

**Unitarian Universalist Congregation
Board Meeting Minutes
October 8, 2015**

Present: Board members Margo Walter, Tim Pickering, Molly Lazar, Bob Stimson, Carol Kern, Linda Powers, Bonnie Wall-Lievsay, Bill Baker; ex officio members Dara Olandt, Karen Hager, Lisa Evanylo; UUC members Jane Keppel-Benson and Dave Lievsay

Dara lit the chalice and provided the reading. All checked in. Bonnie served as Process Observer (PO).

I. **Agenda** – Margo moved to accept the amended agenda. The motion carried unanimously.

II. **Treasurer's report** – written report attached. Linda explained that our mortgage is currently \$877,000 in addition to \$88,000 from 10 member loans. Due to a decrease in the interest rate on our loan in 2012 from 7.1% to 5.9%, we save approx. \$10,000/year. The rate will be renegotiated in 2017. Linda will email the balance sheet to the Board.

III. **Old business**

A. **Surplus funds** – prior to the meeting, most Board members rated suggested items for funding using a worksheet prepared by Bonnie. Jane Keppel-Benson addressed the Board requesting that additional funds be added to the Sabbatical Fund to bring the total to \$3600 this year based on the estimate by the COM of \$1200/year (\$500 currently in budget). Tim then moved to increase the amount in the Sabbatical Fund from \$2000 to \$3100. The motion carried unanimously. Following much discussion, Tim moved to accept the recommendations (below) for the surplus funds. The motion carried unanimously.

Sabbatical fund	\$3,100	
Restroom anteroom refurbishment	\$200	
Removing library wall (not including new sliding, sound-proof wall)		\$3,800
Lighting occupancy sensors	\$ 650	
Lighting: replace with LED	\$350	
Purchase 25 chairs	\$750	
Contingency fund	\$16,150	
<u>Debt reduction (to mortgage)</u>	<u>\$5,000</u>	
Total	\$30,000	

IV. **Staff Reports** – see written reports

A. **Minister's report** – Dara stated that 11 new members are participating in the new member ceremony on Sunday. Lisa will email a breakdown of congregations that attended the Blue Ridge Cluster gathering at UUC.

B. **DLFD report** – Karen created a closed Facebook page for the Building Bridges class which now has 20 friends. She is putting up short videos online each week of class with information on that week's religion of study.

C. **Administrator's report** – Lisa put up the sexton position ad on Craigslist, but so far there has been no response. Lisa will email the ad's link to the Board. All should get the word out and send Lisa ideas for where to advertise.

Bill requested that staff reports be consistently named using this suggested model – "2015 10 Minister Report to the Board".

V. **Consent Agenda** – Bill moved to accept the minutes from September. The motion carried unanimously.

VI. **Member's forum** – no comments

VII. **Council Reports**

A. **Facilities Council** – no report.

B. **Governance Council** – no report

C. **Finance & Administration Council**

1. **Auction** - Linda reminded Board members to get their auction donations entered. Auction plans are moving along very well.

2. **Gift Acceptance Policy** - Bill gave a summary of the Gift Acceptance Policy (see attached). Bill moved to accept the policy. The motion carried unanimously, and the new policy will replace all gift acceptance policies currently in place. It was suggested that we look at UUA best practice guidelines and policies from other congregations on what to accept. Do we allow gifts of restricted funds?

3. **Stewardship Committee charge** – Linda moved to approve the charge (below). The motion carried unanimously.

Stewardship Committee: This committee is responsible for conducting the annual pledge campaign. The Stewardship Chair is appointed by the Board and is responsible for coordinating with the Minister, President, Treasurer and Finance Committee to raise funds for the annual operating budget of the UUC.

The Stewardship Committee is a standing committee; its members, 6 to 10 in number including the Chair, will be responsible for the following activities:

- 1. Recruit and train canvassers;*
- 2. Determine the design and strategies;*
- 3. Keep the Board informed regarding those strategies and recommend the timelines;*
- 4. Recruit and train three or four at-large stewards who will make canvass calls on new members who have not made a pledge within eight weeks after they sign the Membership book;*
- 5. Provide a written annual report to the Board and Congregation with an analysis of the strategies and results of the year's activities with recommendations for future plans.*

The Committee may engage other members or friends of the Congregation as consultants for specific tasks or projects.

D. **LFD Council** – no report.

E. **Membership Council** – see written report.

F. **Pastoral Services Council** – no report.

G. **Social Action Council** – no report.

H. **Worship Opportunities Council** – no report.

VIII. **New Business**

A. **Grounds Bequest** – Tim moved to approve a bequest of \$250 to the Grounds Committee as a general donation. The motion carried unanimously.

