

**Minutes for  
2012 UUFLG BUSINESS MEETING  
held  
May 20, 2012**

The 2012 UUFLG Business Meeting was held in the UUFLG Sanctuary and called to order by UUFLG Board President, Bert Olson, at 12:02 PM. There were 26 current UUFLG members in attendance satisfying the quorum requirement that 20% of members be present. In addition, 21 absentee ballots were received prior to the meeting. (One member submitting an absentee ballot was also present at the meeting.)

There were four planned items of business requiring resolution by the membership. No other items were raised during the meeting. Information concerning the planned items was distributed by US mail three weeks prior to the Business Meeting.

**1. Modification of UUFLG Bylaws**

The UUFLG Board of Trustees proposed changes to the UUFLG Bylaws to reduce the number of Board Members, reinforce the primary functions of the Board and decouple the Board from Committees management. Details of the bylaws change is shown in attachment 1, titled, "CHANGES TO THE UUFLG BYLAWS - May 2012."

A motion was made and seconded that the proposed changes be approved and following a call for discussion (with no response) a vote was held. The motion was passed with an affirmative vote of 42 (members present plus those voting by absentee ballot) and no votes against. The revised bylaws became effective as of the vote.

**2. Election to fill positions on the UUFLG Board of Trustees**

The change to the UUFLG bylaws (Item 1) having been approved, the nominations for UUFLG Board of Trustees were as follows:

<u>Position</u>	<u>Nominee</u>
Secretary	Lynn Golbetz
Treasurer	Irving Yabroff
Trustee-at-Large	Jim Beebe

Prior to a vote, Lynn Golbetz requested her name be removed from nomination and Lorraine Olson be nominated for the position of Board Secretary. Lorraine Olson accepted her name being placed in nomination. There being no further comments from the members a motion was made and seconded to confirm the nominations as amended. The results of the confirmation vote was (members present plus those voting by absentee ballot):

Lorraine Olson	- Secretary	- 29 votes affirmative, no votes against
Irving Yabroff *	- Treasury	- 43 votes affirmative, no votes against
Jim Beebe	- Trustee-at-Large	- 43 votes affirmative, no votes against

The nominations for the UUFLG Board of Trustees were confirmed by the Members.

- \* Note: Members are allowed to serve no more than four continuous years in the same Board position and as of June 30, 2012 Irving Yabroff will have been Treasurer for three years. At the completion of FY 2013, the Board will be required to appoint a member to serve the second year of the Treasurer's term.

### **3. Election to fill positions on the UUFLG Nominating Committee**

The change to the UUFLG bylaws (Item 1) having been approved, the nominations for the UUFLG 2012 nominating committee were as follows:

Paul Yeadon  
Sharon Graham  
Katie Stubstad

There being no comments from the members a motion was made and seconded to confirm the nominations. The results of the confirmation vote was (members present plus those voting by absentee ballot):

Paul Yeadon - 43 votes affirmative, no votes against  
Sharon Graham - 41 votes affirmative, no votes against  
Katie Stubstad - 43 votes affirmative, no votes against

The nominations for the UUFLG 2012 nominating committee were confirmed by the Members.

### **4. Vote for Approval of the Proposed UUFLG FY 2013 Budget**

A starting budget for FY 2013 was proposed by the Finance committee with concurrence by the UUFLG Board of trustees. A motion was made and seconded that the proposed budget be approved and following a call for discussion (with no response) a vote was held. The motion was passed with an affirmative vote of 41 (members present and voting by absentee) and no votes against. The approved FY 2013 starting budget is shown in attachment 2. There are two columns of numbers in the attachment 2.

The first column of numbers is a latest projection of actual results for the current fiscal year (2012.)

The second column is the approved starting budget for fiscal year 2013 approved by the Members.

## CHANGES TO THE UUFLG BYLAWS - May 2012

### VII Board of Trustees

#### Section 1. - Duties of the Board

The Board of Trustees shall conduct the affairs of the Fellowship as directed by these bylaws and by policies established by the members. The Board's responsibilities not described elsewhere are:

a) Furthering the Purposes of the Fellowship as described in Article II through creating and implementing long and short-term plans and setting policy.

b) Appointing an Audit ~~Committee which~~ Committee that will examine the Fellowship's books and accounts.

c) Establishing guidelines with respect to restricted gifts and budget adjustments.

~~d) Defining the purposes, goals, and limitations of all committees, including such new committees as may be required.~~

ed) Approving all staff position actions including hiring, termination, performance reviews and contracts.

Performance reviews shall be prepared yearly by a three member subcommittee selected by the Board of Trustees.

fe) In absence of a Settled Minister, and with Membership approval, hiring of an Interim Minister; or defining the scope of position(s) of Consulting Minister(s) and hiring one or more part-time Consulting Minister(s) to fill the defined position(s).

f) The Board shall be responsible for overseeing all functions of the Fellowship assuring they are in alignment with the congregational mission.

