

First Unitarian Universalist Church
Board of Trustees
Minutes
May 24, 2017

Board		Present	Absent
Chair	Ginnie Vogts	X	
Vice Chair	Carolee Noonan	X	
Treasurer	Debra Boyd	X	
Secretary	Jim Conlan	X	
	Karen Dawson		X
	Marge Lynd	X	
Youth Rep	Lee Cook	X	
Staff			
Sr Interim Minister	Rev. Jennifer Brooks	X	
Assoc. Minister	Rev. Eric Meter		X
Minister of Religious Education	Lane Campbell	X	
Administrator	Brian Hagemann	X	
Guests			
Nate Blake		X	

1	Opening and Welcome <ul style="list-style-type: none"> • Chalice lighting • Centering: Opening words- Marge • Check-in with staff and Board Members 	7:00
2	Consent agenda: <ul style="list-style-type: none"> • Approval of April minutes (April minutes) • Approval of special May 18 Board meeting Minutes (link) • Staff reports: (JB) (BH) (EM) (LC) <p><i>Board Unanimously Approved the Consent Agenda</i></p>	7:10
	Financial report- (Summary) Debra Purpose: Discuss and Approve <p><i>*Overall things are going well</i></p> <p><i>*Collection rate is high and better than last year</i></p> <p><i>*Projected that there will be a surplus at the end of this year. The estimated amount is \$5,000 to \$6,000.</i></p> <p><i>*What will be done with the extra money will need to be</i></p>	7:12

	<p><i>decided before we close out the books.</i></p> <p><i>*Options include using against the debt, or toward our fair share, operating restricted fund. More to come</i></p> <p>Carolee moved; Karen seconded; Unanimously Approved</p>	
3	<p>FY 18 Budget Summary(link) Brian FY 18 Budget Detail (link) Brian Unified Activity Report (Financial) Brian Purpose: Discuss and approve</p> <p><i>*Fiscal 2017 is projected to have a \$6780.35 surplus</i> <i>*The CT team has a proposal to use this as an operating reserve.</i> <i>*Because of the loss of Red Oak Elementary School at the last minute there is no budget surplus projected. That loss is \$12,600.</i> <i>*Increases are the normal increases in operations and in the benefits pool</i> <i>*Like last year there is budgeted a Fair Compensation Pool of \$10,000.</i> <i>*This pool will cover the following:</i></p> <ol style="list-style-type: none"> <i>1. cost of living increases,</i> <i>2. Fulfillment of the \$15-hour minimum wage increase</i> <i>3. What remains will be used for equity adjustments to get 3 staff members salary moved toward the UUA salary guidelines.</i> <p><i>*pledge payments show 324 pledge units in hand with 137 pledge units outstanding. The assumption is a flat rollover for the outstanding pledge units.</i> <i>*Includes \$20,000 in new member pledges.</i> <i>*The pledge increase is 10.93% over last year.</i></p> <p><i>Budget Plan Summary shows how CT came up with the projected budget. They used the board goals as a roadmap. Highlighted items discussed:</i> <i>*The UUA and Regional Fair share dues last year were budgeted at 80% and had to be dropped and ended up at 47%. For the 2018 budget it will be budgeted at 50%.</i> <i>*Ongoing efforts to reduce the cumulative deficit. Recommendations to close the gap is the transfer of \$9,325 from prior year endowment disburseables. Using this endowment disbursement for the budget is being recommended because anymore cuts would need to come from staff and we are already understaffed. Doing this will require a vote from the board.</i> <i>*Program cuts show the choir budget reduced from \$2500 to \$1000. Most this is the cost of buying music. Rev Jennifer reviewed this with Tony and he agreed as a one year measure. There is a large music library available and the chalice choir has a restricted fund that could be used too.</i></p>	7:22
4	<p>FY18 Budget – (Ways to balance) (Fair compensation) Brian, Jennifer</p>	8:00

Purpose:

Discuss and approve

**If there is a surplus at the end of FY 18 that money can be used to negate some of the endowment disbursements. It is budgeted but will remain with UUA fund until needed.*

Modifications to the budget

**Copier Lease/Usage is budgeted at \$6,800 for FY 2018.*

Update budget to \$6000 because we will not have as many pledge campaigns. Brian was comfortable with this change.

