

UNITARIAN UNIVERSALIST CHURCH OF SARASOTA

BOARD OF TRUSTEES Meeting Minutes – December 12, 2017

Attending: Dale Anderson, Anne McFarlane, Ava Whaley, John Yoder, Ward Pallotta, Bill Payton, Charles Lee

Staff: Susan Cook-Hallock, Roberta Druif, Roger Fritts

Excused: Claudia Holtzclaw, Mary Lou Keller, Lynda Hill

Guests: Finance Committee members Mary Maldonado, Charles Schneeberger, Dick and Diane Happy, and member John Clark

1. **Welcome/Check-In:** Ward called the meeting to order at 7 pm. He read “Come Sit by Our Fire” by Jennifer Kitchen. Members shared key events in their lives.
2. **Review/Approval of Minutes:** The minutes of the November 21, 2017 were approved as submitted.
3. **Audit Presentation:** The auditors explained the purpose of an audit – to insure our financials accurately reflect the state of our church; that the numbers are materially correct. They test processes, transactions and controls. Their report confirmed that the church’s financial situation is accurately reflected in its financial statements and that related management processes are sound.
4. **Administrative Reports**

Finance/Operations: Roberta noted that our attendance is down from a year ago but that we are in good financial shape. New members continue to be the main source of increased revenues.

Finance: Bill said, with two services, it’s difficult to find counters for the collection plate. He asked every member of the Finance Committee and all Board members to volunteer at least once a year.

Religious Education: Attendance is high. Susan thinks it’s due to social justice projects and the Owl Program, which brings in new families looking for a multi-generational connection to the church. Families would like more joint activities with children and adults.

5. **Open Business:**

Strategic Planning: Dale reviewed our progress in completing our goals. Some will be carried over to our next fiscal year. The goals and objectives of the Strategic Planning workshop, to be held on Feb. 24-25, will be determined in Executive Committee in Jan.

Ministerial Transition: Ward reported that there will be no capital campaign to enlarge the space required by additional staff. We will be hiring a half-time minister, to start in October of 2018, and expand hours of the office staff by 16 per week and of custodial staff by 4 hrs. per week. It is estimated the additional staff will cost \$57K the first year and \$85K in subsequent years. One-time costs (equipment, office, relocation) are estimated at \$17K. The half-time minister will receive full-time benefits. All depends on a Stewardship campaign that raises the additional

funds. **A motion was made, seconded and approved to instruct the Finance Committee to create a budget that reflects new staffing levels.**

6. New Business:

Bill requested that the Board attend our LWR church on April 15. It is New Member Appreciation Day and Roger will be officiating.

Roger requested, and **a motion was made and approved**, to add the following statement to the minutes as required by the IRS:

Unitarian Universalist Church of Sarasota, Florida compensates Rev. Roger Fritts exclusively for his services as a minister. Therefore, of the total compensation paid to Rev. Fritts for the calendar year 2018, we designate \$42,000 to be a housing allowance pursuant to section 107 of the Internal Revenue Code. This designation of \$42,000 as a housing allowance will apply to calendar year 2018.

6. Adjourn

Ward adjourned the meeting at 8:45 pm. The next scheduled Board meeting will be Tuesday, January 16, 2018. Happy New Year!

Respectfully submitted,

Ava Whaley