

SFUU Board of Trustees Meeting

November 29, 2018 – 6:00 – 8:30 pm

Attending Board members:

Ian Duncan (*President*); Maureen Bauman (*Vice President*), Andy Cramer (*Financial Officer*), Barbara Munn (*Secretary*), *Trustees*: Jason Laderman-Jones, Laura Koerner, Marsha von Dessonneck

Reverend: Mike Walker

1. Business accomplished by email since the last board meeting

- Board approved allocation of \$100 cash for a gift for Ronda Pate as our outgoing administrator; her last Sunday with SFUU (after 6½ years of service) was Nov. 25th.
- Board approved contract with *Estate Treasures* to store and sell the pews removed from the Sanctuary and our attic on November 29th. SFUU gets a 40% cut if sold within the first 60 days; our cut decreases by 10% each month thereafter.

2. Thank You Notes

Thank you notes were prepared and signed for:

Folks involved in putting on the auction

Stevie Rea, Vicky Jungers

Transition Team Members for the 'Who's in Charge Here' workshop

Tricia Caspers-Ross, Joan Harris, Robert Archer, Randy Nemeth, Loretta Saenz

3. Opening Words

Maureen provided the opening words

ACTION: Barb will provide the opening words for the next meeting

4. Check-In

5. Finance Report

Highlights for October (Linda Snyder via email)

- Consistent with the prior 3 months of this fiscal year, our income and expenses are somewhat less than what we've budgeted.
- Pledge receipts of \$13k were down from the \$15.2k received in September and greater than the \$10.2k received in August.
- As of October 31, we collected \$1,792 in **Share-the-Plate** funds this fiscal year and paid \$886 of those funds to *Auburn Interfaith Food Closet*.
- Expenses of \$15.9k in October were lower than the \$22.2 paid in Sept, resulting in a net loss of \$(1.8k) compared to September's loss of \$(6.6k).
- Our results for July through October show a loss of \$(8.4k), which is 75% of our projected loss of \$(11.3k).
- #3130 **Birthdays funds** totaling \$5,568 were used to pay part of #6695 Tech Improvement's expense of \$6,348 for our new projector, screen, and the mounts.

Additional expenditures for the installation beginning this week (A/V contractor, electrician, and scissor-lift fees) are expected to total approximately \$2,200, which is within the budgeted amount.

- Clarification of #6126 All Church Functions – because this is an Expense item, the current year-to-date balance of \$(460) reflects payments received for the camping trip in excess of expenses paid this fiscal year (note that a negative number for an Expense item indicates a surplus). Totaling all expenses paid and income received for the 2018 camping trip, beginning last fiscal year when the campsites were paid for, shows a deficit of \$(109). Linda has shared this information with Ann Dennison and recommended she raise fees a small amount for participants.

Auction Bricks

ACTION: **Andy** will collect the 'bricks' and prompt the donors to submit their donations
Marsha will update Stevie Rea about the status of the brick donations

6. October Meeting Minutes Review

Maureen moved that the amended October minutes be approved, Andy 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 October Action Items

- By-Laws

Outcome: Revisions are in process and are relatively minor

Congregational Meeting to vote on the By-Laws is calendared for Jan 6, 10:10 am

ACTION: **Marsha** will put a notice in the e-Beacon about the by-laws vote with a link to the finalized bylaws to be voted on by December 16th (21 days before the congregational meeting)

- Proper Care of items removed for events

Outcome: Discussed during the Committee Council Meeting

8. Old Business

General Assembly Delegates

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

District Assembly (DA) is usually sometime in April, but has not yet been announced.

Normally SFUU sends 3 delegates + the minister to GA

Usually we invite people to self-nominate to the Board; in the past years we have provided financial support if needed toward the registration

ACTION: **Maureen** will write a blurb for the e-Beacon and the Jan-Feb newsletter (deadline is Dec. 10th) to put out an ask for delegates to attend GA and delegates to attend DA

Chalice Lighter Program – Point Person

We need a point person to explain to people what the Chalice Lighter's program is and then ask people to become a chalice lighter. We have received a couple of Chalice Lighter's grants in the past – to be able to get these grants in the future we need at least 25% of our membership to be Chalice Lighters.

