

**PUC Board Meeting
January 11, 2016
Minutes**

Board members Present: John Einhorn (chair), Trish Botsko (sec'y), Mike Buttita (Asst sec'y), Bruce Lewis (trustee), Ben Cowan, (trustee)
Others present: Vicki, Sylvia, Kim Gosney, James Ford (all ex Officio), Yoko Kelly (guest).

Meeting was called to order at 7:10 pm.

Trish reviewed outstanding Action Items

James discussed upcoming pledge drive, February and March. Capital campaign ends this year. Pledges had dropped about the same amount as money donated toward the capital campaign. Hope to redirect Capital campaign donations back into general pledges. Very important drive this year due to finding new established minister. Requests us to suggest folks who can work the campaign. Three teams: 1 Steering committee. (4 - 5 people who will design the campaign.) 2. Canvassing committee. 3. The Closers. Actual campaign kick-off will be first Sunday in March.

[Randy arrived at 7:40 pm]

Randy reports that finance committee needs more time to assemble the monthly reports and for the BOT to have more time to review it prior to the BOT meetings. As such, monthly reports will lag by one month from the BOT meeting. Finance Committee is also beginning the budget building process. Randy will be producing the second quarterly statements and the IRS calendar year end tax receipt letters. Discussion as to timing of these statements along with GRC statements and campaign requests.
ACTION ITEM: Randy, Rhino and James will work together to come up with time line and content.

Randy began discussion of Preschool expenses/budget. Randy moved \$5,000 from operating to PSP as a risk mitigation effort over the Christmas Holidays. (Money actually was not needed and will be moved back into Operating). Trish moved and Rhino seconded ratification of Randy's action. Motion passed unanimously. Randy asked for a Board policy regarding what to do if PSP runs short of money in any given month? PSP and operating accounts are separate. Randy moved to be allowed to transfer up to \$5,000 to mitigate anticipate cash flow risks, to be paid back from PSP when cash flow rebounds. Bruce seconded. Passed unanimously. Randy also requested BOT authorization to waive PSP's payment of infrastructure support fee (\$1800/month) for any given month on an as needed basis. Bruce seconded. Motion passed unanimously.

Yoko presented a spreadsheet of PSP budget projections through Dec. 2018, which anticipates some months of lower cash flow and possible risk (e.g. Summer months when attendance is lower). Yoko explained that PSP's revised projections, does not include support for administration, some custodial, rent, supplies etc. ACTION ITEM: Yoko and Sylvia will provide Rhino, Randy with explanation of the difference between this new proposed spreadsheet and the forecasting spreadsheet (from last spring).

Trish raised idea of reviving Volunteer Recognition program to recognize volunteer(s). Kim discussed prior program and what worked and what didn't. Trish moved and Randy seconded reviving Volunteer Recognition Program. Motion passed unanimously. Submissions for volunteers to be recognized will be collected by Trish. Tangential discussion as to timing and content of announcements was tabled for agenda for next month.

Personnel Committee Charter draft needs comments from BOT. ACTION ITEMS: Mike will work with Kim collecting and collating comments from BOT.

Rhino reminded BOT of 3 matters: 1. Gary Hart volunteered to identify tasks needing to be filled after Kim's tenure ends. BOT voted to accept Gary's offer. 2. BOT also needs to identify other "holes" needing to be filled at PUC. 3. Town Hall set for Jan 31, Who's Who in the Zoo.

Kim reports that Cal Ed wants to remove and replace an electrical pole so power will be off, proposing Friday, Feb 5th. Accepted.

General Board Meeting concluded at 8:45 pm and the BOT moved into executive session.

Trustee Greeters: 1-17: Trish; 1-24: Ben; 1-31: Mike; 2-7: Rhino

Minutes approved unanimously (Bruce in absentia).