

ANNUAL REPORT

MAY 19, 2019





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**ANNUAL CONGREGATIONAL MEETING
SUNDAY MAY 19, 2019**

11:10 Call to Order.....Tom Miller

Lighting the Chalice/Reading.....Tom Miller/Rev. Katie

Establishing a Quorum.....Nancy Burpee

Eligible Members: 160

Quorum = 30% = 48

Members Present: TBD

Members Represented by Proxy: TBD

Total voting: TBD

Review of Agenda.....Tom Miller

Business:

Approval of Minutes of 2018 Annual
Congregational Meeting Nancy Burpee

Board Member slate of candidates..... Allison Andersen

Nominating Committee election.....Allison Andersen

Proposed budget for 2019-20.....Tim Miller

Closing Reading /Extinguish Chalice

Adjourn

MINUTES OF 2018 ANNUAL MEETING



Annual Congregational Meeting

Sunday, May 20, 2018

11:10 Call to OrderTom Miller

Invocation/ Lighting of Chalice.....Rev. Katie, Susan Koonce

Establishing a Quorum.....Vanessa Self

Eligible Members: 148

Quorum: 44

Members Present: 67

Members represented by proxy: 15

Total: 82

Quorum established

Review Agenda.....Tom Miller

Business:

Approval of Minutes of 2017 Annual Congregational Meeting motion made by Vanessa Self, seconded

Motion to approve the minutes carried by majority with no objections

Treasurer's Report: Tim Miller (finance committee chair)

Highlights from the year included completion of the office space renovations, noting that the approximately \$20,000 cost was paid by drawing down existing surplus funds. He noted that the two main areas that have seen a lot of growth and are coming in over budget are:

- 1) Utilities- due to our additional infrastructure including office space and Columbine House. In addition, there was a water leak that was quite costly.

- 2) Childcare- more families with children have been active at UUFD this year and our childcare costs have risen accordingly.

Additionally, work has been done and is on-going to further define the role of the Treasurer, including having more written procedures and having more people trained to take on the duties of treasurer for respite, vacation, emergencies, and the like.

Election of Officers and Nominating Committee Members:

Board of Trustees:

President – Tom Miller – 1 additional year

Vice President- Elizabeth Long- 1 year

Treasurer- Mark Swanson- 2 years

Member at Large- Julie Jordan- 2 years

Member at Large – Becky Malecki- 2 years

In addition the following persons/ positions will continue for another year

Member at Large- Kathleen Adams- 1 year

Secretary – Vanessa Self- 1 year

Susan Koonce will be leaving her Vice President position as of June 30th, 2018

No nominations for the Board of Trustees from the floor. Motion to accept the slate of candidates was made and seconded. Motion carried by majority with no objections.

Nominating Committee: Dennis Aronson, Susan Reineman, Allison Andersen

Proposed nominees:

Robert Winslow -2 years

Linda Gumper -2 years

Allison Andersen will continue for one more year.

Dennis Aronson and Susie Reineman's terms will terminate as of June 30, 2018

Motion to accept the member of the nominating committee carried by majority vote with no objections.

Presentation of the Fiscal Year 2018-2019 Proposed Operating Budget- Tim Miller (Finance Chair)

Reviewed a summary of YTD comparisons between the proposed FY 2019 budget and the current FY 2018 budget. A modest surplus or break even balance is expected for FY 2018.

Reviewed the Proposed Operating Budget for FY19. Changes to the printed budget include:

- 1) An increase in interest income. This will be accomplished by utilizing accounts or CD's that offer higher interest rates.
- 2) An increase in the budget for childcare. Lisa McCorry, Director of Faith Formation, offered a clarification that this line item includes the salary of 2 Youth Advisors in addition to the paid childcare staff.
- 3) A mid-year contingency fund has been added to budget for funding mid-year projects as needed.
- 4) The cash budget system best practice of noting the mortgage principal reduction as a cash reduction has also been adopted in this budget.

