

**Minutes for JRUUC Board Meeting**  
**August 19, 2015**  
**6:30-8:00 p.m. at JRUUC**

Time Keeper - Jeanne      Observer - Charlie      Opening Words - Mary  
Closing Words - Virginia      Check-In - Barb      Minister of Delight - Andy

1. Welcome, chalice lighting and opening words, **postponed photo of BOT until the next meeting.**
2. Reviewing roles, and adopting the agenda. Move up no-staff huddle in agenda to item #11. Passed. Add discussion to item #10. At the end of the meeting, new check signers and officers, see Jeanne to sign forms.
3. Check-In. What were some highlights of your summer?
4. Approve July Meeting Minutes. Approved.
5. Consent Agenda
  - a. Please read ahead of time via email/no vote needed
    - i. RE Report/Charlie
    - ii. Finance Report/Jeanne
    - iii. CLGTF/Mary
    - iv. Minister's Report/Karen
  - b. Future reporting (monthly may not apply to every one of these)
    - i. *RE, Finance/Treasurer, Executive Cmt, Building, CLGTF, FUNdraising/Reeb Rave, Library, Minister/CoSM, Membership, Worship, Pastoral Care, Stewardship/Endowment, and/or Worship.*
    - ii. Reports should contain:
      1. Status of projects
      2. Time frame if known
      3. Goals if known
      4. Evaluation planned if known
6. Budget Discrepancy Discussion
  - a. Brief overview of the facts.
    - i. Deficit: An intended pledge of \$100/mo (\$1200/yr) was accidentally entered as \$1,000/mo (\$12,000/yr). The person corrected their pledge and generously increased it to \$150/mo (\$1800/yr). Once corrected, this led to a deficit of \$10,200 (\$12,000-\$1800). We received an additional \$1920 in pledges, which offset this a little and leads to a deficit of \$8280.
    - ii. Emergency fund: We had \$5618 left over from our 2014-2015 budget due to a variety of one-time occurrences. This has been designated as our emergency fund by the board and the finance committee to be saved for unexpected repairs that may come up (for example heating and cooling issues, etc).
    - iii. Even if we use all of the emergency fund, we still have a deficit of \$2662.

- b. The initial proposal from Executive Committee (EC) for addressing the discrepancy was to use some of emergency fund, and have a one-week appeal to the congregation to raise the rest of the amount.
  - c. Discussion and questions: How do we prevent this in the future? Maybe have confirmations of pledge amounts go out earlier. We discussed how much of the emergency fund to use. *We will need the same amount of money in pledges next year as we thought we had with the erroneous pledge to stay flat.* So we should try to raise the full \$8020 as that is the operating budget we are working with to pay fair share to our employees. We can ask people to increase their monthly pledge or give a one-time donation, or both. Charlie motioned to create a one-week appeal to the congregation for the full deficit amount of \$8280, with a combination of one-time donations and increased pledges to prevent wiping out our emergency fund and starting behind on next year's budget drive. Jeanne seconded. Approved unanimously. The EC will come up with a proposal and timeframe. The one-week drive will start on the Wednesday before water communion. That is Wed., Sept. 9 – Wed Sept. 16,
7. Assignment of Committee Liaisons. Note that you don't have to attend every meeting if you are getting regular communication. The communication goes both ways, providing information to and from the board.
    - a. Building: no committee yet so we will hold off on the liaison for now.
    - b. Finance: **Jeanne**
    - c. FUNdraising: **Elaine**
    - d. Library Committee: **Andy**
    - e. Membership: **Andy**
    - f. SJC: **Kelly**
    - g. Religious Education: **Mary**
    - h. Stewardship/Endowment: **Barb**
    - i. Worship: **Doug**
  8. Reeb Rave Committee
    - a. Overview of needs
      - i. We need a new chair. We will likely choose from a list of past volunteers.
    - b. Appointment of two volunteers to draft charge and appoint new chair
      - i. **Charlie and Barb**
  9. We are behind on time: Motion to table #10 for the next board meeting, and #12 for the board retreat. passes
  10. Congregational Partnership Exploration Task Force. Tabling to future meeting.
    - a. Need two people to volunteer to draft this charge and bring to rest of BOT for discussion and approval.
    - b. discussion
  11. No-staff Huddle. Nothing to say.

12. BOT Binders: will do it at the retreat.
  - a. Distribute
  - b. Contents
  - c. On-line documents
  - d. Master binder
13. Board Retreat
  - a. **Details: Next Wednesday, August 26, at Pinney Library on Cottage Grove and Monona Drive, in the community room at the back of the library.**
  - b. **Time frame: 5:45 pm arrival, 6:00 pm start, 8:45 pm adjournment.**
  - c. **Purpose: Orientation, team building, and our work as ministry.**
  - d. **Light snacks will be provided.**
14. Next Meeting **Wednesday September 16, 630-800pm.** Roles:
  - a. Time Keeper – **Virginia**      Observer – **Charlie**    Opening Words -- **Elaine**  
Closing Words -- **Andy**      Check-In -- **Mary**    Minister of Delight -- **Jeanne**
15. Check Out: Process Observer: No side-talking; minimal interrupting; listening. We went way over in time, but used every moment profitably.
16. Closing Words (Virginia). Adjournment.