

## UUFSD Board Meeting Meetings

April 15, 2020

Board Meeting began at 1:30 PM via ZOOM online platform

**Present:** J Ballard, K Byrnes, VP D Gottdank, D Kiddy, R Macdonald, Rev T Perchlik, L Giannelli Pratt, Pres. A Schuller, Treasurer S Miller

**Absent:** none

**Guests:** none

Chalice Lighting and Opening Words----Alana

Check in

Reading of Board Covenant

### I. Board Review of Meeting Minutes

**ACTION-** Unanimous Board vote to approve March 18th Board Minutes with this correction- Board agreed to pay staff through May, then reassess.

**ACTION-** Unanimous Board vote to approve March 25th Board Minutes with this correction- Board clarified that all employees working over 20 hours per week will be offered 100% health insurance coverage.

### II. Committee, Staff & Treasury Reports

1. Stewardship- Add to Committee Report – a call went out to renew the pledge during the candidate week, and this would not be appropriate. Should we do it sooner?

**PROPOSED ACTION-** Send Appeal Letter on Monday, April 20 and then WA will mention this at May 26<sup>th</sup> Service. Move Budget Meeting to May 20<sup>th</sup> and move regular Board Meeting to May 13<sup>th</sup>. Rev Thomas wants to be sure that we nurture our community and emphasize our values.

**APPROVED unanimously.**

#### 2. P&N-

- a. P&L- Special appeal went to Misc. Contributions, minus 5% still to be moved to Minister Discretionary Fund

- b. Profit and Loss- Buildings and Grounds budget is almost used up for the year, with only \$200 left.
  - i. **ACTION-** Sarah will notify them.
- c. Profit and Loss- What criteria will we use to decide when we move the funds from the Reserve Account? Where are “special Appeal” funds going? To the General Fund and to 5% of the Ministers Discretionary Account.  
**ACTION-** Sarah will review Special Appeal funds with Gabrielle to be sure it is being allocated correctly.

### 3. Health Insurance

The best overall policy is through California Choice, which is HMO Kaiser Gold Plan. Rev Jo is on Medicare and UUFSD would reimburse her those costs. Alison, who needs specific doctors covered, would use a different plan, and she would make up the difference. It would be far less than what she is already paying. UUFSD also provides 100% coverage for dental and vision.

With these changes, it would reduce UUFSD contributions by about \$13,000, and it also provides cost-savings for all of the employees.

**PROPOSED ACTION-** Pursue CA Choice Kaiser Gold Plan as the UUFSD selected coverage.

**APPROVED** unanimously.

**Next Step-** Alana and Dale will discuss the employees.

### III. Old Business

- 1. Update on new Health Insurance and Board vote to approve this. - **APPROVED** (see other section) Update on Dental, Vision, Life & Disability Benefits (Dale) was also reviewed. Dental Vision, Life & Disability premiums about the same with CA Choice, so we will stay with current UUA plans.

- 2. **Online Voting** method update & Vote –Rich

An email will go out two-consecutive weeks in a row to let them know that this will be happening. April 17 (test) followed by NEWSLETTER TOP LINE on April 24<sup>th</sup> and then May 1<sup>st</sup> in NEWSLETTER TOP LINE, and May 8<sup>th</sup> NEWSLETTER TOP LINE. Live Voting by email will be on May 10<sup>th</sup> through May 12<sup>th</sup>. The ballot stays live for 48 hours.

**ACTION-** Alana will notify Settled Search to update Rev Jo about the length of time for the vote.

- 3. **FEMA grant** update (name change not necessary; documentation found.) \$4500 is allowed for administrative costs, but not yet provided, needs to be removed from budget.

Completed review

#### 4. Discuss Music Director & DRE job descriptions

##### **DRE Job Description**

This was revised with Rev Thomas and Alison. First concern is to be sure is that Alison has appropriate credentials for counseling. Board reached out to UUA Jan Gartner to review. We had been operating with the “Classic DRE” description and there is an expanded version. There are guidelines for salaries if they have a graduate degree and if they have specific credentials. Jan was not able to offer salary suggestions.

