



UTUUC Board of Trustees Meeting Notes

December 1, 2015 - 805 S. Blvd

6:30pm

Attendees:

Board: Carrie Bankes, Rob Bellmar, Kathy Clark, Dan Crimmins, Alison Price and Beth Scanlan. (By Phone: Steve Kelley)

A-Team: Emily Gage, Elizabeth Plummer and Alan Taylor.

Guests: Betty Jachim, and Incoming Board Nominees: Alec Brownlow, Anne Devaud and Michelle Mascaro

Centering – done at 6:33 by Alan Taylor

Introductions of Board Members, A-Team and Guests

Consent Agenda and A-team Report. (Dan)

- Carrie motioned to approve agenda – Rob seconded. Unanimous Vote.
- Due to our meeting being moved up because of the annual meeting, we did not have updated finance report – will have two months next meeting.

Status of Senior Minister's Review (Dan and Larry)

- Recap that our mission has been to review based on the UUA guidelines on ministers and all staff. Project also included performance review process.
- Staff review was done in the summer. Updates also included update job descriptions.
- Alan's review will take place on December 15th, as Dan needed to get the review team together.
- Review will include both salary and performance, and may depend on annual budget.
- Emily's review will take place after Alan's – and will follow similar process.

Strategic Planning Update

- 12 facilitators trained, 10 sessions have been scheduled.
- Alison and Shirley Lundin facilitating first session this Saturday 9-11:30 – at Gale House. Second session is Monday – Carrie Bankes will be BOT observer.
- Reminder to our new incoming board members and all of Friday March 18 evening session with BOT and Facilitators – and then Saturday March 19th session in the morning for BOT to comb through the data.



- Tell your friends and family to attend! The Team (Rob, Alison, Cathy and Sharon) will come up with plan for weekly reminders in Beacon, and for sign-ups during coffee hour.

Finance and Investment Review Update (Dan and Amanda)

- Recap of project to review our investments and cash availability for our projects with UTUUC Restoration (Kitchen, AV, etc) and to help us pay back some loans and distribute funds better.
- Rich Whitney has provided a draft proposal of how the funds to use for paying down loans and payments. Proposal also includes updates to our “endowment” (as it is referred to) funds.
- Meeting is scheduled for this week to review proposal.
- Rob will send to the BOT the latest emails and proposals for us to provide additional feedback.
- Concerns include the language of the fund description, and that the BOT will lead the framework on how these updates to our finances will be made.
- Once the proposal has been made and the BOT has approved it we will provide the congregation an update on the funds, the project work at UTUUC – and suggesting that next month’s BOT article will detail out this information.

Rev Vahey Contract Update

- Request that salary is re-allocated as housing versus a salary. We would not then pay FICA, but would pay % of what she will owe to the IRS. Possible that we refer to her as self-employed versus a contractor. Compensation amount is not going to change – how we pay her based on tax status would be changing if approved.
- Tracy has reviewed this proposal to ensure that everything is above board on employment laws. Amanda was also reviewing on the laws.
- Need to confirm when this change would take place if it does so that we can be made effective date (and voted on) the date that would be her request.

2016 Budget Option Review (Elizabeth)

- 2 possible budgets: 1st has increase staff salary to meet UUA midpoint of guidelines (3 documents) and 2nd has increase staff salary to 1/2 UUA midpoint of guidelines. The gap is due to the annual fund drive pledge drives not being turned in, and now having guaranteed income from Unity Temple in 4Q 2016.
- Summary was provided in the a-team report, and a snapshot of where we were last year in the budget and pledge drive process and how it compares to this year.
- 2015 Budget numbers were not met with our actuals – but our 2016 budget/expenses and actuals for this year are not going to be the same and should not be looked at like 2015 since our situation has changed.
- Elizabeth reviews the numbers with the annual fund drive team and then the staff members. Budget is re-allocated based on what actually happens (Example is expenses and income around the Music line items. Gale House also had increased expenses based on move).



- Income and Expenses around the move back into Unity Temple in 2016 budget are also unknown now. (And there are aspects of our budget, such as Strategic Planning, that will be part of the 2016 budget).
- We are currently at 82% status of funds based on budget plan. Our attendance numbers are down, but our pledges have been higher than last year. Part of the gap too though is based on the new annual dates of the fund drive based on when the annual meeting occurs.
- There is a 3% difference in the 2 proposed budgets – the major concern is whether or not we are back in the building and able to depend on revenue from rentals on the building. Recommendation to have a back-up plan to get additional funds if the revenue is not attainable due to the building work.
- Request to have the 2 proposed budgets (or difference from 2015 to 2016) called out more for of the “what goes in and what goes out”.
- Sarah Clark fund gives gifts to our congregation for operating expenses and music, but the amount is a gift, not to be considered income.
- Concern around of how we will ramp up 3 months out of our return on marketing and booking events to gain revenue, and how UTP, the Trust and we will work together.
- Beth motioned to approve the Budget #1 that has the increase to the mid-point of the budgets. Kathy seconded. Vote was unanimous. We will take that for the Annual Meeting Sunday.

2015 Annual Meeting Plan

- Draft Agenda for Sunday review – 10 minutes for UTRF updates from Heather.
- Reviewed information on the budget vote and the collection of ballots to select recipients of Sunday Collection (which was emailed out earlier this week).
- BOT Pulpit Announcement Sunday will remind all of the annual meeting and the Preservation Task force update after the meeting. Signup sheet for quorum will be in sanctuary.

Other new business

- Recognition of our outgoing board members Beth, Steve and Carrie.
- Concern brought up to us around communications about Annual Meeting and communication to the members about all of the issues facing the annual meeting. Improvements on when we communicate our information will occur.
- Question about if our new Christmas Eve services time would work. Services are now 3pm and 7pm

Adjourn at 8:47 – Cathy motioned, Rob seconded – unanimous vote.

Amendment 12/8: Rob Bellmar made a motion to adopt the compensation package for Collen Vahey as presented at the Board meeting. Kathy seconded. It was passed.

Don't forget about the Annual Meeting this Sunday 12/6 at 12:30 at United Lutheran.