

UUCL BOT Minutes – Monthly Meeting on January 28, 2021

Location: Online Zoom Meeting, 7:00 pm

Trustees Present: Carole Campbell, Darcy Pollock, Fred Foster-Clark, Alan Jacobs, Kim Chappell, Brad Weaver, George Herr-Riser, Jonas Kauffman (Treasurer)

Others Present: Reverend Israel Buffardi (Minister), Kay Welty (Personnel Comm.), Gina Hart, Robert Close

1. The meeting was called to order by Carole at 7:00 pm with a chalice lighting and reading by Jonas.
2. The recent LNP article about the Walters Trust was noted and briefly summarized by Kim.
3. Kim then provided a brief update on the UUCL Auction. UUCL has begun a one-year subscription to Give Smart for \$2,495. The Auction Committee has begun work with the Give Smart liaison. She encouraged other church groups to take advantage of this subscription for other fund-raising activities. Darcy has already considered possible uses of the service for Stewardship work.
4. **Approval of the minutes from the Board meeting on December 10 was passed unanimously.**
5. Treasurer's Report (copy is attached). Jonas referred to the written financial report (Attachment 1). He reported that the shortfall in pledges has shrunk to just over \$25k. The church had a \$152k fund budget at the end of the calendar year. The proceeds from the forgiven PPP loan of \$46k will be booked to the current year budget as a separate item in subsequent reports. Darcy asked whether the Financial Advisory Committee had any suggestion as to how these funds are used. They possibly can be put into a temporary restricted fund. Reverend Israel asked about typical shortfalls in pledges. While such shortfalls have been common recently, it was stressed that the Board has worked hard to maintain balanced budgets by year's end despite the pledge shortfalls. Jonas will conduct a DIT webinar for church members this Saturday. **Alan moved and Darcy seconded a motion to approve the Treasurer's Report. The motion was passed.**
6. Personnel Manual. Kay Welty had provided a revised draft of recommended changes to Section J from "C. Section IV (see Attachment 2). Other Employer Policies" of the Personnel Manual. Darcy raised a concern whether durable equipment should be listed as a Professional Expense or should be funded through the Operating Budget. Reverend Israel explained the reasoning behind its inclusion as a potential Professional Expense, but it was agreed that the language should be clarified by the Personnel Committee. **Darcy made a motion to place professional development allowances for all staff in the annual operating budget, with the allowances to be recommended by the Personnel Committee and approved by the Financial Advisory Committee. The motion was seconded by George and approved.** Reverend Israel added that staff have already each been asked to develop a rough proposal for expenses for the upcoming fiscal year. **Fred then moved (seconded by Darcy) that the new Section J be approved with the necessary clarification of durable equipment to be added by the Personnel Committee. This motion was also approved.** It was agreed that any subsequent changes to the Personnel Manual be brought to the Board for consideration at its May meeting.
7. Mission. Reverend Israel updated the Board on the work of establishing a UUCL Mission. He expressed gratitude to the long and hard work of the Mission Task Force. Implementation plans are

now needed for rolling out, publicizing and getting buy-in for the mission and for a governance plan in alignment with the mission.

8. Adjustment to COCC position. Reverend Israel, together with the Personnel Committee, has recommended an increase in Mande Metzger's hours from 20 per week to 25 per week for the balance of this church year. With her current hours she has been able to get the basic tasks done but hasn't had time for thinking creatively on some of the larger tasks originally envisioned for her. **Darcy moved approval of this recommendation, which was seconded by Alan and approved unanimously.** The Board encouraged Reverend Israel and the Personnel Committee to look further at needs for additional administrative staff in light of our not moving forward on the hiring of an Operations Manager during the second half of this fiscal year which had been budgeted.
9. Task Forces related to Facilities. Robert Close, supported by Gina Hart, presented ideas for a task force that would consider facility upgrades, including the issues of windows, pews, and flooring that had been discussed by the congregation this fall. The idea is to preserve the building but with a fresh start and some possible changes to create a "new functionality." It would be called the Task Force on Sacred Spaces and has been discussed by the Facilities team and the Artful Living Committee who agreed to help populate this task force. After considerable discussion, it was agreed that George would serve as Board liaison to this Task Force and that Brad would likely take over when George's term on the Board ends this June. Reverend Israel suggested the Task Force's work be guided by big questions such as "What do we stand to gain by changing?" and "Who will inherit this church?"

