

## Minutes of the UUCA Board of Trustees October 27, 2015

### **Attending**

Board Members: Amelia Shenstone (presiding), Melissa Marion-Landais, Karen Martin (recording), Howard Lewis, Marie Palena, Christian Harden, Cindy Hoffner, Erin Stanfill, Jon Johnson, Mike Kuhar, Jane Mengel, Grier Page

Staff: Senior Minister Rev. Anthony Makar, Director of Administration Karen Roy, Associate Minister Jonathan Rogers

Absent: None

Amelia called the meeting to order at 6:32 p.m.

### **Spirit & Community**

Chalice lighting: Jane lit the chalice with words from Ted Loder.

Introductions and Welcoming Guests: None

Announcements: Christian made announcements as listed in the agenda.

- UUCA Leadership worship service Jan 31
- Congregational meeting Dec 13
- Your Weekly Touchstone: Wednesdays
- Sundays 11/8,15,22,29 The Science of the Good Life (Life Enrichment) Time: 1:30pm to 3:30pm Location: Library
- Tuesdays 11/10 & 17 Building Your Own Theology Time: 7:30pm to 9:00pm Location: 202
- Thursdays 11/5 & 19 Parents As Spiritual Guides Time: 7:00pm to 9:00pm Location: 211
- Thursdays 11/5,12,19,26 Improv for Everyone Time: 7:00pm to 9:00pm Location: Sanctuary
- Saturday 11/7 Auction: Fun For Funds Time: 6:00pm to 9:30pm Location Sanctuary
- Wednesday 11/11 End New Jim Crow meeting Time: 7:00pm to 9:00pm Location: 209/210
- Thursday 11/19 Third Thursday Cinema Time: 7:00pm to 9:30pm Location: 209/210
- Saturday 11/21 Underground Coffeehouse Time: 7:30pm to 9:30pm Location: Theatre (\$10.00 donation)

Thank you messages: This month's *Thank You* cards were written to Marycallie Laxton for hosting the new member receptions and Howard Rees for his service as a Lay Minister.

Circle of connection: All members were asked to offer one word to describe how they have been feeling over the past week.

### **Decisive Action 1**

Approval of Minutes of September 2015 Meeting: The minutes from the September Board Meeting were approved via email.

Approval of variance in Compensation budget for 2015: Due to increases in salaries and insurance and the overlap of service in the Business Administrator role, the proposed Compensation budget has an increase of 3.2%, exceeding the 2% limit required by Board Policies. The Finance Committee recommended approving the variance and moving funds from the budget item intended to cover APP loan expenses to cover it, these funds were not needed for the loan because it was paid off using the 2014 surplus. Grier moved to increase the Compensation budget item by \$6000 and decrease the Loan item by \$5720 in order to increase Compensation expenses and decrease Loan expenses. The motion passed unanimously.

## **The Work of the Board Part 1**

Open Question- Hotchkiss recommendations: Members participated in an exercise to identify the core activities and other activities of the Board as well as activities which are not Board work.

Open Question- Long Range Plans: Teams completed a SWOT Analysis of our current Long Range Plans to identify strengths, weaknesses, opportunities and threats.

### **Need to Know**

#### **Executive Report:**

*Year 4 implementation plan:* Rev. Makar reviewed the Executive Report sent to the Board via email. He highlighted the following:

- Rev. Makar has decided to postpone the RE Consultation and reschedule when the new AMLLG is hired. He also wants to focus on “innovative and bold action to inspire new energy and engagement” in RE.
- RE growth initiatives include hiring a musician for Children’s Chapel and hiring lead teachers.
- Staff members are working on a model for “SuperCharged Sundays” which will feature RE classes for all ages and children 11 and over attending services.
- Year-round Stewardship Team is providing good communications to inform the more dynamic budget process.
- We now have flower sign-up available on the website.
- We have a new website page about The City.
- The City is becoming a great venue for communications that might not otherwise happen.
- We are in the process of creating a Family Room in our current Nursery, using Growth Initiative funds. This will provide a space for families to experience worship while allowing young children to move around and play.