Vote on Fiscal Year 2018-2018 Proposed Operating Budget Motion made and seconded. Motion carried by majority with no objections.

Proposed By-Laws Changes.....Teresa Jordan

By-laws changes:

- Article VII Section 1 – eliminate the associate treasurer position (duties now carried out by paid staff: Finance Clerk)
- Article VII Section 6 deleted
- Article VII Section 7 renamed: Section 6
- Article IX Section 2- change of notice from 30 days to 14 days to match other section notice requirements
- Article XI Section 3- Strike wording, "At the end of the fiscal year".
Section 3 will read: The board will arrange for an annual review and report of the book of account and make that report available to the fellowship.

Motion made to accept by-law changes as written was made and seconded. Motion carried by majority with no objections.

Closing Reading, Extinguish Chalice: Rev. Katie

PROPOSED 2019-20 BOARD NOMINEES

The Nominating and Leadership Development Committee nominates the following members for our 2019/20 Board of Trustees:

President	Tom McCampbell	1 year term
Vice President	Frank Lockwood	2 year term
Secretary	Nancy Burpee	2 year term
Member-at-Large	Elizabeth Long	1 year term

Kathleen Adams and Tom Miller will complete their terms.
Becky Malecki and Julie Jordan and Mark Swanson will continue next year in their current positions.

PROPOSED 2019-20 NOMINATING/LEADERSHIP DEVELOPMENT COMMITTEE NOMINEES

The Nominating and Leadership Development Committee nominates the following members to join the Nominating & Leadership Development Committee

K Redford 2 year term

Carolyn Miller 2 year term

Robert Winslow and Linda Gumper will continue as members.

MINISTER'S REPORT

The Rev. Katie Kandarian-Morris

Minister's Report to the Congregation, May 2019

Dear Ones,

As I look back on last year's report to you, I am amazed that only one year ago we were just beginning to use the new faith formation space as well as the new office space.

Then, last summer we completed the sanctuary expansion that allowed us to feel more comfortable in our worship space. All of these things have allowed for mission focus, in other words, we are able to welcome and integrate more people without apologizing for lack of space. People can imagine that there is room for them here.

Sadly, we lost a beloved member this year, Susan DeCloedt, whose memorial is planned for June 22nd at 10am.

We dedicated five new children (our dedication ceremony was May 12), and welcomed roughly 30 new members. Our membership numbers are now at 160, with average attendance hovering around 130-140, and our congregation is now considered "Midsize I".

We will be saying goodbye to our Director of Faith Formation, Lisa McCorry, who will leave the position at the end of June. We've been so fortunate to have her many skills and spirit lead and grow our program. Lisa will keep her membership and promises to stay involved outside of Faith Formation. We are in process of searching for a new Director.

We are glad to have welcomed our Connections Coordinator, Shannon Beaver this year, and are glad she will stay with us.

A reminder, that the Governance structure adopted by the Board of Trustees, gives the minister authority for the program structure of the fellowship. Worship Arts, Faith Formation, Social Justice, Caring, Hospitality, and now Membership all reside as Ministry Teams. Please look for reports from many of these teams.

I am happy to meet with you if you have a concern, a spiritual need or would like to move into leadership. I am happy to be serving you in this part of the world for such a time as this.

