Minutes for UUCSF Board Meeting

May 10, 2018

Persons present:

Pam Wittenberg

Carol Holstein

Sue Penny

John Andrews

Tip Brolin

The meeting was called to order by Pam at 7:15 PM.

Agenda:

1) Chalice Lighting/Reading/Check-in.

2) Consent Agenda:

 a) April Board Minutes (e-mailed on 4/24/18)

 b) Treasurer’s Report (attached). *John commented that* *Fellowship/is Hospitality is over budget. Pam will discuss with Jeanne Wisner as to how to reduce costs for the remainder of this year.*

1. Minister’s Report (attached)

 d) President’s Report (attached)

 e) Draft ministerial contract without salary*. After discussion of the draft contract the Board agreed to the following:*

* *Paragraph 6 under "mutual expectations" – Delete the words “and they will jointly decide.” The new sentence would read, “The board will consult with the minister on hiring, discharging, and changing compensation of church staff.”*
* *Paragraph 1.a under "the congregation agrees"-  delete the second sentence, which currently reads, "The board will extend a percent increase beginning July 1, 2019 and each new fiscal year thereafter."*

 *The consent agenda, as amended by the above comments, was approved by unanimous vote.*

3) Budget Report from Finance Committee (to be provided after the Budget Hearing). Budget discussion and approval. Please note that Finance emailed a finance report to Members on 5/4/18 for the Budget Hearing. *The budget was approved subject to the following:*

* *By a vote of 4-1, the budget should be based on a three-quarter time minister.*
* *By unanimous vote:*
	+ *$200 should be added to the Fellowship budget, bringing it to $2,000.*
	+ *Even though Nancy isn't being paid for their Children's Peace Chorus, the money should remain in RE.*

*Pam noted that we now have 41 contributing members. It was agreed that the 3 non-contributing members would be struck from the rolls. The new number of members is 41.*

4) Committee On Shared Ministry will do its annual Minister’s evaluation on May 25. *Pam noted that the background check on Kimberly has started.*

5) Bylaw changes *(see below for action on proposed changes to the bylaws)*.

6) Annual Meeting Elections: *(from Nominating Committee for Board information)*

Board Officers: Retiring Joining

Vice President Sue Penny Carol Holstein

Board of Trustees: Sue Penny Michael Daly

Standing Committees:

Committee On Shared Ministry  *(Currently Pat, Martha and Ken are on the committee. Due to other commitments, two of these members are non-participating. It was agreed that Kimberly should talk to the non-participating people and report her conclusion as to how to bring the committee up to full working strength.)*

Committees:

Fellowship Jeanne Wisner Jeanne Wisner & Pam

 Wittenberg, co-chairs

Membership & Outreach Jeanne Marie Merkel *They are gone. Need chair.*

 Arden Edwards

Communications No Chair Needs new members

Endowment Committee: Mark Potter

 Sue Penny

 Edson Brolin

 Carl Wittenberg

 Aubrey Burch (needs change

 in Bylaws to allow a

 non-member of the congregation to be a

 member of this committee)

6) Fund Raiser Concert suggested by and starring Rhonda Liss. *Rhonda wants to do the concert in July or August. Pam will ask Rhonda to talk to Ingrid about the scheduling and coordinate with Mark Potter regarding the details of the event. It was agreed that the UUCSF would pay $300 for the pianist, with that money to be repaid from the proceeds of the concert.*

7) Plan Annual Report to the congregation. *Pam will send agenda for the Annual*

*Meeting.*

8) Addition of outdoor Rainbow flag to be ready for this June’s Gay Pride Month. *Approved. Carol will coordinate with Mark Potter regarding the flag location.*

For June Board Meeting:

1. Kimberly’s potluck Installation Ceremony

2. Poor People’s Campaign

3. Art Committee’s policies on showing and selling of art in our meetinghouse: Sufficient?

4. Conversation re Congregational Covenant for the Fall.

*Adjourned: 9:18 PM*

Proposed Changes to October 2015 Bylaws

for approval at the 2018 Annual Meeting

4. DENOMINATIONAL AFFILIATION

Existing:

This Congregation is a member of the Unitarian Universalist Association of Congregations and the Metro New York District of the Unitarian Universalist Association. It is the intention of this congregation to make annual financial contributions equal to its full Fair Share as determined by the Association and the district. **[4.1]**

Proposed:

This Congregation is a member of the Unitarian Universalist Association of Congregations, the Central-East Regional Group (CERG) of the Unitarian Universalist Association, and also the Long Island Area Council (LIAC) of UU Congregations. [It is the intention of this congregation to make annual financial contributions equal to its full Fair Share as determined by the Association, CERG, and LIAC [4.1].]

***It was agreed that the bracketed section would remain in the bylaws.***

7. COMMITTEES

Existing:

The Board of Trustees may establish committees as required to fulfill its mission and continue its functioning. Committee Chairs and members may be members or contributing friends of the Congregation. Chairs of Standing Committees will be elected at the Annual Business Meeting. *Leave as is.*

Committee Chairs will select committee members from volunteers. *Chairs of committees other than Standing Committees shall be appointed by the board.(can we talk about standing committees and ad hoc committees—see notes Below under Standing Committees)*

Proposed:

The Board of Trustees may establish committees as required to fulfill its mission and continue its functioning. Committee chairs must be members of the congregation. Committee members (except for Nominating and Committee On Shared Ministry) may be members or contributing friends of the Congregation. Chairs of Standing Committees will be elected at the Annual Business Meeting.

