

**First Unitarian Church
Board of Directors Meeting Minutes
6:30 PM in Social Hall
July 20, 2010**

Members Present: Geri Knoebel, Erika Johnson-Jimenez, Joyce Kaser, June LeCrone, Tom Wofford, Rob Leland, Ken Callahan, Dawn Lunt, William Slakey, Erica Kerns

Members Absent: Tom Stafford

Visitors: none

Major Discussion Points	Action Items	Next Steps
<p>Consent Agenda: June 15, 2010 Board minutes: Johnson-Jimenez Treasurer's Report: LeCrone</p> <ul style="list-style-type: none"> • Facility rental income is lower than projected. • Ruth Starr has made some suggestions to the Finance Committee. Recently, two large rental contracts have come in. • June pledge income was significantly below budget. A pledge reminder was sent to all members this month, which may prompt people to send in their pledges. <p>Leland requested that Standing Committees be asked to provide a draft of any requested Board actions to facilitate efficient movement through the agenda at Board meetings.</p> <p>Followed up on the discussion regarding non-pledge income. Per direction from the Board, Finance Committee has identified those members or friends who gave 2009 non-pledge gifts, and determined (a) those on that list who have pledged in 2010 and (b) those on that list who have made a non-pledge gift in 2010. The results are as follows:</p>	<p>Motion to approve consent agenda. Slakey moved, Lunt seconded, all approved.</p> <p>Motion to direct Standing Committees to provide a draft of any requested Board actions. Leland moved, Lunt seconded, all approved.</p> <p>Motion to direct the staff to follow up with the 80 individuals who made non-pledge gifts to determine if they are still</p>	

<ul style="list-style-type: none"> ● 52 people, who gave a total of \$11,193 in 2009, have made pledges totaling \$44,140 in 2010 ● 41 people, who gave a total of \$11,695 in 2009, have made non-pledge gifts totaling \$7,319 to date in 2010 ● 80 people, who gave a total of \$11,475 in 2009, have not pledged or made a non-pledge gift in 2010 ● The January Special Collection raised over \$11,000. However, even with that special collection, we are still below our YTD budget for Non-Pledge Income. The Finance Committee recommends that the Board follow up with those 80 people who made gifts last year, but who have not made a pledge or gifted money this year. The first step will be an assessment of how many of those people are still active members or friends of the church. 	<p>members and whether they wish to pledge. Lunt moved, Slakey seconded, all approved.</p>	
<p>Discussed Angela's housing allowance.</p>	<p>Motion to approve Angela's housing allowance for \$14,300 for the calendar year 2010, starting August 1, 2010, continuing annually until modified by the Board. LeCrone moved, Kaser seconded, all approved.</p>	
<p>Board made a policy formalizing the following: when it is possible to give staff cost of living increases, these increases will be equal to the Consumer Price Index published by the Social Security Administration in October of each year and will be effective the following January 1st. It is the Board's intent to give staff cost of living increases whenever</p>		<p>Policy regarding staff cost of living increases will be discussed and voted upon at the August meeting.</p>

<p>possible. This discussion was placed on the agenda for next month.</p>		
<p>New Business</p> <p>Internal Audit Task Force Report: Leland</p> <ul style="list-style-type: none"> • At the April congregational meeting, a motion was made and passed to request that the Board develop a written policy describing the internal audit process. A Board subcommittee has completed a first draft of this policy, and the Finance committee approves the draft. Final Board approval is required. • The report of the internal audit committee will be distributed at the Congregation’s annual meeting. The Committee’s report will include but is not limited to: a description of the review process and content, the limitations of the Committee’s work, and an opinion on the soundness of the congregation’s annual financial reports. <p>2011 Budget Discussion: Robinson</p> <ul style="list-style-type: none"> • Discussed staff salaries with proposed increases based on both cost of living and increased responsibilities. • In order to provide proposed increases, the Board needs to communicate to the Stewardship Committee the need for increased pledge income for 2011. <p>Stewardship Campaign Report: Kerns</p> <ul style="list-style-type: none"> • Working to get Visiting Stewards signed up. Many more are needed! • Presented a Stewardship Campaign brochure drafted by the Stewardship Committee. • Discussed using the <i>Messenger</i> to begin educating the congregation regarding actual church costs and total budget. This education could also be provided by Visiting Stewards. Another idea proposed was for the Board to send a letter to the 	<p>Motion to approve the first reading of the Proposed Internal Audit Policy to be reviewed and finalized in the August meeting. Callahan moved, Slakey seconded, all approved.</p>	<p>Staff will continue to draft budget based on the proposed Staff Compensation Recommendations discussed at this meeting. We will strongly consider these recommendations with the draft of the 2011 budget.</p> <p>Wofford will include some of this budget-related information in the next Board article in the <i>Messenger</i>.</p>

congregation during the Stewardship Campaign regarding important budget information.

Solar Panel Project Update: Callahan

- The timeline has been delayed by PNM; we may have our project approved by September 1st. The engineering design has been finalized and is being reviewed by SunPower. The installer may need to take additional measurements of the roof. It may be November before the installation is complete.

President's Report: Knoebel

- Discussed the role and function of the Building & Grounds Committee as we continue to review the responsibilities of each of our Standing Committees.
- Bob Gutcheon has agreed to serve on a By-laws Task Force for reviewing and recommending changes to the Board in November/ December. We will need another person to serve on this Task Force. After review and approval of Task Force recommendations, they would be presented at the Congregational annual meeting in January 2011 for approval.
- We also need additional members for the Finance Committee.
- ESL Program: collection was very successful for this program, making it possible to continue classes through the fall semester and into the spring.

Core Staff Report: Robinson

- Discussed clarifying the role of the Building & Grounds Committee.
- Acting RE Director was hired, Kathi Foy.
- Discussed the decision to make the *Messenger* a monthly publication rather than twice a month. Partly, this is a change in emphasis from paper to

<p>electronic communications. The e-Broadsheet will be greatly expanded.</p> <ul style="list-style-type: none"> • Seminary in a Weekend was very successful with at least 75 participants. The program paid for itself. • Discussed Daylene's exit interview. 		
<p>IMPORTANT DATES</p> <ul style="list-style-type: none"> • August 6, 2010: Training stewardship captains by Barry Finkelstein • August 7-8, 2010: Training visiting stewards by Barry Finkelstein • August 17, 2010: Board Meeting • August 29, 2010: Angela Herrera's first sermon • September 26, 2010: Stewardship Campaign Kick-off Sunday 		