

**UNITY CHURCH UNITARIAN**  
**BOARD OF TRUSTEES MEETING**  
SEPTEMBER 14, 2013 9:00 AM – 1:00 PM ANDERSON LIBRARY

**ATTENDEES**

BOARD MEMBERS: Marg Walker, Deborah Carter-McCoy, Rich Hamer, Steve Harper, Bob Peskin, Sarah Pradt, Lia Rivamonte, Tim Thoreen, and Terry Linskey.

EXECUTIVE TEAM: Janne Eller-Isaacs, Barbara Hubbard, and Lisa Friedman.

OTHERS: Jennifer Nordstrom – Hallman Ministerial Intern, Karen Van Fossan – Intern, and Laura Park – Unity consulting.

**OPENING AND FOCUS**

Terry Linskey provided the Opening Activity.

**REVIEW OF THE PAST**

*APPROVAL OF JULY MINUTES*

Motion to approve Minutes from August Board of Trustees Meeting was made by Bob Peskin. Steve Harper seconded the Motion.

During discussion, the following corrections were asked to be made in the August Minutes.

- Under FINANCIAL CONDITION the following Key Points will be added:  
As of June 30<sup>th</sup> Program Expenses were higher than expected.  
these overages will be reconciled by the end of the year,

In June, an early principle payment of \$900,000 was made for the Unity Tomorrow Short Term Loan.

- The misspelling of Jennifer Nordstrom's name will be corrected.

The Minutes were then unanimously approved as amended.

*EXECUTIVE TEAM REPORT*

**SABBATICAL LEAVE AND EXPENSES**

A Motion to approve 2014 Co-Ministers sabbatical leave and expenses was made by Deborah Carter-McCoy. Lia Rivamonte seconded the Motion.

The Co-Ministers have six months of sabbatical leave accrued, which they propose to take in two periods over the next two years. During the first period, April and May of 2014, Rev. Lisa Friedman would serve as Senior Minister. The second period has not yet been planned.

## UNITY CONSULTING

It was noted that Unity Consulting has several major projects that are coming to a close, and that additional opportunities need to be developed. A question was brought up regarding how Unity Consulting develops those opportunities. Janne explained that in addition to the work being done with other UU congregations around the country, Laura has been actively searching out congregations from other denominations for similar projects.

Laura has also been in conversation with others who could support her as a Partner Consultant.

## ARLT

A question was raised regarding the outcomes of the "Learning Table" conference held in conjunction with First Universalist and White Bear congregations. Janne reported that Unity has much more experience regarding issues of racial justice. The other congregations look to Unity for guidance and counsel in such areas.

## SANCTUARY SOUND SYSTEM

There was discussion regarding the current state of the sound system in the sanctuary. After many years of applying "band-aid" repairs, the complete system is in need of replacement. Cost to replace the system is very high. It was not included in the Unity Tomorrow campaign since it was thought a new sanctuary might be built in the next few years. However, the situation has become untenable. Rob is leading a team to explore the possibility of securing a Special Gift to secure a new sound system.

## DEVELOPMENT MINISTRY TEAM

Barbara explained she is in the process of assembling a renewed Development Ministry Team. This Team will provide her additional resources and support in the areas of planned giving, investments, pledging, earned income, and donor relations.

Barbara provided a brief history of how the team functioned in the past, and how she felt reconvening such a group would be beneficial for the church's financial well being.

She hopes to assemble the group in the next 4-6 weeks.

## **CREATION OF THE FUTURE**

### *DRAFT 2014 BUDGET*

Discussion of the 2014 Budget centered on several topics. They included:

- The need for a balanced budget
- Effective allocation of resources
- 2014 Pledge projections
- Staff Salaries
- Executive Team compensation
- Direction to the Executive Team

## BALANCED BUDGET

According to ET Limitations in Policy, the Executive Team must offer a balanced budget for approval by the congregation. The current draft of the 2014 Budget presented by the Executive Team does have a shortfall, but the budget the ET will present to the Board in October will be balanced.

## PLEDGE PROJECTIONS

Barbara provided the Board with an analysis of 2013 pledge activity, and projections for 2014 pledging.

The Board agreed with the analysis and projections she presented.