**Re-instate the Board of Trustees expense line which was \$160 and make the new total \$200 from savings on the Copier Lease/Usage. The board money is used for food at the Congregational Meetings.*

**Membership is budgeted at \$600 and the remaining \$600 from the Copier Lease/Usage. Membership budget will now total \$1200. We need more membership focus.*

**Operating Reserve - The budget surplus can be put into the Reserve once created by the board.*

** Capital Reserve - Potential to use the remaining money from the Capital Campaign. The amount is not known now. Green and Growing will not be closed out until spring of '18.*

**Create three line items in the budget which would be \$0.00*

- 1. Designated Fund for Operating*
- 2. Designated Fund for Capital*
- 3. Line item to go towards paying the back debt.*

**What is left from this year and apply toward operating reserve.*

**Carolee - Motion to create two designated funds.*

- 1. Operating Reserve*
- 2. Capital Reserve.*

*Debra seconded; **Board Unanimously Approved.***

**Carolee - Motion to move any surplus funds from the Operating Budget into the Operating Reserve for FY18.*

*Marge seconded; **Board Unanimously Approved***

**Carolee - Motion to move any remaining funds from the Green and Growing Campaign after it closes to the Capital Reserve.*

*Debra seconded; **Board Unanimously Approved***

Carolee - Motion to suspend the board policy to transfer from the prior year endowment disbursements as needed up to the maximum of \$9325. Debra seconded; **Board Unanimously approved.*

**Carolee - Motion to approve the budget with the changes that were made this evening. (See Modifications to Budget above)*

*Debra seconded; **Board Unanimously approved.***

5	<p>Designated Funds Recommendation- (link) Brian</p> <p>Purpose: approve</p> <p><i>*List of the 30 designated funds with recommendations.</i> <i>*Still a work in progress</i></p>	8:20
6	<p>Agenda for Annual Congregation meeting June 4-(link) Ginnie</p> <p>Purpose: Discuss and Approve</p> <p><i>*The transition team will decide if there will be a vote or more discussion on the Mission and Vision Statement.</i> <i>*Will need Board Volunteers for setup etc.</i> <i>*Carolee will do the Stewardship update.</i></p>	8:30
7	<p>Delegates for GA- plan?</p> <p>Discuss and approve</p> <p><i>*There is no money for the delegates to go to GA.</i> <i>*The board is responsible for delegate credentials and we can submit absentee ballots.</i> <i>*There is also the option of being an online offsite delegate and that would cost an estimated \$150.</i> <i>*Debra to check with Marian to see if anyone else has requested to be a delegate</i> <i>*GA is on June 24th and the board meeting is the 28th.</i> <i>*Communication is needed to go out to the Congregation to be an online offsite delegate. Rev Jennifer will do an announcement.</i> <i>*We have 12 or 13 delegates slots available.</i> <i>Jennifer will do the announcement on being a delegate</i></p>	8:40
8	<p>Finance Committee terms- (link) Ginnie</p> <p>Purpose: Approve</p> <p><i>*Ginnie proposed a motion to approve the terms for the finance committee members. Carolee seconded; Board Unanimously approved</i></p>	8:45
9	<p>Motion: The Board approves the following changes to Section 12 of the Financial Management Policy. Red indicates additions and strikethroughs indicate deletions. (link)</p> <p>Purpose: Discuss</p> <p><i>*Carolee - Motion to suspend the board policy to transfer from the prior year endowment disburseables as needed up to the maximum of \$9325. Debra seconded; Board Unanimously approved.</i></p>	8:50
10	<p>Youth Report- Lee</p> <p>Purpose: update</p> <p><i>*Winding up for the year</i> <i>*The last exec meeting will be held on June 4th.</i></p>	8:55

11	<p>What does Board need to communicate to congregation?</p> <p><i>*Communicate that the Congregation needs to attend the meeting on June 4th.</i></p> <p><i>*The success of the Stewardship Campaign.</i></p>	8:58
12	<p>Wrap-up</p> <ul style="list-style-type: none"> • Thank you cards to: • Upcoming events: <p>Annual year-end Congregational meeting June 4</p>	8:59
13	<p>Meeting Process Observation- Marge</p> <ul style="list-style-type: none"> • What did we do well at this meeting? Did we stay on “Board work”? • Anything we should do differently for the next meeting? <p><i>*No issues</i></p>	9:00

Open Action Items and Potential Future Agenda Topics

1. Areas for Board visioning: Engage Diversity

Completed:

Successful FOV Fall Campaign

Volunteer Comptroller approved

Staff recommend Safety Program for review

Search team presented draft Senior Minister contract for review

Beyond Categorical Thinking workshop completed

Covenant adopted

Board vote on proposed Senior Minister contract at Oct Board meeting

Stewardship workshop completed

MLK Service project done and ongoing

Mid-year meeting, Feb 5

Auction

Spring Giving Campaign

Calling of Settled Minister

Vision for Community

Vision for Justice