

CLUUC Board of Trustees Meeting Minutes
September 18, 2018

ATTENDANCE:

Board Members Present: Rod Braña, Tod Chernikoff, Joe Merenda (Assistant Treasurer), Rebecca Nachtrieb (Secretary), Ellen Kelley, Suzanne Pineau, Joan Riggs, Anne Turner (Assistant Secretary), Gail Riley (President), Linda Gianessi, Peggy Jackson, Raj Rajendran

Board Members Absent: Wangari Kamau

Staff Present: , Rev. Abhi Janamanchi, Rev. Katie Romano Griffin, Director of Lifespan RE Tim Atkins, Executive Director Jen Morley

Others Present: Regina Dull, Annual/Capital Campaign Co-Chair; Jim Anderson, BOT President 2017-2018;

Participant Process Observer: Raj Rajendran

Opening: Convened at 7:30 p.m. with centering words, chalice lighting, and check in.

Board Business:

Approval of Consent Agenda:

Appendix A - Board Meeting Minutes

Appendix B - Exec Com Meeting Notes

Appendix C - Senior Staff report to the Board of Trustees

Appendix D - Revised Board Covenant

Appendix H - Financial Policy Committee Members

There was no discussion. The Consent Agenda was accepted.

Update on Annual Fund Campaign for 2018-19 and the Capital Campaign - Regina Dull, Campaign Co-Chair

Regina Dull updated the BOT on the progress from our summer.

Reviewed numbers in report. The 7 million target remains and will not change. We now have \$5.3 million, 155 pledging units (28% of congregation). Only about half of our pledging units have had a personal visit. 808K is the annual pledge total (67%, down from the usual 90-95%). The team forecasts a final total of \$890K, short of the \$935K target. Prediction is we'll be 35K shy. One mailing was sent to the congregation celebrating the recent legacy gift. Another was sent to non-pledges introducing Jen and sending another pledge card to those who haven't pledged yet. The team will reassess Oct. 15 to inform the BOT.

Discussion: It is not clear why previous pledgers are not pledging this year and are not responding to outreach. Phone calls, emails, and letters are not moving them to pledge, or to even respond that they are not pledging. There was a question about how people know what they have contributed in the past, and therefore may not be acting because of that. Discussed different systems that the church has for tracking contributions. Training may be in order, even between services. Membership engagement may be interested in participating in this as well. Another approach is to let past pledgers know that we are putting them down for the same amount they pledged in the past unless they tell us otherwise. New members have pledged \$39k.

With info from FPC and the Campaign provided at the October meeting, the Board will make recommendations on changes that may be needed to the current FY budget.

“I move that the Board approve the Fall 2018 Combined Campaign plan as submitted by the campaign co-chairs on 9/18/18 and including the reactivation of the Capital Asset Planning Committee (CAPC).

Linda Gianessi moved. Joan Riggs seconded.

Discussion: Capital Campaign. It is time to send the message that we are going forward with the Capital Campaign. Our 5.3 million will do great things. Remind others we want everyone to participate. We will do this. So, it is time to reconvene the CAPC. It is not only necessary, but also will help people know we are moving ahead. A tentative meeting of the CAPC is October 27.

The vote was unanimous. The motion is passed.

“I move that the Board affirm renaming the annual campaign group, "The Generosity Team."

Joan Riggs moved. Linda seconded.

Discussion: Stewardship encompasses the broad idea of giving (auction, pledging, have-to dos), but generosity comes from the heart and a way to help start changing the culture into one of more genuine giving.

The vote was unanimous. The motion is passed.

Visionary Leadership - Rev. Abhi and Rev. Katie

Rev. Abhi and Rev. Katie shared different styles of how leaders share or implement visions that have for the organizations they lead.

Strategic Plan Review - Jim Anderson, 2017-2018 BOT President

Jim Anderson provided the backstory on the Strategic Directions. The Strategic Directions (from the Vision 2020) that was presented tonight has the Board's implementation plan. Strategic Direction 4 is nearly accomplished (transform our space, which is what the capital campaign is doing). Strategic Direction 5 is not from Vision 2020, but represents the Board's recognition of its fiduciary responsibilities. The goal is to finish this document by November 2018.

Directions 1 and 3 need the most attention. BOT is tasked with making comments on the document. Board provides outcomes. Staff suggests measures, Board agrees with measures.

A monitoring and evaluation (M&E) system is a critical need that has not been lifted up in some time. It will link to the completed Strategic Directions (outcomes and measures). The Governance Committee will participate in creating this M&E system.

Priorities FY 2018-2019 - Gail Riley, President

The priorities were compiled by Gail from past needs that have been lifted up. The are for the BOTs information.

Closing 2017-18 Finances - Ellen Kelly, Treasurer; and Jen Morley, Executive Director

Revenue highlights

- Pledge income discrepancy was explained. Prepaid pledges are included as folks paid ahead.
- Unpledged support (plate income, fundraiser, etc.)
- Sale of donated items (\$5k from rummage sale. Consider how to make this more substantial.)
- Program fees differences are due to less programming last year and forecasting that was off.
- Net assets released represent what came from Blumenthal budget.

Expenses highlights

- Utilities were 33% above budget and will continue due to HVAC system. Better comfort comes with a cost.
- Maintenance was lower than budgeted. Deferred AV maintenance work is an example of a lower cost. Also grounds was deferred due to pending renovations of building.
- Program expenses were higher than expected.
- Split the plate income becomes an expense as we share the generosity with the Share the Plate recipient.

Bottom line? Overall the expenses were very close, even slightly below what was budgeted. The total income, minus the prepaid pledges for 2019, making a balanced budget, but a big part of that is the net assets released, tapping income such as the Blumenthal, and doesn't represent pledge income, pledges, plates, gifts, etc.

Review Action Items - Rebecca Nachtrieb

Trustees -

- SignUps for Standing Committees and Tasks, Participant Observer, Closing Words.
- Comment with gusto on the Strategic Directions which is in the Board Business folder.

Rebecca & Gail - Create Board Calendar (in Process)

Rebecca and Gail - Update Policy Manual (95% complete!)

Board Decisions (include motions passed):

"I move that the Board approve the Fall 2018 Combined Campaign plan as submitted by the campaign co-chairs on 9/18/18 and including the reactivation of the Capital Asset Planning Committee (CAPC).

Linda Gianessi moved. Joan Riggs seconded. The vote was unanimous. The motion is passed.

"I move that the Board affirm renaming the annual campaign group, "The Generosity Team."

Joan Riggs moved. Linda Gianessi seconded. The vote was unanimous. The motion is passed.

Process Check : Raj Rajendran

Pro: Started on time, got behind but caught up

Con: Talk over one another during the capital campaign discussion but it worked out OK for a lively discussion.

Closing Words: Joan Riggs

Adjournment at 9:27