With love and faith, Katie

ANNUAL REPORTS FROM MINISTRY TEAMS

ART AND AESTHETICS TEAM

- The Art and Aesthetics team staged just 3 art exhibits in the Bowman Hall Art Gallery over the past 12 months because we featured the UUFD Fiftieth Anniversary celebratory Timeline for six months. A portion of the timeline has been installed in the office and the remaining portions of it are in storage.
- Another lengthy exhibit was mounted focusing on the artistic expressions of gratitude resulting from trips taken by UU members who have travelled down the River of the Grand Canyon. Several sales resulted and voluntary donations to UUFD were made by some of the artists. This exhibit and a reception were organized by Allison Anderson.
- The third exhibit is scheduled to be a Quilters' show, organized by Aline Schwob and Barbara Hawn.
- Decisions are being discussed concerning the division of A & A team members' responsibilities regarding the curating, scheduling and hanging of the Bowman Hall Art Shows. Four exhibits annually seems to be the optimal number but flexibility in changing exhibits sometimes results in wide variation in length of each show. Judy Hayes suggested that team members share more of the responsibilities in the future since the team leader is now away from Durango for extended periods of time.
- Possible future exhibits include printed work from the UUFD Poetry group, Native American Artwork curated by Kay Holmes of Ft. Lewis College, A Themed UUFD Members' Art Show, and, next winter a show titled, "Earth and Water" exhibiting pastels by Rebecca Koeppen and watercolors by Ann Smith.
- Four more dimmable LED gallery lights have been added to amplify viewing pleasure and three new bulletin boards have been installed on the non gallery walls of Bowman Hall. They will help our growing number of visitors and members to identify New Members, Board Members, and Committee and Team Leaders. Bulletin Boards have also been added to the Sanctuary bathrooms where current articles of interest can be posted. Sue Loweree has offered to maintain them and keep them up to date.

Ann Smith, Art and Aesthetics Team Leader

CARING TEAM

The Caring Team has 8 members. Sadly, we lost a cherished member of our team, Susan DeCloedt, to cancer this year. Three of our members are Pastoral Associates. We developed an application process for those interested in becoming a member of the Caring Team.

The Caring Team has upheld the values of UUFD by providing emotional, spiritual, physical, and resource assistance to those in need. We expanded our ability to provide service by soliciting members of the congregation who expressed interest in providing short term "care" such as rides, meals, a card or visit. Including members of UUFD congregation, outside of the caring team, served to increase the visibility of the team and increased the understanding of the services provided by the team. Lastly, the team organized and sponsored a 3-part Hospice and End of Life education series that was well received by those inside and outside the congregation.

The Caring Team plans to provide training this fall to those in the team wishing to be pastoral associates.

Terry O'Sullivan, Caring Team Leader

FAITH FORMATION TEAM

- As Adult Faith Formation Coordinator, with guidance from Rev. Katie and Lisa, I helped develop a more robust program, including:
 -
 - -- Faith Like a River: UU History
 - -- Emerson as Spiritual Guide
 - --Margaret Fuller as Spiritual Guide
 - -- And in the Fall, classes on UU Theology
 - Also, we continue to offer ongoing opportunities from Tai Chi to Mindfulness (see flyer!)
- Kate Niles, Faith Formation Team Leaders

MEMBERSHIP TEAM

In keeping with UUFD's governance model, the service of membership transitioned from a committee to a team under the ministry role of our fellowship. With the transition, the Membership Team adopted the following mission:

The Membership Team is committed to promoting a safe community for all and is a welcoming presence that promotes acceptance and connection.

Membership has continued to increase; as of April 25 UUFD has 162 members compared to 144 in 2018.

Our team focuses on three areas of membership: Sunday morning welcome, the integration of members into the fellowship, and membership administration. Some of the activities of the Membership Team this year include: the multi-generational Grand Circle supper in January attended by members ranging in age from 6 months to 80+; two new member welcome luncheons (October and March), a survey of UUFD leadership on the meaning of "community", the introduction of a new member coffee once a month, monthly Circle Suppers, and the upcoming multi-generational pot luck BBQ on June 23.

We are always interested in welcoming new members to the team and look forward to you sharing your thoughts and ideas for welcoming guests to our beloved community and for making all members of UUFD feel welcome and connected. Please feel free to connect with any of us.

