

Unitarian Universalist Congregation of Atlanta Board of Trustees Meeting Minutes

October
22, 2009

UUCA is a community of faith that encourages and supports our individual spiritual quests out of which we act together for social justice.

The Board governs through set policies and will act on behalf of the congregation to further the congregation's mission and chosen Ends. Accordingly,

1. The Board is the link between the Executive and the congregation.
2. The Board produces written governing policies that, at the broadest levels, address each category of organizational decision: Ends, Executive Limitations, Board Governance, and Board-Executive Linkage
3. The Board will assure Executive performance in compliance with the Ends and Executive Limitations policies.

Attendance:	<i>Meetings are open and held at UUCA in room 209/210 at 7:00 pm on the 4th Thursday of each month.</i>
Board Members Present:	Laura de Castro, President; Marshall Orson, President-elect; Ellen Beattie; Kristen Indermark; Pam Kilmer; Eric Pohl; Joetta Prost; David Smith; Cyndi McFarland; Gordon Love; Penni Dudley; John Guyton
Board Members Absent:	
Staff Present:	Rev. Anthony David
Guests or other congregants present:	
Chalice:	David Smith
Minutes:	David Smith
Process Observer:	Pam Kilmer

Laura de Castro called the meeting to order at 6:02 pm.

Information/Actions:	<i>Reports are emailed in advance and further discussed as needed at meeting.</i>
Minutes from prior meeting:	Distributed via email and approved unanimously.
Executive Limitation D:	The board agreed unanimously to change Executive Limitation D to read: <i>D. Financial Planning and Budgeting Financial planning shall not risk financial jeopardy nor deviate from the congregation's Bylaws, Ends policies, or the Long Range Plan.</i> <i>Accordingly, the Executive shall not allow budgeting which:</i> <ol style="list-style-type: none">1. Plans expenditures that exceed conservatively projected revenues for the budget period. .2. Omits key planning assumptions.3. Assumes unrealistic projections of revenue, expenses, or cash flow.4. Provides less for Board prerogatives during the year than is set forth in the Cost of Governance Policy.
Executive Limitation E:	The board agreed unanimously to change Executive Limitation E to read: <i>E. Financial Condition and Activities With respect to the congregation's actual, ongoing financial condition and activities, the Executive shall not cause or allow the development of financial jeopardy or deviation from priorities established in Ends policies or Long Range Plan.</i> <i>Accordingly, the Executive shall not:</i>

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	<ol style="list-style-type: none"> 1. <i>Indebt the congregation.</i> 2. <i>Spend or commit unbudgeted funds which represent more than one percent (1%) of the approved operating budget, excepting funds expended from Restricted Reserves in accordance with Article XII from the Bylaws.</i> 3. <i>Deviate materially from the defined purpose of any dedicated reserves unless authorized by the Board to do so.</i> 4. <i>Be untimely in the settlement of payroll and accounts payable.</i> 5. <i>Deviate materially from line item amounts established in the approved budget unless so authorized by the Board.</i> 6. <i>End the fiscal year with a deficit without prior approval by the Board.</i> 7. <i>Commit to expenses in a future fiscal year budget without approval from the Board.</i> 8. <i>Acquire, encumber or dispose of real property as this right is reserved solely for the congregation.</i> 9. <i>Be untimely in the pursuit of receivables.</i> 10. <i>Be unprepared for UUCA to receive undesigned, unexpected gift income in accordance with board-approved procedures related to gift income.</i>
Monitoring Report:	Rev. David presented his monitoring report for Executive Limitations I. Gift Acceptance and C. Compensation and Benefits.
Executive Report:	<p>Rev. David presented his October Executive Report including an update (along with John Guyton) on the ongoing Stewardship Drive and deficit reduction strategies for the rest of the year. Rev. David is preparing 2010 budget proposals based on the following assumptions:</p> <ul style="list-style-type: none"> • Living within our means • 5% underpayment factor, coupled with prudent budgeting in other categories (e.g., plate income reduced, nothing budgeted for donations, sales reduced, fundraising reduced, miscellaneous income not budgeted) • Pay full district and denominational dues • Keep most programs at 2009 actuals (in other words, carry over 2009 budgets as reduced in September to 2010) • No salary increases <p>Rev. David presented a “first pass” preliminary budget for staffing. Rev. David discussed our lack of a volunteer system following the abolishing of the councils several years ago and failure of ministry team system to be installed.</p>
Board Finance Team:	Ms. De Castro has formed a Board Finance Team of Marshall Orson, Ellen Beattie, and John Guyton to work more closely with staff on financial monitoring and budgeting. Ms. De Castro is looking for a non-Board congregant to assist with financial monitoring.
By-Laws Team:	<p>Joetta Prost presented the By-Laws team’s latest report and recommended one change in Article V. 1. (Joining) that should be presented at the December congregational meeting. Proposed text (for first sentence):</p> <p><i>Subject to the provisions of Article V, membership is open to all, regardless of sex, race, ethnic or cultural identity, national origin, ability, sexual orientation, gender identity or expression, religious background, or economic circumstances.</i></p> <p>Board action on the proposal was tabled.</p>
NLDC Report:	Sent via email.

The meeting adjourned at 9:06 pm.

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Upcoming Dates on Leadership Calendar:

- Board of Trustees regular monthly meeting 11/19 at 6:00 pm, UUCA room 209/210
- Miriam Carver 2/20/2010