

Board meeting – Mark, me, Karen, Doug, Lou, Maria, Carol – rough draft of minutes by Tamara

Started at 7:02 pm

Karen prayed us in

Mark met with Doug and had done some previous work with Selena. He suggested that people ask questions and share concerns and ideas for what might work. This will give us time to research answers and edit the budget. Lou also brought up the issue of what happens if we don't have a permanent minister. Tonight will be centered around questions and exploration; nothing will be decided.

Lou asked Rev. Karen how long could she help us as Interim. He knows our awesome new minister will come. Rev. Karen says her term isn't restricted to one year. If we decide to turn her loose by the end of the year, we'd need to have a plan in place for leadership. Or we can renew her contract.

We do have two applicants for the minister position. Maria said that the committee will be meeting on Wednesday to evaluate the first applicant's short interview with Re. Karen. The posting has been extended til January 1. She thinks we could step back and that the Board needs to be strategic about how to staff the center as well as to discuss how to hand off the senior minister position when that person is hired.

Mark requested that the 3 Board members on the committee give us some recommendations on strategy and timing.

Mark said that our budget is considerably larger than it was last year. The big adjustment in expenses is for salary for senior minister. We went with the figures that the search committee presented. Our rent is going up by \$1000/month and he isn't optimistic about a positive response about rent abatement.

He spoke with Carmella and Annette about her position and no commitments have been made.

The total budget for this year is \$192,429 vs. next year is \$241, 524. New budget is more in alignment with budgets pre-COVID. In 2021, there was much uncertainty with COVID and ministers.

Income is around \$20,000 per month now that we're meeting in person. Mark and Doug feel that the Center can handle that threshold.

Bookstore income is based on income from the past 3 months; \$13,770 comes from misc. sources and \$220,000 from the community.

Re. expenses, everyone is contract except for CJ, who works about 20 hrs/week. Mark and Doug felt it appropriate to apply a 4% raise for salary, benefits and taxes, similar to a cost-of-living adjustment CJ makes a little over \$20/hr. and has grown a lot in her job and gets along seamlessly with Selena.

Questions for Mark and Doug to resolve before the next meeting:

1. What about 12 Step in facility rental income? (4130)
2. Do we think CJ will need more hours during the transition? (7000)
3. What does QuickBooks fees include and why is it so high? Any way to reduce it? (7411)
4. What are CAM charges (7535) = landlord charges for common area.
5. What are event expenses? (7610)

Re. the minister salary, the base is \$4800/month. Pension plan is projected, too.

Guest speaker once/month and some vacation time for the new minister.

Annette is happy with her \$400/month and we get the best bargain in ABQ. We had budgeted more for musicians than we're paying and people seem happy with the quality of music. For 2022, the budget is a bit higher; \$650/month. We've been able to stay within that budget.

We have a license with the State of NM and bookkeeper is \$300/month.

Conferences and Conventions – we had \$2000 budgeted in 2021 and did not change that line item for 2022.

Sunday service expenses – usually it's \$10/\$12 a week for flowers and we carried that forward.

Operation expenses. Quickbook fees were budgeted at \$150 but actual is \$3030 and that is a question we will ask.

Breeze is within budget so we left that fee the way it is.

It's only prudent to plan the People and Projects Coord for 6 months; after that, it's TBD with the new minister.

The other big item is rent; negotiations weren't as easy in July as they were in January. The rent will be \$62,400 total; \$5,200 monthly.

Gas and electric are way down because we're now being charged as a non-profit and the budget is an accurate reflection of our expenses.

Doug has averaged income and expenses for the first 3 quarters of this year and will get it to Mark by the morning.

We have a \$14,000 loss but it's been diminishing over the last few months. Mark will put together income-expenses for the last few months. We've seen things rise since July this year.

Re. the Pledge drive, Mark will handle the Board and practitioners and some key donors. He will get in touch with each member of the Board and keep it confidential what our pledges are. It will be a strong statement to say that the entire board has made their pledges at the community meeting. Mark will follow up with practitioners and key donors. Two people will make calls to community members. If someone on the Board wants to help, he'd really appreciate it.