

Minutes of UUFLG Board Meeting held on December 13, 2007

Board member attendees: Ann Campbell, John Omvik, Sabine Omvik, Coralee Linton, Jim Stahl, Jim Beebe, Lou Yabroff, Chris Magee and Rev. Victoria Ingram

Visitors: Irving Yabroff

Called to order by Ann Campbell at 7:05PM

Chalice was lighted and the November meeting minutes were approved.

Updates and Reports

Victoria's Minister's Report was emailed previously and is included as Attachment 1.

Additional comments:

- The performance review of Adrienne Gormley, our Administrator, is to be mailed to the independent evaluator by December 12. Victoria, Ann and Adrienne will meet with the evaluator on December 18.
- A catered Holiday Reception hosted by Victoria and Carl will be held this coming Sunday after the service. Disruptions to the children's program will be held to a minimum.
- Victoria will take January off for study and planning. She will not keep office hours but will be available at her home by phone and email.

The Treasurer's financial summary report was emailed previously to the board and is included as Attachment 2. The reports show that we are on track with both income and expenditures. Adrienne will reduce her hours to 10 per week, from 12, until the extra hours devoted to the website development are made up.

John announced that the Finance Committee and Stewardship Committees are combined to manage the canvass. The members of the Finance Committee are John – Chair, Ann, Walt and Irving. The Stewardship Committee adds Tim Connelly and Julie Bode. John reviewed the proposed canvass schedule which is summarized as Attachment 3.

John requested that the ability to make pledge payments online through PayPal be set up for use as we did for concert ticket sales. In order to increase our income from Escrip, Irving will put an article about it in the January newsletter and other publicity measures will be taken.

Old Business

The Board goals described in last month's minutes continue to be worked on by those assigned.

The policy for unbudgeted expenditures by committees was approved. It is shown as Attachment 4.

The policy for website review and update was approved with changes and is shown as Attachment 5.

The policy for new member induction was returned to the Membership Committee for revision.

A new safety policy was tabled until the next meeting.

New Business

After a discussion of the advantages of retiring the debt: ease the difficulty of making our budget with our expanding activities, and preparing for eventual expansion of our facilities, a motion was passed stating that the Board supports the goal of retiring the debt.

Plans for Victoria's ordination and installation on April 20 were discussed. It was decided that the Committee on Ministry will help Victoria plan and accomplish those events. The cost to UUFLG is estimated to be approximately \$3,000 which will be paid for out of the Operational Reserve.

Ann pointed out that the children's program needs to have higher priority and more support from the Fellowship other than just financial. One way to give them needed support is to give them first priority on the use of the West Room on Sundays. It was decided, therefore, to try, for the month of January, having Coffee Hour in the foyer, the Sanctuary and the Lounge.

Ann presented a compilation of UUFLG Sunday Attendance figures for the last half of the years 2005-2007. These figures show that average Sanctuary attendance rose 14% from 2005 (52) to 2006 (59) but dropped slightly from 2006 to 2007 (58). Average children's attendance was 4.6 in 2005, 10.4 in 2006 and 8.4 in 2007. Corresponding figures for the maximum number of children during each half year are 7, 16 and 15. How many of the children used the West Room is not available since only total children was counted.

Adjournment

The meeting was adjourned at 8:45PM

Submitted by Irving Yabroff, Acting Secretary.

Attachment 1:

Unitarian Universalist Fellowship of Los Gatos

Board Meeting

- ♦ Minister's Report for December 13, 2007 ♦

(Because of a medical emergency, I was not available 11/24 to 12/5. Thanks to everyone who provided assistance and encouragement during my leave – Victoria)

Worship and Preaching

- Worship service 11/11 (Carl covered 11/25)
- Meeting re: worship services/music program
- Committee on Ministry meeting on 11/13
- Worship planning meeting for 12/24 with Linda K. and Susanne M.