B. **Upcoming Workshop on Oct. 17** – Tim suggested all read Addendum 5, "Process for developing mission/vision/covenant" in Robert Latham's book, *Moving on from Church Folly Lane*. The Board, COM, and members of SP are invited to a potluck with Rev. Latham on Oct. 16.

IX. **Information Items**

A. **Service on November 8** – the service will be oriented to mental health.

B. **Healthcare Forum** – UUC is hosting the forum sponsored by VICPP on Oct. 26.

C. **It's Scary to Be Hungry** – a reminder to come to the University Mall Kroger on Oct. 25 and donate food items to the Interfaith Food Pantry.

D. **Buddy Project** – begins Nov. 8

X. **Process Observer** – Bonnie stated that there were some difficult topics of discussion and that the Board jumped into discussing detail rather than on how to approach the topic. The tone was very positive. Work is needed on process for future discussions.

XI. **Next meeting November 12 at 7 PM** – Bob will provide refreshments, Tim will serve as PO, and Carol will provide the closing reading.

Molly read the closing words.

ACTION ITEMS:

All – get the word out regarding sexton position, enter auction donations, read Addendum 5 prior to Latham workshop

AGENDA ITEMS:

Lisa Evanylo, Administrator

Gift Acceptance Policy for the Unitarian Universalist Congregation (UUC) in Blacksburg, VA

As a nonprofit, 501(c) 3 religious organization, this congregation encourages the acceptance of gifts to further and fulfill its mission. Through worship and open-minded religious exploration, the congregation's mission is to bring spirit, love, justice, learning, and reason to our congregation and to the larger world.

- I. **Purpose.** This policy summarizes the policy of the board concerning acceptance of charitable gifts and provides guidance to donors and their advisors when making gifts to the UUC. All staff and committees authorized to solicit and accept gifts will adopt appropriate procedures to implement this policy. Gifts referred to in this policy do not include pledges made by members and friends of the UUC. This Policy replaces all previous gift acceptance policies of the UUC and can only be amended in writing upon the approval of the Board of Directors of the UUC ("**UUC board**").
- II. **Responsibility to donors.**
 - a. The UUC, its staff and volunteer representatives shall endeavor to assist donors in accomplishing their philanthropic objectives in a donor-centered way.
 - b. All transactions between a donor and the UUC shall be held in confidence, and may be disclosed publicly only with the permission of the donor(s) or her/his/their designee.
 - c. Any donor(s) requesting anonymity shall be given such, and reasonable procedures to safeguard such shall be implemented.
 - d. The UUC is committed to the highest ethical standards as set forth by the Unitarian Universalist Association (UUA).
- III. **Legal considerations**
 - a. **Compliance:** The UUC shall comply with all local, state and federal laws and regulations concerning all charitable gifts it encourages, solicits or accepts. All required disclosures, registrations and procedures shall be made and/or followed in a thorough and timely manner.
 - b. **Endorsement of providers:** The UUC shall not endorse legal, tax or financial advisors to prospective donors.
 - c. **Finder's fees and commissions:** The UUC shall not pay fees to any person as consideration for directed a gift by a donor to the UUC.
 - d. **Legal, tax and financial advice:** the UUC shall inform prospective donors that it does not provide legal, tax or financial advice, and shall encourage prospective donors to discuss all charitable gift planning decisions with their own advisors before entering into any commitments to gift to the UUC. This Policy is for information purposes only and is not intended as tax, legal, or estate planning advice.
 - e. **Preparation of legal documents:** The UUC shall not prepare legal documents for execution by donors, except forms to create charitable gift annuities. The UUC may provide model language, such as sample bequest language, gift agreements or charitable remainder trusts, but shall strongly encourage prospective donors to have this language reviewed by their own counsel.
 - f. **Payment of fees:** It will be the responsibility of the donor to secure an appraisal (where required) and to pay for the advice of independent legal, financial or other professional advisers as needed for all gifts made to the UUC.

- g. **Service as executor or living trust trustee:** The UUC will not agree to serve as executor of a decedent's estate or as trustee of a living trust or other trust intended to serve as a person's primary estate planning document.
- h. **Trusteeship:** Normally the UUC will not assume trusteeships. In cases where the donor and/or her/his advisor believes the UUC taking on a trusteeship is necessary, given the nature of a gift, the donor is asked to consult with the Office of Stewardship and Development of the Unitarian Universalist Association (UUA), who will then advise the UUC.
- i. **Use of counsel:** The UUC shall seek the advice of legal counsel in matters relating to the acceptance of gifts when appropriate. Review by counsel is recommended for gifts involving: closely held stock transfers that are subject to restrictions; gifts involving contracts, such as bargain sales; reformation of charitable trusts; and transactions involving potential conflicts of interest.

