

## UUCL BOT Minutes – Monthly Meeting on February 25, 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.)

1. The meeting was called to order by Carole at 7:05 pm with a chalice lighting and reading by Reverend Israel.
2. Personnel Committee. On behalf of Rev. Israel and the Personnel Committee (PC), Kay Welty presented the following requests and explained their budget implications:
  - a. increasing DLFD hours from 28 to 30 per week starting with the new FY on July 1, 2021.
  - b. 2% COLA increase for current staff, effective July 1, 2021.
  - c. 2% merit increase for Bev Geib, effective July 1, 2021.
  - d. adding a 12 month accompanist position to our staff, effective September 2021.
  - e. adding a 12 month Facilities Mgr/Fixer position to our staff effective July 1, 2021.

**Darcy moved to endorse these proposals for personnel configuration (items a, d, and e) and ask that the Financial Advisory Committee (FAC) incorporate them into their budget planning for FY2022. George seconded this motion.** Some discussion of the DLFD position ensued. Reverend Israel explained that Lenore’s position qualified for a ministerial exemption that would place Lenore in an exempt status (i.e., salaried rather than hourly). **This motion passed unanimously.**

**Darcy also moved to endorse the 2% COLA increase for current staff and the 2% merit increase for Bev Geib (items b and c) and ask that the Financial Advisory Committee (FAC) incorporate them into their budget planning for FY2022. Alan seconded this motion. This motion also passed unanimously.**

3. Reopening Coop Nursery. The Re-Opening Task Force (Robert Close, Sue Dyson, and Darcy) met to review the request to re-open the Coop in the fall. Their recommendation to the Board is to not commit to a fall reopening and argued that the decision should be “data driven, not date driven.” Reverend Israel suggested that the preschool may be considered an essential service whose opening need not be tied to that of the rest of the church. Issues of monitoring compliance with safety protocols and a lack of Coop budget further complicate the reopening question. The Board generally seemed in agreement with the recommendation of the Task Force and asked that Darcy get back to the Coop folks on these issues.
4. Treasurer’s Report (copy is attached). Jonas reported that the FY21 pledges are running at \$270k (less than budgeted) but that “other contributions” of \$22k represent about 60 gifts and exceed the budgeted amount in that category. Jonas will share with Darcy information related to these gifts which may represent potential pledges. Financially, things overall are in a good place. **George moved and Kim seconded a motion to approve the Treasurer’s Report. The motion was unanimously accepted.**

5. Stewardship. Darcy and the Committee recommended that we recognize and thank current donors in some fashion. It was agreed that all donors should be included in a thank you mailing and several Board members agreed to assist Darcy in this process.
6. **A motion to approve the minutes from the Board meetings on January 28 and February 14 was made by Darcy, seconded by George, and passed unanimously.**
7. Mural. Brad reviewed the intent of the mural project. Its timeline is flexible in part because of its intent to build a relationship with an artist who may become a community ally. He also reviewed a timeline for the project (a written version of which had been shared with the Board before the meeting). Some discussion focused upon the need to get formal Board and Congregation approval on this project.
8. New Business. The date for the Spring Congregational meeting was set as May 16<sup>th</sup>. Our next Board meeting is March 25.
9. The meeting was adjourned at 10:00 pm on a motion by George, seconded by Kim, and approved by all.

Respectfully Submitted by Fred Foster-Clark, Secretary

Approved

## Attachment 1

## February 2021 Treasurer's Report

Dear UUCL Board of Trustees:

Attached are the January 2021 financial statements which show an operating surplus of \$42k for the month. This large surplus is due to booking of the PPP loan forgiveness in January. That loan is now showing as a PPP Grant of \$46,300 in our revenues. On a fiscal year-to-date basis, we ended January with an operating surplus of \$104k (including the PPP Grant).

Formal pledge commitments continue to hover around \$270k. January's pledge receipts were \$13k. At this point in the year, we were expecting to have received 77% of our pledges; we are running slightly behind that at 74% of pledges received.

January's expenses came in \$8k under budget, leaving our YTD expenses \$50k under budget. The personnel budget has contributed \$39k of the YTD savings.

Our Operating Fund balance on January 31 stood at \$193.6k. This is up from December's month-end value of \$152k as a result of the PPP loan forgiveness.

Please let me know if you have any questions or comments. Receiving questions prior to the BOT meeting will aid in advance preparation.

Respectfully submitted,

Jonas Kauffman