

**First Unitarian Church
Board of Directors Meeting
6:30 PM Social Hall
3 January 2012**

Members Attending: Leland, Kilpatrick, Knoebel, Kwait, Demi, Hendley, Johnson-Jimenez, Wofford, Silva

Members Absent: LeCrone, Street

Member Ex-Officio: Robinson

Other Attending: Herrera

Scribe: Johnson-Jimenez

6:30 pm Chalice lighting/reflection: Hendley

1. Administrative agenda (no standing items as this is an interim meeting)

2. New business

A. Budget recommendation: Robinson

The staff worked hard to present a balanced budget recommendation to the Board. Robinson noted that the budget presented in the December meeting had an error that is now corrected. Robinson reviewed the changes to the budget and noted that there still may be some money coming in from 2011. At this time, it appears there is a surplus of approximately \$10,086. Discussed changes to the 2012 budget. Health insurance costs for some employees decreased. Some budget line items were changed to reflect the actual total spent in 2011. Not having 3rd service creates approximately 40% savings in worship related costs. Albuquerque Interfaith was taken out of the budget. iMinistry has a designated reserve fund for equipment costs and no longer needs a line item.

Discussed Operating Reserves, where surplus monies from the previous year budget are generally designated, though this can change from year to year according to Board guidance.

Motion: Knoebel moved to recommend the 2012 Operating Budget for \$711,832. Seconded. Passed unanimously.

Knoebel praised all involved in the fiscal process, stating that the process this year for Stewardship, the Board, and Finance Committee worked very well. She commended the staff's efforts in making a balanced budget for this financially tight year.

B. Bylaw changes: Knoebel and Leland

Reviewed Proposed Bylaw Revisions to be presented at the Annual Meeting. The proposals entail the division of responsibilities as discussed in the December Board meeting. These proposals were developed by the Shared Governance Task Force. The task force chose to revise these bylaws rather than asking the congregation to suspend bylaws. Please see attached document entitled Congregational Meeting Proposed By Law Changes.

Motion: Knoebel moved the following:

- *I move that the proposed by-law amendments regarding shared governance as stated in the 'Proposed By-Laws Revisions' document be approved as written.*
 - *Seconded, passed unanimously*
- *I move that the proposed by-law amendments regarding the Leadership Succession Committee as stated in the 'Proposed By-Laws Revisions' document be approved as written.*
 - *Seconded, passed unanimously*
- *I move that the proposed by-law amendments regarding Program Team as stated in the 'Proposed By-Laws Revisions' document be approved as written.*
 - *Seconded, passed unanimously*

C. Building plan: Herrera

Herrera presented and explained three building plan options drafted by Doug Heller. It was decided to present all three options to the congregation at the Annual Meeting along with the recommendation for additional fundraising toward a goal of building Option 2, a midsized plan that will allow for eventual expansion to the full Master Plan. An idea was raised was to have a "Miracle Sunday" type fundraising campaign to raise an additional \$300,000 to meet this goal. Board agreed to hold a Special Meeting in April to approve final building plan and ask for mortgage approval once the financing is clearer. The DCT will be meeting with Doug Heller next week to clarify costs.

Motion: Johnson-Jimenez moved that the Board will recommend Building Plan Option 2 and subsequent fundraising campaign to make this option possible to the Congregation at the Annual Meeting. Seconded. All approved. Motion carries.

D. Shared Governance: Kwait

Deferred to the 1/17/12 meeting.

E. Annual Meeting agenda: Knoebel

This had been completed at the December Board meeting. Robinson and staff will send supplemental mailing with the call to meeting.

F. Housing allowance motion: Knoebel

Motion: Knoebel moved that the Board approves 2012 ministerial housing allowances of \$27,000 for Angela Herrera and \$18,000 for Christine Robinson. These amounts will remain the same until changed by the Board. Seconded, all approved. Motion carries.

G. Friedrich staff appreciation fund: Leland

Discussed the Endowment Fund Committee proposal regarding this fund. Robinson clarified that the EFC misunderstood the giver's intentions when the fund was set up and this proposal is intended to fix a mistake. This fund should be considered a designated fund rather than part of the endowment, meaning it is possible to spend down the principal when needed.

Motion: Demi moved to transfer the Friedrich Staff Appreciation Fund from the First Unitarian Endowment Fund to a designated fund managed by the Board of Directors. Seconded, all approved. Motion carries.

H. Transition to new Board: Kilpatrick

Discussed details of Board Retreat in February.

3. Future agenda items

- A. January 17: Celebrate end of this Board, review Annual Meeting logistics, review presentations for Social Justice if necessary, review Endowment Fund By Law content, discuss new information regarding the building project

4. Important dates

- A. January 17, 2012: Board Meeting
- B. January 22, 2012 at 2:30pm: Annual Congregational Meeting, sanctuary**
- C. February 3-4, 2012: Board Retreat for new Board

NB: Bold indicates non-recurring events at which full Board participation is sought.