

## **Minutes for 2018 Business Meeting**

The Unitarian Universalist Fellowship of Los Gatos held its annual business meeting on May 20, 2018, at 12:00 noon, with board president Linda Osborne presiding.

A quorum was established.

The following officers were elected to the board for two-year terms commencing July 1, 2018:

Secretary: Lynn Golbetz

Treasurer: Rick Roberts

Trustee at Large: Ron Kirkland

Colleen Hamilton was elected chair of the Nominating Committee for 2018-19. Charlie Holst was elected a member of the committee. The fellowship voted to waive the bylaw requirement that Nominating Committee members be fellowship members for one year before commencing their term. Michele Begley-Foster was nominated from the floor and elected as the third member of the committee.

The fellowship passed the budget proposed by the board.

Cindy Giesing summarized the nature of an endowment and the general procedures for handling it. In summary, the objective of an endowment is to ensure the long-term health of an organization, not cover its operating expenses. In response to further questions, Ann Campbell suggested holding a finance meeting to clarify financial matters.

The fellowship approved the revised bylaw provisions on endowment and restricted funds.

The fellowship voted to enter the discovery phase of becoming a partner church. Alison Hurwitz and Charlie Holst volunteered to spearhead this process.

The ballot distributed at the meeting is attached to these minutes, as are the adopted budget and revised bylaw provisions.

Respectfully submitted,  
Lynn Golbetz  
Board Secretary

**2018 UUFLG Business Meeting**  
**BALLOT** (distributed at the meeting)

Voting is restricted to those who have been a member of the Fellowship for at least one month. Nominations from the floor will be accepted if the nominee is present to agree to the nomination, or a letter from the nominee is presented accepting the nomination.

1. Election of members to fill positions on the Board of Trustees:

Vote Yes or No for each candidate or enter name of a nominee from the floor.

<u>Position</u>	<u>Nominee</u>	<u>Yes/No</u>	<u>Write-in</u>
Secretary	Lynn Golbetz (2-year term)	_____	_____
Treasurer	Rick Roberts (2-year term)	_____	_____
Trustee-at-Large	Ron Kirkland (2-year term)	_____	_____

2. Election of members to fill positions on the Nominating Committee:

Vote Yes or No for each candidate or enter the name of a nominee from the floor.

<u>Position</u>	<u>Nominee</u>	<u>Yes/No</u>	<u>Write-in</u>
Chair	Colleen Hamilton (1-year term)	_____	_____
Member	Charlie Holst (1-year term)	_____	_____
Member	(1-year term)	_____	_____

3. Vote to approve budget for FY2018-2019, beginning July 1, 2018:

Vote Yes or No on approving the budget recommended by the Board of Trustees.

Budget	<u>Yes/No</u>
	_____

4. Motion to amend the UUFLG bylaws regarding endowments and gifts:

Vote Yes or No on amending the bylaws regarding endowments and gifts.

**Yes/No**  
\_\_\_\_\_

## Proposed 2018-2019 Budget

The Fellowship Board of Trustees is requesting that our members approve the proposed budget for 2018-2019, which appears below.

The proposed budget is a balanced budget with the following assumptions:

- Rental income of \$16,000
- Increase in Sunday collections based on current results
- Increase in minister compensation of \$3,000
- Director of Children's Religious Education averages 23 hours/month
- Two teachers, 2 hours/week, 50 weeks/year
- Office manager 6 hours/week, 50 weeks/year
- Increase in utility costs from \$4,000 to \$4,900
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Anyone wishing to see line item details of the budget may request it from our treasurer, Ann Campbell (annbcampbell@gmail.com).

### Unitarian Universalist Fellowship of Los Gatos Proposed 2018-2019 Budget 10-May-18

	2019 Budget
<b>Income</b>	
400 Pledges Made	75,000.00
405 Pledges Written Off	-3,000.00
410 Contributions	8,000.00
420 Sunday Collections	3,500.00
430 Fund Raising	6,000.00
460 Building Rental	16,000.00
<b>Total Income</b>	<b>\$ 105,500.00</b>
<b>Expenses</b>	
500 Board of Trustees	600.00
510 Minister	44,000.00
530 Finance Committee	1,000.00
540 Administration	9,100.00
550 Building Committee	10,210.00
560 Sunday Programs	9,900.00
580 RE Committee	10,900.00
590 Membership Committee	700.00
593 Caring Committee	100.00
610 Fellowship Obligations	2,500.00
620 Utilities	4,900.00
630 Insurance	3,500.00
640 Taxes and Fees	8,090.00
<b>Total Expenses</b>	<b>\$ 105,500.00</b>
<b>Net Income</b>	<b>\$ 0.00</b>

## PROPOSED BYLAW PROVISIONS

### ARTICLE VIII: ENDOWMENTS AND RESTRICTED GIFTS

Section 1 – Acceptance of Restricted Gifts: Any gifts or endowments that have restrictions on their use must be approved by the Board prior to acceptance.

- a. Gifts to the Endowment Fund: The Fellowship discourages restrictions by the donor as to the specific use of contributions to the Endowment Fund. All contributions to the Endowment Fund are received by the Treasurer and acknowledged by the Endowment Committee.
- b. Other gifts: Restricted gifts other than to the Endowment Fund shall be added by the Board to an appropriate reserve fund or other account consistent with the terms of the gift.

Section 2 – Acceptance of Unrestricted Gifts:

- a. Gifts to the Endowment Fund are received by the Treasurer and acknowledged by the Endowment Committee.
- b. Other gifts: The Board may add the gift to current income or to an appropriate operating fund or reserve fund as deemed in the best interests of the Fellowship.

Section 3 – Endowment Fund Accounting and Distributions:

- a. In accordance with the Endowment Fund Purpose and Plan of Operation, the Endowment Committee shall be responsible for accounting for Endowment Funds and preparing periodic reports for the Board.
- b. Additionally, the Endowment Committee shall, on an annual basis, calculate the Endowment Fund's earnings and recommend distribution or reinvestment of the earnings to the Board.

*These provisions would replace Article VIII of the current bylaws.*