Chris Shorb, Rev. Julia Hamilton, Rev. Caitlin Cotter, Erin Wilson, Director of Administration

Absence: Bonnie Lassen, Secretary, Jack Rief

Process Checker: Carol Schwyzer

Guests: Sara Sautter, Interim Director Religious Education
Gun Dukes, Endowment Board

- I. **Meeting called to order** at 6pm, **Opening Reading** was by Rev. Julia Hamilton, referencing “Student’s of Change”.
- II. **Open Forum** – None
- III. **Minutes – June 27, 2017** stand with correction by Chris Shorb to correct Luke’s last name to Gibou as moved by Onolee and seconded by Chris.
- IV. **Additions/Deletions to Agenda** - None
- V. **Executive Report** – Rev. Julia Hamilton
Highlights: Julia noted that she was gone most of July and then Caitlin left for part of August. She initiated the practice of having Thank You cards that will be signed by Board Members. The first card was for Stewardship Leadership. Gun recommended we thank Gail Fairburn for a great job covering with the Summer Singers. Anyone wishing to recommend a person for a thank you, please submit to Keith prior to Executive Committee meeting.

REALM is initiated. Julia requested that the board please encourage congregants that may be hesitant, to give it a try. The key is our congregation will function better if everyone utilizes it as the powerful tool it is.

Erin is working on completing a Disaster Plan for the Unitarian Campus.

Summer attendance compared with previous years will be available for next board meeting.

Julia reminded us that Ken will completed his 10 year this spring and is eligible for a sabbatical. She will be completing her 5th year and is also eligible. These are in the working of being scheduled.

VI. Policy Governance

A Board Discussion topics

1. Board Development Day will be October 14, 2017, held at Live Oak 9-3pm. It will be facilitated by Jan Christian. A number of board members indicated that they plan to attend.
2. Keith reviewed a proposed format and work flow for board discussion topics and a potential topic list. He noted that some topics may take more than one meeting. Please note the proposed list are suggestions only and input from the board is requested for future topics. Julia clarified the references to white supremacy as exploring how it appears in our congregational culture. Are there ways we can become more inclusive? There was a suggestion to develop a worksheet to keep notes and minutes specific to the discussion topic and to work toward measurable outcomes. Time allocation will be noted on future agendas.
3. Reserve Fund: Referencing the outline from the USSB Finance Committee the board engaged in a dialogue regarding the pros and cons of establishing a reserve fund. The goal of a reserve fund would be to cover unanticipated events that fall outside of budgeted expenditures of the operating fund. It was established we have a line of credit of \$100,000 but it's primary objective is covering cash flow. A reserve fund is generally set aside for unforeseen emergencies (server damage, building repair, etc.). Without a reserve, the congregation is called upon to assist with coverage of additional expenses. A request was posed to Erin to provide an analysis of past budget outcomes for net savings. It would also be good to to have a better understanding of what our insurance covers in the event of disasters.

Additional questions:

How does a reserve get funded? What would be the best way to hold these funds so as not to miss out on investment potential. Should we first work on reducing debt? How do start a reserve fund and still pay our UUA Fair Share?

The board proposed to keep this discussion topic on the agenda for September.

B. BOARD MONITORING

1. Policy 2.4 - June, July Financial Dashboard & Report (see Finance Report)*
2. Policy 2.4 - Q4 Budget Review (see Finance Report)*
3. Policy 2.5 - End of Year Financial Review (see Finance Report)*

4. Policy 2.3 - Employee Review Schedule*
 5. Policy 2.2 – Data Collection & Security*
 6. Policy 2.7 – Record Retention Policy*
 7. Policy 2.7 – Data & Archive Backup*
- All were reviewed and accepted by the board.

C. Finance Report

Onolee reviewed the 2016-2017 Budget. It is noted **without** payments to UUA/PSWD there is a net income of \$2,858. A question was raised regarding continued pledge shortfall. This is being explored by Stewardship and part of the challenge is our aging congregation that are impacted by fixed incomes.

The Endowment Board President Gun Dukes presented the Semi-Annual Report. Trillium is now overseeing all of our investments, all are fossil free. Performance of the fund is monitored by the Endowment Board, consisting of: Gun Dukes, President; Paul Freeman, Secretary; Onolee Zwicke, Treasurer and Jeff Carmody, Director. (Jeff will be coming off the board in December.) The June 30, 2017 value of the endowment fund was \$1,469,371. Annually 6% of working assets goes to the operating fund. For year 2016-2017 \$84,575 was contributed. Current policy for received unrestricted bequests is that 25% with a limit of \$5,000 goes to operations with the balance of the bequest going into the endowment. The Endowment Board will be reassessing this policy.

It was recommended that Maurice Wada be appointed to the Finance Committee. Motion was made by Cheryl Snell and seconded by Chris Shorb, with all in favor, motion was approved.

VII. PROCESS CHECKER OBSERVATIONS:

Carol Switzer complimented the board preparations, the initiations of recognition and thank you notes and the new room environment. She acknowledged the easy flow for Policy Governance and review of implementation and monitoring. Also noted was the vigorous discussion on a proposed Reserve Fund.

VIII. CLOSING READING- Rev. Caitlin Cotter

IX. Meeting was adjourned at 8:09 pm.

Minutes respectfully submitted by,
Eileen Bunning