IV. **Gift acceptance**

- a. **Gift acceptance is the responsibility of the UUC board.**
- b. **Unrestricted cash gifts within a fiscal year.** These gifts will be accounted for in the unrestricted fund for use in support of the general operations of UUC. These gifts will be included in the treasurer's report to be approved by the UUC board.
- c. **Temporarily restricted cash gifts.** Gifts received in this category are to be used for a purpose specified by the donor subject to the acceptance of the UUC board. Examples of temporarily restricted gifts might be gifts received for use in a future fiscal year (timing restriction) or for a specific project (use restriction).
 - i. **Budgeted programs or facilities.** UUC may accept a gift that is restricted as to its use if the UUC's approved budget for the year in which the gift is to be accepted includes proposed funding for the specific program, purpose or facility for which the restricted gift is made.
 - ii. **Other restrictions.** UUC may accept a gift that is restricted as to a use if the UUC's budget for the year in which the gift is accepted does not include funding for the restricted use of the gift, subject to approval of the UUC board.
- d. **Permanently restricted gifts.** Gifts received in this category are commonly referred to as endowment funds. By donor specification the funds are to be invested and only the investment income or a portion thereof may be expended for the purpose(s) specified by the donor. The use of restricted funds is controlled by the UUC and the expenditure of the funds is at the UUC's discretion, as long as the specified restrictions are met. Because conditions change over time, it is preferable the restricted gift instruments should contain the following contingency clause, whenever possible: *"If circumstances should arise in the future that make it illegal, impossible, or impracticable to use the gift for the purpose specified above, then the Finance Committee with the concurrence of the Endowment Committee may submit a request for modification of this purpose to the UUC board. If, in the best judgement of the UUC board, such modification is deemed prudent, it may authorize a change in the purpose for the fulfillment of objectives as near as practical to the original purpose. In the event of such modification to a named endowment, the original name will continue to be associated with the fund. This provision cannot convert a permanently restricted gift into a temporarily restricted or unrestricted gift."*
- e. **Approval of exceptions.** Acceptance of gifts outside the scope of this policy requires the approval of the UUC board and must be recorded in board minutes.

V. **General Principles**

- a. All references to tax law and regulations included in the document are provided solely for UUC's convenience and should not be relied upon by donors. Such information is believed to be current at the time of the adoption of this policy, but UUC accepts no responsibility for either its accuracy or for updating it as laws and regulations change.
- b. UUC reserves the right to refuse any gift that in any way detracts from its mission, purpose, character, integrity, freedom, or independence.
- c. UUC must use gifts for the particular purpose designated by the donor or as set forth in any solicitation materials.
- d. UUC encourages donors who are considering planned or deferred gifts to consult with their attorneys and/or financial advisors.
- e. UUC requests a non-binding statement of intent to document a future commitment. The UUC has a form for such purpose and includes information about the donor, the donor's commitment and time frame for payments, and how the completed gift will be managed. The form may be requested from our administrator.
- f. UUC follows the letter and spirit of all laws and regulations affecting or relating to charitable giving and fund raising activities.
- g. The donor is responsible for assigning a value to tangible property for their income tax purposes.

VI. **Cash Gifts**

- a. The most frequent method used to make a gift to UUC is a check. This provides the UUC with maximum flexibility in the pursuit of its mission and vision. Checks should be made payable to UUC and mailed or delivered to: Unitarian Universalist Congregation, 1301 Gladewood Drive, Blacksburg, VA 24060.
- b. For gifts made by check, the postmark date is the gift date.
- c. UUC also accepts credit card payments for donor convenience.
- d. Both credit card transactions and designation for checking account withdrawal can be done on the UUC website at www.uncnrv.org.

