



**CLUUC Board of Trustees Meeting Minutes**  
**November 13, 2018**

**ATTENDANCE:**

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

*Board Members Absent:* Ellen Kelley (Treasurer)

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

*Others Present:* Sandy Shaw, Jack Welch, Greg Falignio, Bonnie Beavers, Mary Means, Sandy Shaw, Regina Dull (remote).

*Participant Process Observer:* Anne Turner

**Opening:** Convened at 7:31 p.m. with centering words, chalice lighting, and check in.

**Board Business:**

**Approval of the Consent Agenda:**

1. Appendix A (website)- Board Meeting Minutes
2. Appendix B (website) - Executive Committee Meeting Notes
3. Appendix C (website) - Senior Staff Report - Nov 2018
4. Appendix D (website) - Standing Committee Minutes (Financial Policy Committee - September, October, November; Governance Committee - August; Mosaic Makers- November)
5. Appendix E (website) - Environmental Justice Ministry statement
6. Appendix F1 (website) - Board of Trustees Financial Narrative for 11.13.2018
7. Appendix F2 (website) - CLUUC P&L Budget v Actuals 9.30.2018

There was no discussion. The Consent Agenda was accepted.

## **Multicultural Review and Beloved Conversations**

### **Discussion: Rev. Katie**

The trustees shared personal experiences with race and how it might relate to multicultural ministry at Cedar Lane. Rev. Katie explained how our conversation was a small model of what Beloved Conversations will be like. The program starts January 18 and 19, the same weekend as the Women's March. However, there is also some important work to be done internally at Cedar Lane that will take place through Beloved Conversations. Facilitators need to be recruited and large numbers of leader and member participation are critical to our initial success.

### **Governance Review - Greg Falcigno and Bonnie Beavers from the Governance Committee**

Greg and Bonnie presented information to help the Board continue to our awareness of Governance by Policy and our role. Sources: *Boards* by John Carver and *Governance and Ministry* by Hotchkiss (Chapters 4, 5, 8, and 10 are most applicable.) Today's discussion is focusing on Chapters 4 and 5.

What is governance? What is ministry? There may be a misconception that ministry is less important than governance. Ministry is the heart and soul of the work of the church and *not* less important. The congregation was educated several years ago when governance was adopted, and understanding the process continues.

We have opportunities to demonstrate the relationship between the Board and ministry such as having the minister and Board President appear together at events such as kicking off the auction.

Focus Board time on big long-term issues related to policy. The policy should feel "attached" to high-level, broad goals and not addressing a single goal. Discussion continued on the relationship between the Board, Staff, and committees and how information is communicated.

Within Chapter 5 we're reminded of our duty to the mission, not the congregation. The Board is obliged to give our time and attention to issues. We bring loyalty, again to the mission. A Board member cannot be attached to a singular interest.

Bonnie invited the board to listen for things that need to be addressed through policy that perhaps are not yet covered in the Policy Manual and invite the Governance Committee to give advice.

### **Budget presentation and discussion:**

Gail opened the discussion with a review of the budget process in 2018. We are faced now with a shortfall in the income. Expenses are tracking as expected.

Jen Morley and Rev. Abhi

Rev. Abhi noted that this budget is reduced even from the previous budget, including \$25K from the UUA Fairshare, cutting programs such as Seminary for a Day and cutting support staff. Great effort was made by the campaign team through the extraordinary work they put into the annual and capital campaigns. However, we

now face a gap of around \$95K today, estimated to be \$70.5K by end of the fiscal year if no measures are taken.

Jen presented two options:

Communication to the congregation with an end-of-year appeal is expected to raise an additional \$10K. With an additional \$5K grant for Spirit Experience, bringing us to a \$55K gap.

**Option 1.**

- All five senior staff members will take a simultaneous 2-week furlough (\$17,000 savings)
- Various part-time other staff positions will be eliminated or reduced. (\$30,500 savings)
- Reduce our Contribution to the UUA Annual Program Fund from the current budget amount of \$42,000 to \$34,000 (\$8,000 savings).

Staff is still trying to determine if this is a one-off reduction in pledges or a trend. Other area congregations are experiencing the same trend. Cedar Lane historically ranks lower in pledges when compared to other area congregations. Having an Endowment and no capital campaign in a 10 year period are known to be the kinds of situations that sometimes reduces pledges.

**Option 2**

Another \$5K is expected from rentals, more than anticipated, and there may be opportunities to improve our rental revenue structures. There is also a church investment fund from which we can use \$50K. (These are funds that are created by investing in funds when there is excess in the checking account.) There are some unrestricted funds there that the Financial Policy Committee (FPC) has said is available.

Communication with the congregation is advised. Board and Staff need to work together to get the info to the congregation in healthy ways. We can share how the changes in the congregation are natural, known in the life cycle of congregations. There are several ways being planned for shared communications such as the December Up Close and Personal, meeting with the Ministry Team leaders, and inviting the congregation to an informational session after the second church service. There is also an option for creating a “challenge” like a matching fund from the congregation to help raise the extra funds.

Why not use the Endowment (valued at approximately \$1.8 million)? This is an opportunity to activate the congregation while protecting the Endowment and honoring what it was originally intended for.

Can we make use of the weekly collection to say, for example, this is a Share-the-Plate for CLUUC?

Looking ahead: The FPC suggests that the Board task a team to explore reasons for the decline in pledgers, RE enrollment, worship attendance, and likely membership and what might be done about it. Look for other ways to generate revenue. Look at doing a two-year budget rather than a one-year budget.

The Generosity Team, in advance of the campaign, is planning to educate the congregation on the value and cost of our great resources. This message should be coordinated with the Staff/Board message about the gap.

Rebecca called the question.

Joe moved that the Board adopt the steps of Option 2 for dealing the current fiscal shortfall.

Joan seconded. The motion passed unanimously.

It was suggested that the Board consider meeting at 7:00 pm so if the meeting runs over it is not so late.

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.

**Board Decisions (include motions passed):**

It was moved that the Board adopt the steps of Option 2 for dealing with the current fiscal shortfall.

The motion passed unanimously.

**Option 2 restated from Appendix G1:**

The second option includes the same revenue streams as in Option 1 (remaining pledges, increased response to the annual appeal, additional monies for Spirit Experience) and an additional \$5,500 in rental revenue. We are currently outpacing our goals for rental revenue, and with some targeted outreach by the Administrative Coordinator believe this would be possible.

The Financial Policy Committee has recommended using funds from the Church Investment Fund and Endowment Fund to cover the shortfall. Staff has taken that recommendation and made some adjustments to it.

We recommend using a total of \$50,000 from the Church Investment Fund. The first \$14,500 would be a straightforward transfer to underwrite the shortfall. The second \$35,500 would be utilized as a “matching grant” to funds raised from the end of year appeal. The match would hopefully serve as a motivation to congregants to give generously.

**Process Check: Anne Turner**

Pro: We stayed mostly on time, which, given the immensity of the topics, is laudable.

Con: None noted.

**Closing Words: Joan Riggs**

**Adjournment at 9:45**