

SFUU Board of Trustees Meeting

April 18, 2019 – 6:00 – 8:15 pm

Attending Board members:

Ian Duncan (*President*), Maureen Bauman (*Vice President*), Andy Cramer (*Financial Officer*), Barbara Munn (*Secretary*), *Trustees*: Laura Koerner, Marsha von Dessonneck; Reverend Mike Walker (*ex officio*)

Absent: Jason Laderman-Jones (*Trustee*)

Vistor: Gary Koerner (*Treasurer*), Stevie Rae

1. Opening Words

Maureen provided the opening words

ACTION: **Andy** will provide the opening words for the next meeting

2. Check-In

3. Fund Raising

Fund-raising Suggestions for fiscal year 2019/2020 (Stevie Rae)

Stevie, who has been organizing the SFUU fund-raising events for the last year and a half, seeks guidance for future fund-raisers. Andy notes that more money is raised for the Church when there are two fund-raisers rather than one. We only had one this year because the normal Spring Event conflicted with the many events associated with calling a new minister.

The Board suggests that we have a small Fall 2019 fund-raising event at SFUU and a larger one in the Spring 2020 at the UCC venue. Stevie recommends an October date for the Fall event. She contacted UCC and there were limited choices for using their facilities in the Spring – the most attractive available date is Saturday, May 2nd, 2020.

ACTION: **Stevie** will reserve the UCC venue for May 2nd, 2020 for our Spring 2020 fund-raising event.

Stevie will create an announcement to solicit interest in joining a group to plan the Fall event for the eBeacon/OOS.

Marsha will assist by putting the announcement on the Churchies facebook page.

Fund raising for current year (Andy)

We are short about \$6000 from the projected income budgeted for the auction this fiscal year because we are not having a Spring fund-raising event. Plus, we will be spending \$15,000 or more for the search process and moving expenses for our called minister. This will reduce our cash reserves, so, we have need for an immediate fund-raiser to make up the shortfall.

Ideas: • non-event?

• directly address the congregation?

ACTION: **Stewardship** will take on the task of planning for some immediate fundraising

Funding a Brick for the Auburn Interfaith Food Closet

SFUU members associated with the Auburn Interfaith Food Closet (AIFC) have asked the Board to fund an 8x8 brick to help the AIFC move to its new location. The cost of this brick would be \$230. The Board believes that more funds can be raised for AIFC by doing a special share-the-plate offering during the remaining 2 Sundays of this month. This month is already AIFC month for share-the-plate, but we propose making a special request for extra donations and then using that money to buy multiple bricks. Mike is willing to do this on Sunday April 21st; the following Sunday AJ van Tine will be in the pulpit. The Board believes that the collection ask would be best accomplished if someone connected to AIFC were to do the offering piece of the service.

ACTION: **Mike** will ask Laurie Soper and Geoff Smith to make the offering for the Food Closet – one on the 21st and one on the 28th.

Mike will speak with AJ to make sure that this offering piece would be okay during his service on the 21st.

4. Finance Report

Bank of America Signature Changes (Gary Koerner)

There are two SFUU checking accounts at the Bank of America (BOA) that require changes in the authorized signatures: granting full signature authority to our new Treasurer and others who will need access to specific accounts and removing authorization for individuals who no longer need access to the accounts. Ian moved that the signature changes be made, Maureen seconded, and the resolution was passed. As secretary, Barb signed the paperwork (as requested by the BOA). Copies of the signed letters are attached.

March Finances (Gary Koerner)

Our cash reserve for March is approximately \$36,000; the remainder of our funds are earmarked for specific purposes. Our revenues are down a bit, mostly because we did not get the anticipated increases in pledges this year (amounting to about \$5000 less this year when compared to last year). We are doing okay because year to date expenses have been less than 90% of that budgeted. Our Net Loss of \$-1,045 for the 9 months of this fiscal year are far below the projected loss of \$-16,873. However, further expenses related to the Search Process are expected.

5. New Minister

Ordination/Installation Ceremony

Having an ordination ceremony at SFUU is of high importance to our candidate, AJ van Tine. The Ordination event can be combined with the Installation event. Once AJ has been called, a task force needs to be created to handle the "event planning" aspects of this. Geoff Smith (a Search Committee member) is interested in being part of this task force.

Rev Mike says that what typically happens is that the rituals are combined (ordination and installation) and take place a year or so after the call to allow time for planning and fund-raising. This has the added benefit of allowing the congregation and minister to become better acquainted, thus garnering greater enthusiasm for this important event in the life of our church and our new minister.

