

**Unitarian Universalist Congregation**  
**Board Meeting Minutes**  
**November 10, 2016**

**Present:** Board members Tim Pickering, Carol Kern, Bob Stimson, Bonnie Wall-Lievsay, Jennifer Mercier, Susan Wamsley, Molly Lazar, Bill Baker; ex officio member Don Rollins; member Isabel Berney

The chalice was lit. Bonnie served as Process Observer.

I. **Agenda:** Bonnie moved to accept the agenda. The motion carried unanimously.

II. **At Home Childcare:** Isabel Berney proposed that we consider providing in home childcare for Board members or critical committees in order to allow parents of young children to attend evening meetings more easily. The Board discussed this proposal further in VIII. Action Items.

III. **Members Forum:** No members were present to speak.

IV. **Minister and Staff reports-** attached.

A. **Administrator's report-** no further comments made.

B. **Minister's report-** no further comments made.

V. **Consent Agenda:** Bonnie moved to approve the minutes from October. The motion carried unanimously.

VI. **Treasurer's Report:** attached. Bill is establishing a Vanguard account. We are ahead in pledges, (\$50,000). There is an endowment questionnaire that is hoping to capture opinions on what kind of endowment funds we would like to start. They were hoping to get more than the few responses they have received so far.

VII. **Change of Board meeting to 3<sup>rd</sup> Thursday:** The Board discussed whether to change the Board date in order to have more timely financial reports. The Board decided to leave it as it is.

VIII. **Action Items:** Tim moved that we accept the following proposal: *To create a pilot at home childcare full reimbursement for Board meetings for the 2017-2018 year for any Board member position.*

The motion passed unanimously.

IX. **Executive Session:** The Board entered into Executive Session. The Board came out of Executive Session. Bonnie moved that we accept the following proposal:

*That the DLFD's contract be amended to include a sabbatical with details to be negotiated.*

The motion carried unanimously.

X. **Informational Items:** Beyond Categorical Thinking workshop will be held on November 13 from 1-3. Board members should attend.

**XI. Board Development:** The Board discussed the Hotchkiss article, “A Discerner’s Guide to Congregational Governance.” The Board discussed being a Board that can say “yes” and having a clear definition of roles of the Board vs the Minister. The Board also discussed how to keep communicating with members.

**XII. Next meeting:** December 8 at 7 PM. Bill will provide refreshments, Susan will provide the closing reading, and Jennifer will serve as Process Observer.

**XIII. Process Observer report-** Bonnie stated that everyone seemed low energy when we arrived but generated a lot of energy during the meeting. The group was careful with time constraints, dealt with things with humor, and provided an open atmosphere while staying out of the weeds.

**Action Items:**

All- attend *Beyond Categorical Thinking workshop on 11/13 from 1-3 PM*

UUC BOARD MEETING AGENDA  
Thursday, November 10, 2016

7:00-7:05	Chalice Lighting & Reading (Don)	5 Minutes
7:05- 7:10	Review and Accept Current Agenda	5 Minutes
7:10-7: 20	At Home Childcare Initiative (Isabel Berney)	10 Minutes
7:20-7:25	Members Forum	5 Minutes
7:25-7:35	Check-in	10 Minutes
7:35-7:45	Governance Article Discussion	15 Minutes
7:45-7:55	Minister and Staff Reports Administrator's Report DLFD's Report Treasurer Reports	5 Minutes
7:55-8:00	Consent Agenda and Old Business Previous Board minutes for October—approve DFLD Sabbatical Proposal Approval	5 Minutes
8:00-8:10	Break and Refreshments (Jennifer)	10
8:10-8:25	New Business	15
8:25-8:40	Action Items	15 Minutes
8:40-8:50	Board secretary description ( )	10 minutes
8:50-9:00		10 Minutes
9:00-9:05	Information Items Timeline, special events	5 Minutes
9:05-9:15	Select refreshments, process observer, and closing words volunteers for October Process Observer Report (Bonnie) Extinguish Chalice and closing reading (Bob)	10 Minutes
Next meeting	December 8, 2016	

**Administrator's Report to the Board  
November 10, 2016**

**New UUC logo:** I met with Kevin McQuain who is now in the process of designing several possible logos. Once we have his ideas (should be any day now), a small task force will be formed to evaluate and make decisions. A design will then be presented to the Board.

