

## **Unitarian Universalist Fellowship of Durango Meeting Minutes** **October 23, 2018**

*Board Members Present: Tom Miller (President) , Mark Swanson (Treasurer), Katie Kandarian-Morris (Minister), Julie Jordan (Member-at-Large), Kathleen Adams (Member-at-Large), and Becky Malecki (Member-at-Large). Elizabeth Long (Vice-President) was excused.*

*Opening words read by Katie. Covenant read by Becky. Check-in included praise and gratitude for the Beloved Conversations weekend. Katie is process observer.*

### **Consent Agenda**

Kathleen moved to approve the consent agenda, Julie seconded, regarding last month's board's minutes and attendance report. There's a steady range of attendance... "we're not pushing the limits of capacity yet."

### **Minister's Report**

Membership committee is evolving... from a committee to a team which will "redesign the path to membership." Katie feels confident that the evolution is working well so far, and it looks like the team will be effective in pursuing our membership goals.

### **Pubic Comment:**

Tim Miller commented about gift committee recommendation regarding the proposed gift from a member. The gift involves selling the home, and to give net cash proceeds to the UUFD, for "adult education and community building." The committee's report states that this gift can be accepted as it fits our gift acceptance policy.

Discussion ensued about whether or not there is a downside to accepting restricted gifts. Katie shared that the gift committee ensures that gift bearers could say yes to our mission, vs. us trying to meet the needs of those bestowing gifts. An important aspect of gift-gifting is the consultation with the committee; this is congruent with the endowment process being developed for the Legacy Fund.

There will be an annual review of how the funds are used, just as all the fellowship's monies are reviewed each year. There would be a regular allocation to support adult ed and community building, with tracking of the transfer. The Board approved the Gift Committee's recommendation to accept the donation. The Board will write a letter of thanks to the member acknowledging the gift intention.

### **Financial Report (Tim Miller)**

Tim (Finance Chair) provided a brief review of the components and how to read the monthly financial report. The P & L is monthly statement of income (revenue) followed by expenses. It's broken into Operating P & L and Non-operating P & L. Need to average about 20K per month to get to the \$250,000 annual pledge income. "Pledge payment is lumpy." Pledge expectations are already cut by approximately \$7,500 (3%) - pledge slippage - which can be caused by people moving, losing jobs, etc. Non-pledge contributions are expected to be approx. \$1,000 per month. 83% of all income comes from pledges. Eventually the \$27K MCF (Ministerial Commitment Fund) will be gone.... and will need to be supported by increased pledges. (The MCF allocation comes from a fund that has approximately \$60 K left which will be used annually or to help cover ministerial costs during our minister's sabbatical (within the next year).

Prior year pledge - people paying their pledges late...approx \$4.5K has been collected over the last 3 months - which means we have collected close to 98.3 % of last year's pledges.

### ***What should we be looking at?***

Compensation - ministry and staff - does not vary much and constitutes approx two-thirds of the annual budget. Interesting aspects of the budget are line items that vary - which only totals up to be about \$100,000. We are currently experiencing increased expenses and variability with utilities and childcare.

***The Non-Operating Budget*** part of P&L shows self-funding, or “pass through”, types of accounts such as the Annual Four Corners Retreat (we sell tickets, get donations, etc. to cover the cost) and recitals. This budget shows that we do take in more than we spend.... Money is not spent that is not taken in. This includes social justice items - such as t-shirts and tickets.

The Finance Committee does go through the budget line by line each month.

### **Proposal for Youth Stairs (with Mike Trefry)...**

The board discussed the modification of the Chalice Room to provide for a junior high nook. The budget for this might be less than stated with potential donations and volunteer labor. It is anticipated that “if it’s built, they will come.” Discussed having students raise money for the “cool stuff” such as furniture. The Board added a caveat banning the use of any kind of fire in the loft (e.g.the chalice lighting). The cost to the congregation would be approximately \$400. The Board approved Mike’s proposal, contingent upon railings, and a no fire in loft policy.

### **Legacy Fund Committee Report (Tim)**

Need a Legacy Fund chair (appointed by the Board President); currently, no one is being proposed. Approved the appointment of two additional members of the committee. Approved the LFC’s recommendation that at least \$500,000 of the Dave Rich gift be invested in the UU Common Endowment Fund (UUCEF). It was brought to the Board’s attention that there are limits to how much can be withdrawn from UUCEF at once. There is a Legacy Committee charter to guide the committee. The Board also approved that the remaining cash from Dave Rich’s gift (approximately \$100,000.) will be invested in a series of stacked short term, interest-bearing, investments.

The mortgage on this property is currently about \$100,000 and we are carrying about 5% interest rate. The Board agreed to discuss the matter of paying off the mortgage with the remaining cash from Dave Rich’s gift, or using the money in other ways, in the near future at a Deep Chair meeting.

### **Stewardship Program**

Former Stewardship co-chairs Lynn Griffith and Elizabeth Crawford completed a very thorough outline of the process they used last year. It will be very helpful for this year’s Stewardship campaign. As of now, there have not been any volunteers lined up to serve on a new committee for the purpose of stewardship. Kathleen Adams will continue to pursue potential leads for these responsibilities.

### **Fellowship BOT Feedback Table/Listening Post**

Goal is to have the Board be more present - and more visible - with the Fellowship. Examples such as scheduling Board members for greeting before services... being present during coffee hour, and announcing Board members’ availability at the services. Discussed other ideas for raising the Board’s visibility, that we may try in the future - such as having a designated table.

### **Leadership Council**

Finalized plans for this fall's Leadership Council on Thursday October 25th (5:30 - 7:30 pm) regarding refreshments, attendance count (currently 19), reviewing Los Alamos document, content delivery,

### **Leadership Development Monies**

Approx. \$2,000 left in the fund. \$350 is the cost for attendance at the Pacific Western Leadership Experience (PWLE) in Albuquerque, January 18-20th. The Board agreed to fund up to 3 registration fees.

### **Process Observation**

Katie and Becky shared... are there ways to be more efficient (such as with sign-up sheets), can we be sensitive about language "chair" vs. "chairman," and can we get serviced by other fellowship members with snack food at our board meetings?

### **Upcoming Meetings:**

Climate Change Forum at Fort Lewis College at 12 pm on Tuesday October 30th.

Worship Arts Team Meeting on November 8th.

Deep Chair Meeting for November on Nov. 20th at Miller's home.