Pastoral Care

- Conversations with Caring Committee re: congregational needs
- Meetings/calls for pastoral care and support

Religious Education

- Poetry as Spiritual Practice class (2nd of 3 – 3rd cancelled) and of 3)
- Meetings with Tamara re: children's RE and other issues

Inspirational Films (2nd and 3rd)

Community Outreach/Social Action

- Preached at Los Gatos Community Thanksgiving Service 11/20

Practical Arts/Administration

- Meetings with Administration Committee
- Meeting with Finance Committee
- Meeting with Linda K. re: fundraising and planning for 2008
- Board meetings on 11/8, 12/13
- 360 Evaluation for Office Administrator designed, distributed (feedback scheduled for 12/18)

Small Group Ministry

Denominational/District Participation

- Attended PCD Leadership Day 11/10
- Hosting site for So. Peninsula Ministers Cluster 11/15, 12/13

- Ministerial mentor is Rev. Amy Zucker Morganstern, Palo Alto

UPCOMING EVENTS:

- UU Principles Feedback Forum, 12/16 (Due to UUA by 1/15/08)
- Christmas Eve service 12/24
- Minister's Study Leave from 1/1 to 1/28/08
- UULM Healthcare Training 1/29 in Berkeley
- 1st Year Ministers' Retreat by UUA, Boston 3/2-6, 2008

Attachment 2:

November Financial Reports Analysis

Summary:

The only change in the budget during the month is the addition of \$1,600 to provide for a paid teacher for the rest of the fiscal year for the children's program. This increases the deficit to \$3,785. The income line items are on track except the Special Fund Raising, which has completed all planned events, is lower than expected by \$553. A detailed look at that program will yield some worthwhile lessons for future years. The expenses are all on track except for Office Supplies, Building Maintenance and Grounds Maintenance, which may need increased budget allocations to finish the year.

Budget Changes:

400 Pledges Paid + Written Off: Since this figure is now the forecast pledge total for the year, an additional column has been added to show the pledge total so far so that the remaining pledges expected can be calculated. At the end of November, it is \$1,281.

584 Teachers Salaries: The Board directed that money to hire a teacher for the rest of the year be added. \$1,600 was thus added to this line item. Any part of this which is not used will reduce the deficit at the end of the year.

Income vs. Budget to Date:

438 Special Donations and Fund Raising: The total of \$3,447 received includes all of the planned special fund raisers for this fiscal year. The breakdown shown below holds some lessons in fund raising to be pondered by the Fund Raising Committee, the Finance Committee and the Board.

Special Donations for the Children's Program: \$780

Edna Windes Picture Raffle: \$411

Peninsula Banjo Band: \$347

Evening of Comedy and Music: \$850

Book Sales: \$658

Andrew MacKnight Concert: \$153

Fund raising lunches: \$188

Escrip: \$18

Scrip gift cards: \$26

Donation for office desk: \$50
Children's Lemonade sale - \$9

437 Fair Trade Coffee: New supplies were just bought.

Expenses vs Budget to Date: Potential over expenditures not reported last month are:

542.1 Office Supplies: Office supplies are exceeding budget due to extra expenditures on printer cartridges and furniture.

551 Bldg. Oper. & Maint.: Nearly the full budget allotment for the year has been used up. This is due to spending for the 2 signs, and for pest control for ants. The building maintenance needs for the year are very difficult to forecast. Thus we need to be willing to adjust the budget figure as we go along. It will probably have to be increased when further unanticipated expenses arise.

553 Grounds Oper. & Maint.: Grounds maintenance has also used up most of its budget for the year due to pest control for squirrels which were undermining our sidewalks and visiting the attic of the building. The Building and Grounds Committee is planning an ongoing pest control service which will cost \$375 for the rest of this year and \$750 each year after that. This will be charged to the building and grounds reserve fund for this year and included in the budget for next year.

Balance Sheet:

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245 Music Fund: \$423 accumulated in the Music Fund was allocated to support Dave Coldren's increased commitment to the Music Program.

246 Outreach Donations: The proceeds from the UUSC Card Sale are being accumulated in this account and will be sent to UUSC when the sale is completed.