#### Section 2. - Board Meetings

a) A quorum of the Board shall be a majority of the serving board Members.

b) The Board of Trustees shall hold regular ~~meetings monthly~~ meetings at least quarterly. Special meetings of the Board of Trustees shall be held upon four days prior notification to all Board of Trustees members.

c) All regular and special meetings of the Board of Trustees shall be open to the membership. The membership shall be notified of the time, date and place of all regular meetings. Publication in the Fellowship newsletter shall constitute adequate notice of a regular meeting.

d) The Board of Trustees may go into closed session to discuss confidential personnel, membership, or legal issues.

#### Section 3 – Trustee's Qualifications

All Trustees shall be members of the Fellowship for at least one year.

#### Section 4 - Officers and Other Trustees.

The board is composed of four officers, President, Vice President, Treasurer and Secretary, plus ~~six other trustees: of Building and Grounds, of Sunday Programs, of Social Action, of Lifespan Learning, of Membership and of Community Visibility~~ one member at large.

#### Section 5. - Election and term

Trustee positions shall be filled by election at the Business meeting just preceding the expiration of the ~~position's~~ position's current term. Trustees shall serve for a two-year term beginning on the first of July.

No member of the Board of Trustees shall serve more than six consecutive years on the Board of Trustees, nor more than four consecutive years in the same Board position.

The President ~~and~~ Vice President, ~~trustee of Building and Grounds, trustee of Sunday Programs and trustee of Community Visibility~~ shall be elected at the regular Business meeting in odd years and all other trustees in even years.

Vacancies on the Board will be filled by the Board until the next regular Business meeting.

#### ~~Section 6. — Committee Chairs~~

~~Any board member whose duties include chairing a committee may, with board approval, delegate that chairmanship to another member.~~

#### Section ~~76~~ - Duties of the Trustees

a. The President shall preside at meetings of the Board of Trustees and ~~of the~~ Annual Business Meeting ~~membership~~, 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.

~~The Vice President is also responsible for the leadership and facilitation of long-term planning.~~

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 keeping a complete accounting of the finances. ~~The Treasurer shall chair the Finance committee and the Endowment Committee.~~

~~e. Trustees for Building and Grounds, Sunday Programs, Social Action, Lifespan Learning, Membership, and Community Visibility shall chair their respective committees and report to the Fellowship Members and Board on their activities.~~

#### IX Nominating Committee

##### 1. Composition

The committee will be composed of ~~five~~three persons who have been members of the Fellowship for at least one year.

##### 2. Election and Term

The committee will be elected by the members at the regular Business meeting to serve for one year beginning July

1. A committee member may not serve more than two years in succession.

Vacancies will be filled by the board.

##### Duties

To study the needs and leadership requirements of the Fellowship

To publicize and solicit qualified candidates for any elective positions that are not filled.

To interview prospective nominees, to familiarize them with the responsibilities of the position being considered, and to secure their consent to serve if elected in accordance with job descriptions of the position provided by the Board.

The Nominating committee shall notify the congregation of its nominations at least twenty days before the vote by posting the nominations at the regular meeting place of the Fellowship and by such other means as are in regular use.

END OF CHANGE

<b>Unitarian Universalist Fellowship of Los Gatos</b>			
<b>Approved Starting Budget for 2012/2013</b>			
	Estimated	Proposed	
	Costs	Budget	
	FY12	FY13	Basis for Proposed Program
<b>Operating Income</b>			
Pledges received during the drive	90,175	96,104	Updated as of 3/18/2012
New Pledges received	2,300	3,000	
<b>400 Pledges Made</b>	<b>92,475</b>	<b>99,104</b>	
405 Pledges Written Off	-5,470	-3,000	Anticipate large reduction next yr
410 Contributions	5,300	3,000	
411 Holiday Donations	4,587	3,000	A more conservative estimate
420 Sunday Collections	3,300	3,300	
425 Outreach Collections	5,000	5,000	
<b>430 Fund Raising</b>			
431 Auction	6,000	5,000	
432 Boutique	2,297	1,800	
433 Pancake Breakfast	206	200	
438 Special Fund Raising	500	500	
<b>Total 430 Fund Raising</b>	<b>9,003</b>	<b>7,500</b>	
460 Building Rental	6,000	6,000	
465 Interest and Dividends	5	5	
<b>Total Operating Income</b>	<b>120,200</b>	<b>123,909</b>	
<b>Operating Expenses</b>			
<b>500 Board of Trustees</b>			
501 Discretionary Expense	500	300	
508 Pledge Drive Expense	1,000	1,000	
<b>Total 500 Board of Trustees</b>	<b>1,500</b>	<b>1,300</b>	
<b>510 Minister</b>			
511 Salary and Housing	21,333	25,600	Full year for FY13
512 Insurance plus	9,299	11,160	
513 Professional Expense	4,500	4,553	
<b>Total 510 Minister</b>	<b>35,132</b>	<b>41,313</b>	
<b>520 Lifespan Learning Director</b>			
521 Salary	3,500	8,000	10hrs/wk, \$20/hr, 10 mo/yr
522 Professional Expense		340	
<b>Total 520 Lifespan Learning Director</b>	<b>3,500</b>	<b>8,340</b>	
<b>530 Finance Committee</b>			
532 Bookkeeping Expenses	800	800	
<b>Total 530 Finance Committee</b>	<b>800</b>	<b>800</b>	
<b>540 Administration</b>			
<b>541 Administrator</b>			
541.1 Salary	18,720	18,720	
<b>Total 541 Administrator</b>	<b>18,720</b>	<b>18,720</b>	
<b>542 Office Expenses</b>			
542.1 Office Supplies	1,800	1,800	
542.3 Kitchen Supplies	400	400	
<b>Total 542 Office Expenses</b>	<b>2,200</b>	<b>2,200</b>	
543 Web Site	160	120	
544 Newsletter Pub. & Mailing	250	250	
545 Publicity	50	250	
546 Telephone + DSL	1,000	1,000	
<b>Total 540 Administration</b>	<b>22,380</b>	<b>22,540</b>	