*Report on Status of AVOM items:* see above

*Attendance Data:* Attendance data was sent to the Board via email. Overall attendance is good but Children’s RE attendance is down.

*Financial Health of the Congregation:* see Finance Committee

Finance Committee: The Finance Committee met with the Generosity and Stewardship Teams to help inform the budget process under the new Stewardship model. Giving was low in September. Finance will send out Quarter 2 letters to remind pledgers to pay on pledges. Finance is going to switch to monitoring payment on pledges on an individual basis. The committee has asked the Executive to draft a policy covering restricted accounts, including a standard for dealing with “orphan” accounts that have not been used in recent years and end of year surplus accounts.

Budget:

- balanced budget
- assumes a 1.5% increase in pledge contributions
- rentals are flat due to uncertainty about the opening of Pride School of Atlanta
- about 16K short of full GIFT to UUA
- competitive salaries with 1.75 Cost of Living raise, progress toward Fair Compensation
- spending projected at 95% of expected income
- all programs maintained
- careful and responsible spending, decreasing costs without decreasing quality
- looking at alternative healthcare plans or possible change in how healthcare is covered, with changes to go into effect in 2017

Amelia moved to approve the proposed Budget. The motion was seconded by Mike.

Discussion revolved around how we will fund the remainder of GIFT including the possibility of a special ask or plate. The 1.5% increase in pledging assumed in the proposed budget reflects a slight increase above what the Generosity Team gave as a conservative estimate based on patterns in pledging. Actual increases on pledges for the first three months of year-round pledging are 4 to 5 percent for those who respond but not everyone is responding. Cindy moved to amend the motion to increase the assumption to 2% with the increased funding going to GIFT. Erin seconded the motion to amend the motion. In discussion of the amendment it was determined that we would have to increase our assumption of pledge increases by 3.5% to fully fund GIFT. Melissa, offering a friendly amendment to Cindy’s amendment, made a motion that we increase our assumption of pledge increases to 3.5% with a corresponding change in expenses to fully fund GIFT. Cindy seconded the motion. Discussion centered around the message for fundraising – setting ambitious goals and striving to reach them rather than sending a less confident message by cutting pre-emptively. The vote to amend the amendment from 2% to 3.5% passed with 9 for and 3 against. The motion to amend the budget to include the 3.5% assumption passed with 10 for and 2 against. The motion to approve the amended budget and send it to the Congregation for approval at the December meeting passed with 11 for and 1 abstention.

## **The Work of the Board Part 2**

Congregational Life Committee: The Committee has developed questions to ask teams to ensure that teams and groups know the Ends and how their work helps meet the Ends.

PEM: Work on EL B is proceeding well on the agreed upon schedule and this EL is still designated as being in partial compliance. The Executive provided 4 additional EL monitoring statements that PEM accepted as is.

Bylaws and Governance: Work on the Board attendance policy is on hold in order to focus on the possible changes needed in order to comply with the Hotchkiss recommendation to reduce the size of the Board. It may be that this is an opportune time to reduce the size of the Board because 5 seats will be vacant in 2016; none of the members eligible for a second term are planning to do so, and the Finance Trustee seat will also require a new person to fill it. Board members brought up questions regarding how the Board work would be done and who would recruit non-board members to committees to assist with some of the work. It was determined that this is probably a multi-year process involving a re-visioning of the Board.

Mid-year progress check: Moved to November due to time.

## **Closing**

Observer's Insights: Karen shared observer's insights.

Extinguishing the Chalice: Jane extinguished the chalice with words from Lao Tzu.

Amelia adjourned the meeting at 9:31 p.m.

## **Next Meeting: November 17, 2015**

Meeting Host: Marie Palena

Process Observer: Jane Mengel

Chalice Lighter: Christian Harden

Above Board [*due December 13 at 5pm*]: Jon Johnson

Upcoming Committee Meetings:

- Bylaws and Governance:
- PEM Committee: 3<sup>rd</sup> Tuesdays
- Finance Committee: 3<sup>rd</sup> Mondays
- Congregational Life: 3<sup>rd</sup> Sundays, 10:00am
- Signup Genius for meeting roles:

<http://www.signupgenius.com/go/30e0948abae2ca75-uuca>