

MEETING MINUTES

**For Meeting of the Board of Trustees: December 11, 2007
Valley Unitarian Universalist Church, 6400 W. Del Rio St. Chandler, AZ**

*On the Path to Greatness: Enriching People,
Changing Lives and
Reaching Out to Others*

Charlie T, *President, 2007-08*

*	Joel S	Secretary	*	Barb T-M	Trustee
*	Barbara F	Trustee	*	Anne S	Trustee
A	Jim N	Trustee	*	Janet C	Trustee

Board Members Present: Charlie T, President; Janet C, Joel S, Barbara F, Anne S, Barb T-M, Anne S

Staff members present: Lone J and Karla B

Members: Jayne B

The meeting was called to order at 7:05 P.M.

The first order of business was to review and approve the November 13, 2007 minutes as amended by email revisions. Anne S. moved to approve the minutes, seconded by Barb T. and approved unanimously.

Next, Anne S. moved to approve payment of \$XX from the Irwin Union Line of Credit, seconded by Joel S. and approved unanimously. Anne S. asked why we need to approve this amount when it was already in the approved budget. Joel S. noted that the Board must approve disbursements from the Line of Credit for Irwin Union to process the request. After the discussion, the motion to approve a Line of Credit withdrawal of \$XX for parking lot repairs was approved unanimously.

Next, Charlie T. noted that the business administrator requested confirmation about where to take approximately \$ out of the budget to make up for our commitment to Terry S. for his ordination.

Lone J. noted that Carole C. will be at V.U.U. on April 18-20th for our Searching for the Future weekend. It is important for Board members to be available. The meetings will involve the entire congregation. Carole C. will also be at V.U.U. to meet with various groups over January 9-12. Linda H. is the contact person at V.U.U. for Carole C. Carole has asked to form a 3-person team for the Searching for the Future weekend, including

one parent, one member of the Committee on Ministry and someone who is good at general organization.

Next, Lone J. gave the Minister's report. She thanked the Board for the Minister's Recognition Sunday. Next, she discussed the current financial report and the budget shortfall created by the uncollected capital campaign pledges from the previous capital campaign. She discussed the Stewardship Team's planning for the Annual Campaign. Joel S. and Jayne B. discussed the cost of using the Line of Credit over the next 2 to 2.5 years. Jayne B. presented her detailed spreadsheet for the cost and timing of the Line of Credit usage. Lone J. then reviewed four options for addressing the current shortfall: (1) borrowing from the line of credit; (2) laying off staff or cutting staff hours; (3) refinancing, rental rates, increasing rental usage; and (4) relying on the congregation's good will. Lone J. also discussed that Carole C. suggested that we have a congregational meeting or other method to make sure the congregation is not surprised about budget issues. Lone J. completed her report to the Board including the compensation consultant meeting.

Next, Karla B. presented her written report.

The Board then discussed planning for the new capital campaign and the budget. Barb T. noted that we need to be prepared to answer budget questions at the congregational meeting on January 6th. Charlie T. noted that the current capital campaign is closed. If there are additional collections, they can be part of a new capital campaign. Lone J. emphasized that we need to inform the congregation about the positive results of the previous capital campaign. We should explain that the reason we are discussing this now is because of the shortfall on the old capital campaign. This has caused us to use the line of credit six months earlier than anticipated. The Board then discussed the options for curing the budget shortfall this year. Joel S. emphasized that the long-range financial plan has been to use the line of credit as a bridge to the new capital campaign. Anne S. noted that deep staff cuts are not realistic. Karla B. noted that the operating budget should have contingency money for unanticipated repairs. Anne S. noted that increasing the Stewardship campaign results is also an option. Lone J. noted that if we increase operating revenue, we would have to take less out of the Line of Credit. Barb T. suggested that we develop alternative projections in a visual format for the congregation to explain that increasing the operating budget and/or reducing expenses would reduce the amount we need to use on the Line of Credit and the ultimate amount we need to repay on the mortgage. Janet C. noted the option of increasing revenue from other sources, including rental sources. Anne S. noted that the plan should be broken down into this fiscal year and the next two years. Barb T. noted that this year's plan should emphasize that steps should be taken to hold off on using the Line of Credit as long as possible. Barbara F. noted that we should emphasize efforts to reduce facilities cost as an ongoing effort to reduce expenses and be as efficient as possible. Barbara F. also noted that for planning purposes we need to identify all options and consider them for the congregation to understand the Board's plan. Barb T. also noted that this is not a budget change and that this is a circumstance we have been planning for. Janet C. noted that we set the groundwork for a congregational budget meeting at the annual survey meeting.

Joel S. will prepare proposed documents for distribution to the congregation. Janet C. suggested a meeting before the service and after the service. The meeting will be at 9:00 to 9:45 and then at 12:00 to 12:45. Janet C. will arrange for food at the meeting. Karla B. will coordinate to arrange for child care and to make sure we have a room that day. Barb T. will coordinate putting an announcement in the newsletter and having announcements on December 30 and January 6th.

Anne S. moved to draw down the line of credit to up to \$XX to replace capital campaign funds and leave it to the discretion of the business administrator to determine the amount per month to draw down off the Line of Credit. Barb T. seconded, and the Board approved the motion unanimously.

The final order of business was a process review. Karla B. noted that this meeting was unusual in that there were interruptions and unfinished ideas.

Charlie T. thanked the Board for its work tonight.

The meeting adjourned at 9:20 p.m. The next meeting is January 8th.