## ALLOCATION OF RESOURCES

The Executive Team presented a very detailed draft of the 2014 Budget. The Board discussed in detail several of the line items in the budget regarding Income and Expense.

## STAFF SALARIES

According to ET Limitations in Policy, the ET must pay staff members within established market range. The ET uses the National Association of Church Business Administrators [NACBA] survey as a benchmark. The ET tries to maintain salaries within -5% from NACBA standards, in positions where the job descriptions have an accurate match.

## EXECUTIVE TEAM COMPENSATION

The Executive team presented the Board's Executive Team Compensation Sub-Team a Report on ET compensation. The Sub-Team shared the report with the whole Board.

## DIRECTION TO THE EXECUTIVE TEAM

After lengthy discussions on of the topics noted above, the Executive Team will make revisions to the 2014 Budget with the following direction from the Board:

- Per Policy, develop a balanced budget,
- Acceptance of the 2014 Pledge Analysis Barbara presented.
- Acceptance of Staff salaries as presented in the draft budget, with the recommendation to add 1% COLA if feasible.
- Acceptance of Executive Team salaries remaining flat, with the addition of 1% COLA, if feasible.
- Endorsement of the 2014 draft budget's reinstatement of scheduled contributions to the reserve fund, a priority for the Board.

## OTHER 2014 BUDGET NOTES

Other topics mentioned during budget discussion:

- Barbara brought to the Board's attention an issue regarding cash flow. The Executive Team is in the process of developing long term and short term plan to deal with this issue. They will present this plan to the bank next week. A copy of the plan will be sent out to the Board.
- Budget presented to the congregation at the Annual Meeting will be based on October pledge projections. In the past, fall pledge projections have not lead to budget revisions until January. Presenting the actual pledge levels at the Annual Meeting will give the congregation a more accurate view of the budget realities.
- ET and Staff is developing a plan where 25% of Staff work will be focused on New Member development, since membership growth is key to budget health.

### *ET COMPOSITION – REPORT*

A Motion to accept the Executive Team Composition Report was made by Rich Hamer. Deborah Carter-McCoy seconded the Motion.

During the following discussion, the Board made minor revisions and accepted all recommendations of the sub-team, including the proposed by-law change regarding the Board's role in hiring all positions on the Executive Team. The sub-team will make corrections and post the full report on the website. It will also prepare formal by-law language for approval at the Annual Meeting, including a brief explanation of context for the change.

The Motion was unanimously accepted as amended.

### *FINAL LANGUAGE OF ENDS STATEMENTS*

Motion to accept version of Ends Statements as presented was made by Bob Peskin. Lia Rivamonte seconded the Motion.

There was no discussion and the Motion was unanimously passed.

### *EXECUTIVE TEAM INTERPRETATION OF ENDS STATEMENTS*

The Executive Team provided their interpretations of the approved Ends Statements. Board members had questions regarding several points the Executive Team made. Following discussion, the Board accepted the Executive Team's Interpretations as presented.

### *UPDATE FROM NOMINATING SUB-TEAM*

Bob Peskin and Marg Walker reported on the nominating process for the 2014 Board and the Anti-Racism Leadership Team.

The Nominating Sub-Team has 7-8 interviews scheduled within the next two weeks for the three open Board positions. They will announce the three finalists to the Board at the October Board Meeting.

There are four candidates for the four open positions on the ARLT. Interviews for those positions will be held over the next two weeks.

### *UPDATE ON OFFICERS*

Marg met with Steve, Deborah, and Rich as a group to discuss the officers' role and leadership team possibilities. Individual conversations will be held over the next few weeks to determine Officers for next year.

## **WRAP-UP AND FORECAST**

### *UPCOMING EVENTS OF IMPORTANCE*

September 29<sup>th</sup> – 5<sup>th</sup> Sunday

Lisa requested Board Members assistance with Welcome Teams

October 5<sup>th</sup> – Top Donor Tea

October 9<sup>th</sup> – Change of date for October Board Meeting

Meeting to be held at Marg Walker's home.

**CLOSING PRAYER | READING**

Janne provided a Closing Prayer for the group.

**ADJOURN**

The Meeting was adjourned at 1:00 PM.

Respectfully submitted,  
Terry Linskey, Board Secretary