ACTION: **Maureen** will bring the list of current chalice lighters to the next meeting; perhaps one of our current Chalice Lighters would be willing to serve as a point person.

Rev. Mike update on his CYRE program conversation

Rev Mike met with the CYRE committee last month to discuss the dearth of volunteers, the role of the DRE, and whether to continue the search for a RE Assistant.

- the CYRE committee has discussed curriculum development with our DRE, and supports her work on this
- the CYRE committee members are also involved with efforts to recruit volunteers to teach in classes, yet there continues to be a real shortage of volunteers
- Rev Mike would like to get the RE Asst Search Committee going again so that we can look for someone to help out in RE; the CYRE committee agreed

Ian would support hiring an RE Assistant (this is a 5-hour a week position), but we need to be clear about what the CYRE's expectations would be for this position –where are the needs and what is needed to support those needs.

The Board supports the RE Assistant Search Committee meeting to address this issue.

Rev. Mike update on the status of the banner behind the chancel

Marylee Drake has started a quilt that could fill the space on the wall above the chancel. She is going to come to the next worship committee meeting to show it to them.

ACTION: **Rev Mike** will look into adding some multi-faith symbols to the chancel area to bring balance to the space for the holiday season.

Floor and Pew Update

Pew seating was removed on Nov. 29th and taken to *Estate Treasures* where they will be stored and hopefully sold (see 1. Business accomplished by e-mail since the last Board meeting)

ACTION: **Andy** will put out a call to meet in the Sanctuary at 12:30 this Saturday (Dec. 1) to put the chairs up for the Dec. 2 Sunday service – Andy, Ian, Rev Mike, and Glen can all help.

Marsha will organize volunteers to put the church back together after the carpet is laid next week so that the church is ready for Sunday Service on Dec. 9th

Consideration of moving to one service (temporarily) or staying at 2 services

Worship committee met and unanimously recommended keeping two services.

W.C. also recommends keeping 2 services through December- they assume that attendance will peak during the holiday season

Some of the underlying issues that came out of the Board discussion of one versus two services include:

- filling the sanctuary beyond 80% of the seating capacity makes the space less welcoming to newcomers
- having too few people in the sanctuary may also be less welcoming. Anecdotal feedback from members suggests dissatisfaction with the empty feel of the space, especially during the 9 am service which empties out once the children and the RE teachers leave after the Story for All Ages.
- Having two services requires more volunteer hours (ushers, greeters, lay leaders, choir members, etc.)
- If we revert to one service, then when we have full attendance it will be too crowded and noisy in the fellowship hall and foyer areas after the service.
- we need to position ourselves where we want to be as a church (higher membership and two services)
- it was clear from the search committee survey that part of what SFUU is about is building community. What can be done to maintain a feeling of community while our membership is split between two services?

After discussion, the Board agrees with the recommendation to stay at 2 services, but recognizes the need to work on ways to build our sense of community. **The agenda for the December meeting should include some time to brainstorm these issues.**

9. New Business

Office Administrator Position Update

Ronda's last day was Monday Nov. 26th. Rev Mike has asked for volunteers to help with items critical to the operation of the church:

Jim Robison has volunteered to record all of the contributions (pledges and donations) and other financial parts of the Admin job

Vicky Jungers has volunteered to produce the Orders of Service and eBeacon, and to regularly check the admin email,

We will handle other matters as they arise (or, if something is not critical, we may hold off until we hire someone).

Hiring Task Force will include: Maureen (from the Board), Linda Snyder (finance end of it), Rev Mike, and Marsha von Dessonneck

ACTION: **Rev Mike** will send out an email to set an initial meeting for the Admin hiring task force

ACTION: **Marsha** will meet with the Membership Committee next week to discuss who will do the Welcome Table (in lieu of Ronda) during Sunday Services and what that job might entail

Schedule 2019 Board Meetings

Table scheduling the February, March, April, May, and June meetings

ACTION: **Barb** will calendar the January meeting (January 17, 2019 - 6pm)

Andy will take the minutes during the January meeting (Barb will be out of town)

10. Next Meeting: Tuesday, December 18th, 6 pm