

First Unitarian Universalist Society of San Francisco  
**Board Meeting - Budget**  
April 13, 2010

**Present**

Matt Fuller, moderator  
Claire Weber, vice-moderator  
Ben Bear  
Laura Gilmore  
Stephen Schwichow  
Thad Smith, treasurer (by phone)  
Judith Stoddard  
Greg Stewart, Senior Minister

**Excused:**

Don Williams, Bill Wise

**Guests**

Matt Anderson, Ron Weber

**Call to order.** The meeting was called to order by Matt Fuller at 7:10.

**Budget draft review.** Three printed documents were distributed:

1. "Proposed Budget FY 2011" which compares the proposed budget for 2011 to the adopted budget for 2010 (current year).
2. "Proposed Budget FY2011 vs. Previous Years" which compares the proposed budget's income and expenses for 2011 to the budgeted and actual income and expenses for the current year 2010 and last year 2009.
3. "Options for Budget Discussion" provides the Finance Committee's description of possible options to ensure that the proposed budget is balanced. The Finance Committee also included its recommendations regarding these options.

Matt explained that the finance committee (Ron Weber, Thad Smith, Matt Anderson, Matt Fuller) has created the proposed budget for next year, 2011, based on this year's income and expenses and reasonable estimates of next year's income and expenses. The finance committee received some helpful background information from former Executive Director Nancy K. Evans. The proposal also reflects feedback from committee chairs and staff. Matt, Thad, Don and Ron have talked to Donald Johnson, Mark Sumner, Betty Skwarek, Jonathon Silk and Jay Roller about their financial needs for the coming year.

There was detailed discussion of the proposed budget. The proposed budget totals \$1,341,000, which is about \$90,000 less than this year's budget. The proposed budget anticipates pledges to be about 3 or 4% lower than this year's pledges. However, this reduced pledge amount will be approximately the same as the pledge revenue we will

actually receive this year. The proposed budget income from rentals is significantly lower than this year's budgeted rental income, as this year's budgeted rental income was much higher than we can reasonably expect. The proposal includes no staff raises.

The board discussed the options listed on the printed Options sheet. The finance committee noted that we need to find about \$25,000 to balance the proposed budget, either by increasing income or reducing expenses. The finance committee included the first two options in the proposed budget, which made the proposed budget balanced.

The Options sheet listed five possible ways to reduce the proposed budget by \$25,000. The finance committee included the first two options in the proposed budget, which balances the proposed budget.

The options are:

1. Reduce RE part-time expenses to \$8,000, a net savings of just over \$9,000.
2. Reduce the receptionist to 20 hours per week beginning October 1, a net savings of just over \$9,200.
3. Reduce dues payments to UUA and PCD by 25%, a net savings of just over \$9,200.
4. Require employees to contribute 10% to health and dental benefits, a net savings of just over \$8,000.
5. Reduce sexton hours by 16 hours per week, a net savings of just over \$13,000.

There was general discussion of the options. Greg stated that he considers the receptionist position to be important as a full-time position and he offered to give up \$5,000 of his professional expenses in order to keep that position full-time. It was determined that the \$5,000 from professional expenses plus some tweaking in the new director of finance and administration package would yield enough to keep the receptionist full-time.

Further discussion reflected the board's belief that staff should not be required to pay more for health benefits and that sexton hours should not be cut at this time, especially since no staff raises are included in the proposed budget. Thad also suggested that we might consider not paying PCD/UUA dues for our members who do not make pledges to the Society.

The board agreed to keep the receptionist position full-time, with the financial adjustments discussed. The board kept the other finance committee recommendation (Option 1) concerning a reduction RE staff. These changes retain the balance of the proposed budget.

It was agreed there will be no vote on the proposed budget at this meeting. The revised proposal will be brought to next week's board meeting and will be discussed and voted on then. Other dates for the budget adoption process are: May 2 – informational congregational meeting. May 23 – voting congregational meeting.

The board expressed its gratitude to the finance committee for its hard work and for the thoughtful way the budget was put together.

Matt moved that the board go into executive session with Greg present to discuss personnel matters. Claire seconded the motion. The vote was unanimous. The board went into executive session.

The board came out of executive session.

**Adjournment.**

Matt adjourned the meeting at 9:05.

Respectfully submitted by Claire Weber, Vice-Moderator, who agreed to take minutes for this meeting.