Blessed be,

Lois Carpenter, Nancy Fisher, Lisa Govreau, Sheryl Guy, Carolyn Miller, Becca Trefry,
Laurie Meininger (Team Leader) and Shannon Beaver, Connections Coordinator

SOCIAL RESPONSIBILITY AND JUSTICE TEAM

SRJ Ministry Coordinator and Coordinating Team: Bonnie Miller, Richard Butler, Barry Devine, Tom McCampbell, Rev. Katie Kandarian-Morris

The Social Responsibility and Justice Ministry is in its fifth year as an interest-based team model. There continue to be four teams, each with a specific social justice focus: Basic Needs, Healing Racism, Immigration, and LGBTQ.

Coordinating Team Highlights:

The SRJ Coordinating Team has quarterly meetings to consider overall SRJ progress, needs and opportunities, update about work of the four small justice teams, and manage overall SRJ ministry responsibilities such as Share the Plate, allocation of Disaster Relief and Development funds, UUSC Guest at Your Table, and connections with the Durango community. The team established criteria for allocation of Disaster Relief and Development funds, for approving new small justice teams, and for partnering with Durango organizations and agencies. In addition, the team made recommendations for changes to the UUFD Strategic Plan in the social justice areas.

The UUFD liaison to the Unitarian Universalist Service Committee was added as a Coordinating Team member. The UUSC is an independent, nonsectarian nonprofit member organization, is the voice for UUs everywhere fighting for human rights and social justice in the US and around the world. Our UU fellowship supports UUSC through the annual “Guest At Your Table” donation campaign each Fall. Over 35 UUFD members and attenders contributed \$1,643 this past Fall. We are urging every member of UUFD to contribute to UUSC which will enable us to send one member on a UUSC service trip to work on social justice.

Team Highlights:

Basic Needs –This team expanded and became significantly more organized in its focus. Volunteer work at Manna and at the Durango Food Bank both increased to twice monthly. The Days for Girls Sewing Project (girls’ personal hygiene kits) continued monthly sessions at UUFD and a local shop. We increased our involvement with the interfaith Love Out Loud community service projects, with two UUFD members joining the steering committee. A quarterly food drive plan for the Durango Food Bank was initiated. We continued exploring potential for collaborating in the community’s work on homelessness. Needham Elementary was adopted as a support area with funds collected to help with classroom needs and individual student needs. Options to support work of Thrive! Living Wage continue to be under consideration.

Healing Racism – A major accomplishment was the successful execution of the Beloved Conversations curriculum. This included significant participation of members of the fellowship and some ideas for continuing our anti-racism, anti-oppression and multicultural work. One desired outcome of BC is the identification of a new leader for the Healing Racism team and individuals as core members. We continue to collaborate and participate in the community Indigenous People’s Day, the annual Diversity Dialogue workshop, and in the UUA Common Read.

LGBTQ – The team’s major work was toward renewal of our status with UUA as a Welcoming Congregation. The processes of assessment and development of recommendations for action were completed. Midyear the UUA changed its process for WC renewal, with significant new criteria. The LGBTQ team had to adapt its initial action plan to accommodate and has begun the implementation of plans and collection of data to submit to UUA, with the goal of fall 2019 application for renewal. Participation in the annual Durango Pride Festival continues, as well as advocacy for the Four Corners Rainbow Youth Center, and partnering with 4STAR (Four Corners Support for Transgender People, Allies and Relatives) to host the annual Transgender Day of Remembrance.

Immigration – The team continues its primary work as a collaborator with agencies working on immigrant rights. These include Compañeros Four Corners Immigrant Resource Center, Rosa Belongs Here, Indivisible Durango, and the Colorado Immigrant Rights Coalition. Two members of the Immigration team also volunteer as Board members for Compañeros. We held the annual Compañeros dinner fundraiser in Bowman Hall, and sponsored a community film showing, *Women of Resolution*.

Other Community Related:

We joined Indivisible Durango in planning and supporting the annual Women’s March, hosted community presentation by ACLU speaker, co-sponsored community event with presentation by national speaker Chuck Collins, supported FLC educational presentation on democracy, co-sponsored community *Living the Rainbow: Stories of Coming Out & Transition* event.