VII. **Gifts of Securities**

- a. Publicly traded securities, mutual funds, shares of stock in closely held companies, bonds, and government issues may be given to UUC. The value of the gift will be the mean of the highest and lowest selling prices quoted for the security on the date of the gift or the next trading date if the date of the gift is a weekend or holiday.
- b. **Types of Securities**
 - i. **Publicly traded securities.** These are securities regularly traded on a public stock exchange. It is UUC's policy to convert securities to cash.
 - ii. **Mutual funds.** These are pooled securities administered by various investment managers. Transfer of mutual funds requires that the shares of the mutual fund be transferred to UUC's Wells Fargo account. It is UUC's policy to convert securities to cash.
 - iii. **Closely held securities.** These are shares of securities in entities that have been organized for profit-making purposes and are rarely traded on stock exchanges. Donors may give shares of closely held corporate securities to UUC in the same manner as publicly held securities. The value of the closely held securities in excess of \$10,000 will be determined by a qualified independent appraiser as required by the IRS. The cost of the independent appraiser will be paid by the donor. To ensure that donors of closely held securities receive the tax benefits of such a gift and that both the donor and UUC comply with applicable IRS

regulations, special handling is required. Only the UUC board in concert with legal counsel may accept gifts of closely held securities.

VIII. Real Estate

- a. UUC may accept gifts of real estate, including houses, condominiums, commercial properties, farmland, rental property, and undeveloped lands, after a thorough review of the following factors:
 - i. The usefulness of the property for UUC purposes.
 - ii. The marketability of the property.
 - iii. The existence of restrictions, reservations, easements, and/or other limitations.
 - iv. The existence of encumbrances, such as mortgages and mechanics' liens.
 - v. Carrying costs, such as property owner's association dues, taxes, insurance, and other maintenance expenses.
 - vi. Fair market value in relation to the costs and limits listed above as determined by a qualified appraisal conducted in accordance with IRS standards.
- b. Prior to the acceptance of any parcel of real property, an assessment of the potential environmental risks will be conducted and paid for by the donor. The UUC board may alter or waive this requirement. This assessment shall include the following:
 - i. An inquiry of the donor(s) regarding the donor's knowledge of the history of the property.
 - ii. A title search to determine whom the prior owners might have been.
 - iii. A consultation with federal, state, and local environmental agencies to find out whether the property has any history of hazardous waste contamination.
 - iv. A visual inspection of the property for any evidence of environmental hazards.
- c. An environmental audit conducted by a professional service may be required.
- d. The decision to accept gifts of real estate requires UUC board approval.
- e. The UUC will consider donation of a home via a retained life estate agreement. This may be accomplished with the help of the Unitarian Universalist Association.

IX. Tangible Personal Property

- a. UUC may accept gifts of tangible personal property, including works of art, jewelry, antiques, coin, stamps and other collections, automobiles, manuscripts, and books. Such gifts may be accepted only after a thorough review indicates the property is readily marketable or may be used by UUC in a manner consistent with one of the purposes for which it was granted status. An essential issue for donors to consider before contributing a gift of tangible personal property is whether they would like UUC to use or display the property. Prospective donors should be advised that UUC reserves the right to sell or otherwise dispose of the personal property in question, if such action is financially advisable or necessary. Any gift of tangible personal property must be approved by the UUC board.
- b. For goods-in-kind donations with a fair market value of less than \$5000, UUC should be furnished with the following information:
 - i. Donor's name, address, and telephone number.
 - ii. Contact person if donor is a corporation.
 - iii. Donor's social security number or tax identification number.
 - iv. Brief physical description of the donated asset, including an explanation of the method used to determine the fair market value.
- c. For goods-in-kind donations with a fair market value of \$5,000 or more, UUC must be furnished with the following in addition to the information required for less than \$5000 goods-in-kind donations:

- i. An independent evaluation from a qualified appraiser and evidence of having met the reporting requirements for IRS Form 8283, *Non-Cash Charitable Contributions Appraisal Summary*.
- d. In order that the donor may make appropriate provisions on his/her tax return UUC should advise the donor of its intention to sell the property.

X. Non-Traditional Investments

- a. UUC may accept gifts of non-traditional investments after a thorough review of the following factors:
 - i. Marketability
 - ii. Nature of any applicable restrictions.
 - iii. Legal and other liabilities associated with the asset.
 - iv. Carrying costs such as administrative and legal fees.
 - v. Exposure to unrelated business income tax liability.

XI. Appraisals

- a. All appraisals of real and personal property contributed to UUC shall be done in accordance with IRS Publication 561. Expenses incurred obtaining an appraisal will be the responsibility of the donor unless special circumstances exist that makes it appropriate for UUC to share the cost. Any appraisal cost borne by UUC must be approved by the UUC board.

