

**First Unitarian Society
Board Meeting**

April 16, 2008

Item	Decision/Action Required	Action Owner
Opening		Lisa Munro
Review of Calendar for Special Meetings	The second retreat date for the Board and committees will be September 20, 2008 (in addition to the "new leader" retreat on June 21, 2008). There will be a forum on the budget on May 18, 2008 in order to provide an extended discussion of the budget for those who are interested. This will allow the parish meeting on June 1, 2008 to be kept to a manageable length of time.	All
Financial Report	Brian is making an effort to add the Society's checking account information to the financial report information and to create transparency for our financials by reconciling the budget with the actual money flow in our checking account. Brian also noted that our pledges are being made slower this year compared to last. We will send out a follow up to all delinquent pledgers after the 4 th quarter. One Board member asked whether or not we should follow up after the 3 rd quarter. There are logistical reasons why it makes more sense to do it after the 4 th quarter of the fiscal year (i.e. after June 30). Our religious education revenue is down due to providing fewer adult education classes this year because of the construction. Finally, our snow removal expense was higher this past winter because of the extreme amount of snow we had. In spite of all of these items, we should not be alarmed because the amounts are not excessive and we still expect to receive the normal amounts pledged. We will continue to track \$25,000 deficit that we knew was in the budget when the year started.	Brian Hellmer
Annual Campaign	Update on campaign: As of today we have received 594 pledges with total amount pledged at this time of \$916,226. The average amount of each pledge is higher this year than last. We are back to our pledge rate from two years ago. We should assume that last year was anomaly. We can anticipate a 2% default rate so at this point we can make a very good prediction of what we will receive from the amounts pledged. This default rate has been a very reliable figure.	Susan Koenig

Planning Process

We have a planning process that was started at the beginning of the year with four primary goals. We have been working on this plan throughout the year. Today we want to have a discussion of goal one and the sub goals and objectives that have been set. See handout.

Kathy Luker

We need to brainstorm indicators of success on these measures. Our goal is to develop metrics to use and not to agree on the actual numbers or specific indicators, which will take more time to develop.

1. Member retention: One annual metric might be to measure the responses we receive on pledge cards that we ask to be returned to us. We would use the median number of responses as the measure of success.

Another metric is to look at how many pledgers did not pledge this year who pledged last year. We should look at engaged active members, although we might also want to look at all pledgers as another factor. To look at measures like this we need a good operational definition of members, pledgers and other key ideas such as active engagement and the time when we cull members.

A final measure under this category might be attendance at parish meetings and other FUS activities such as religious education functions.

2. Attract visitors: Another area we want to measure is our ability to attract visitors. We can measure the number of new visitors by looking at new names written in the visitors' book. This measure is not completely reliable because visitors do not always sign the visitors' book. This may be easier to track in the new facility. We may want to consider the use visitors' cards, which we already have but which have sporadic success. We should also try to count repeat visitors. Another measure of visitors is to monitor website hits. Attendance at events other than services would also be a good measure of visitors. Another measure of visitors is to track new religious education families. We should look at repeat religious

education registrations.

3. Transition visitors to members: Finally we need to measure how well we help visitors become members. A measure of this is the level of attendance at the new UU classes. The number of new pledgers is an indirect measure of this. A direct measure is how many people “sign the book?”

Action step: Richard Miller and Pamela Magee will work to develop these ideas in more detail for the next Board meeting on April 30.

Nominations

Jane Richardson summarized the status of our nominations for the Board, committees and councils for the coming year. This is shown on the nominations list. Two key vacancies that we need to fill are a Board position (we made a concerted effort to fill the Board position with someone from the Saturday service and who is active in the religious education program but we have found that it is hard to find people in these groups who are not too busy to take this responsibility on) and someone for the Financial Stewardship Committee. Several other positions need filling but these are the key ones. The music committee may sunset although the members will re-up for another year while this process occurs. Action Step: Jane will contact Bob Pricer about the Financial Stewardship Committee opening and Laurie will send several names for the open Board position.

Jane Richardson

Guiding Principles for the Budget Process

Brian provided an overview of what we will use to guide us in finalizing the budget for the parish meeting. See handout. We don't need to detail every allocation decision we will make by the time of the meeting as long as we have our overall allocations decided. E.g. decisions on major expense allocations such as staff salaries do not need to be broken down into individual decisions such as individual salary decisions. We want to start paying down the interest on our operating debt. We also want to budget for building expenses and we want to budget for rainy day expenses. The budget is statistically predictable and we are on track. There could be a bump in revenue when we open the new meeting house but this is to the good. It is the sense of the Board that we agree with these

Brian Hellmer

principles and will use these principles as we go further into the budgeting process. Our goal is to make and stick with a balanced budget.

Consolidation of Ministerial Fund into the Foundation

The minister's book fund (there are three of them) is small and there is no reason for these to be special funds in the budget. It makes sense for these funds to be in the Foundation to set up a teaching and internship fund. We can encourage further contributions to that fund. Richard Miller asked whether or not these funds need to be designated a limited purpose fund for ministerial internships only rather than have this special fund be for that general purpose with the ability of the Foundation Board to exercise its judgment about the availability of the funds for other purposes. The Board agreed that this consolidation makes sense.

Michael Schuler

Insurance for Part-time Staff

We currently provide insurance for part time staff. This is a good time to examine whether or not we want to insure future part-time staff (we have no one in this status now). A MOTION was made to approve the proposed health insurance policy for the HR manual with the changes Sandy Eskrich suggested about using a percentage of the full-time cost of coverage in order to allow for increases in the cost of coverage to apply to the proportion of cost the part time staff would pay. The motion CARRIED.

Susan Koenig

Approval of Minutes

Add Richard Miller to list of attendees for March. A MOTION to approve the minutes as amended CARRIED.

Tom Detmer

Closing

Lisa Munro

List of Handouts:

Agenda
Calendar for the coming year
Planning Goal One Details
Financial Statement
Brian's Summary of Guiding Principles
Nominations Report
HR Policy on Health Insurance for Staff
Minutes from March 2008

Attendance:

Laurie Joiner, President
Kathy Luker, President Elect
Tom Detmer, Secretary

Brian Hellmer, Treasurer
Sandy Eskrich, Trustee
Nancy Kosseff, Trustee
Lisa Munro, Trustee
John Mathis, Trustee
Pamela Magee, Trustee
Richard Miller, Trustee
Michael Schuler, Parish Minister
Karen Gustafson, Minister
Kelly Crocker, Minister of Religious Education
Susan Koenig, Church Administrator
Dan Broner, Music Director
Donna Hartshorne, Archivist
Janet Stonecipher, Music Committee
Jane Richardson, Nominations Committee