[Re Kimberly’s note above, we have either Standing Committees or non-Standing Committees as stipulated in the Bylaws with policies concerning how a chair versus a member are either elected by the congregation or appointed by the Board.]

***It was agreed that the bylaws would remain as is.***

8. STANDING COMMITTEES

8.1 NOMINATING COMMITTEE

Existing:

Purpose: Nominating Committee shall present a slate of candidates for election at the Annual Meeting for the following positions: Members and Officers of the Board of Trustees and the chairs of the Finance Committee and the Buildings and Grounds Committee.

The Nominating Committee shall consist of three members *of the Congregation*, representative of the diversity of the Congregation, to serve *for 3 years term*~~in a three-year rotation~~, with one person nominated by the Board to be elected at each Annual Meeting. The Minister of the Congregation shall serve *on the Committee but not vote.* ~~in an ex officio capacity.~~ Should a position on the Nominating Committee become vacant during the year, the Board will select a replacement. At its first meeting, commencing at least four months prior to the Annual Meeting of the Congregation, the committee shall elect one of its members to serve as Chair. The Committee shall deliver its nominations to the Board at least two months prior to the Annual Meeting.

Proposed:

Purpose: Nominating Committee shall present a slate of candidates for election at the Annual Meeting for the following positions: Members and Officers of the Board of Trustees, chair and members of the Finance Committee, and chair (not members?) of the Buildings and Grounds Committee. (why elect B&G at all? why elect chair and not members?)

The Nominating Committee shall consist of three voting members, representative of the diversity of the Congregation, to serve for three years.[see above – why remove language around rotation?] The Minister of the Congregation shall serve in an ex officio capacity. Should a position on the Nominating Committee become vacant during the year, the Board will select a replacement. At its first meeting, commencing at least four months prior to the Annual Meeting of the Congregation, the committee shall elect one of its members to serve as Chair. The Committee shall deliver its nominations to the Board at least two months prior to the Annual Meeting.

***It was agreed to make the changes noted in the second paragraph under "existing" above.***

8.2 FINANCE COMMITTEE

Existing:

Purpose: The Committee’s scope encompasses stewardship, ~~management of the Endowment Fund,~~ maintaining the financial records of the Congregation, and assisting in the annual budget process.

Proposed:

Purpose: The Committee’s scope encompasses stewardship, oversight of the Endowment Fund by the Treasurer, maintaining the financial records of the Congregation, and assisting in the annual budget process.

**It was agreed to make the change noted in the paragraph labeled “existing" above.**

14. ENDOWMENT FUND

Existing:

14.2 The purpose of the FUND shall be to provide income for long-term benefit and capital improvements of the UUCSF.

Proposed:

The purpose of the FUND shall be to provide income for current programs and capital improvements of the UUCSF.

***It was agreed to leave the bylaws as is for now. Changes may be proposed after we have had more time to consider how to use the Paul Berman bequest.***

Proposed Changes to “Enabling Resolution for an Endowment Fund,” June 3, 2012, and repeated in the January 6, 2013 Bylaws

from Mark Potter, Tip Brolin, and Kimberly Quinn Johnson

**First change proposed to the Endowment Fund in the June 3, 2012 By-laws**.

[reduces the number on the Endowment Committee from 5 to 3]

Existing language:

Within 90 days after the Trustees of the congregation accept a gift that the donor directs to be placed in the FUND or that the Trustees elect to be placed in the FUND, the Nominating Committee of the congregation shall nominate five (5) ~~Congregation members~~ *people* for the COMMITTEE to be considered for election by the congregation. *A majority of those nominated shall be Congregation members. The remaining may be either Congregation members or contributing friends of the Congregation.* The elected COMMITTEE members shall serve as follows: two (2) for a term of three (3) years; two (2) for a term of two (2) years; and one (1) for a term of one (1) year. Such election shall occur within the initial 90 day period. Thereafter, the nominating committee shall nominate and the congregation shall elect the necessary number of COMMITTEE members for terms of three (3) years.

Proposed language:

Within 90 days after the Trustees of the congregation accept a gift that the donor directs to be placed in the FUND or that the Trustees elect to be placed in the FUND, the Nominating Committee of the congregation shall nominate five (5) COMMITTEE members, four (4) of whom must be congregational members, to be considered for election by the congregation. The five elected COMMITTEE members shall serve as follows: one (1) for a term of three (3) years; one (1) for a term of two (2) years; and one (1) for a term of one (1) year. Such election shall occur within the initial 90 day period. Thereafter, the nominating committee shall nominate and the congregation shall elect the necessary number of COMMITTEE members for terms of three (3) years.

***It was agreed that the membership of the Endowment Fund Committee would remain at five and that the bylaws would be modified in accordance with the changes shown under "existing language" above.***

Prepared by Tip Brolin, Secretary