XII. Planned Giving

- a. Planned gifts may be either deferred or outright. They involve the transfer of substantial assets which significantly impact the donors' estate and final plans. These gifts often do not immediately confer institutional ownership and generally are not taken out of current earnings. The acceptable methods of creating such gifts to UUC are described below:
 - i. **Gift by will or revocable living trust.** Gifts made by will or revocable living trust are completed only at the death of the donor and/or surviving beneficiary. These gifts may provide for a specific dollar amount in cash, specific securities, and specific articles of tangible personal property or a percentage of the residue of the estate. Bequest may be given as unrestricted, temporarily restricted, or permanently restricted gifts.

Donors are encouraged to recognize that over the many years following the establishment of a deferred gift, the needs, policies, and circumstances of UUC can change in unforeseen ways. The UUC board must have the flexibility to make use of the funds in the best interest of UUC and in accord with donor interest and specifications. Thus, donors are encouraged to avoid detailed limitations and restrictions for their gifts. Donors considering bequests for a specific purpose are encouraged to consult with the Planned Giving Committee regarding their wishes.

Because they are subject to change, gift commitments by will or revocable trust do not generate tax deductions for the donor nor are they counted as current gift revenue for UUC. However, donors are encouraged to advise UUC of these provisions to assist UUC in its future planning. All such notifications are held in strictest confidence, unless the donor gives express permission for their plans to be made public. A form for such notification is available from the administrator and is non-binding. The UUC has gift language forms available for donors to use.

- ii. **Life insurance beneficiary designations.** Donors may name UUC as a beneficiary of their life insurance policies. Any benefit that the UUC receives from the donor's insurance will be excluded from the donor's taxable estate.
- iii. **Life insurance policy gifting.** Donors may name UUC as irrevocable beneficiary and owner of their life insurance policies. This results in an immediate income tax charitable deduction equivalent to the policy's cash surrender value or replacement value. If additional premium payments are due, those payments are deductible as charitable contributions.
- iv. **Retirement plans.** These include traditional or rollover IRAs, 401(k), or Keogh plans. These assets have been growing tax-free for years. Once the owner begins to receive payments from the qualified plans, the distributions are taxed. If these plans are left to the UUC, the full amount will generally be received and used according to the donor's wishes. The full amount is still included in the donor's taxable estate but is fully deductible as a charitable gift.
- v. **Life estate plans.** Donors may contribute their personal residence but continue to live there for the rest of their (two individuals) lives. This type of gift of a future interest in your home lets donors to continue to enjoy their home, without diminishing their standard of living, while obtaining a substantial income tax charitable deduction. These plans can be administered by the Unitarian Universalist Association (UUA) and must be evaluated by UUA. Donors can divide the contribution between UUC and UUA as mutually agreed upon.
- vi. **Charitable gift annuity (CGA).** A CGA is a contractual agreement between the UUA and one or two donors. A CGA will 1) pay a fixed dollar amount to one or two people for as long as they live or for a set number of years and 2) at the end of the contract, deliver what remains of the original gift to UUC. The minimum gift is \$10,000. The CGA is administered by the UUA and the State Street Bank and Trust of Boston, MA. Details are available in a brochure prepared by the Planned Giving Committee in conjunction with the UUA.
- vii. **UUA umbrella giving program.** Umbrella giving allows entities under the UU umbrella (such as UUC) to receive gifts through a single donation to the UUA. A donor can give planned gifts such as bequests, gift annuities and charitable trusts via umbrella giving. For details about umbrella giving see the brochure.
- viii. **Charitable remainder trusts (CRTs).** IRS-qualified CRTs are wonderful ways of giving and receiving at the same time. There are many types of CRTs available, the details of which can be found in the brochure. The CRT instruments are administered by the UUA. The UUC can be the sole or part beneficiary of the trust. The minimum trust amount is generally \$100,000.
- ix. **UUA pooled income fund (PIF).** The PIF is a fund administered by the UUA. All PIF contributions are commingled for investment purposes. Each gift is assigned a fixed number of "units of participation". The value of the gift made to UUC after the income recipients have died is often greater than the original contribution. The minimum gift amount is \$5000. Payments are made to the donor(s) on a quarterly basis. See the brochure for details.
- x. **UU Common Endowment Fund (UUCEF).** This is an endowment fund administered by the UUA for the UUC. Monies gifted to the UUC Endowment Fund are in turn sent to the UUCEF for investment. Investments are made in accordance with Unitarian Universalist principles. See the UUC Endowment Fund brochure for details.

