

USG Board of Trustees Meeting, June 24, 2014

Member present: Tom Ott, Bob Williford, Leni Windle, Ann Schoonmaker, Andrea Parry, Treva Burger, Marina Patrice Nolan, Craig Miller

Non-Members present: Scott Wolkenburg, Linda O’Gwynn

Members absent: Dennis Strain

Motion: to approve the May Minutes

Motion Approved: 6-0-1 (Marina Patrice was not present at that meeting and abstained)

Motion: Accept Linda O’Gwynn to complete Treva Burger’s final year on the Board.

Motion Approved: 7-0-0

President’s Report: The pledge drive is at \$320,038 and Bill Dowdell, Pledge Co-Chair is confident we will achieve our goal of \$325,000.

Funds for the Youth Lodge Repair Buildings and Grounds are requesting a transfer of funds to complete the Youth Lodge repair. Scott Murray is requesting \$25,000 of which we will get \$15,000 back after paying the insurance deductible. Question about why Buildings and Grounds doesn’t use the Edna Jones Fund. The feeling was the tree accident both predated the motion to allocate that money and that Buildings and Grounds is planning to develop a plan for spending the Edna Jones money and not necessarily use it for emergencies.

Motion: to transfer \$25,000 from the CIF to cover the expenses of the Youth Lodge repairs from tree damage with the expectation that the insurance company will reimburse amounts in excess of our \$10,000 deductible.

Motion approved: 8-0-0

2014-15 Budget

Questions for the Finance Council: 1. About special gifts, deliverables show that we have only received \$15,000 of the \$30,000 for this fiscal year and there is a question about whether the second gift will be received before the end of the year or whether the \$30,000 for next year includes one of the \$15,000 gifts that was in this year’s budget. 2. On line 4680, the Treasurer has requested an additional \$60,000 in expenses for cash flow. The Board could ask the Treasurer to please track the cash flow expenses including the \$10,000 a month (that can be found in the Liabilities, line item 2253) that we approved last year, so that we know how much of that is being spent. It looks like the total spent is roughly the amount budgeted for expenses plus the deficit. For next year, the Board will make available to the Treasurer the total amount of the deficit to be drawn from the CIF in monthly amounts to be determined by the Treasurer. If more than \$48,000 is needed during the next fiscal year, the request for additional funds will be addressed. 3. We are assuming that the heading of Bookkeeping Assistant should say Associate Minister, this needs clarification/correction in the final budget.

Motion: to accept the recommendation from the Finance Council of the 2014-2015 budget with the total deficit \$47,845 with the following adjustments: \$48,000 to be added to line 4680, this amount may be transferred in monthly increments at the Treasurer’s discretion not to exceed the total amount of \$48,000 for the year. The budget as presented lists a heading for lines 5060-5062 as Bookkeeping Assistant, this should be changed to Consulting/Associate/Assistant Minister.

Motion Approved: 8-0-0

Minister's Review

The review was presented and discussed. Board members agreed that it was an accurate representation of their evaluation of Kent Matthies. Tom Ott will share the results with Kent.

Governance Update

The Ministry Executive Team has done some beginning work to delineate authority and responsibility on the Ministries and Programs side which was well received by DFD, Daniel Gregoire and the Co-Chairs of MPC, Delores Hill and Susan Smith. MET has asked for assistance from the Governance Task Force with the Administrative side to determine how best to manage and share oversight of these functions. If it is deemed any changes need to be made to the allocation chart, the Board will be consulted. Also there will be job descriptions for Treasurer and Financial Secretary that will be shared and the Finance Council policy will need to be revised to reflect the changes in responsibility and authority.

Motion: to adjourn at 9:01

Respectfully submitted, Treva Burger

Minister's Report

June, 2014

Dear Board Members,

I realize this is my last board report with Tom, Leni and Andrea on the board. I want to once again thank you from the bottom of my heart for your highly dedicated and effective leadership. You have made numerous important contributions to the health and vitality of USG. It is an honor to have served along side of you as Minister.

Here are updates on the significant areas of my work since the last board meeting:

Ordination of Rev. Joan Javier-Duval: An amazing task force led by Scott Wolkenburg did a superb job of coordinating over 40 volunteers to plan and execute a truly superb ordination event. My role was quite limited. I helped coordinate Minister attendance and participation. I was highly honored to give the Charge to the Minister. I am grateful to the board, the task force, and all the volunteers who generously gave money, time and food to make it an important and beautiful day for Joan, our church and our faith movement.

Ministry Executive Team: Beth Lazer, Treva Burger, Gloria Smith and I have met multiple times in developing outlines of how we will work with committees and individuals within the regular operations of USG. Based upon a model used by the UUA/JPD consultants who facilitated the "Start Ups Weekends" for Gloria Smith as USG Church Administrator and Daniel Gregoire as Director of Faith Development.

A primary focus of our work has been to clarify which group or individual will have oversight, primary, shared, support and consulting responsibilities for which operations. We are working to balance a system with commensurate authority and responsibility, clear goal setting and assessment of achievements and transparent synergy across groups.

End-of-Year Staff Reviews: I have completed end-of-the-year reviews of Gloria, Daniel and Mark. As has been the practice for many years we used a "360" review process which includes strong input from the staff, key lay leaders, acknowledgement of existing pertinent committees and systems and my assessment. This was a very good process with all three employees. With each employee I had high degree of agreement on their strengths and areas needing improvement. We are very fortunate with an excellent staff!

Fundraising: I finalized an agreement with an anonymous donor giving a Special gift of \$15,000 for 2014-15. I continue dialogue with UUA staff about the application I made on our behalf for a new staffing support grant from the UUA. I hope to find out the UUA decision before the meeting on 6/24 so that accurate information can be known for board budget decisions. I worked to allocate an expenditure of \$1,000 out of the fundraising budget (13-14) to pay Daniel Gregoire for additional grant making effort next year. The Ministry Executive Team will have oversight of these efforts.