

PUC Board Meeting

May 9, 2016 Minutes

Meeting was called to order. Present: Bruce Lewis, John Einhorn, Mike Buttitta, Trish Botsko, Ben Cowan, James Ford (ex Officio), Sylvia Lawrence(PSP Dir), Lynn Taylor (guest) & Gary Hart (guest).

Chalice was lit. John opened the meeting with a reading. People checked in (Happy anniversary to Bruce and Tracy Lewis - 20 years)

Lynn Taylor, wedding coordinator, discussed building rentals. We have zero weddings scheduled for this upcoming year. She covered some history as to rate increases, lack of resources support (condition of the voyagers room, etc.), that the Buddha offended some folks, and so on. The current cost of a wedding rental is \$3000, but for awhile was \$4500 until Rev. John Morehouse reduced it after discussion with her. PUC charges extra for chairs, etc. We also require an \$800 deposit. Also, as of 2014 we no longer allow special discount rates for members. Actual costs are about \$500 for 12 hrs (includes 4 hrs of OT after the wedding to enable turnaround in time for Sunday services).

Lynn stated that we have a wonderful site, but the cost defeats potential renters. An average wedding here ranges about \$10-15K when all costs are added up. People on The Hill do not use the site. People from Torrance, Redondo, etc. are the folks who would use the site. Lynn suggested revising the contract, rates, and doing marketing (online, print media), bridal fairs, brochures....

James and the BoT confirmed for Lynn that we are a Church, and that weddings are part of our church ministry, so that we are not necessarily limited in the number of, or revenue generated from, weddings here.

Bruce commented that some of this is Facilities issues. There's a bunch of work that needs to be done.

James views this as 2 issues: 1. The facilities itself and 2. The price point. What price do we want?

Rhino commented on his memories as to how things changed..... Tracy Blender had done some marketing which was very successful. But at the time we were also financially flush, and there was a feeling that rentals were taking our space so that members had difficulty using the space when we wanted; as if we were becoming guests in our own church.... Hence the price increase. Rhino suggested a small Smart Team consisting of someone knowledgeable with facilities, policies, building use. There was then some discussion as to whether and what to charge non-members vs members. Lynn suggest pricing would be more competitive around \$2000- \$2200 and it should include everything. Any discount for members should cover the costs of custodial, out of pocket, and so on.

Lynn does not get paid unless she does a wedding, but she is willing to serve on the smart team. Vivien Hao has also offered to help. **ACTION ITEM:** A Smart Team consisting of Lynn, Trish and Vivien is commissioned to investigate and have recommendations for the BoT within 3 weeks including reviewing and revising as necessary the contract, propose a new rate structure and suggestions for improving the facilities. Lynn then left the meeting.

Gary Hart arrived. Gary is representing himself (how to cover Kim's duties) and on behalf of his wife, LeAnn (to discuss her team's progress on a Mission and Vision statement).

Gary reported on the the Mission statement/Strategic Plan: prior team was composed of Kim Crawford, William Koelsch, and two others. Gary related history of that committee. Can LeAnn use these documents from that committee? BoT advised Yes. Gary provided a handout. Trish moved to approve the Missions and Vision statements as provided by Gary on behalf of LeAnn. Bruce seconded. Discussion as to whether this document is fluid and can be revised with the new minister or interim minister. Mission and Vision statements are very broad. Gary explains that each of the five specific goals has more specifics behind them. Discussion also whether to include those five goals as well. Motion to adopt the Mission and Vision Statements passed unanimously. Dee moved to include the five goals as part of the mission and visions statements. Rhino seconded. Discussion about including or not including. Vote was four in favor, three against. Motion to include the Five Goals as part of the Mission and Vision Statements passed. Gary underlines that we need to reinstate the Strategic Planning committee. All agree and there was some discussion as to how best to go about doing that.

Gary next reported on how PUC will manage without Kim. Gary provided a handout summarizing Kim's duties/roles, and went through each item and discussed with the BoT as to filling those duties/roles. In discussion with the BoT it was decided that many items can be covered by reviving various committees, and some items can be handled by newly formed teams. Gary suggested also delineating and capturing Administrative Processes (similar to the Office Procedures manual, there should be Procedures Manuals for all administrative processes so as to standardize them and empower all staff and members to and to make sure they get done). He volunteered to chair this effort. **ACTION ITEM:** Gary will find people to serve on a Smart Team to do this, making sure they have the time, energy and interest to commit to doing it. Gary then left the meeting.

Trish reminded BoT of outstanding action items and provided a summary handout.

