

# Minutes of UUFSD Board Meeting

May 18, 2022 6:00-8:00pm

Zoom

**Present:** Liora Kian-Gutierrez, *President*

Angie Knappenberger

Cathy Leach-Phillips

Chris Butler

Sarah Miller, *Treasurer and Advisory non-voting member*

**Absent:** Livia Walsh

Brenda Post

Louise Garrett

**Guest:** Kathryn Sturch, Chair of Finance Committee

*Lighting of Chalice & Chalice Reading*

## **APPROVAL of BOARD MINUTES**

Review minutes from April 20, 2022 and April 27, 2022 (Executive Session)

**ACTION : Will be done by Google Poll**

**Completed**

**Pushing OLD Business till the end (if time allows)**

## **NEW Business:**

### **1. Update from Interim Minister Selection Committee**

- The one ministerial candidate the committee was ready to make an offer to (with Board approval) withdrew from consideration due to a personal situation that prohibited consideration of relocating at this time.
- Only about ½ of the congregations in search found a match. A second round will start May 23rd. We can keep our interim minister application open or we can switch to a Contract position. The UUA transition
- We will wait until after May 23 to make a decision (we need a board to make a decision after May 23 if we keep the application an interim or move to the contract ministry search - meet via zoom on May 27 after a doodle poll to decide time. We need to make sure we are very clear about what our needs will be with a contract minister. Do we want a broader committee or the same committee?

**ACTION:** Liora will hand write thank you notes and mail to committee members.

Will be done once the entire process is complete. Doodle poll to decide what time to meet on May 27

**(COMPLETED)**

### **2. Draft Outline for May 22nd Presentation Budget**

- LKG thanks the congregation for being in attendance and says, we are going to get input from you all to help us work together to formulate a balanced budget for next year.
- LKG introduces Angie to update the congregation on the status of the interim minister status and timeline? Five minutes.

- **LKG** will begin the process by sharing that in our effort to continue transparency, we are asking for your input about staffing in our upcoming budget. “We are building a budget for the future.” and need to be able to have flexibility going forward. We can always add hours to staff, but we can’t take them away. We wish we could have it all but our financial constraints does not allow for this. If we want to be able to afford a full time minister at any point in the next 5 years, we have to budget for that now. We need a full time congregational administrator to take on all the administrative responsibilities, freeing the minister to focus on ministerial and pastoral care tasks, which is what we want a minister to be good at. Additionally, a congregational administrator, who is a good fit, can stay for years while we may find our ministers come and go. A good administrator might also be able to take on staff management responsibilities when needed.

LKG explains the five staff very brief responsibilities here or after Sarah’s presentation?

- Sarah will briefly share the only “ask for” budget. The budget summary will be shared in advance and in person.
- **ACTION:** Liora will create the poster and purchase the red/green dots for the exercise. The following categories will be attach to poster on the congregation before the exercise  
**COMPLETED**
- **ACTION:** LKG will write the explanation of this feedback forum including the descriptions. Instructions will include briefly explaining what each of these areas do for us before the exercise. “We have provided you with one red dot/three green dots - red dot means we can live without and three green dots mean we need a paid professional.  
**COMPLETED**
  1. RE Coordinator: seeks volunteers to teach, manages all attendance records, keep track of all children’s books and all RE supplies, works with Chair of RE to assist in monthly meetings,
  2. Music Director: coordinates practice for choir, works with worship associate to coordinate services
  3. UUA Dues: how much? Why should we put this off?
  4. Child Care Staff: watch children under 4 years old for families who attend services on Sunday, work with one congregational volunteer so we have two adults per UUA policy
  5. AV Coordinator: set up microphones, live stream, uploads youtube, ...
- **ACTION:** Need to send out another notice to the congregation to be sent out on Thursday, May 20, 2022 - who will write it?  
**COMPLETED BY SARAH MILLER**

### **3. Congregational Letter from the Board** - timeline draft on May 26

Notifications to the congregation served as the monthly update - thank you Sarah!

**Note taker:** Liora Kian-Gutierrez

**OLD Business: Open Action Items (LKG to send in google docs)**

ACTION Items: March 2, 2022:

- a. The Worship Committee is to review and modify P&P 411 in their next meeting and then present the update to the Board for approval

UPDATE: **Pending Ready to submit for Board approval**

ACTION Items: April 6, 2022

- a. **ACTION:** Livia to contact Rev Sarah Millspaugh to determine the best way to address this and contact potential contract Ministers/Chaplains

UPDATE: **In Progress**

- b. **ACTION:** Budgeting schedule needs to be updated.