**Committee Meetings:** Attended Auction & Stewardship Committee meetings last month. Although \$18,000 was included in the budget, the auction has currently raised \$19,000!

**Listserv Announcements:** FYI – we currently have 637 recipients on the newsletter listserv who receive the update each month when the newsletter is available on our website. Our twice-weekly announcements go out to 366 individuals.

**Attendance/Members:** See online Google Doc.

## **DLFD Report to the Board – November 2016**

Submitted by Karen Hager, Director of Lifespan Faith Development

### **Registration**

- Current CYRE: 104 (unique children/youth)
- Children & Youth UUC “slots”: 148

### **This month:**

- LFD’s annual It’s Scary to Be Hungry project raised an estimated \$3213.30 in food and cash donations for the Interfaith Food Pantry. For the third year in a row, this is a new record!
  - 2014: \$3070
  - 2015: \$3100
  - 2016: \$3213
- We have 26 pairs of potential new Buddies for the Buddy Project, which begins this Sunday, November 6. We also have a new mailbox area that takes up a small footprint and can be rolled in and out as necessary. Buddies will meet at the multi-generational service on December 11.
- The Mitten Tree is once again up downstairs for kids to bring in hats, gloves, mittens, and scarves throughout the month of November. Mitten Tree Sunday will be held on December 4, requesting all congregants support this annual social action project. This LFD project is in conjunction with CST’s collection of children’s coats; CST is also collecting the above LFD items, and LFD is also collecting coats. All items are donated to the Christmas Store.
- Coming of Age kicked off at the end of October. As a reminder, this program is in test this year as the 8<sup>th</sup> grade RE class. It meets monthly during the service. Next month, the group explores values.
- YRUU is running a fundraising book sale through November 6. During their first Sunday, they raised \$523. We have been approached by the Christmas Store with a request for our remaining children’s books, and we’ve agreed to donate those books to them. All remaining books will be donated to the Little Library program through the Montgomery-Floyd Regional Library. Books should be cleared out of Elarth on Sunday, November 6.
- YRUU will be conducting the service on November 20 and holding a lock-in on November 11 to prepare. Please attend on November 20 and support our youth!
- Don’s class, *Building Your Own Theology*, continues through November 15. I am working with Nancy Norton to set up a few stand-alone adult RE classes for winter on meditation art and UU prayer beads.
- We will be holding a viewing of the Ken Burns’ documentary *Defying the Nazis: The Sharps’ War* on November 7, followed by a discussion. On our recent adult RE survey, racism and anti-Muslim sentiment were overwhelmingly the top topics that our congregation was interested in exploring. We are expecting the discussion to move to these topics.
- An info meeting will be held this Sunday, November 13 for parents of children in grades K-1 and 4-5 on the upcoming OWL program. OWL classes will be held January-April, 2017. The OWL 4-5 class already has 11 children pre-registered; the K-1 class has 6 children pre-registered. We are planning to request a \$25 activity fee with waivers available for participation in the class.

### **Consulting**

FYI, I will be giving the sermon at Unitarian Universalist Church of Roanoke on November 13, speaking about the LFD program and possibilities for their future program. They have requested that I do two additional services before the end of the fiscal year. Rachel will cover for me here in my absence; the sermons will occur on my contractual monthly Sunday off at UUC.