XIII. Donor Recognition

- a.** The UUC board, upon recommendation by the Planned Giving Subcommittee, may establish criteria for the recognition and honoring of a donor(s) with certain honors or benefits based on various giving levels achieved by a donor(s) and the type of gift. These honors or benefits may include the listing of the donor's name on a roll or plaque of significant donors or the opportunity to receive invitations to donor recognition events.
- b.** The UUC board shall make no commitments to a donor(s) concerning the naming of rooms or other facilities apart from existing UUC policies.

XIV. Periodic review

- a.** The Planned Giving Subcommittee shall periodically (but no less frequently than every 5 years) review these policies to ensure that they continue to accurately describe the policies of the UUC with respect to acceptance of charitable gifts, and shall propose to the UUC board for adoption those revisions that the Planned Giving Subcommittee shall determine to be necessary or appropriate in order for the gift acceptance policy to accurately reflect the policies of the UUC.

UUC BOARD MEETING AGENDA
Thursday, October 8, 2015

7-7:15 Chalice Lighting & Reading – Rev Dara Check-in Process Observer- Bonnie	15 Minutes
7 :15-7 :20 Review and Accept Agenda for current mtg.	5 Minutes
7:20-7:35 Extended Treasurer’s report	15 Minutes
7:35-8:00 Old Business Surplus spending- Bonnie	25 Minutes
8:00- 8:10 Minister and Staff Reports Administrator’s Reports DLFD’s Reports	10 Minutes
8:10-8:20 Break and Refreshments Provided by Margo	10 Minutes
8 :20-8 :25 Consent Agenda Previous Board minutes for September-- approve	5 Minutes
8 :25-8 :30 Members Forum Members are invited to address the Board. Please keep your comments to 3 minutes.	5 Minutes
8:30-8:50 Council Reports Facilities Council Fellowship & Governance Council Finance & Administration Council -Planned Giving Subcommittee report Lifespan Faith Development Council Membership Council Pastoral Service Council Social Action Council Worship Opportunities Council	20 Minutes
8:50-8:55 Action Items	5 Minutes
8:55-9:05 New Business Grounds bequest	10 Minutes

9:05-9:10

5 Minutes

Information Items

Timeline, special events

9:10-9:15

5 Minutes

Process Observer Report

Select roles for closing, snacks, and process observer for November meeting.

Extinguish Chalice- Molly

Next meeting: November 12, 2015

October's Report to the Board - Rev. Dara Olandt

Yearlong congregational theme: "Our Year of Living Bravely"

Worship

October's worship theme is "I" and "We".

Highlights:

Oct. 11th - New Member Recognition Ceremony in the service
Blessing of the Animals (bring your live pets!) 11:45am-12:45pm

Oct. 18th - Rev. Robert Latham and Rev. Dara leading worship

Sunday, Oct. 25th - will be my one Sunday out of the pulpit. The service will be lay led.

Rev. Dara's October Travel

I have accepted role to serve on the UU Minister's Association Committee on Collegiality. I will participate in monthly conference calls and attend 1 in person meeting in St. Paul MN: **October 12 - 15th.** I will be available by email and phone during the period the in person meeting in MN.

Membership & Connections

Led Newcomer's Orientation on Saturday, Sept. 19th with members of Connections Committee. One couple joined directly after the service. We will be welcoming several new members to membership in the New Member Recognition Ceremony on Oct. 11th.

Religious Education

I offered an Intro to UU class on Sept. 23rd. The next Intro to UU class will be **Wednesday, Oct. 28th from 7-8:30pm.** Focus will be UU Theologies. This is class 2 of a multi-part, topically oriented Intro to UU course (for new and long-time UUs) being held on 4th Wednesday evenings in Sept. and Oct. Class may continue into the winter. Materials for the course will be sent up in advance. Sessions are stand-alone so folks can attend 1 class, or all. Pre-registration appreciated!

Social Justice

Highlight - **Monday, Oct. 26th** - UUC will host a Healthcare Forum in conjunction with Virginia Interfaith Center for Public Policy and affiliated faith groups. Mental health will be incorporated into the focus of the event. Please check newsletter for more updates, Stephanie Gilmore is the primary contact. I will speak briefly to welcome attendees to the event.

From the past month:

- Offered interfaith prayer at NAACP Freedom Fund Banquet on Sept. 19th
- On Sept. 30th, attended vigil & dialogue at Asbury United Methodist in Christiansburg regarding the confederate flag protests.

- I have been holding 1/1 meetings with several Mental Health advocates and workers over the past month, and in communication with Virginia Organizing regarding our next steps together.

