UUFC Board of Trustees October 31, 2021 Minutes

**Members Present:** Holley Ulbrich, Michael Elder, Del Kimbler, Suzy Marcus, Dave

Sanders, Rev. Christina Branum-Martin, (Guest: Karen Hiebel, Director of

Lifespan Faith Formation)

**Approval of Minutes:** Dave made a motion and Del seconded to approve the

 September minutes, Approved

**Special Order, Karen,** **Reopening:** Masks are required for now but may hinge on children being vaccinated early next year. In-person services will resume November 14th. Two months after children can be vaccinated perhaps January 16, 2022, masking may be discontinued and limited RE will resume. Nursery will not be open except for parents and infants who wish to watch the service from there. Suzy moved and Michael seconded to approve reopening plans. Approved.

**Michael, Monthly Financial Report/Financial Council Report:**

**Financial Results**

As of October 27th, YTD revenue was over $25,000 ahead of expenses for the year. Pledge income during October was $18,682 which was well above the monthly budget average of $11,667 and moved us to just under 86% of our total budget for the year without any allowance for uncollectable pledges. Budgeted income is on track to exceed the annual budget while budgeted expense is on track to come in significantly below budget. The original expense budget was based on shifting back into pre-pandemic operations mid-year and the corresponding expense, along with a full year of principal and interest payments on the mortgage rather than nine months.

Also of note, we recorded unbudgeted endowment grant income of $45,264 in September with corresponding unbudgeted expense related to paying off the mortgage and a small grant for the office/music equipment. In September and October, we also received unbudgeted special cash gifts and gifts-in-kind revenue of over $7,000 which more than covered unbudgeted expenses related to our stewardship consultation and our outdoor and streamed worship services.

Assuming no unexpected events, it is likely that we will end the year with a surplus which will add to our operating reserve. This would be a welcome addition since our current operating fund cash reserve is less than one month’s operating expense (8% of annual operating expense). While our current approved financial policy (2012) stipulates that operating reserves should be no less than 5% of the annual operating expense, in my opinion this is not a reasonable minimum for safe operation. Something in the 25% range would be a more reasonable minimum.

**2022 Preliminary Operating Budget**

The Finance Council approved a preliminary operating budget of $177,097 for purposes of setting the pledge goal for the upcoming campaign. The pledge target is an aggressive 18% increase against this year’s projected pledge income and allows for a balanced budget. While staff expense for 2022 remains flat along with little increase in committee expenses, the additional pledge income is needed to offset the one-time federal PPP funds ($21,000), increased UUA contribution and the increased expense of returning to full in-person operations.

**Other Updates:**

 . Stewardship-the Stewardship Team is working an aggressive plan to

personally contact as many members and friends as possible. their strategy

is to maintain or increase existing pledges where possible and to add

pledge commitments from non-pledging friends.

 . We still need to identify someone willing to join the financial Council now

and to learn the duties of the treasurer for next year.

 . Most endowment funds have been moved from Schwab to the UU

Common Endowment Fund. Our new SunTrust account will hold

Endowment funds available for grants during the next 12-18 months.

Quarterly reminders of pledges will be sent.

Plans are underway for financing the Search and for an internship for

communications.

**Rev. Christina, Minister’s Report:**

The Ministers’ retreat at The Mountain is December 8th-11th.

December 26th there will be no service

January 2nd will be Labyrinth service with no speakers.

January 9th Service is scheduled to be in the building.

**Reports:**

 Holley, President: She has spent a lot of time on paperwork.

 Dave, Past President: Planned Giving is now in UUCF and committee’s focus

will shift to marketing.

 Del, President Elect: See Stewardship and Policy Review

Approval on Interim and Preliminary Fellowship Reports: Approved

Unanimously.

Suzy, Council of Committees report: Meeting dates for C or C are the

second Sunday of each month. The C of C will be asked to help in revising

 policies and updating the website in 2022.

**Old Business:**

1. Updates from the Nominating Committee-President Elect and Treasurer? There are no prospects for President Elect. There is still no one to replace Petra as Treasurer. Del suggested asking Petra for a job description for Treasurer including the number of hours a week. Del will convene the Nominating Committee and place an advertisement for Treasurer.
2. Stewardship, Report from Del: We are aiming to meet our pledge goal by broadening participation in the pledge campaign, rather than asking members to increase their pledge from last year. We will be making personal contact with each pledge household, and a new page in the pledge packet will help members determine their appropriate household income and pledge amount.
3. Status of the Search Process: Rev. Christina will meet with Mary Orem and Melissa Berger for the first few minutes of their meeting.
4. Policy Review, Report from Del: As part of the overall policy review, Del plans to share with the Board proposed policy changes related to conflict resolution, right relations, and disruptive behavior. He will discuss these with Cindy Lee as well, given her experience and position on the Transition Team.
5. Organizational Chart: The minister is a non-voting member of the board of Trustees. A revised organizational chart was discussed. Dave moved and Michael seconded to approve the rewrite of the organizational chart. Approved. Holley will bring a new version for final approval in November.

**New Business:**

1. Communications Intern: Suzy will be hired as Communications Intern starting in January.

**Adjourn:** Martha moved and Dave seconded to adjourn. Approved

Respectfully Submitted

Martha Alexander