

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES OF
WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION
APRIL 17, 2017

ATTENDING: Tracy Burrows, Judi Finney, Michael Franzen, Sue Holly, Jill Jackson, Allan Lang, and Jean Mendel. GUESTS: Shannon Day, Rev. Alex Holt, Michael Matz, and Alan Mendel.

Meeting began at 7:05 p.m. with chalice lighting and check-in of attendees.

RECEPTION FOR REV. CARLOS MARTINEZ: Discussion was had about handling tasks related to Rev. Carlos' reception on Saturday, April 22nd. The Marimba Band will be playing.

STEWARDSHIP UPDATE: Alan Mendel let us know that we have received 96 of 175 pledges, for a total of approximately \$209,000. Stewardship is following up for remainder of pledges, and they optimistic that we will meet our goal.

MOVING/INSTALLATION COSTS: Discussion was had about funding for Rev. Carlos' moving expenses (estimated at \$12,000) and his installation ceremony in the spring (estimated at \$3,000). These are one-time expenses.

REVIEW OF PROPOSED BUDGET PRINCIPLES: Tracy opened our discussion with the following principles, which we agreed to:

- ◆ Budget should be grounded in realistic projections of future revenues and costs.
- ◆ The adopted budget should be sustainable.
- ◆ One-time revenues should not be used to fund ongoing costs.
- ◆ Reserves should not be used to fund ongoing costs unless there is a realistic expectation that reserves will be replenished within three years.
- ◆ The adopted budget should be as equitable as possible, particularly with regard to staff compensation.
- ◆ When considering budget reductions or less than full funding of budget items, budget items should be prioritized according to whether they are essential to carrying out our mission; important to carrying out our mission; or discretionary to carrying out our mission.
- ◆ Budget items that are fully funded with their own revenue source should not be subject to cuts.
- ◆ When considering budget reductions or less than full funding of budget items, it is also important to consider whether the item could be funded in a different way – either

through user fees, through a partnership with another organization, or some other mechanism.

REVIEW OF BUDGET LINE ITEMS/DEVELOPMENT OF RECOMMENDATIONS: Discussion was had about handling of certain budget line items to possibly adjust to balance our budget. We will make final recommendations at the completion of Stewardship's receipt of pledges when we know the actual amount we are working with, and that budget will be provided to the congregation at least 20 days prior to the annual meeting, with time for budget discussion meetings.

OTHER BUSINESS: Sue reminded that we need to get 10 day notice out regarding the congregational meeting on April 30th to vote on whether to call Rev. Carlos Martinez as our settled minister. Sue will work with Shannon to make sure that happens.

There being no further business, we adjourned at 8:37 p.m.

Next regular meeting of the Board will be held on April 19, 2017 at 7:00 p.m. at WSUU in the Admin Office.

Sue Holly, Secretary