Attachment 3:

2008 Canvass Schedule

February 17, Sunday – Finance Information Lunch for congregation

March 8, Saturday - Leadership Lunch

March 12, Wednesday – Leadership Dinner

March 16, Sunday – Celebration Sunday

March 17, Monday – Start first round follow-up

March 24, Monday – Start second round follow-up

April 7, Monday – Final pledge total for FY09 budget

April 10, Thursday – Present budget to the Board

April 18, Friday – Mail info including budget to congregation

May 4, Sunday – Spring Business Meeting including budget approval

Attachment 4:

UUFLG Policy and Procedure for Unbudgeted Expenditures

Purpose

The purpose of this policy is to protect the integrity of the annual budget and define a procedure by which unbudgeted expenses are managed.

Policy

Committees may not spend more than their budgeted amount without approval.

Procedure

1. Committee expenditures which are not budgeted or which exceed the current annual budgeted amount for that committee must be submitted to the Finance Committee for review. This should be done before making the expenditure in all but emergency cases.
2. The Finance Committee will then submit it to the Board for approval.
3. In support of this policy, each committee will receive a monthly statement from the Treasurer showing the expenditures to date and the budgeted amount for each line item for which the committee is responsible.

Attachment 5:

Policy and Procedure for UUFLG Website Review and Update (WRUP)

Purpose

The purpose of this policy is to keep the information on the UUFLG website current and accurate.

Policy

Each web page will have a designated owner and will be reviewed and up-dated by that owner on a defined schedule.

Procedure

1. **Attachment A** contains a list of web pages along with the name of the owner and the schedule on which the web page is to be updated and/or reviewed for currency and accuracy.
2. New web pages require approval from the Communications Committee before posting.

3. When new web pages are added to the web site, the web master will update **Attachment A** of this policy and procedure with the name of the page, who owns the page, and the frequency of review and/or update required for the page. These updates to Attachment A will be reviewed monthly by the Administration and Communication Committee.
4. All designated owners of web pages will be notified of their ownership and their responsibility for review and/or update of the pages and the schedule on which it should be done by the Administration and Communication Committee.
5. Web pages that require yearly review will be reviewed in the month of August. Web pages that require review twice a year will be reviewed in August and February each year. Any required changes will be communicated to the web master promptly.
6. Errors found in web pages will be reported to the web master and will be corrected at the earliest possible time.
7. Suggestions for changes and improvements to the web site will be communicated to the web master via email. The web master will log all suggestions. The Administration and Communication Committee will review suggestions and prioritize them monthly. They will be implemented by the web master in priority order.

Attachment A:

<u>Page</u>	<u>Owner</u>	<u>Update</u>	<u>Review</u>
Monthly Calendar	Admin	Monthly	
Newsletter Archive	Admin	Monthly	
Upcoming events	Admin	Weekly	
Weekly Announcements	Admin	Weekly	
How to find us	Admin		Yearly
Staff information	Admin		Yearly
UUA	Admin		Yearly
Famous Uus	Admin		Yearly
Broadcast email	Admin		Yearly
Facility rentals	Admin		Yearly
Rental package	Admin		Yearly
Our Dir. Of Rel. Ed.	DRE		Yearly
Finances	Finance	Yearly	
Event photos	Membership	Monthly	
Home	Membership		Monthly
Volunteer opportunities	Membership		Monthly
Activities and programs	Membership		Twice a year
Principles and Beliefs	Membership		Yearly
FAQs	Membership		Yearly
Other UUA-related sites	Membership		Yearly
Membership information	Membership		Yearly
Becoming a member	Membership		Yearly
Our Minister	Minister		Yearly
Current Newsletter	Newsletter Editor	Monthly	

Children and Youth	RE	Spring, Summer, Fall	
Adult RE	RE	Spring, Summer, Fall, Winter	
RE	RE		Yearly
RE registration form	RE		Yearly
Safety Policy	Safety		Yearly
Board minutes	Secretary	Monthly	
Congregational meetings	Secretary	Yearly	
Committee reports	Secretary	Yearly	
By-laws	Secretary		Yearly
Social Action Committee	Social Action		Monthly
Sunday Services	Sunday Services	Monthly	

Visitors and Newcomers

Lifespan Learning

What's Happening

Community

Administration