**Unitarian Universalist Congregation**  
**Profit & Loss Budget vs. Actual**  
 July 1 through November 3, 2016

	<u>Jul 1 - Nov 3, 16</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
Contributions	\$124,062.85	\$302,596.00	41.0%
Misc Income	\$15,343.63	\$25,700.00	59.7%
Rental Income	\$1,065.50	\$3,500.00	30.44%
<b>Total Income</b>	<b>\$140,471.98</b>	<b>\$331,796.00</b>	<b>42.34%</b>
<b>Expense</b>			
<b>Fixed Expenses</b>			
Payroll Expenses	\$52,403.56	\$182,424.11	28.73%
Finance/Admin Council	\$25,199.39	\$100,145.00	25.16%
Facilities Council	\$7,622.02	\$34,876.86	21.85%
Fixed Expenses - Other	\$0.00	\$0.00	0.0%
<b>Total Fixed Expenses</b>	<b>\$85,224.97</b>	<b>\$317,445.97</b>	<b>26.85%</b>
<b>Variable Expenses</b>			
LSFD Coucil	\$1,838.17	\$7,750.00	23.72%
Membership	\$108.46	\$1,450.00	7.48%
Pastoral Services Council	\$0.00	\$375.00	0.0%
Social Action Council	\$0.00	\$800.00	0.0%
Worship Opportunities Council	\$1,649.05	\$8,050.00	20.49%
Fellowship & Governance Council	\$0.00	\$0.00	0.0%
Variable Expenses - Other	\$0.00	\$0.00	0.0%
<b>Total Variable Expenses</b>	<b>\$3,595.68</b>	<b>\$18,425.00</b>	<b>19.52%</b>
<b>Total Expense</b>	<b>\$88,820.65</b>	<b>\$335,870.97</b>	<b>26.45%</b>
<b>Net Income</b>	<b>\$51,651.33</b>	<b>-\$4,074.97</b>	

**Unitarian Universalist Congregation**  
**Balance Sheet**  
 As of November 3, 2016

Nov 3, 16

**ASSETS**

**Current Assets**

**Checking/Savings**

NB Checking	\$62,785.77
Capital One	\$71,259.03
Community Assistance	\$2,244.63

**Total Checking/Savings** \$136,289.43

**Total Current Assets** \$136,289.43

**Fixed Assets**

**Land.**

Land	\$30,000.00
Lark Lane	\$54,558.95

**Total Land.** \$84,558.95

**Buildings**

**Building** \$1,913,779.00

**Total Buildings** \$1,913,779.00

**Furniture and Fixtures** \$65,690.00

**Total Fixed Assets** \$2,064,027.95

**TOTAL ASSETS** \$2,200,317.38

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

**Payroll Liabilities**

941 Tax Payable	\$2,620.50
State Withholding	\$410.00
Health Ins Withheld	\$812.93

**Total Payroll Liabilities** \$3,843.43

**PT Contributions**

4th Sunday	\$1,616.74
NAACP	\$50.00
To Our House	\$555.14
PT Contributions - Other	\$25.00

**Total PT Contributions** \$2,246.88

**Loans**

1	\$13,000.00
2	\$10,000.00
3	\$10,000.00
4	\$10,000.00
5	\$5,000.00
6	\$5,000.00
7	\$5,000.00
8	\$10,000.00

**Total Loans** \$68,000.00

**Total Other Current Liabilities** \$74,090.31

**Total Current Liabilities** \$74,090.31

**Long Term Liabilities**

**Unitarian Universalist Congregation**  
**Balance Sheet**  
 As of November 3, 2016

	<u>Nov 3, 16</u>
<b>Mortgages &amp; LT Loans</b>	
Mortgage	\$848,231.87
<b>Total Mortgages &amp; LT Loans</b>	<u>\$848,231.87</u>
<b>Total Long Term Liabilities</b>	<u>\$848,231.87</u>
<b>Total Liabilities</b>	\$922,322.18
<b>Equity</b>	
<b>Temp. Restricted Net Assets</b>	
WVTF	\$1,085.00
Dumbledore's Army Donation	\$120.00
Coffeehouse	\$14.64
Coffee Donations	\$111.57
Community Assistance	\$1,898.95
Grounds Donations	\$463.83
Hymnals	\$214.00
Job Squad	\$1,980.54
Just Catalyze	\$648.30
Lay Pastoral Care	\$3.88
Memorial Garden Fund	\$2,981.46
Maintenance Contingency	\$240.42
Music	\$60.31
Operating Contingency	\$26,906.34
Playground	\$77.89
Poetry & Prose	\$197.00
PrePaid Pledges	\$558.62
Sabbatical	\$4,100.00
SAC/Special Projects	\$162.75
Scrip	\$4,234.52
Search	\$9,258.80
Sound System	\$100.00
Susan's Grounds	\$14.33
UU T-Shirts	\$151.09
YRUU	\$3,667.21
<b>Total Temp. Restricted Net Assets</b>	\$59,251.45
<b>Unrestricted Net Assets</b>	\$1,167,092.42
<b>Net Income</b>	<u>\$51,651.33</u>
<b>Total Equity</b>	<u>\$1,277,995.20</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$2,200,317.38</u></u>