

## UUCL BOT Minutes – Monthly Meeting on June 24, 2021

Location: Online Zoom Meeting, 7:00 pm

Trustees Present: Carole Campbell, Darcy Pollock, Fred Foster-Clark, Kim Chappell, George Herr-Riser (Outgoing Trustee), Chris Steinbrecher (Trustee Elect), Alan Jacobs, Jonas Kauffman (Treasurer)

Others Present: Reverend Israel Buffardi (Minister), Kay Welty (Personnel Comm.), Kelsey Holl (Office Coordinator)

1. The meeting was called to order by Carole at 7:05 pm with chalice lighting and opening words.
2. **Minutes from the May meeting were approved unanimously on motion by George and seconded by Darcy.**
3. Treasurer's Report (copy is attached). Jonas reported on the favorable May financials. Together, pledges and other contributions of record total \$296k and should come in close to or above the budgeted pledge totals for the current year. A surplus for the year of perhaps close to \$90k is anticipated. Stewardship totals (for FY21-22) are \$290k to date. Darcy was praised for her work on Stewardship and, in turn, she praised the help of Mike Zeigler who did all the messaging related to the Stewardship campaign. Jonas also asked, on behalf of the Financial Advisory Committee, that FAC be invited to the next Board meeting to report on plans for sustainable budgeting and for dealing with recent budget surpluses. **Fred made and Kim seconded a motion to accept the Treasurer's Report. The motion was unanimously approved.**
4. Personnel Committee.
  - a. Revised Policy. Kay explained the proposed revised policy for "Resolution of Employee Complaints" which had been shared with the Board (Section G. of UUCL Personnel Manual). **Darcy made a motion to accept the proposed revision. It was seconded by Alan and unanimously approved.**
  - b. Kay's Personnel Committee (PC) Report to the Board also enumerated further issues for the Personnel Manual that Bev Geib recommended for consideration, based on her attendance at a webinar last year. These are issues the PC should return to when time permits.
  - c. Kay also reported that all three current PC members will need replacements.
  - d. Consideration of issues raised about confidentiality matters related to staffing were postponed to a future Board meeting.
5. Election of Officers. **A motion was made by George to accept the proposed set of Board officers (Darcy – President; Fred – VP; Kim – Secretary). Alan seconded and all approved.** Dates for the Board retreat and monthly meetings for the next year were discussed but not decided.
6. Reverend Israel and Kelsey reported on planned changes that office staff would like to request to the physical office space at the church to make it more functional and more welcoming. This would include some structural changes, new carpeting, and some new furniture, including some

replacement seating for Emerson Hall and new furniture for Reverend Israel's office. Kelsey shared a presentation with pictures and further details of the proposed changes. Questions and concerns were raised by Board members about the greeting and reception functions traditionally carried out by office staff. Reverend Israel estimated the costs to fall between \$20-24k. Reverend Israel addressed these concerns. **Darcy moved to approve spending up to \$25,000 for these renovations and furniture to come from the Capital Expenditures account. Kim seconded and all approved.**

7. Reverend Israel reported that he and Carole had met to discuss a request from Cindy Foster-Clark to clarify the coverage and fees for memorial services for non-members. Reverend Israel explained that he would make determinations about holding memorial services at the church for non-members, whether he or another member of the clergy was intending to conduct the service. He would also work with the Memorial Service Hospitality Team to determine whether and which hospitality services would be provided by the Team for any non-member services. Carole asked that Reverend Israel follow up with Cindy so that the Team could develop their informational packet. Kay offered to share with Reverend Israel documents she has that deal with wedding policies and fees.
8. Appreciation was expressed for George Herr-Riser's six years of service to the Board, including serving as President in 2018-19, and to Carole for her work as President over this past year. New member Chris Steinbrecher was welcomed.
9. The meeting was adjourned at 9:00 pm on a motion by George, seconded by Kim, and approved by all.

Respectfully Submitted by Fred Foster-Clark, Secretary

Attachment 1

June 2021 Treasurer's Report

Dear UUCL Board of Trustees:

Attached are the May 2021 financial statements. With one month left in the fiscal year, the May financials continue to show that we will finish the year with a significant annual budget surplus. The monthly operating deficit for May was less than \$2k as Financial Commitments (pledges) and Other Contributions of Record combined came in \$11k ahead of budget. Fiscal year-to-date, our total revenues (including the PPP grant) are \$18.5k ahead of budget.

On the expense side, Total Personnel costs were \$4k under budget for May and \$58k under for the fiscal YTD. The personnel cost surplus is slightly offset by the YTD expenditure of \$5.6k for our cleaning service. With the church having been closed this year, Maintenance/Repair costs are nearly \$4k under budget. On a fiscal year-to-date basis, our budget surplus now stands at \$104.5k.

Our Operating Fund balance on May 31 stood at \$194k, up from the June 2020 fiscal year-end balance of \$89k.

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