

UUFC Board of Trustees Minutes 1/22/22

Check-in, Present: Rev. Christina Branum-Martin, Holley Ulbrich, Sarah McNeill, Del Kimbler, Susan Peirce, Kathy Crain, Michael Elder, and guests Suzy Marcus, Martha Alexander, and Elaine Faithful

Rev. Christina Branum-Martin: Chalice Lighting

Approval of minutes: Sarah moved and Mike seconded- Approved

CFO Report: From Michael Elder CFO. This will be a much-abbreviated report since I just returned from South America last night and we haven't had a Financial Council meeting yet for January. Thanks to Becky's splendid work, we do have December Year-End financials which I have attached for your review prior to the meeting if you have time and the inclination. The bottom line is that we ended the year with a surplus of just under \$20,000 which was in the range of what I anticipated and reported in December. As I have explained in previous meetings, the surplus is based on one-time federal funds we received last year and lower operational expenses since we were meeting virtually most of the year. The surplus funds were expensed in December to balance the budget and have been added to the reserve account on our Balance Sheet. I will be suggesting to the Financial Council (FC) that we combine the two reserve accounts on our Balance Sheet. I'll be happy to explain my rationale tomorrow and again at our Board meeting next week if the FC supports my recommendation. I am working on a revised draft of our 2022 budget for our FC meeting Thursday in hopes of having a recommendation for you at our brief meeting before the planning session on the 30th. Currently we are about \$20,000 short of our pledge goal and we will be faced with either using reserves to cover that gap or cutting costs, which would have to mean some reduction in staff since that is the majority of our budget. I am not excited about using our limited reserves but that may be the best option for the short term, but it will be very challenging to go into a ministerial search next year with a budget that cannot be sustained by pledges and other regular sources of income. Finance meets Thursday at 7pm. December Balance sheet and Year end income and expense sheets are attached.

Minister report Rev. Christina Branum-Martin reports it has been a pastoral month. I visited Jan Harris in the hospital, you saw that a lot of members have CoVid. I appreciate all the help from the board with CoVid mitigation. Next week I will delve into the role of interim minister and the year ahead with the excitement of going into the search. The ministers conference for late January and early February has now been changed to on-line so while I won't be in the office, I will be home and more available, I have the Schedule put together Through 8/15 and everything is covered through May. There are 5 Summer Sundays to work on. The Worship Associates had a nice retreat and leaders are strengthening the team.

Reports from President Holley working with Susan to set up Council. On Policies, any remaining ones or new ones needed will be referred to individuals to review. Michael and Del will work on financial policies. Del asked that the difference between policies and procedures be emphasized. Suzie will work on communications.

Past president Kathy is glad she got email access and will be learning and appreciates our patience.

President Elect Del wants to work with Hollie about how to format policies on the web.

Report From Communications/Technology Intern Suzie is working on polishing service video production and presentation. Next month she will have a presentation for the board

Old Business

Stewardship update: report attached. Del emphasized we need the board to call those who haven't pledged. The community needs a new understanding of pledging. He is available for hints. Del will share the spreadsheet and will yell next meeting if the board doesn't follow up.

Scheduling congregational meeting Scheduled for March 27th and will last 30 minutes. The board meeting will follow

Remaining Leadership vacancies Stewardship leader is urgent. Elaine Faithful has volunteered to Co-chair fundraising. On Social action Hollie is willing to be co-chair. Meg Williamson has fully retired and will be grounds and Sanctuary Garden chair and work to revive Green sanctuary. Hollie hopes the March 6 workshop will generate a leader for social action.

Child safety policy is more complicated than contemplated; it was rewritten in 2019 but never went to the board and only resides on the RE page. It also covers OWL. *It will be turned over to Christina, Karen, and Rhonda Powell to review and bring to the next board meeting.*

Meeting time for program council will be the second Sunday at 12 or 1230

Updates on search process - Search Team to meet this month with the UUA Transition Ministry Office compensation consultant. Search team is figuring out who will put together the congregation's packet.

Update on transition process - One current member of the Transition Team, who has not been active and may be moving, may need to be replaced. Christina will inquire from current Transition Team members about a possible replacement.

Communications- be sure to use your UUFC address. You can forward it to your personal email

New business

Congregational report due Feb 1st

Rescheduled service and workshop on UU social Justice network From February 6 to March 6}

Board Retreat (Jan. 30th) in the Sanctuary instead of Holley's.

Remaining Policy updates Hollie will send out assignments. Please work to distinguish policy from procedure. Committee Job descriptions will need to be checked also. Kathy asked that Social action set at least three goals. Holley said the board can do that at the retreat but filling in specifics will be the task of the Social Action team.

Other Business None

Adjourn 138 P.M.

Special Meeting January 30th 2022 prior to the board retreat convened at 1230 PM. Present were Holley, Del, Christina Kathy, Susan, Michael and Sarah. Becky was a guest.

Michael offered two recommendations from the Financial Council. At the end of the year there is a balance of about \$19000. Historically that reserve was split between the Board and the Financial Council. The recommendation is to combine the reserves to one under the Board. Michael moved and Del seconded the motion. All voted in favor. Secondly the council recommends 2-4 month of operating expenses be held in reserve rather than current 5%. It is a more appropriate target.

Pledges currently are \$15000 below our target. Council recommends we show the \$8500 shortfall as a loss and continue to work on more pledges and hope that it will help to narrow the gap. The budget can be revised if needed. Mike moved and Del seconded that the board approve the revision of the provisional budget for presentation at the Congregational meeting in March.. All approved. The business board meeting was adjourned at 1250PM