



BoT Meeting Minutes

Monday December 16, 2019 6PM

Our mission is to build beloved community that respects diversities, as we nourish the spirit, care for the Earth, and inspire faithful acts of peace and justice.

Minutes in italics.

Board members in attendance: Ian Duncan (president); Maureen Bauman (vice-president); Laura Koerner (secretary); Marsha von Desonnick; Rick Marshall; Geoff Smith; Suzanne Borth

Minister present: AJ van Tine

Treasurer: Gary Koerner

6:00 Gathering, thank you notes

None this time

6:10 Lighting the chalice Opening words: Ian

6:12 Check In

Review process for meeting norms and electronic engagement.

- *AJ has the cards*

Using the cards as a placeholder for taking a stack

Fist nod for affirmation

Done with the conversation and ready to vote, flip your card

Working for a 90 minute meeting

BOT use of e-mail discussion:

- *Use for floating unresolved issues*
- *We all agree to strive to all respond even if everything looks OK- just thumbs up is OK*
- *We also strive to respond within 3 days*
- *If REALLY crucial- phone calls will go out*
 - *And very short-term emergencies are usually dealt with by minister and staff anyway*

6:20 Finance

Gary Koerner - Budget review

Budgeting process

Finance - special fundraising ask in January

Share the Plate- summary page

Closed the Capital One Savings Acct- not worth the 0.5% or whatever to manage all the switching around

We store Share the Plate before we pay it out- just holding it

General fund- this was 29387; net surplus or loss= -24224- we have 5000 in cash reserves that are not accounted for in these other categories

Installation/Ordination fund is now fully funded from fund-raising etc.

Income and Expense statement:

Revenue- 15000= budget; we came in at 14447

Jim Robison encouraged people to donate their pledge now instead of waiting throughout the year- this helped us with solvency- but pledges will be lower for the rest of the year- these people have not gone over and above (at least not yet)- they just paid early

- *Net revenue from the auction 7657*
- *Another auction on May 2*

- *We didn't do the craft fair*
- *We will do one election*

Expenses:

Basically on budget and even to date

Vicky joined UUA Administrators

Committee Expenses:

Nothing significant

Denominational affairs are fixed so consistent

AJ went to American Academy of Religion retreat in San Diego- roughly \$1500

Other minister expenses- before this was moving expenses

First year minister seminar- we budgeted for March but we paid it earlier than we thought- we planned for it but we were one month off

This year we aren't setting money aside in a fund for minister sabbatical- we need to do it next year (most years we do it- but this year was expensive so we didn't do it this year)

Music performances and tuning line item is budgeted too low bc we are under-budget even for the tuning- not to mention any guest musicians

DRE is also joining LREDA

Building and Grounds- another timing issue- we're tax exempt but there are non-taxable portions of it- we have to pay those

Fiscal year to date 11700 deficit but we're at 24200- we are 12500 worse than we planned

If the budget holds for the rest of the year- we will be at 17600 deficit

Endowment fund- not growing unless we put money into it- we're not investing it

Gary is pretty confident December will look really good bc of that push to get pledges in early

- *For rest of year, he expects we'll be at the same deficit we've been at- like 2500 per month*
- *We know its not looking good- we would come close to running out of money*
- *We thought we would see the hit last year but we saw it this year*
- *What happened?*
 - *The interim was expensive and transitions are expensive (incl. search process is expensive) and number of building expenses- ate away at the reserve*
 - *In transitions we lose members*
- *Finance committee wants a special ask this year- we'll come up with the number after the December numbers Matching can help motivate people*
 - *A one-time request is what we're asking for*
- *Gary- one thing to address ... what changed from the planning?*
 - *Very optimistic pledge and the fundraiser- they were just too high- some numbers weren't very realistic- based on an expectation that we would have more pledges*
 - *We budgeted for 180000 and we got 163000*
 - *Attrition occurred with the interim minister and we thought people would be back sooner- hasn't happened yet*
- *If people can't give more cash right now- can help with fundraising or membership*
- *BOT Consensus that we need to do another ask- the number will come out in January*
- *Has to be early Jan- how do we do it? Matching? Pulpit announcement? Letter ask?*
- *Ideas:*
 - *Maureen: Maybe a special forum where we can just walk people through an understanding of what happened*
 - *Maureen would be happy to be part of that special forum*
 - *Board could call people if we need to*
 - *Email (e-beacon-like) message*
 - *Budget divided by income- we do tell people that*