Financial Contributions:

UUSC Guest At Your Table – \$1643
UUSC - \$1000
Durango Adult Education Center - \$1000
Durango Food Bank - \$227
Disaster Relief and Development - \$5000
FLC democracy - \$400
Living the Rainbow - \$500
Needham Elementary - \$2714.35
Share the Plate - \$8100.67 July-April

Bonnie Miller, Team SRJ Team Leader

WORSHIP ARTS TEAM

A big thank-you to Marsha Porter-Norton and Tom McCampbell. Tom and Marsha co—led the team and Marsha took over after Tom moved on to Basic Needs. Marsha has let go of some of her UUFD responsibilities to run for office. We wish her well. We are grateful that Mary Ocken will be taking over Worship Arts Team Leadership.

Worship Arts includes all of the various aspects that make up and provide for our worshipping ministry, mostly, but not limited to Sunday mornings. Our team includes music (classical and contemporary musicians, vocal choir, movement choir), worship associates, ushers, and sound associates

The ministerial letter of agreement spells out the minister's responsibility for all the services of the fellowship and this team works, in its various responsibilities, toward that end.

We work toward providing high quality worship, growing and integrating the choir (thank you to skilled director Kerry Ginger), adding a regular presence of a movement choir (thank you to lay leader Marilyn Leftwich), and mixing our offerings of contemporary and classical offerings (thank you for the gifts of Lawrence Nass and Marilyn Garst). Our budget allows a sprinkling of special musical guests.

Our pulpit guests include a diversity of clergy from Colorado and New Mexico, and lay speakers from Durango and nearby.

We continue to use the theme series of Soul Matters, helping us to focus our liturgical year and encourage creativity in topics and relevancy for services.

Worship serves not only the ongoing spiritual and intellectual needs of our members and friends, but introduces people to our community, which can be a life-giving and life-changing event. We are grateful to be able to share this gift to the world.

Faithfully,

Katie Kandarian-Morris, minister

ANNUAL REPORTS FROM BOARD AND SHARED GOVERNANCE COMMITTEES

PRESIDENT'S REPORT

As I complete my term of Board service, I would like to begin this report with deep thanks to my Board partners of the past several years. Leadership of this Beloved Community is truly a group effort. With dedicated, caring, and competent people, we continue to grow and change in many positive ways. My three years on the Board have been stimulating, meaningful, rewarding, faith deepening, and filled with learning and appreciation for all that goes into making our Fellowship the special place that it is. This report can only touch on the highlights of a very busy year.

We continue to use our mission and strategic plan as guideposts for decisions and planning. As you will see in the Team and Committee sections of this report, many areas have been addressed and progress is being made. The Board will continue to monitor, review and revise the plan as needed.

Our recent pattern of steady growth continues. Managing the impact of that growth has been an undercurrent of much of the Board's work. We have officially moved in numbers from the Pastoral to the Program level of operation, based on our current membership of 161. We have continued to learn about and move more deeply in to the Shared Governance model of Church operations, which helps significantly in guiding where and by whom decisions that affect our operations are made.

The Facility Planning Task Force, chartered two years ago, is poised to complete their work. They slowed down their process from what was originally planned in order to maximize member input and consideration. Based on our growth predictions, the goal of the Task Force as stated in our Strategic Plan was to work with an architect to design two conceptual plans that could expand our capacity, one for a contiguous facility and the other for a non-contiguous facility. Very carefully, over the last year, the FPTF has, based on input from teams, committees and a large number of individuals, refined initial drawings into the two plans currently on display in Bowman. Each of these plans substantially meets, in different ways, the key space requirements people have identified. The completion of the Task Force's work will be to conclude, based on as much input as we can get from you, which plan is best suited to our needs going forward. We hope this decision will be made by the end of June.