Denominational Affairs

- Gathering of the UU Cluster of Congregations on Saturday, Sept 26th was held from 10-3pm. 30 people attended, with participants from congregations including Blacksburg, Roanoke, Waynesboro, Harrisonburg and more. (Addendum on Blue Ridge Cluster of Congregation attendees forthcoming). George Lally has written a helpful synopsis of the event (see newsletter). The next open BR Cluster Gathering will be held in Waynesboro in April!
- I will meet with the Blue Ridge Cluster of Clergy and Religious Educators for our standard monthly meeting on Oct. 20th.

Pastoral Care

I continue to meet monthly with the Lay Pastoral Care Ministry.

I continue to visit members of our congregation at home and in the hospital, as needed.

Strategic Planning & Stewardship –

Highlight: All layers of UUC leadership are encouraged to reserve the date of **Saturday October, 17th for a daylong workshop and associated service on Sunday, October 18th** which will be co-lead by Rev. Dara and Rev. Robert, featuring a sermon by Rev. Robert.

Board, CoM and Strategic Planning Committee are invited to participate in a welcome pot-luck for Rev. Robert at UUC on **Friday evening, Oct. 16th at 7pm.**

Memorial Garden

I have been meeting with Memorial Garden committee co-chairs Isabel Berney and Bobbie Littlefield to consider a End of Life Planning event at UUC later this year. Details will be shared when further plans for this event are made.

Rev. Dara's November Travel and Vacation Dates:

November travel: **Nov. 9 - 11th** I will be in Richmond, attending the Clergy Seminary Series at the Center for Congregational Spirituality, focusing on Congregational Based Spiritual Direction. This is a program of 3 short sessions. (The additional two sessions will be in 2016: Feb. 1-3 and May 2-4.)

November Vacation: I will take 6 days of vacation the week of Thanksgiving: **Tuesday, Nov. 24th - December 1st.** (Sunday, Nov. 29th will be my 1 day out of the pulpit that month.) Pete, Micah and I will be traveling to Connecticut to see family during this time.

DLFD Report to the Board – September 2015

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

- Registration continues for fall 2015. Current registration numbers are:
 - Nursery 7
 - PreK 19
 - K-1 10
 - Gr. 2-3 19
 - Gr. 4-5 12
 - Gr. 6-8 17
 - MSYG 17
 - YRUU 24
 - Chalice Kids 12
 - Junior Choir 8
 - Chalice Choir 7
- Current CYRE: 109 (unique children/youth)
- Children & Youth UUC “slots”: 152

LFD Council

- No meeting this month.
- Next meeting: November 9

This month:

- Our Gr. 4-5 class conducted class in the sanctuary on September 27 as they celebrated Sukkot, as part of the Holidays & Holy Days curriculum. The response from the class and congregation was very positive.
- Middle School RE had their first offsite visit in September as part of the Building Bridges curriculum, and attended the Blacksburg Jewish Center. This month, they will attend a Hindu service at Shantiniketan Temple in Roanoke; UUC Approved Driver policy will be in effect.
- Building Bridges for Adults began in September with 18 folks attending class. October’s classes are on Hinduism, Taoism and Eastern Religions. This class series includes:
 - 16 classes
 - An online version of the class, with videos and handouts
 - In person visitations to 8 places of worship, located in Blacksburg, Christiansburg and Roanoke; a streaming alternative offered online
 - A closed, moderated Facebook discussion group
- Rev. Dara began an Intro to UU class, with a class in September on UU History. October’s class will be on UU Theology.
- We had some sticker shock this week as we discovered that Sinkland Farms has raised their price for the MSYG outing from \$6/person to \$10/person. This is one of the most popular outings of the year, with very few alternatives in Blacksburg for Halloween fun. The outing is estimated to cost \$80 more than budgeted.
- LFD will be supporting the Community Service Team’s social action event by encouraging our families to participate in Crop Walk this month.
- LFD’s annual social action project, It’s Scary To Be Hungry, happens October 25, benefiting Interfaith Food Pantry, with cross support from CST. Kids will trick-or-treat for food in the sanctuary during For All Ages, the Split the Plate collection will benefit IFP, and families will solicit food donations at the University Kroger that afternoon. After the collection, some families will go to IFP to stock shelves.

0.....Administrator's Report to the Board
October 8, 2015

UUC Fall Directory: The new and updated directory is now available online via the member area. Also updated (once a year only) are the "Who are your UUC neighbors?" zone map, the list of Board members and committee chairs, and the alias email list.