- *At previous churches for Geoff- "sustaining"; "gold star" level etc.*
- *Ian will integrate some of the ask in the Jan NL BOT blurb- (looking back and looking forward) as part of the new year process*
 - *With the new year- taking stock of what is working- we're doing that as a board too*
- *Decision: BOT is going to host an ask Forum style: with a Forum in between AND after the second service*
 - *Send out email to "members and friends" list*
- *We have less members this year- that is the big problem*
- *Geoff- Its a little troublesome to be so close to stewardship- but can't combine it- bc stewardship is for next year- and this ask is to fill in the gaps for this year*
- *Maybe specific donors can be asked individually - find the 5 or 10 top donors and ask if they would be the impetus for a match- they'll match like 10000- that would be great*

Stewardship= starts Feb 9- lets be careful to keep these two things distinct

We have to get through Christmas

- *Jan 12th is good- give people a little break from the holidays-*
- *Forum is the 12th and we'll have our number on the 9th-- Jan 5 NL will be out and Ian's message should mention this process generally*

If calling, need to call big donors before Jan 9 (when the e-beacon goes out then about the meeting on the 12th)

Who should be calling- president? Finance? Minister? Any board member?

First we need to identify that... Gary can give us that list- that could happen very quickly

- *We did right now*

Week of 3rd to 8th to make the calls to big donors

E-message- can go out any time= preamble in the forum- send it before the forum- "come to the forum if you have questions"

- *Plug in info we get on the 9th and send out a summarizing e-message letter- on the 10th*

Date of forum needs to go in the ebeacon on the 2nd

BOT decided to do a match to the BOT contribution-- Report to Gary by email with amount willing to donate- he will keep our individual contributions private but report the total amount

- *Mon Dec 23- **Board members** will get financial contribution number to Gary (private email)*
- *Jan 2- e-beacon mentions forum between AND after service on Jan 12 - **AJ***
- *Jan 3 to Jan 8= possibly board members call big donors to ask for matching*
- *Jan 5 (around)- Jan NL will be out with Ian's message about retrospection*
- *Jan 9- e-beacon mentions forum again- **AJ***
- *Jan 9- Finance committee meets and gets our "number"- **Gary** will send on to BOT*
- *Jan 10- Summary e-message goes out to the "members and friends" - "come to the forum if you have any questions" **Maureen***

***Maureen** - will create first generation of a letter with background as early as tomorrow 12/18- (potential to use for the email as well)*

***Ian** - Jan NL*

***Board**- talk to family and email to Gary- Gary will send summary number*

***Marsha** will schedule forum between AND after*

***Ian, Maureen, Rick, (take notes) Suzanne** will take lead on intro- will be there for running the forum*

***Suzanne** will create the Q&A- shared google docs*

Stewardship

-small gatherings, questions for discussion from the board?

-board members to help facilitate these meetings

-dates and timeline

Hoping the Board will help with long-term planning etc.

- *What do we want to be talked about at these smaller gatherings*
- *General questions about budgeting etc.- who needs to be involved etc.*

Theme= roots hold us close; wings set us free= an anthem

- *looking back and looking forward- transitional time etc.*
- *this idea of legacy- legacies in the past that helped us be here and also where we want to go from here*
- *what do we want Auburn to look like with SFUU in it in 5 yrs in 10 yrs etc.*

Format for theses small gatherings:

- *small group meetings where idea is more than just giving the packet*
- *talking about what we love about our congregation; what our big exciting vision is; what does it take in terms of money and volunteering etc.-*

Goal- feeling more engaged and getting to really know these 5 people etc.

