

UUFLG Business Meeting Minutes
May 19, 2013

Bert Olson, UUFLG Board President, called the meeting to order at 12:07 pm. A quorum was confirmed, with 22 UUFLG Members in attendance, exceeding the minimum 20% requirement. Information concerning the four planned agenda items had been mailed to the members prior to the meeting. Ten members submitted absentee ballots. Jim Stahl was named parliamentarian for the meeting.

After preliminary remarks by Bert Olson, Irving Yabroff, UUFLG Treasurer, announced preliminary results of the previous evening's auction. \$6670 was raised, \$600 more than last year. Proceeds from the auction go to the general fund.

Bert Olson thanked the Rev. Lisa Wiggins for her leadership, and announced that her contract is to be continued for the next year. Rev. Wiggins presented certificates of appreciation to individuals and groups who have contributed their volunteer efforts to the Fellowship.

The four planned agenda items and results of voting were as follows:

1. Election to fill positions on the UUFLG Board of Trustees

<u>Position</u>	<u>Nominee</u>
President	Jim Beebe
Vice President	Dave Kiebert
Treasurer	Jim Stahl
Trustee at Large	Bert Olson

All nominations were confirmed by a YES vote of 22 members present, supported by the following absentee votes: 8 YES votes in favor of Jim Beebe for President, with one NO vote and one abstention. There were 10 YES absentee votes in favor of the three remaining candidates.

2. Election to fill positions on the UUFLG Nominating Committee

Erma Browning
Joe Dadek
Lynn Golbetz

The three nominations were confirmed by a YES vote of 22 members present, supported by YES votes on 10 absentee ballots.

3. Vote for approval of the proposed UUFLG FY 2014 budget

The proposed operating budget was confirmed by a YES vote of 21 members present, supported by a YES vote on nine absentee ballots. See Appendix II.

4. Vote for proposed change to the UUFLG Bylaws

A change in the bylaws was presented, defining the duties of the Trustee at Large. The proposed change was confirmed by a YES vote of 22 members present, supported by a YES vote on nine absentee ballots. See Appendix I.

The meeting was adjourned at 12:30 pm.

Appendix I:

Approved UUFLG Bylaw changes – May 19, 2013

Section 4 - Officers and Other Trustees.

The board is composed of ~~four~~ five officers, President, Vice President, Treasurer, ~~and Secretary, plus one member at large.~~ and Trustee at Large.

Section 6. - Duties of the Trustees

- a. The President shall preside at meetings of the Board of Trustees and the Annual Business Meeting and represent the membership on all appropriate occasions.
- b. The Vice President shall assist the President and shall assume the President's duties when the President is absent.
- c. Secretarial duties shall include recording the minutes of the Board of Trustees meetings and the business meetings, giving notice of business meetings, and handling official correspondence.
- d. The Treasurer shall be responsible for the receipt and disbursement of all Fellowship moneys, and keep a complete accounting of the finances.
- e. The Trustee at Large shall facilitate bidirectional transfer of information and questions between the Board of Trustees and the congregation's committees and groups.

Appendix II:

Unitarian Universalist Fellowship of Los Gatos Approved Starting Budget for 2013/2014

	Estimated As of 3/30 FY13	Approved Budget FY14	Basis for Approved Budget
Operating Income			
Pledges received during the drive	88,412	98,334	Actual received as of 3/15/2013
New Pledges received	5,000	3,000	
400 Pledges Made	93,412	101,334	
405 Pledges Written Off	-3,000	-3,000	
410 Contributions	3,000	3,000	
411 Holiday Donations	3,915	3,000	
420 Sunday Collections	3,300	3,300	
425 Outreach Collections and Donations			
426 Collections	5,000	5,000	
427 Donations	-5,000	-5,000	
Net 425 Outreach Collections and Donations	0	0	
430 Fund Raising			
431 Auction	5,000	5,000	
432 Boutique	1,055	1,000	
433 Pancake Breakfast	124	125	
438 Special Fund Raising	500	100	
Total 430 Fund Raising	6,679	6,225	
460 Building Rental	6,000	6,000	
465 Interest and Dividends	5	5	
Total Operating Income	113,311	119,864	
Operating Expenses			
500 Board of Trustees			
501 Discretionary Expense	300	300	
508 Pledge Drive Expense	1,000	1,000	
Total 500 Board of Trustees	1,300	1,300	
510 Minister			
511 Salary and Housing	27,560	29,560	
512 Insurance plus	9,202	9,202	
513 Professional Expense	4,551	5,551	
Total 510 Minister	41,313	44,313	
520 Lifespan Learning Director			
521 Salary	6,000	8,800	10-40hr months + 2-20hr months