Recommendations to remove counseling statements and to be sure that RE Director is connecting with Pastoral Care group. The primary responsibilities under the RE Education section are developing RE programs for children and youth, with occasional adult programs such as OWL.

**ACTION-** Rev Thomas will make the changes and resend it to the Board. He also needs to check her certification and formal training related to statements in the job description.

##### **Music Director Job Description**

**ACTION-** Remove the specifics about when the choir will meet.

#### IV. New Business

2:15 Chris Butler & John Sherman join for Budget discussions

##### **1. Signing Bonus excess**

Estimated about \$4,000 excess. The Search Committee is requesting a portion of the funds to be used for the New Minister installation. Note: Rev. Megan’s Installation was about \$1200.

##### **2. SSC account excess**

\$4500 excess in SSC that was not used. The excess could go into the General Fund.

##### **3. BUDGET CONSIDERATIONS**

- A. Question about revenue expectations in light of Corona Virus concerns. How many will want to gather in groups until a vaccine is ready for distribution? Because there is so much up in the air right now, the Finance Committee will review the Budget routinely. However, the budget is a plan, and then we review and revise as needed. Finance Committee has an estimate of more than \$90K deficient in the budget. Many recommendations of how to mitigate this, but not enough to offset the huge shortfall.
- B. UUA is suggesting creating two budgets, one projects a reduction by a moderate percentage and one that projects a significant reduction in revenue. The CARES Act grant may provide UUFSD \$40K and it does require that we retain staff. The

concern is that there may be less opportunity for typical fundraisers like D4D and other group activities.

- C. **RE Donations**- The current average is \$10 per child (\$40 requested). We should be able to make \$1000 next year with continued effort.

**ACTION- Duane will ask RE Committee.**

- D. **Choir and Music**- Suggestion to use \$1200 carryover. September 1<sup>st</sup> Chris is retiring, and we are postponing recruiting a replacement. Also, may reduce time to 15 hours per week. No decision made.
- E. **Social Action**- Suggestion to use carryover. No decision made.
- F. **Worship**- Suggestion to use \$470 carryover, and Installation can potentially be offset by excess in Signing Bonus excess. No decision made.
- G. **Communications Committee**-. No carryover funds.
- H. **UUA and Southwest Division Dues**- Need to explore consequences of not paying the full cost. This is a benefit to our organization as a whole.
- I. **Cluster Dues**- what benefits are we getting from this that is not already being provided by the SW Division Dues?

**ACTION- Chris B will contact other churches in the Cluster to find about the benefits of the cluster.**

- J. **Accounting Fees**- 30% increase from last year. There were many issues to resolve, including a new system and Sarah needed extra time for training. That will not be needed in next year's budget.
- K. **Finance Expenses**- OPS/FIN.07- The \$7500 can be reduced to \$1500.
- L. **Ministerial Expenses**- Correct and reflects what is in the New Minister's Contract.
- M. **RE Salaries**- Budgeted amount is for three teachers at 4 hours instead of four teachers at 3 hours. Is this something that we will approve? Perhaps this could be revisited. We are not sure if we will be having two services, and again, many things are unclear.

**ACTION- Table this discussion for a later date when it is clearer what may be happening with services in July or August.**

- N. **Buildings and Grounds**- Need to increase what has been proposed by Finance Committee. This fund has been significantly diminished due to so many repairs that were needed and there is very little left over.
- O. **Audit** -already have \$6000, so can reduce next year to \$1500

- 4. **Zoom Purchase**- UUFSD purchased the Business Account. This account will be scheduled just like a room for various groups.
- 5. For future discussion- We need a better way to track the participants via online groups.

**ACTION-** Dale will send message to Dana to update the policy to show that we are providing 100% of the health benefit cost for employee.

**V. Important dates**

- 4/27 Board Zoom meeting w/Rev Jo at 1:00
- 5/3 & 5/10 Sermons given by Rev Jo
- 5/10,11 Congregational online voting for settled Minister
- 5/13 Next regular Board meeting**
- 5/20 Board budget meeting**
- 6/28 Congregation Meeting (Budget & Board Members)**

**VI. Adjourned at 4:15 PM**