

**Unitarian Universalist Congregation of Duluth
Draft Minutes of the Board of Trustees Meeting
Tuesday, December 22, 2009, 7 PM College Street**

Board of Trustees (BOT) present: Ruth Strom McCutcheon, Kathy Heltzer, Alison Lutterman, Gloria Walters, Jim Lund, Koresh Lakhan, and Carol Michaelson.

Others present: Reverend Gail Lindsay Marriner, Kathy Stinnett, and Sanna Shields.

Meeting was called to order.

Ruth moved to accept the minutes from the December 1st Board meeting, second by Carol, the motion carried.

Treasurer's Report

- Gloria gave an update on the November treasurer's report. Gloria noted that the Bake Sale fundraiser is not reflected in the report. Pledges are behind by \$17,000 and pledge statements were printed to be mailed to those behind. The current budget has a \$44,000 deficit. \$30,000 of this deficit is the 2010 bridge fund payment by the Zeppa Family Foundation that is expected to be received in the first part of 2010. Gloria moved that the Board of Trustees authorize a temporary transfer of funds from the capital account to the operating fund to cover expenses in December 2009 and January 2010. Second by Jim, the motion carried. Gloria said that Geiger Yount expects the amount of transfer needed will be around \$20,000.
- The BOT discussed how best to approach affiliated groups in asking them to make a pledge to the operating budget.
- Three financial meetings are planned. A discussion about Capital/Mortgage Planning is scheduled for January 10th at 12:30pm. A discussion about Fundraising Policies is scheduled for February 7th at 12:30pm. A Financial Stewardship Summit is scheduled for March 21st at 12:30pm.
- Gloria reported that the Bake and Craft Sale earned \$1455.
- The BOT discussed the Kochendoerfer Fund, its history and designation as youth programming support.
- The Islamic Community loan prepayment was discussed. The organization decided not to split interest expenses.

Personnel Committee

- The Board discussed the upcoming staff reductions. Personnel committee will need to revise and update job descriptions in some cases. Gail will be having staffing discussions with the staff and the committees affected (like music and R.E.) with Personnel Committee members present.

Signage

- Carol moved that the Board of Trustees support the Peace and Justice Committee request to post the "War is Not the Answer" sign. Second by Gloria, the motion carried. Kathy H. commented that she feels this sign is appropriate since our Congregation has voted in

support of the Peacemaking Pledge. She also noted the need to create a policy to handle future value based signage requests.

Fundraising Policy

- The Board discussed the current fundraising policy and whether any changes to it are needed in light of the 2010 budget cuts and the likely fundraising requests that will be coming. The consensus was that the current policy should be sufficient. Kathy Heltzer moved that given our current financial situation, the intention of the Board of Trustees is to approve fundraising appeals for the operating budget, not for particular programs or staff positions. The motion carried.

Bylaws Committee Update

- Alison said the committee is working on an amendment that will expand the Nominating Committee to 6 members with staggered terms and will also provide a process to get information to the congregation about the nominees ahead of the membership meetings. Alison welcomes any feedback to this proposed amendment which she will take back to the committee.

Congregational Covenant

- Gloria provided a report on the status of the Congregational Covenant Planning Committee. The group has had their fourth meeting and is going to begin planning a development strategy next. The goal is to have a draft ready for a vote at the May membership meeting

The Consent Agenda was approved. Jim noted the development of a Building Committee.

The Board asked to have the October 27th meeting minutes amended to include a description of the closed session.

Jim Lund suggested the BOT consider an external financial process audit.

The BOT discussed the annual Program Council & Board joint retreat and agreed to keep it on the calendar for June 12th.

A question arose about what to do about programming in July when the front doors are expected to be inaccessible during the month for garden maintenance. This item will be put on the February agenda. Alison will check with the Fire Marshall to see if the two side doors will be enough exits to continue to hold services during that time.

Sunday Visitor Greeting/Board Welcome & Qualified Highlights

Jan 3 9:30 **Alison** 11:30 **Kathy**
Jan 10 9:30 **Jim** 11:30 **Gloria**
Jan 17 9:30 **Ruth** 11:30 **Alison**
Jan 24 9:30 **Koresh** 11:30 **???**
Jan 31 9:30 **Koresh** 11:30 **Alison**

Agenda setting meeting

January 18th @ 9am at UUCD

Next board meeting **Tuesday, January 26th @ 7 pm** UUCD

Submitted by Sanna Shields