

**AUUC Board Meeting Minutes**  
**September 5, 2018**

Meeting called to order at 7:00 pm.

Present: Kristina Watts, Joe Tuggle, Reverend Linda Olson-Peebles, Lindsay Muirhead, Judy Usherson-Quast, Sarah Pevner, Bruce Griffin, Peter Kahle (by phone), Connie Diamant.

- I. Chalice Lighting/Opening Reading: "Winds of Summer"
- II. Check-ins
- III. Board Thank Yous:
  - A. Connie (for covering for Kristina throughout the summer)
  - B. Art Stolpe and JoAnn Flanagan (summer gardening)
- IV. Approval of minutes:
  - A. June and July-- approved
- V. Members Time: none present
- VI. Lens on Youth
  - A. Elizabeth C reported via email: The youth participated in the service by making a play. Some of the older youth helped in the summer camp that we had at church.
- VII. Issues/Discussion/Action:
  - A. Board Covenant:
    1. Kristina introduced a covenant that has been used by the Board for about five years now to guide our interactions. Content of covenant was discussed and Board members agreed to sign it and abide by it.
    2. It was decided to include the covenant on every agenda moving forward, as a visible reminder.
    3. Discussion ensued about confidentiality during board meetings, which are considered public meetings unless announced as closed sessions. "Speak moderately and compassionately"--Reverend Linda
  - B. Meeting Minutes:
    1. Program Council requests that BOD meeting minutes be posting on the website. Kristina will check with Debbie about posting them.
  - C. Logistics for Board Information:
    1. BOD members have been invited to a shared Dropbox.
    2. All relevant BOD files will be stored on Dropbox for easy access and archiving.
  - D. Communications Committee:
    1. Debbie needs help. Kristina plans to advertise for additional members of the communications committee, someone to help update the website, and someone for external communication.
    2. Connie identified a potential new member, Kate H, and Rev Linda offered to contact her.
    3. Website Townhall: September 30<sup>th</sup>. Debbie and Kristina will unveil the new website for the community. They will focus on explaining the

members-only section and completing registration to fill the member database.

E. Committee Fair: October 21

1. All committees should be represented--this is a great opportunity to recruit new members and inform the congregation about all of the great things happening at AUUC.

F. Budget

1. Highlights from Joe Tuggle's presentation:

- a) The 2018-2019 budget leaves us with a deficit, but there are ways to avoid that
- b) Increased costs:
  - (1) Reverend Linda's second year salary
  - (2) Ministerial search costs
- c) There are where Joe will look into for cost cuts.
- d) A second fundraiser was recommended. The budget reflects a large amount required by the second fundraiser, but the hope is that we will be able to bring down that amount.
- e) \$20,000 assumed profit at auction
  - (1) Currently, there are only 44 items offered
  - (2) Deadline for auction items will be extended
- f) Budget issues won't disappear--these are not one-time expenses
- g) Long-term fixes:
  - (1) Increased memberships
  - (2) Higher pledges. Pledges help us predict for the future--membership is working with stewardship on strategies
  - (3) We may need to move back to multiple fundraisers throughout the year
  - (4) Increased rentals of facility space. Kristina and Rev. Linda are working on finding a Rental Coordinator to take over the position and focus on expanding advertising
- h) We should know by the 6-month point (after the auction) how the future looks--second quarter will give a clearer picture
- i) Monthly actuals should be kept in front of committees--this will help people see what they are spending. Joe plans to send these out.
- j) Budget was built without the Chalice Lighter's grant. If we receive the grant, the money is earmarked for increase in DSD hours.

2. Budget was approved: motioned by Bruce and seconded by Lindsay.

3. General budget will be posted on the website.

G. Preparation for the Leadership Retreat:

1. Kristina developed a simplified "org chart" of church committees/groups for a presentation at the retreat. She will send electronic version for BOD review before retreat. Rev Linda suggested that BOD work on identifying lines of reporting and authority.

## H. Committee Reports

### 1. COOM

- a) Currently planning prepare a version of the long range plan that the search committee can use in their packet for candidates—just up to objectives (they will not flesh out the implementation chapter.)
- b) A safety and security goal and objectives will be included. This add was based on a catch by Moe Moser.
- c) Discussion about the future of COOM after a settled minister arrives. Need to determine the best group to be responsible for Plan implementation, and what purpose COOM would serve.

### 2. Program Council

- a) Committee review process discussed

## I. Final notes

1. AUUC's participation in Burke Fest was cancelled due to low sign-up.

### **Action Items:**

- Kristina will obtain thank-you cards and write them
- Kristina will include covenant on future agenda sheets
- Kristina will check with Debbie about posting meeting notes on web
- Rev Linda will contact potential website help volunteer
- Joe will provide budget file ready for posting to website
- Joe will provide monthly spending reports to committees
- Kristina will follow-up with potential Rental Coordinator volunteer