With all the positive facility changes we have made in the past couple years, much of the focus of our needs has changed. As we have continued to grow, we have expanded the Sanctuary, created great new office space, improved Bowman some more, and acquired Columbine House. We plan to expand the Chancel area significantly this Summer by removing the storage closets. While we still have crowding in Bowman, a congested and busy Sanctuary entrance, and parking lot issues, we are fully able to operate for a while with what we have. Along with our currently plateaued pledging, this has led the Board to decide that it is not fiscally responsible to begin consideration of a capital campaign, and thus to defer any decision about building for at least a year.

We do believe that the money and time we have spent to get our facility planning to this point was well worth it. The Task Force has carefully considered the integrated current and, as much as possible, the future needs of the congregation. Whichever concept we determine will best serve us, we will have a very solid, long-term, coherent, integrated plan and foundation to build on. If/when we get to the point that it makes sense to proceed we will have a clear direction. To get to that point, however, we will need to continue in multiple ways, over time to dialog, explore, and feel the effects of our growth.

Our contractual agreement with Rev. Katie calls for a review of our various ministries every three years. In this, her third year as our called minister, the Board chartered a Review of Ministries Task Force to inaugurate this process. Their report, based on a series of meetings, interviews and feedback from members, has recently been presented to the Board. As of this writing, the Board is working out the best way to present those findings to the Fellowship so we can continue to build the effectiveness of the delivery of our mission through our shared ministry governance structure.

From a governance perspective, the Board made several decisions. Recognizing the need for more awareness and oversight of our legal and fiscal responsibilities with regard to employees, the Board chartered a Personnel Committee. We hope this new group will help us manage, if not avoid, any personnel issues that could arise. The Board also structurally moved the responsibility of the (former) Membership Committee from Board oversight to become a Ministry Team, believing that the functions of that group more readily served the ministry function. We also continued to revise the duties of the Treasurer, which will streamline and make more efficient the work of this role as well as help with recruiting in the future. Finally, the Board initiated ad hoc group, including Rev. Katie, to explore how UUFD might use the concept of Healthy Congregations team to help with understanding and promoting healthy relationships among our congregation.

The Board also continued its focus on leadership development. In the fall the Board attended a full day leadership workshop in Los Alamos put on by the UUA Pacific/Mountain Region for several congregations in the district. Quarterly Leadership Council meetings gave Team and Committee leaders an opportunity for cross-organization awareness, fellowship and additional leadership training.

Looking to the future, there is still work to do in clarifying how we understand, articulate, and deliver on our mission. A number of semi-formal conversations have been conducted this year, serving as a base for further exploration. The Strategic Plan will need updating as we continue to accomplish the goals it set for us. We need to continue to monitor the pinch points in our facilities relative to our growth and attendance to decide on the best way to go forward, perhaps looking at less expensive ways of dealing with them.

Tom Miller, President

TREASURER'S REPORT

This report is the product of the church's Finance Committee, comprised of the Treasurer, fellowship members Sheryl Guy and Ken Carpenter and chaired by Tim Miller. The report summarizes where our finances stand with respect to operating funds as specified in the FY19 budget, as well as the state of our long term fiscal health as characterized by our balance sheet.

In the FY19 budget, pledges (\$242,397) comprise 81.5% of our total operating income. Based on pledge fulfillment through the end of April and historical data, it appears very likely that we will receive the budgeted amount.

Of the non-pledge 18.5% of budgeted dollars, 9.1% comes from the Ministerial Commitment Fund--a fund established by UUFD several years ago to guarantee a newly settled minister's compensation for at least three years and which is still funding part of our cost of ministry due to the healthy pledge growth experienced for several of those years. Since this amount comes from an established fund, it is guaranteed income.

The remaining income items (plate cash, non-pledge contributions, prior year pledges, new member pledges, miscellaneous) are, of course, difficult to predict accurately and this year has been no different. Plate cash and interest are comfortably above budgeted levels while we will come up short in some other areas.

Overall, we expect actual income to come in at close to 99% of budgeted income.

