 **SFUU Board of Trustees Meeting**

**Wed. Mar 15, 2016 Minutes- FINAL**

**Gathering, thank you notes written to the following-**

**Janie Evans-** Great team work coordinating with the ACLU

**Joan Lacktis-** ACLU teaching efforts

**Kurt Kuhwald-** Worship service coverage

**Lighting the chalice** Opening words: Maureen, thanks!

**ACTION ITEM**: Meg to provide for next meeting

**Check In-**

How do you feel about day light savings time? Participation by all

**Finance**

* **L**inda reported to the Board that we have been ahead on budget for several months; in Feb we were ahead on budget again but still behind on expenses leaving us with current surplus of $15,630. This is always in flux based on timing of events each month.
* Bookkeeper issues- Linda reported that bookkeeping service is not what was expected for several reasons. Discussions on software rental, payroll and bookkeeper alternatives discussed. Linda has identified a good alternative bookkeeper for us to consider. Rosie Joe of RJR Bookkeeping Services has said that she could do payroll and bookkeeping for 4-5 hours per week at $50 per hour. Additionally, there would be $60 more per month for leasing the QuickBooks payroll module. Questions were raised about accountability for going over allocated hours and who would have authority to authorize.
* Motion to terminate Marshall as our Bookkeeper passed
* Motion to empower Linda to hire Rosie Joe Herrnberger of RJR Bookkeeping Service for 4 hrs. per month with additional 2 hours if needed plus software costs passed
* Motion to empower Linda to explore options for payroll services and report back to Board with findings and recommendations passed

**ACTION ITEM**- Linda to follow through with above motion

**Book Chapter Review-**Tabled until next meeting. Chapter 6/7 to be reviewed

**Meeting Minutes**

Reviewand approve minutes from Feb. Meeting. Motion to approve minutes passed

Review action items-done

**New Business**

-Non-SFUU member on AIFC Board reviewed and discussed

Motion to allow only active SFUU members to represent SFUU on outside Board passed

**ACTION ITEM**- Meg to create folder to include all policies created by SFUU Board

-Staff salaries- discussion on how to incrementally increase salaries to comply with law to institute minimum wage $15 by 2023. Current hourly is $12, which is on track.

**ACTION ITEM-** Rev Lynn will talk with Adrian about staff salaries

-Nominating Committee – Javier reported that Andy Cramer has offered to serve in some capacity

-Auction update Jeff reported that things are moving along, still looking for a theme.

-Sound proposal – task force is continuing with progress

-Future's committee status update- Lynn reported that Andy is finishing up with Stewardship and is willing to work on the Futures Committee. Item will be discussed further in April

**ACTION ITEM**- Jenny to include on April Agenda

-Other proposals-Jenny reported no new proposals

-Reminder to turn in pledge forms

-Reminder of request for each BOT member to bring 2 bottles of wine to 3/18 Stewardship dinner. Board members asked to arrive early and spread themselves to different tables

-UU intern-While there is a lot of benefit to having an intern, there is also a lot of work involved to prepare for and supervise an intern. Perhaps in the future we could host an intern but not at this time

-Delegates for GA. Wendy reported that it is time to start advertising for delegates for the GA

**ACTION ITEM**- Meg to post in eBeacon

ACTION ITEM- Jenny to work on BUZZ and potential carpooling for District Assembly in Walnut Creek in May

-Discussion about providing yard service to Jeff per the auction. April 8 10am-12 selected

**ACTION ITEM**-Jenny to send email to Board members to confirm

**Old business**

-Building cost estimates- Javier

--Building repair - what do we do now and next year?

**Reports**

**-**Staff Reports

-Reverends Report by end of month

-Committee reports by Liaisons

**Right Relations –**Brief discussion by all

**Next board meeting = Wednesday, 4/19/17, 6:00-9:00pm**

**Addendum- Board Vote via Email-**

* Board voted to approve using Paychex for payroll services and
* Board vote to empower Linda to hire RJR resulted in favorable outcome, Rosie Jo has agreed to the position for the offered time and rate