

FUUSN Board of Trustees
Tuesday, December 11, 2018
Children's Chapel, 7:00 PM

<p>Staff: Erin Splaine, Minister Amanda Graff, DLRE Board: Chris Krebs, Chair Josie Greene, Vice Chair Theo Burba, Youth Leah Lakomski, Youth Christine Lookner Jon Reuman Demie Stathoplos Brooke Foucault Welles Clerk: Kit Ryan</p>	<p>Visitors: Susan Bartlett, Operations /Finance Karen Bottar, Finance Judy Curby, Operations/Treasurer Brian Gill, Finance Urban Larson, Board of Investment</p>
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INVOCATION / CHALICE LIGHTING/READING OF THE BOARD COVENANT:
7:00 PM.

MONTHLY REVIEW: STAFF-BOT COORDINATION: Ensuring alignment of relevant staff developments, initiatives, activities with the Board's activities and responsibilities

Amanda Graff:

- Children's RE (religious education) group has restarted, going well
- Working on inclusion, not only for RE
- Met with Brooke regarding Adult Faith Development (AFD)
- Has noted some FUUSN established families who had not been attending have recently returned to services

Erin Splaine:

- The Membership Search Committee was going to have its 2nd candidate face-to-face meeting Saturday Dec15, will subsequently meet on Sunday after service
- There have been a number of deaths recently among congregation members; will speak with Brooke about younger congregants who would be interested in assisting with memorial and lay services
- Will continue to pursue worship arts, consider how we worship together; plan for its council to fall under AFD

GOVERNANCE/STRATEGIC BoT-FINANCE BODIES: Clarifying and Strengthening our Strategic Partnership with the Finance Committee, Operations Council, and Board of Investments: handouts, FUSN Integrated Financial Planning Timeline, & Fiscal Year 2019 Endowment Draw

- Reviewing our respective budgetary roles and responsibilities
- How will we collaborate to develop the FY2020 budget (review key tasks, points of contact, timelines)?

- How will we maintain close communication with each other around emergent issues and concerns?
- How can we communicate early and often with the Congregation around emergent issues and concerns re: the budget?
- What are the key issues and concerns likely to surface in developing the FY2020 budget?
 - Analysis of current budget trends/big picture issues
 - Sustainability of current staffing & programs
 - Anticipated increases in expenses/budget requests
 - Contingency plans for unanticipated costs
 - Financial and operational implications of this year's reductions & cuts
 - Potential for restoring reductions/cuts in FY2020 budget or beyond
- How can we more effectively align the budget development process and the budget drive process to ensure a successful fiscal outcome this year?

Discussion points included:

- Reducing our structural-deficit was key, Finance and other finance-related committees have been working on this priority since at least 2011
- Board priorities need to be determined, communicated to Finance now/no later than early January. Issues include staffing structure, last year involved MMI (multicultural ministry initiative), Stewardship
- Finance develops initial budget goals, identifies needs, requests budget requirements from committees, will present initial plan to BoT in January
- By February Finance works with different parts of the budget. The 3 biggest components are staffing; building and grounds; and RE. Specific details are presented to and managed with Operations
- By May the short-term budget is developed, based on meeting BoT priorities and what FUUSN can afford. Susan Bartlett, as Operations Chair, develops the memo addressing the budget, and meets with the BoT to present the budget plan/options
- The 4 greatest priorities raised by the LCs to date are: UUA membership fees; building management and costs; Social Action; and the Membership staff position. UUA membership fees requested for this year was \$20,000 (23,000?); FUUSN paid \$10,000; they subsequently increase 10%/year, and the expected end point would require 6% of FUUSN annual operating expenses.
- ABD: the timing to set the goal is challenging, since Finance is setting the initial budget plan in January, when the ABD launches. To maintain the balanced budget we have finally attained requires 4% increase each year for the ABD. The 4 priorities would require additional funds.
- Urban mentioned there is perception of reserves FUUSN could tap; these have been spent down; the building reserve remains, but has decreased to \$73,000, its lowest point.
- How does the BoT communicate with the congregation regarding the LC priorities, and how to address the apparent perception that last year we attained the Annual Budget Drive (ABD) goals yet decreased the

Membership staffing position/funding? Goal is that the congregation not be surprised, especially if the ABD is successful in attaining its goal, but FUUSN cannot fund all 4 of the top priorities.

STRATEGIC—SKETCHING OUT BOARD BUDGET PRIORITIES FOR FY2020: Updates regarding Listening Circle experience; handout, BoT Priorities 2018-19

- Discuss format for Board budget priorities
- Clarify budgetary implications of Board's top priority projects for this year
- Review Congregational priorities emerging from Listening Circles Initiative and their budgetary implications
- Set date for finalizing Board budget priorities

Discussion points included:

- Keeping the budget balanced must remain the priority
- Budget assumptions for staffing include fair payment for staff, with 3% increase for salary/year, while we must plan for staff turnover; maintain building and its reserve (the building also generates income for FUUSN as well as costs); and continue support for worship, which includes RE, music

STRATEGIC-LISTENING CIRCLE INITIATIVE UPDATE: Review Listening Circles (LC) Initiative and Discuss Next Steps: handout,

- Review Virtual Listening Circle results to date
- Review results from expanding the modalities/vehicles for eliciting Congregational input and awareness
- Expanding Board participation in the conversational process
- Results of outreach to specific constituency groups
- Plan for organizing data and providing feedback to leadership and the Congregation

Discussion points included:

- The 4 greatest priorities raised by the LCs (see above for Governance/Strategic BoT-Finance Bodies): UUA membership fees; building management; Social Action support; and the Membership staff position
- The LC feedback from the youth has raised different issues
- How to communicate with congregation about the status of these priorities?

PROCEDURAL:

- Vote to approve BOT meeting minutes for November 2018
- Vote to approve two new FUUSN members
- Brief updates from Board liaisons

- Demie motioned to approve the November minutes, the motion as seconded by Christine, the motion passed unanimously.

- Brooke motioned to approve the new FUUSN members (I did not get the names), the motion as seconded by Demie, the motion passed unanimously

STRATEGIC-STEWARDSHIP: Identify next steps in broad-based stewardship initiative that provides both structural support and stewardship culture enhancement

- Discuss pros/cons of using UUA Forth Development Program as a model
- Review and discuss recommended action steps from 2017 Financial Summit
- Clarify division of labor between BOT, OPS and proposed Stewardship team
- Review status of this year's Budget Drive team staffing and plan for initial team meeting
- Discuss next steps in forming Stewardship team and its charge
- Identify Board actions to promote stewardship in the interim

- Deferred.

CLOSE

Meeting adjourned at: 9:03 pm.