DRE - Dee reported on the status and timeline of the DRE search and provided a handout. Potential Committee members are in the process of being contacted. BoT members advised that there is a lot of useful information from prior DRE searches that the DRE committee can use. **ACTION ITEM:** Dee will contact Randy and Andy Kissner for that information.

ACTION ITEM: James will put Dee in contact with Johnfor (sp?) at UUSWD who should be able to help with advertising and other aspects of the DRE search.

BoT discussed remaining outstanding action items, with priority going to putting together the calendar of events for next FYE BoT.

Rhino discussed the prep for the June 5 congregational meeting. Rhino asked where we are, who does what, and whether to authorize absentee and/or proxy voting. Randy reported that we have reached \$240K in pledges, thereby meeting the proposed budget goal, although it would be great to get more pledges in so that we can do some of the things on our "wish list". Randy has a draft finalized budget circulating to the finance committee for comments, after which will go to the BoT for approval. The BoT sanctioned budget then will be circulated. with the Notice of Congregational Meeting by May 22nd (Trish and Mike), US Mailing sooner. Rhino moved to allow absentee ballot ting. Trish seconded. Discussion that we allowed for absentee voting last year, and it gives members who cannot make it to the church for the meeting the ability to cast their vote. Downside discussed is that folks who don't come to the

meeting miss out on any discussion at the meeting. Also, once the absentee ballots are sent out, there can be no amendments to them. Motion to allow absentee voting passed unanimously. Randy moved that we include a line for a write in candidate on the ballot for BoT. Dee seconded. Discussion about pros and cons of write-ins., with the general consensus that if any Write In Candidate were to received sufficient number of votes to be elected to the board, that person has to option accept or not accept the position if elected. Motion to include a line for a Write In Candidate passed unanimously.

Mike discussed potential candidates for BoT. Randy moved that we limit the number to three names on the ballot for vote. Ben seconded. After discussion there were two votes in favor, Four against and One abstention. Motion to limit the number of candidates on the ballot to three names failed. Bruce then moved to permit up to five candidates on the ballot, seconded by Rhino. Discussion that we may end up with fewer than five, but will seek to find up to five candidates for BoT (plus allow for Write In Candidate). The vote was Five in favor, Two against. Motion to permit up to five candidates names passed. **ACTION ITEM:** various board members will contact people they believe would make good trustees and ask them to consider running, and get those names to Mike ASAP.

Rhino raised the issue of who is eligible to vote? Members who have made a financial contribution of record (or have a waiver). **ACTION ITEM:** Randy will provide list of people who both 1. have signed the membership book and who 2. have made a contribution of record, prior to May 19th so Trish and Mike (Secretaries) can prepare required Notice. **ACTION ITEM:** Trish and Mike to prepare ballots and Notice of Congregational Meeting as per ByLaws (May 22 is two weeks' notice) **ACTION ITEM:** Trish/Rhino to e-blast notices prior to May 19 to folks explaining the voting process, (including absentee and Write In options), and reminding them to make their contribution of record if they haven't done so already (if they want to vote). **ACTION ITEM:** Trish and Mike to work with Gaby to send snail mail notices to folks who don't receive email. **ACTION ITEM:** Rhino and Trish to send remaining notices via email.

Randy asked whether we can add a by-law item on this ballot. Idea tabled.

Randy reported that PUC has received a bequest for this FYE 2016 from Lou Sutherland's estate. The finance committee will be reviewing and advising BoT as to how best to use this bequest.

Sylvia reported on a potential new hire for PSP, full time. PSP now has 10 - 12 children each day, and expects 4 more to join during the summer. This person will replace the assistant now procured through a temp agency. Randy noted that PSP has sufficient cash flow now to cover another full time teacher, and moved to approve the hiring of a full time teacher. Mike seconded. Motion for Sylvia to extend a job offer for a full time teacher for PSP passed unanimously.

Randy moved that we release James from his tenure with PUC at the end of July 2016, and we interpret our agreement with him to include 4 weeks vacation. Mike seconded. In effect, James will not be here after the end of June. Worship committee is handling coverage of the Sunday services during James' absence, and thus far has scheduled coverage for all but one Sunday. Pastoral care will be covered by other ministers. Motion to allow James to end his services at the end of July and to take up to four weeks' vacation passed unanimously.

Welcoming Trustees for May 15 - Rhino, May 22 - Dee, May 29 - Ben, June 5 - Bruce and June 12 - Mike

Next Bot Mtg June 13th. (Ex-com mtg moved to June 6th as May 30 is Memorial Day.