On the expense side of things, we have had a number of areas where expenditures have exceeded the budgeted amount. Childcare and utilities will each be over-budget by approximately \$2500. Office supplies, bookkeeping, and bank fees have all also exceeded budgeted levels. In large part, the additional spending in these areas can be attributed to our growth in numbers, growth in use of our facilities, growth in complexity of our operations, growth in the sheer level of activity within the fellowship. The FY19 budget did include \$2500 for mid-year contingencies, and we utilized this to cover the additional costs of childcare.

Our best estimate at this point is that expenses will end the year approximately 1% over budget. Taken together, our income and expense expectations lead us to believe that we will end the year with a deficit of around \$5500. While deficits are not sustainable in the long term, we have adequate accumulated surpluses from prior years to cover this deficit. In presenting the FY20 budget, Tim will highlight areas we have addressed to respond to the FY19 actual expenses.

Not all of the financial aspects of the fellowship fit into a single year's operating budget, either because they are one-time expenditures, such as remodeling or a ministerial sabbatical, or are self-funding, such as the Four Corners retreat and the Recital series. UUFD has a number of funds not tied to the fiscal year dedicated to these specific purposes. Our Retreat and Recital Series contain adequate resources to cover the up-front cost of each for the coming year. Other funds contain monies adequate to cover the cost of the upcoming remodel of the chancel and the cost of providing ministry coverage during a ministerial sabbatical. In addition, UUFD maintains an operating reserve of \$15,000 to cover the truly unexpected in our day-to-day operations. Understanding the nature and scope of these reserves allows us to invest the funds in CD's of varying terms and increase the contribution of interest to our FY20 budget (more from Tim).

This year also saw the first large contribution to our Legacy Fund. We received a bequest of over \$600,000 from the estate of Dave Rich. The Legacy Fund will be structured and invested to ensure the long-term viability of our liberal religious tradition in the Southwest.

Mark Swanson, Treasurer

STEWARDSHIP COMMITTEE

This Year's Pledge Results As of 4-25-19

Pledging Units: 117

Pledge \$ Total: \$243,148

Suggestions for Next Year

- Start the campaign a little earlier by alternating weekly Sunday "testimonials" between those receiving pledging dollars (Faith formation, Social Justice, etc) with "Why I Give" testimonials from congregants, not Just Leadership. Use the speakers EVERY Sunday between the kickoff date through the end of the campaign. Keep them Short, to the Point, and Positive.
- Hand the pledging info out WITH the Pledge Card attached (This was suggested Before this year as well. It gives people time to plan, at home, with family, until they are READY to hand the card in at ANY time during the campaign.) Have a drop box available at the back of the sanctuary, and mention it Every Sunday when you show the growth from the previous week.
- Info format: Keep it short, easy to read (include the Fair Share guide and a Pie Chart on how our budget is distributed), and eco-responsible. Do NOT use envelopes, just staple the pledge card (No need for a Sample) to the form and attach the membership name/address sticker to the top of the front page. Purge the Membership/Friends list Before mailing out the pledging information to those who have not picked it up.
- Print a short article/letter of support in at LEAST four newsletters - not just one - during the campaign, from Board members or Leadership personnel.
- If there is a Celebration Sunday, make it clear Why. This year, people asked why we celebrated so early, when Many had not yet turned in their pledges. If there is an update on the rising total collected, and people have visual reminders EVERY Sunday from the Beginning of the campaign of the growth toward the goal, that might encourage people to Actually get their pledges in before the final day. Seeing a growing total is NOT a deterrent to pledging; it is a reminder for them to do their part as well.

Sheryl Guy and Shona Jones, Stewardship Committee Co-Chairs

FINANCE COMMITTEE

The Finance Committee (“FC”) is a standing committee of the church. It provides oversight of all church financial activities to help ensure that financial resources are raised and spent appropriately in furtherance of UUFD’s mission. Current members include Tim Miller, Chair; Mark Swanson, Treasurer; Sheryl Guy; and Ken Carpenter.