Committee Work: I attended Stewardship, Partner Church, and Auction Committee meetings last month. Be sure to read the article in the newsletter about our new partner church (ask Peter Lazar how to pronounce the name which is easier than it looks). This will hopefully generate much interest at UUC and lead to a beneficial relationship for both congregations.

Attendance/Members: See online google doc. Several new people joined the congregation recently bringing our membership total to 198.

Sexton: The position is being advertised and hopefully, we'll get some good candidates for the job.

Website Update: The UUA is releasing a new website template at the end of October (free of charge for the first 3 months) that is supposedly easy to use by those having no website-building knowledge or experience. Once it's out, the Communications Committee will take a look at it and hopefully be able to update our website using this new template.

MONTHLY HIGHLIGHTS:

- Nothing to mention this month.

SUMMARY ANALYSIS: The following table shows details for September, YTD and percent of the YTD

	September	YTD (12 months)	September Percent Budget	YTD Percent Budget
Income	\$23,882	\$102,829	7.3%	31.3%
Expense	\$25,575	\$81,094	7.8%	24.6%
Income less expense	(\$1,693)	\$21,735		

Note: Year to Date is 25% of the year: September is 8.3% of year.

YTD INCOME AND EXPENSES, BUDGET VS. ACTUAL, YTD [September only]

- **YTD Income** = 31.3% [September 7.3%] of budget
 - Other income at 8.3% [September 1.7%] of budget
 - Pledge income at 33.3% [September 7.9%] of budget
 - Rental income at 60.3% [September 4.7%] of budget
- **YTD Expenses** = 24.6% [September 7.8%] of budget
 - Finance/Admin expense at 28.3% [September 6.8%] of budget
 - Facilities at 15.9% [September 7%] of budget
 - Payroll at 25.1% [September 8.6%] of budget

BALANCE SHEET (compared to a year ago):

- Assets 100.3% of last year.
 - Cash (NBB) is 117.3% of a year ago. (\$41,364 vs \$35,274)
 - Capital One Investments is 149.4% of a year ago (\$61030 vs \$40,859)
- Liabilities 94.8% of last year
 - We have \$88,000 remaining in member loans.

UUC Summary Analysis

Summary_Analysis_September_2015

Account	Annual Budget	Current Month September	September % of Budget	Year to Date FY	YTD % of Budget	Annual Budget Remaining September 31
Income						
Pledges/basket	\$295,476	\$23,236	7.9%	\$98,429	33.3%	\$197,047
Rental	\$3,200	\$150	4.7%	\$1,928	60.3%	\$1,272
Other Income (incl Invest	\$29,700	\$496	1.7%	\$2,472	8.3%	\$27,228
Total Income	\$328,376	\$23,882	7.3%	\$102,829	31.3%	\$225,547
Expenses						
Payroll	\$170,423	\$14,595	8.6%	\$42,829	25.1%	\$127,594
Finance/Administration	\$103,860	\$7,107	6.8%	\$29,348	28.3%	\$74,512
Facilities	\$35,417	\$2,488	7.0%	\$5,623	15.9%	\$29,794
Lifespan Faith	\$5,900	\$860	14.6%	\$1,299	22.0%	\$4,601
Membership	\$1,225	\$71	5.8%	\$71	5.8%	\$1,154
Pastoral Care	\$400	\$0	0.0%	\$49	12.3%	\$351
Worship	\$8,350	\$454	5.4%	\$1,875	22.5%	\$6,475
Social Action	\$800	\$0	0.0%	\$0	0.0%	\$800
Fellowship and Governar	\$3,500	\$0	0.0%	\$0	0.0%	\$3,500
Member Loan Repayment		\$0		\$0		
Mortgage Repayment				\$0		
Total Expense	\$329,875	\$25,575	7.8%	\$81,094	24.6%	\$248,781
Income - expense		(\$1,693)		\$21,735		

July - September =25% of year

September = 8.3% of year

Membership council report – October 2015

1. Potluck group reports that one of the dishwashers has a 2 hr cycle and may need to be replaced soon with a faster model. Carole King is looking into models and costs. They also will need 25 new plastic chairs for Elarth since chairs have been broken and not replaced.
2. Outreach is reviewing whether or not Steppin Out is worth the time and number of hours and volunteers needed to be present at the booth for the amount of new members that are recruited by this endeavor. They are also working on new UUCNRV business cards that will mimic an internet search engine.
3. LDC has identified a new treasurer. They are also working on changes for the P & P manual to present to the board better defining their committee role in the congregation. I reported from the Blue Ridge Cluster meeting that we can have a cluster leadership development day (not individual congregation) and UUA will send a leadership development trainer for free.