A second task force, a Reopening Task Force, was proposed to replace the current COVID Task Force and tasked to examine issues surrounding the re-opening of the building and its programs, especially in light of the recent new guidelines from the UUA on re-opening. Alan had volunteered to be the Board liaison, but it was suggested he be joined by Darcy, given her expertise on workplace responses to the pandemic. Robert also will be a member. Sue Dyson, who has done similar work for the Manheim Library, was also suggested as a possible member.
10. Murals. Brad reviewed the goals of the Mural Task Force in order to address the question of "why" this project should move forward. (A written version had been shared with the Board earlier in the day.) In February, the Mural Task Force will present to the Board the pre-implementation and implementation plans that address the question of "how." The intent is then to seek a Walters Trust grant in March to fund the project. The Mural Task Force has 9 or 10 members and is planning the mural for the right hand portion of the Unitarian Center that faces Chestnut St. The Board was impressed by the long list of goals that Brad presented and generally supported the work of the Task Force, but stressed the need for widespread and early input from the entire UUCU community.
11. New Business. Fred raised the issue of the upcoming UUA Congregation Certification deadline and was assured that staff were already on top of the issue.
12. No other old or new business was brought forward, so the meeting was adjourned at 9:30 pm on a motion by George, seconded by Alan, and approved by all.

Respectfully Submitted by Fred Foster-Clark, Secretary

Attachment 1

January 2021 Treasurer's Report

Dear UUCL Board of Trustees:

Attached are the December 2020 financial statements which show an operating shortfall of \$1.4k for the month, but an operating surplus of \$62k over the first half of the fiscal year.

We received several additional pledges commitments in November and December. These new pledges brought our total pledge commitments as of today to \$270,142, an increase of about \$5600 since October. However, December's Financial Commitments received were significantly lower than expected for the last month of the calendar year. On a YTD basis, we anticipated receipt of 73% of our pledge commitments; we are at 69%.

December's expenses came in \$3k under budget, leaving our YTD expenses \$42k under budget. The personnel budget has contributed \$33k of the YTD savings.

Our Operating Fund balance on December 31 stood at \$152k. Our PPP loan has been forgiven and will remove a \$46,300 loan liability from the books in January.

Please let me know if you have any questions or comments.

Respectfully submitted,
Jonas Kauffman

Approved

Attachment 2

Proposed Personnel Manual Revisions

C. Section IV. Other Employer Policies (pg. 21 of current manual)DRAFT - copy to replace this particular section of text in the current manual

Section J - Professional Expenses and Related Procedures

Professional expenses are those that provide staff with opportunities to enhance their professional skills and knowledge base as well as support and bring value to staff members' current work in support of the mission and vision of the church. At the beginning of each Fiscal Year, the supervisor informs each staff member of their annual Professional Expense budget for that year.

General provisions include the following:

1. All professional expenses are to be directly related to the employee's position and should support the mission of the church.
2. Professional Expenses include such items as
 - Educational seminars, conferences, workshops, webinars, course fees, etc.
 - Travel costs (mileage, meal expenses, lodging if an overnight stay is required, air fare, taxis) related to attendance at professional seminars, conferences, etc.
 - Durable equipment (i.e., camera, tech equipment for on-line service music).
 - Educational resources. Examples of educational resources include books, audio tapes, CDs, periodicals, software.
 - Professional dues and memberships.
 - Hospitality expenses, i.e., purchasing a cup of coffee for a colleague or congregant during a professional meeting.
3. Employees should submit the appropriate Professional Leave form to request time away to attend professional workshops, seminars, conferences. These forms are to be submitted to the supervisor at least 10 calendar days in advance of anticipated expense and must receive written approval from the supervisor prior to departure. All regularly scheduled work responsibilities are still to be covered during employee's time away. On the request form, employees are to inform their supervisor how their work will be covered while they are away.
4. Employees are to submit the Request for Reimbursement form to the supervisor for all requests to reimburse professional expenses. Reimbursement forms are to be submitted no later than within two weeks of purchase. The supervisor's written approval must be received prior to the Financial Manager issuing reimbursement to the employee.
5. Computers and other computer-related hardware are excluded from Professional Expense allowances.
6. Expenditures for books, educational or worship materials (i.e., audio tapes, CDs), equipment and any other durable items paid for by UUCL are to remain the property of the church. Otherwise, reimbursement of these items is considered taxable income to the recipient.