522 Professional Expense	340	340	
Total 520 Lifespan Learning Director	6,340	9,140	
530 Finance Committee			
532 Bookkeeping Expenses	1,000	1,000	
Total 530 Finance Committee	1,000	1,000	
540 Administration			
541 Administrator			
541.1 Salary	18,720	18,720	
Total 541 Administrator	18,720	18,720	
542 Office Expenses			
542.1 Office Supplies	1,000	1,000	
542.3 Kitchen Supplies	500	500	
Total 542 Office Expenses	1,500	1,500	
543 Web Site	120	120	
544 Newsletter Pub. & Mailing	140	140	
545 Publicity	40	40	
546 Telephone + DSL	800	800	
Total 540 Administration	21,320	21,320	
550 Building Committee			
551 Bldg. Oper. & Maint.	2,000	1,200	Added chair replacement for this year
552 Janitorial Services	5,000	5,200	
553 Grounds Oper. & Maint.	900	900	
554 Gardening Service	2,040	2,040	
Total 550 Building Committee	9,940	9,340	
560 Sunday Programs			
561 Ministers	3,500	4,050	3-Chris, 12 other ministers 12 speaker sessions with Rev. Fa Jun
562 Speakers	2,450	1,800	
563 Program Costs			
563.1 Music performers	6,500	6,500	
563.2 Service Supplies	260	300	
563.3 Choir Expenses	1,000	1,000	
563.4 Special Music Prgms	300	300	
Total 563 Program Costs	8,060	8,100	
565 Mileage	1,150	750	15 ministers at \$50 each
Total 560 Sunday Programs	15,160	14,700	
574 Social Action Expenses	0	0	
575 Visibility Committee	0	0	
580 Lifespan Education Committee			
581 Supplies	730	440	
582 Services	-176	900	Non-supplies workshop exp. & inc.
583 RE Aides	0	864	Expect to hire aides next year
584 Teachers Salaries	4,060	4,800	Three teachers next year

585 Background Checks	50	50	
Total 580 Lifespan Education Committee	4,664	7,054	
590 Membership Committee			
591 Directory and Brochures	200	200	
592 Member Information System	100	100	
Total 590 Membership Committee	300	300	
593 Caring Committee	200	200	
610 Fellowship Obligations			
611 UUA Support	2,262	2,190	73 mbrs x 1/2 of \$60/mbr
612 PCD Support	936	876	73 mbrs x 1/2 of \$24/mbr
Total 610 Fellowship Obligations	3,198	3,066	
620 Utilities			
621 Water	800	800	
622 PG&E	1,900	1,900	
623 West Valley Disposal	300	300	
Total 620 Utilities	3,000	3,000	
630 Insurance			
631 Building Insurance	2,786	2,786	
632 Worker's Comp.	854	854	
Total 630 Insurance	3,640	3,640	
640 Taxes and Fees			
642 Payroll Taxes	3,524	3,524	
646 Fees and Assessments	1,500	1,500	
Total 640 Taxes and Fees	5,024	5,024	
650 Loan Payments			
652 Principal	0	0	
653 Interest	842	725	
Total 650 Loan Payments	842	725	
Total Operating Expenses	117,241	124,122	
Net Operating Income	-3,930	-4,258	
Est. Oper. Res. at end of FY	13,853	9,595	
Est. B&G Res. At end of FY	5,954	5,954	