Stewardship is asking Board members to help facilitate and host some of these

Dates and timelines:

- **Feb 1**= Leadership stewardship kickoff at Koerner house
- **Feb 9 - March 8**= Stewardship kickoff is Feb 9 and ending March 8 (that's the Sunday asking to turn in pledge forms by)
- March 28= installation and ordination;
- **March 29** (one day after) - we will celebrate making our goal

Wants board to think about questions or prompts etc.- be thinking about it- AJ will get us started on Google docs

Suzanne will create the Google docs doc for this- AJ will post to it (send to RevAJVT@gmail.com)

Need note-taking as well- facilitator can delegate note-taking or do it themselves

6:45 Meeting Minutes

Review and Approve October Meeting Minutes- a few things fixed

[Rick motioned to approve minutes as amended](#)

[Suzanne seconded](#)

[Unanimous approval](#)

6:50 Old Business

Confirm meeting for January

Jan 16= next meeting

Laura will calendar

- 3rd Wed going forward
- So **Wed Feb 19**

AJ - Leadership Experience 2020 update

No one going this time- information went out a little too late

Start up Weekend in Feb 7-8th

Question from Pallas: reflecting on the explicit and implicit goals and expectations, strengths and challenges that are present at this moment of new beginning.

UUA rep coming (Pallas)

- *Last time not as informative as some board members had hoped*

- Canned answers and just moving us along
- *AJ will be working closely with her*
 - *Make sure the content is relevant to us (canned feedback not feel as relevant to us)*
 - *No unstated expectations*
- *What would the BOT want to get out of a weekend “starting up” a new ministry?*
 - *Should CoM come to Friday evening about this?*
- *Geoff- early analysis is “things are going well”*
 - *AJ’s follow-up ? would be “what expectation is being met?”*
 - *Rick= interesting and engaging worship services*
 - *And AJ engages with new people who come in*
 - *Maureen= you’re really open to communicating*
- *We know we need to do more RACI- we are a little challenged to get to some things- shared process*
- *How should we give feedback? (Standards of competencies)*
- *AJ will begin giving his written reports based on those competencies*

Call for new business

Rick- new agenda item- Long Range thinking

Rick wants to keep this topic from going away- feels like we are spend our time and energy doing the stuff that needs our attention and we never get beyond the present and the near future

Propose that starting with next meeting - we set aside some time for Long-range thinking

- *He put out samples- not intended to be all*

And Rick will work out a scheme for doing those various topics at subsequent meetings

We could benefit from a “Needs assessment”- like where are we right now...

Marsha- gifts for staff for Christmas- in past- gift cards for Patti, Vicky, Adrean, Scott and the Minister

- *AJ ordered XX- he used professional expenses*

Marsha will buy 5 \$25 gift cert to Trader Joes for our 5 employees (same amt - no matter the status)

[Ian moved](#)

[Geoff seconded](#)

[6 ayes; 1 abstention](#)

Suzanne will email- Meg Dorsey- when do we switch to one service in the summer?

Maureen will work out Committee council- to picnic or not to picnic

7. Reports 7:30

Share out of liasons- ALL (Are they sending you their minutes? Or are you attending meetings?)

Laura- SJC-

Nothing to report

Marsha-

- *membership- getting lots of yellow cards- like 3 or 4/Sunday; Sat supper= a couple weekends ago and 6 people came; another 101 Sat supper for after first of year;*
- *finance- already talked about*

Geoff-Adult RE-

Nothing to report

Ian- CYRE- K-5- *Youth group thriving; etc.- things are good*

Suzanne- Worship- *nothing to report*

Rick-Buildings and Grounds - *successful work day in Nov*

Maureen chairing Committee Council

Ministers report-

AJ will submit in writing and big thing was getting CoM together

AJ- Ministers report will be out earlier so we can talk about during the meeting

Ian will try to send out agenda earlier

Liason's report can also be sent out ahead of time

Laura will put word "minutes" in the minutes so not look like the agenda

8. 7:45 Right relate and reconfigure room

9. 8:00 exit.

More like after 9 this time