

**Board Members Present [via zoom]** : Don Antrobus – President, Kalen Saxton – Vice President, James Dryden – Secretary, Sid McCausland - Treasurer, Kathy Lucich, Yolanda Meza, and Jim Kerr

**Others Present:** Rev. Lise Adams Sherry, Dr. Ray Macfarlane, Peggy Robinson

**6:30pm A. Call to Order/Agenda**

Agenda adopted without objection after the addition of the bookkeeping contract by the chair.

**6:43pm B. Consent Agenda Items**

**Move** by Sid, 2<sup>nd</sup> by Kathy, to adopt the draft minutes of the last meeting adding 'wanted to move away from required masking' and correct A/V Tech position was not posted. **Passed** without objection.

**6:50pm C. Continued Business**

**1. COVID Policy Approval - Don**

Safer Congregation Committee recommended that we move to a mask optional policy everywhere. This was announce via the newsletter and implemented Feb 5.

**2. Staffing Positions- Rev. Lise**

A/V positon draft position description is being circulated. The departure of Shellie, Congregational Administrator, left Peggy stepping back into to cover this position again. Office staff have decided that doing all the bookkeeping in house is not the correct approach. New business tonight includes review of a proposal to seek outside bookkeeping. The Music Director position has had the one applicant who was seeking more compensation than budgeted. More importantly, we do not want to hire someone and then need to let them go if we are faced with a large budget deficit for FY24. The choir's first priority was an accompanist. We might hold off hiring a director until after the annual meeting. Youth music involvement might be strengthened by using Bev Grogan and Jim Kerr.

**3. Playground – Don, Rev. Lise**

Peter Briggs, the professional playground consultant who has worked with the team on a pro-bono basis beginning with a friendship with Wendy Romberg, has proposed a scope and fee schedule to provide design services with total estimated labor charges of \$2900. The details were presented earlier. The taskforce has not met to approve this proposal so there is no contract to present to the board. Peter would focus on a design using AUUF construction volunteers assisted by expertise from manufacturer's representatives. The current cost estimate is about \$10k over the available reserve funds (\$56k). The board expressed the need to keep the total project costs under available funds. Targeted donations might be solicited.

In consideration of her friendship and history with Wendy, Peggy volunteered to make a donation to meet that \$10k shortfall. On behalf of all AUUF, the board extends a great thank you to Peggy for such a generous offer. **THANK YOU !!**

**Move** by James, 2<sup>nd</sup> by Kathy, to authorize Don to work with the playground taskforce and sign a time & materials contract with Peter as described in the board packets. **Passed 7:0**

**4. Employee Health Insurance – Sid, Rev. Lise**

Sid's treasurer's report included detail of the in-lieu payments being made to Rev. Lise and Dr. Ray which went into effect recently following the cancellation of the UUA policies. Sid worked out the details of the adjusted compensation in the Appendix D. Giving an employee additional

compensation in-lieu of health insurance involves many other items like the FICA and pension amounts. Sid has chosen to follow the board's December action by offering "compensation comparable to our current premiums" and "to not affect the total cost to AUUF" for each of these two employees by setting the in-lieu to make the total burdened payroll the same with or without the in-lieu addition. Per Appendix D, for Rev. Lise, the in-lieu increases result in a compensation rate of \$48.10 (12% incr) and a total burdened rate of \$61.03/hr. For Dr. Ray, respectively \$29.51 (17% incr) and \$34.34. The in-lieu payment would expected to be reduced when Dr. Ray becomes eligible for pension in August but the total burden would not be reduced. These in-lieu payments will be kept as separate additions to net pay for IRS reporting purposes but their eventual treatment is not clear at this point.

There is concern that there is no firm basis for this benefit (like the AUUF cost of a UUA Bronze plan for employee and one spouse coverage). It needs to have some basis like that which could be applied to the next employee. The double FICA adjustment has been questioned. Workmen's compensation should be included. The HR committee needs to resolve extending the policy to all employees. These details illustrate the need for a generally applicable policy.

Sid had previously compared the UUA suggested wage levels to these adjusted rates and found the new rates to be near the UUA maxima as he stated in the budget documents. Sid has now reconsidered that comparison since the UUA rates assume the employee is given health insurance outside those suggested rates. He will revise those comments in the budget documents.

#### **5. Janitorial Services Contract – Rev. Lise**

We have a janitorial contract in place now with Zoraida Hernandez/Diomitias. They are providing six hours per week on Friday evening. Staff is pleased with the work being done. This stretched our budgeted amount. If building usage increases, we made need to increase the services.

#### **6. Stewardship Update - Peggy**

The Stewardship Committee (Peggy Robinson, Cari Sayre, Marie Lundstrum, and Erik Hill) have been working hard. The campaign is well underway with \$163K of \$340k goal received so far. Those 56 pledging entities have responded with \$13k (8%) increases from FY22. The pledge drive will culminate in a Feb 26 lasagna and salad luncheon provided by The Alliance. Pledge forms have been made available in hard copy and online pdf forms. A final personal call session will be conducted in the last few days of the drive by members of the finance committee and the board of directors. A sign up schedule will be made available online 2/20.

### **7:51pm D. New Business [items worked almost backwards in order but minutes are in agenda order]**

#### **1. Getting Members 7 friends Back into the Building - Don**

We need to think about methods to get members and friends back into the building. Denise Martin made a comment that we need to think about what members want – personal contact with community. Suggestions that we drop all zoom support seem extreme. Spaghetti and game nights seem like excellent additions. Personal contact with absent members could encourage attendance – invite some old friends. Greeters are important. Individuals making intentional contact with new and old attendees will help.

#### **2. Operating Fund Budget - Sid**

The \$340k pledge goal is a real reach. Historically, 80% of our operating funds come from pledges. Even if we met the \$340k goal, the remaining \$100k (\$440k total operating budget) is also very difficult. Since most of our expenses are in labor costs, the obvious first cuts are the vacant positions in music director and youth advisor. Peggy says that most churches survive by

monetizing their assets these days. Kalen offered to explore an after school child care operation that would meet a need in the neighborhood and provide income to AUUF.

The board decided on holding a special budget meeting to be in early March. Don will schedule via Doodle poll.

**3. Congregational Demographics Survey – Rev. Lise, Don**

UUA seeks data every year for a congregational survey. Dr. Ray and Rev. Lise are thinking we should conduct our own survey like was done several years ago for the ministerial search. Why do people come to AUUF? Ask what they want and are they willing to help provide it? It's time to do it again - possibly before the annual meeting.

**4. Bookkeeping Contract - Peggy**

Sid is seeking permission from the board to request proposals for contracting the bookkeeping. Peggy sought firms years ago and feels that 15 hrs/month might be a good estimate of the time needed. This would lessen the training for a new congregational administrator greatly. That position would be reduced from 25 hrs/week to 20 hrs/week. The administrator would still be responsible for Icon entry. Bookkeeping contract would include check preparation and payroll with visits every Friday.

**Move** by Sid, 2<sup>nd</sup> by Kalen, to authorize the temporary congregational administrator to solicit proposals for bookkeeping services. **Passed 7:0**

**Staff and Committee/Team Reports in Dropbox - Discussion**

All reports accepted.

**8:45pm Adjourned** by Chair w/o objection

**Next Meetings:**

Stewardship Celebration and Lunch, February 26  
Agenda Setting Meeting, Thursday, March 9, 5:30-6:00pm  
Board Meeting, Wednesday, March 15, 6:30-8:30pm  
Program Council, Tuesday, April 25th, 6:00-8:00 pm

Respectfully submitted by James Dryden, Secretary