UPDATE: **In Progress**

- c. **ACTION:** P&P 411 update TBD by Worship Com at their next meeting 04/08/2022

UPDATE: **In Progress.**

**FUTURE AGENDA ITEMS:**

1. Status of:
  - a. Mission Statement work group
  - b. Covenant of right relations work group
  - c. Circle Dinners
  - d. Pastoral Care Committee
  - e. 8th Principle continued work

2. Congregational Meeting Agenda

3. Proposal for Kitchen Chemistry

**Future Meetings May/June:**

1. Congregation input re staffing profile/budget scenarios: Sunday, May 22, 2022 - after service
2. Regular Board Meeting: Wednesday, June 1, 2022 - in person 6:00 pm Minister's Office
3. Board Meeting - Wednesday, June 15 zoom 6:00 pm for June 26 prep
4. Congregational Meeting: Sunday, June 26, 2022 - in person after service in amphitheater

Additional steps by Board:

1. Draft and send out budget information for June Congregational Meeting: send out twice?
3. June 13, send out final budget/agenda for voting on Sunday, June 26

**DRAFT ONE Congregational Meeting - June 26, 2022**

**Rework order**

- |  |  |
|--|--|
| 1. Welcome and Opening                                   | Liora                                  |
| 2. Quorum  | Livia                                  |
| 3. Proposed bylaw changes (which ones?)                  | Liora/Brenda?                          |
| 4. Updated Policies? any?                                | Liora/Brenda?                          |
| 5. Planned Giving Report                                 | Mark Tuller/Alisa (requested by Alisa) |
| 6. Nominations Committee presentation                    | Wenda                                  |
| 7. Nominations Board Slate - President                   | Wenda                                  |
| 8. Nominations Board Slate - Vice President              | Wenda                                  |
| 9. Treasurer Report                                      | Sarah                                  |
| 10. Annual Budget  | Sarah                                  |
| 11. Board Approved Budget                                | Sarah                                  |
| 12. 8th Principle Update? Work with North County Cluster | ???                                    |

- |  |               |
|--|---------------|
| 13. Dream Builders Report                  | Chris         |
| 14. Director of Religious Education Report | RE Committee? |
| 15. No Minister Report                     |               |
| 16. Thanks and closing                     | Liora         |

**Final**

LKG 5/22/22

Outline and copy for the May 22nd Congregational Forum on Budget

**Good Morning, my name is Liora Kian-Gutierrez and I am serving as President of our Board of Directors.** Thank you for being in attendance. Your input is vital to help the Board and the Finance Committee in preparing a balanced budget for your approval next month. In our continued effort to provide transparency, we want to update you on the interim minister search status, update you on the budget challenges we face, answer your questions and receive your input via an exercise to guide us to understand your staff priorities for our Fellowship. We understand your time is precious so we will do our best to be efficient this morning.

I'd like to ask **Angie Knappenberger** to update you on the status of the interim minister search and timeline. (5 minutes). Angie will also have the committee stand to be recognized.

**Liora** Thank you Angie and the amazing committee members for your hard work by sharing your time and talents. It is very much appreciated.

The Board along with the Finance Committee are building a budget for the future and need to be able to have flexibility going forward. We can always add hours to staff, but we can't take them away. We wish we could have it all but our financial constraints do not allow for this. If we want to be able to afford a full time minister at any point in the next 5 years, we have to budget for that now.

Based on the information we have collected which includes that of the Select Committee on Staffing, as your elected Board members, we have already made the decision that we need a full time congregational administrator to take on all the administrative responsibilities. This will free the minister to focus on ministerial and pastoral care tasks, which is what we want a minister to be good at. Additionally, a congregational administrator, who is a good fit, can stay for years while we have found that our ministers come and go. A good administrator should also be able to take on staff management responsibilities when needed.

**Liora** Now, let's have our Treasurer, Sarah Miller to update you on the status of the budget. Sarah will explain the five staff brief overview responsibilities here: **RE Coordinator, Music/Choir Director, UUA Dues, Child Care Staff, AV Staff.**

**Sarah** answers questions of the congregation here.( Sarah to answer any questions about the budget or finances, but if questions come up about Board positions or decision making than they are best answered by our Board President)

**Liora** Thank you Sarah, Now, let's get to the part where you provide the Board with your input on budget planning for the future. As you entered the amphitheater, we provided you with two handouts prepared by Sarah and four dots - one red and three green. We are going to ask you to file up row by row to the back of the amphitheater and ask you to place your red dot under the paid staff position you feel we cannot live without. Please use the green dots which mean you feel we can lean on volunteers. (*This does not mean you are asking for a 100% time paid professional but rather that you are indicating that we should have a professional staff person in this position*)

**Liora** Thank you all for attending and once you place your dots the forum has ended. On behalf of the entire Board of Directors, I appreciate your participation. If you have any additional questions, feel free to email us.



### **End Results of Poll:**

RE Coordinator: 8 RED and 39 GREEN

Music/Choir Director: 7 RED and 33 GREEN

Child Care Staff: 3 RED and 37 GREEN

AV Coordinator: 34 RED and 11 GREEN

UUA Dues: 24 GREEN

Friendly reminder: red means must have paid staff and green means we can lean on volunteers.