

USR Board of Trustees Meeting
Minutes
May 2, 2016

Attendance:

Peter Duran, Robb Willis, Suzanne Samuels, Helen Matusow-Ayres, Rob Markowitz, Laura Krag, Kevin Smith, Elizabeth Ames, Judd Seals, and Rev. Anthony Johnson.

Process Observer: Rob Willis

Chalice lighting 7:04 pm

I. Housekeeping

- a) Vote to accept reports
 - Rob Willis moved to accept all reports, Kevin seconded the motion. Motion passed.
- b) Update about Green Loan
 - Green house closed. This information will be presented to congregation at the next town hall meeting.
 - USR cleared \$56,222 +\$400 in escrow from the water bill
- c) June 4 is Board Social
 - Please RSVP ASAP. Celebrate end and transition to the new year
- d) Upcoming Meetings

Town Hall May 15

- Budget Meeting- preview budget before voting at the annual meeting. Peter will present.
- Green Loan update
- Energy Audit
- Sexually Safer Congregation certification
- May fold in information about what is on the GA agenda

June 5

- Annual Report and Board and PC highlights
- Thank You (A/V donors; outgoing leaders – Joe Peiser, Carolyn Musser; outgoing members – Elaine and Joe Petrowski)
- GA Delegate Credentialing
- Formal Recognition of Search Committee members
- Budget 2016-2017

II **Ministers Report** **Reverend Tony**

A) Summary

- Spent last Sunday afternoon with the youth group. Joint program with CUC and Pomona is working very well.
- Attended a lot of meetings around the congregation. Discussing how to energize the council system.
- Leading Edge: Revolutionary Love at the Middle Dutch Reform Church.

III **Treasurers Report** **Peter Duran**

A) Summary

- Budget Review

IV **Proposal on Discounted Rental Rates** **Peter Duran**

A) Summary

- Would like the the Board to approve the following
 - (a) The report itself
 - (b) The groups that should receive low cost rates
 - (c) 3 year approval cycle
- The report reflects what Ann is already doing
- Set-up costs caused the need to rethink the charges
- Renters include groups at USR
 - (a) People don't always realize that we incur set up costs
- Would like software to track rentals better
- Ann wants the Board to sign off on the protocol that she is using.
- Four groups, no cost, set up covered by USR, in most cases groups that are not charged either pay for set up or set up and take down themselves, reduced rate and market rate (see chart in Rental Income Report)
- Input needed on the no cost and set up cost. This arrangement applies to groups with whom we have had long relationships including Share, and the Childrens Aid Society
- Most renters are in the reduced rate category, small business owners, like Ridgewood Community School
- Market rate, Valley Hospital and Little Crane are the most frequent renters in the market rate category.
- Asked Ann to encourage renters to sign longer term contracts- for scheduling and budget purposes. Valley and Little Crane are 60% of our rental income.

B) Discussion

- Process to approve reduced rate and no cost by the Board. When will that happen?
- Need a system. New software will allow flags to identify new renter dates, for approval cycle.
- We may get to a point when we have too many rentals which could result in lack of availability for internal USR groups to use the space.
- We will top out at some point, once we reach the maximum amount we can earn and still keep the society available for members and society activities
- Ann can decide on market rate and reduced rate. The Board needs to determine the no cost rentals
- Test should be would we support the organizations who are not paying rent financially?
- New Board will make these decisions
- We should put the subsidy cost in the budget
- Put the discount in the contract, so that groups know that they are paying a reduced rate.
- Peter needs to provide a more detailed list of no cost groups before board can approve

C) Action

- Helen moved to approve the framework and decide on the specific groups at a later date, Judd seconded
- Motion passed

V **Annual Budget**

Peter Duran

A) Summary

- Did not meet our annual budget drive goal.
- Considering a deficit budget
 - (a) We will have a good surplus from this year (conservatively \$35-36,000)
 - (b) We have reserves in our Fidelity account
- Estimated the surplus, if it is lower, we can pull the difference from our Fidelity account. We want to minimize what we pull from Fidelity. Depends on what we want to fund or cut.
- Discussion about salary increases for staff, should they only be available after one year employment, should the increase be 1% or 2%
- Recommendation that giving all increases at the same time and make individual decisions for each person
- Need to discuss James' salary increase with CUC
- Increase Ann's hours by 5 hours=30
- Councils cut back on budget since last meeting=2K

- Not funding the capital fund, maintenance fund or the intern fund.

B) Discussion

- The new Board will need to decide on a policy regarding the the date by when staff need to have started in order to get a raise. Helen will send a reminder to Rob for next year's agenda
- We will work toward finding the money over time to increase Ann to full time. Money is not available in this year's budget.
- Tell the congregation good news/bad news, we have 35K surplus, next year we will have 35K deficit
- Need to account for the entire cost of the search committee in next year's budget
 - (a) Difference may come from Fidelity
- We are not going to be ablet to put money into the maintenance fund or the capital fund
- We are funding the Sexton, Floating Teacher, adding hours to Ann's work week, and funding the search
- Peter will review our income and try and find more money to try and get the deficit and the surplus closer to one another.
- We should have an honest conversation with the congregation that this is a deficit budget because more money didn't come in from the congregation. We need to be careful about how this is framed since many people did give more, this year
- Some people stepped back during the transition.
- Instead we should focus on goals that we can and cannot achieve because we didn't reach the budget goal
- We should be considering a capital campaign in the near future.
- Investment in the future- search committee- use deficit and investment in salary

C) Action

- Peter will recast the budget and send it out and we can vote via email

Judd moved to adjourn and Laura seconded
Motion Passed
Adjourned at 9:06