ACTION: **Mike** will be meeting with AJ when he comes for candidating week and will be sure to bring up the issue of the timing of AJ's ordination and installation in an effort to alleviate any concerns that AJ might have.

6. March Meeting Minutes Review

Andy moved that the amended March minutes be approved, Ian seconded the motion; the minutes were passed.

ACTION: **Barb** will post the approved minutes on the SFUU website, and put a hard copy in the 2018-2019 Board Minutes notebook in the Founders Room.

7. Review March Action Items

Done

8. Old Business

General Assembly Delegates

General Assembly (GA) is in Spokane, WA on June 19-23 (Wed. through Sun.)

We will need three delegates from SFUU plus the Minister. There have been no volunteers so far, but we still have some time to encourage members to attend as delegates.

Chalice Lighter Program – Point Person

Maureen volunteered to be the point person for the Chalice Lighter Program

Positions filled/unfilled

Administrator

Vicky Jungers was hired as the SFUU Administrator; she started on March 28th.

RE Assistant

The hiring task force for this position has not had any luck filling it so far. The Board consensus is that maybe we should put a hold on this position, especially since the interest is not there for such a small position (5 hrs/wk). The 2019-2020 Board will revisit the need for an RE Assistant.

ACTION: **Mike** will discuss the RE Assistant hiring difficulties with the CYRE committee and indicate that the next Board will reassess their needs as the next RE year approaches.

Nominating Committee Update

Bob Coombs and Karen Johnson are continuing members of this committee and have agreed to finish their term through June and then serve another year beyond that. Stevie has agreed to fill in a term through June and then serve a 2-term following that. We need one more member to do the same. The nominating committee and the next Board will be voted for on June 9th.

ACTION: **Andy** will talk to Maggie Németh, Janet Russell, Meg Dorsey, Marilou Bailey, Tricia Caspers-Ross, and others as necessary, to solicit another member for the 2 year term through June of 2021.

Congregational Meetings

Maureen moved that we schedule congregational meetings on May 5th (vote to call meeting) and June 9th (annual meeting), Ian seconded and the motion passed.

May 5th Congregational Meeting

We have access to about 140 chairs for the sanctuary on vote day. We can also rent some, or potentially buy some more.

ACTION: **Marsha** will look into buying more folding chairs.

We will set up a table by the entrance and have at least two people there, one to hand out the ballot and another to check the members in. Members can get checked in as they arrive for the Service as well as after the service and before the vote.

ACTION: **Maureen**, **Andy**, and **Ian** (and any other board member who wants to) will help person the table.

ACTION: **Barb** will make the ballots (yes, no, abstain) and copy them on colored paper

Checking membership status

ACTION: **Marsha** will make sure that we have an accurate list of members. Vicky can provide an updated list from Congregation Builder, but it will need to be checked to make sure that all have signed the book and made a contribution of record within the last year.

As President of the Board, Ian will run the meeting

ACTION: **Ian** will reach out to the Search committee to see what inputs they want for the meeting

ACTION: **Ian** will contact the sound people to make sure that sound will be covered for both May 5th and June 9th.

The ballots will be collected in the collection baskets and then taken by Board members to the Founders Room for counting. All Board members will be present for the official count.

Refreshments

ACTION: **Ian** will reach out to Rick Marshall to see if Search is planning anything in the way of refreshments for vote day.

June 9th Congregational Meeting

This annual meeting is to hold a vote to approve the budget, the new nominating committee members, and the new Board members. Andy will run this meeting. Barb will be out of town, so someone else needs to be responsible for taking notes for the meeting and ensuring that a quorum is met.

ACTION: **Maureen** will e-mail Adrean to make sure that there will be childcare for this meeting.

ACTION: **Barb** will make an announcement in the eBeacon and the OOS.

9. New Business

New Minister Point of Contact

Maureen proposes that Ian be the single point of contact between the Board/SFUU and AJ once he is called. This would involve regular contact with AJ (once every other week) in the interim time between being called and moving to Auburn. This would ensure that AJ's needs are met as he moves and transitions to life as our minister.

Process to respond to requests (RACI) and the role of committee liaison

A larger conversation needs to be had surrounding this issue, and is being deferred until the next Church year.

10. Reports

Minister's Report

Mike's last Sunday service is on June 30th, he will remain on call until July 31st.

11. Special Board Get-together with AJ van Tine: April 28th, 4pm

The purpose of this meeting is for the Board and AJ to become better acquainted as the candidating week begins.

ACTION: Ian will ask if AJ wants any hard copies of our policies and resolutions

Next Monthly Meeting: Thursday, May 9th, 6 pm

Remaining meetings for this Board: June 13 (joint meeting with 2019/2020 Board; Barb will be out of town)