<b>550 Building Committee</b>			
551 Bldg. Oper. & Maint.	1,200	1,200	
552 Janitorial Services	4,800	4,800	
553 Grounds Oper. & Maint.	900	900	
554 Gardening Service	2,040	2,040	
<b>Total 550 Building Committee</b>	<b>8,940</b>	<b>8,940</b>	
<b>560 Sunday Programs</b>			
561 Ministers	6,100	3,500	Schriner - 10 services @ 350 each
562 Speakers	3,400	4,500	18 services @ \$250 each
<b>563 Program Costs</b>			
563.1 Music performers	6,500	6,500	
563.2 Service Supplies	200	120	
563.3 Choir Expenses	500	900	Add 6 musician sessions
563.4 Special Music Programs	100	300	Add a special music program
<b>Total 563 Program Costs</b>	<b>7,300</b>	<b>7,820</b>	
565 Mileage	1,050	1,400	28 services @ \$50 each
<b>Total 560 Sunday Programs</b>	<b>17,850</b>	<b>17,220</b>	
<b>570 Social Action Committee</b>			
572 Outreach Donations	5,000	5,000	
574 Social Action Expenses	0	0	
<b>Total 570 Social Action Committee</b>	<b>5,000</b>	<b>5,000</b>	
<b>575 Visibility Committee</b>	<b>43</b>		
<b>580 Lifespan Education Committee</b>			
581 Children & Youth Education	1,160	1,340	
583 RE Aides	576	864	
584 Teachers Salaries	3,920	4,800	2 teachers + Nursery teacher
585 Background Checks	50	50	
<b>Total 580 Lifespan Education Committ</b>	<b>5,706</b>	<b>7,054</b>	
<b>590 Membership Committee</b>			
591 Directory and Brochures	200	200	
592 Member Information System	100	100	
<b>Total 590 Membership Committee</b>	<b>300</b>	<b>300</b>	
<b>610 Fellowship Obligations</b>			
611 UUA Support	2,842	2,842	Continue paying half fair share
612 PCD Support	1,176	1,176	Continue paying half fair share
613 Bldg. Reserve Payment	0	0	To replenish the B&G Reserve
<b>Total 610 Fellowship Obligations</b>	<b>4,018</b>	<b>4,018</b>	
<b>620 Utilities</b>			
621 Water	800	800	
622 PG&E	1,900	1,900	
623 West Valley Disposal	300	300	
<b>Total 620 Utilities</b>	<b>3,000</b>	<b>3,000</b>	
<b>630 Insurance</b>			
631 Building Insurance	2,711	2,711	
632 Workman's Comp.	732	732	
<b>Total 630 Insurance</b>	<b>3,443</b>	<b>3,443</b>	
<b>640 Taxes and Fees</b>			
642 Payroll Taxes	3,524	3,524	
646 Fees and Assessments	1,500	1,500	
<b>Total 640 Taxes and Fees</b>	<b>5,024</b>	<b>5,024</b>	
<b>650 Loan Payments</b>			
652 Principal	0	0	
653 Interest	1,713	1,493	
<b>Total 650 Loan Payments</b>	<b>1,713</b>	<b>1,493</b>	
<b>Total Operating Expenses</b>	<b>118,306</b>	<b>129,785</b>	
<b>Net Operating Income</b>	<b>1,894</b>	<b>-5,876</b>	
<b>Est. Oper. Res. at end of fiscal year</b>	<b>16,562</b>	<b>10,686</b>	
<b>Est. Bldg. Res. at end of fiscal year</b>	<b>3,077</b>	<b>3,077</b>	