Unitarian Universalist Church in Livermore
"Growing together in spirit, reason, fellowship, and justice."
Board of Trustees Meeting Minutes
December 17, 2019

Present: Marilynn Schuyler, Alice Mayall, Helen Meier, Eric Serdahl, Emily Ranken, Kim Rowe, Rev. Ellie Kilpatrick
Guest: Sharon Piekarski – to present Treasurer's report and information from Finance Committee.
Absent: Karen Lincoln

1. Words and lighting the chalice
2. Member check-in
3. **Consent agenda**
   a) Minister's and staff reports (Choir Director, CYC, CCOM)
   b) Financial reports
   c) Acknowledgement of Electronic and phone votes
      1. November Meeting minutes
      2. Marilynn moved to approve consent agenda, Eric seconded. All voted in favor.

4. **Minister Update** – Ministers report.
   - Rev. Ellie noted she was invited to be a moderator for a town meeting regarding Livermore's downtown plan, and she asked for the board's input on the matter. Discussed situation to give Rev. Ellie an idea of what she might be getting into, as it is an issue with angry people on both sides of the debate. Marilyn suggested she could offer to give an invocation for the meeting, and be present. It was suggested she should get on the Independent's mailing list to learn more about the town.
   - Another matter Rev. Ellie brought up was communication with Marcelo re: tasks to be done, if it is related to board activities vs other request, let him know so he knows priority of things.
   - There was a discussion about acknowledgement and communications about the death of congregation members. Generally, a congregation wide email announcement was thought to be appropriate.
   - Rev. Ellie also had questions how she should manage her leave…e.g. who should she report to. For now, she should report to Transition Team when she is taking leave, but notify Board about dates she will be away.

5. **Treasurer's report** – Sharon Piekarski reported in Karen's absence. Overall we are in good financial position. We have reserve funds and savings. Sharon comments about changes or things of note on spreadsheet reports she provides.
   - On income side we are running at 47% of pledge for the year which is low. She keeps an eye on it.
   - On expenses, there was discussion about the pay of the new Accompanist and Sunday pianist, and how she was now an employee, as opposed to a contractor.
   - Miscellaneous comments about budget. Hospitality – running at 82% of budget. Fundraising is at 67% of budget. Pulpit decor does not know they have a budget. People pay for flowers themselves. Membership does not have much of a budget. Budget for building expenses for year is low and should be increased in next years budget.
   - For Vanco fees-we get charged for credit card use. Vanco is linked into contributions

reporting system, so it is convenient to use them. We have the least expense re: pledge payments if members have their bank account debited rather than use a credit card.

- Sharon sends contribution statement to members who pledge at the end of each quarter. At the end of the calendar year she sends a print-out of the year for tax purposes.
- Sharon reported we gave up our Brokerage account, possibly inadvertently, by not have paperwork completed when needed. The problem with this is that we cannot liquidate stock donations when we receive them since we have a policy of not holding stock. If we can't liquidate the stock, we cannot accept the donation. This is a recent issue because someone wants to make a stock donation. Marilynn suggested Karen could talk to John Miller re: brokerage matter.
- **Sharon also suggested that our next meeting be devoted in part to budgeting**. Each Board Liaison should be asking their committee chairs what they want for a budget next year, and why. There should be two budget numbers, what a committee/cluster needs to get buy or maintain status quo, and what a committee would like as an aspirational vision for something special. It would be good to have an aspirational list of things we want to do so we can provide a vision to the congregation to encourage increases in pledges. Marilynn suggested the budget be one of our priorities for the January meeting. Emily will provide list of committees and liaison.
- Sharon indicated she will be gone from Feb. 15- March 5, so it would be good to have a budget before Feb. 15.
- Sharon also talked briefly about new accounting software being considered, and a new member database. Sharon suggested we could make the spreadsheet simpler by reducing line items we have for how money is spent, but some of the board members commented they they like the detail we have. She also thought Membership committee could help evaluate what data we need to transfer to a new database, and what we can archive.

6. Committee updates

a) Membership committee is losing its' leader and co-leader.

b) Recruiting for Vacancies on committies. Eric suggested that board members and Rev. Ellie should be actively recruiting leaders and members for committees. Also when the Board Member makes announcements, they should highlight committees that need members. Some active and successful recruiting was done recently for the Personnel Committee and the Social Justice Committee.

7. Continuing business

a) **Accessibility Audit tabled.** It was recommended to remove this topic until we have something to report.

b) **Personnel committee next steps.** A new personnel committee has been established. They include Bill Buchanan, Bob Thornhill, Cynthia Benson, Laura Bennet, Reanna Bradford, Janice Paquette, and Shelley Covey. Marilynn is Board Liaison. They worked on new language for the leave policy that was presented.

c) **Leave Policy.** The leave policy was discussed resulting in a request from the board for the committee do the following:

1. Provide more generous PTO than proposed. PTO includes vacation and sick leave. The State requires three sick days a year. 10 days of PTO was proposed. The board is supportive of 15 days for full time employees.
2. The committee should look at additional questions of 1) paid Holidays and how they are to be applied for part time employees, and 2) use of unpaid time by employees,

3. The board agreed that finalized leave policy could be effective as of July 1, 2019.

d) **Policy on Drug and Alcohol Use** – Some discussion – don't want to prohibit alcohol at events. Do want to prevent illegal drugs. Rev. Ellie is to ask other ministers if they have an alcohol and drug policy. It was asked who is in charge of developing such a policy, and suggested it could be done by Safety Committee, when we have one. Something bare bones.

e) **Facility Emergency Response** – Tabled

f) **CYC Position Job Description Review-** (tabled)

g) **DIscussion Groups After Church** - Rev. Ellie suggested that maybe Saturday service could serve as that. Much of the time after church on Sundays is filled with other activities.

h) **Open and Close & Announcements** –A Board member will do announcements once a month on the Sunday before board meeting. Otherwise, worship associates will be doing them beginning in January. Board members still need to open and close.

i) **Board Retreat Topics** – discussed briefly. It was decided that the January meeting should be devoted to Budget for 30 minutes and Vision and Mission from our retreat for 30 minutes. Rev. Ellie sent out a link to our retreat notes.

8. **New business** - There was a discussion about our use of meeting time, and how we could improve it. Could some things be done in advance of meeting, leaving meeting time for major topics? Also, it was learned that not all can work with use of google docs and files, and documents still need to be sent individually as email attachments.

9. **Thank-you cards**. Tabled for this meeting. It was suggested we put them at beginning of meetings when we are fresh and have ideas of who to thank.

10. **Selection of members to open/close.** Announcements only required on Sunday before board meeting.

    12/22 – Karen
    12/24 - Marilynn
    12/29 -Eric
    01/05- Helen
    01/12- Alice
    01/19 – Eric will be board announcement person for the month
    01/26 - Kim
    02/02- Emily

Marilynn moved meeting be adjourned, and Eric seconded. All in favor.
Adjourned at 9:05 p.m. Next meeting: January 28, 2020