Finance Committee duties include:

- Managing the preparation of the annual budget
 - Soliciting budget requests from committee chairs, team leads, staff, and minister.
 - Preparing a preliminary budget for Board and Minister review.
 - Monitoring results of annual pledge campaign to determine which budget priorities can be funded.
 - Coordinating additional meetings during which Board and Minister refine spending priorities and finalize a budget to recommend for congregational adoption.
 - Presenting the recommended budget at the annual meeting
- Monitoring financial results throughout the year
 - Reviewing P&L, Balance Sheet, and Banking data on a monthly basis
 - Working with bookkeeper to ensure reporting is transparent and useful
 - Developing monthly financial commentary for Board meetings
 - Assessing mid-year spending requests and recommending budget revisions
 - Working to ensure actual results are aligned with budget expectations
- Providing a financial sounding board and analyses for proposed church initiatives

Highlights from the current church year:

- Increased FC membership to the level prescribed by Board policies.
- Established a regular meeting schedule ensuring timely and diverse budget oversight.
- Arranged funding for sanctuary renovation projects
- Migrated from Quickbooks Desktop to Quickbooks Online to reduce bookkeeping charges, eliminate redundant data entry and recordkeeping, enhance fiscal oversight, and improve response time to requests from church stakeholders.
- Initiated investments of long-term operating and non-operating funds in CDs at TD Ameritrade.
- Commenced migration of local banking relationship from Vectra to more responsive Bank of the San Juans.

Tim Miller, Finance Committee Chair

UUFD LEGACY FUND COMMITTEE

The Legacy Fund Committee (“LFC”) is a standing committee of the church, established in 2018. It promotes the **long-term** financial sustainability of UUFD by managing bequests and other legacy gifts made to the church’s Legacy Fund. Legacy Fund assets are invested primarily in the Unitarian Universalist Common Endowment Fund (“UUCEF”), a diversified fund with a long-term investment perspective. The UUA’s Investment Committee provides oversight and selects professional outside advisors and investment managers for the fund. The UUCEF employs a Socially Responsible Investing (SRI) filter, which consists of making investment decisions that reflect UU values and contribute to positive social and environmental change. Up to twenty-five percent (25%) of Legacy Fund assets may be invested in other diversified, low-fee investment vehicles.

The LFC is also charged with encouraging additional gifts to the Legacy Fund by identifying, educating, and shepherding prospective donors through the legacy-giving process. Legacy gifts must conform to the provisions of UUFD’s Gift Acceptance Policy, conveniently located on page 14 of the Board Policy Manual at <https://durangouu.org/about-us/our-governance/board-policies/>.

Highlights from the current church year, and a look forward:

- The first significant bequest to UUFD in its 50+ year history provided the impetus for creating the Legacy Fund Committee. Long-time member David Rich passed away in April 2018. His largest bequest, approximately \$600,000, was to his church. This gentleman’s estate also directed sizeable gifts to a host of other progressive beneficiaries.
- LFC is in the process of investing the majority of this gift in the UUCEF, in monthly installments. The balance is invested in short-term CD’s, pending eventual investment in UUCEF and other instruments.
- Growth and Use of Legacy Fund assets: After an accumulation period to allow the fund balance to grow, the Board may choose to disburse a portion of the earnings stream for items or projects that are generally beyond the scope of the annual operating budget. As the Rich bequest is the first large legacy gift received in the church’s history, the LFC and Board are taking a deliberative, long-term view on its management – consistent with virtually all advice from the UUA and from nonprofit financial literature.
- To encourage the expression of more Legacy Gift intentions by UUFD members and friends:
 - LFC and Communications developed a colorful and informative tri-fold brochure, copies of which are available in the information rack at the back of the sanctuary and also online at <https://durangouu.org/wp-content/uploads/2019/01/LegacyBrochure.pdf>
 - Later in 2019, LFC will invite local estate planning attorneys to conduct an Estate Planning 101 “chalk talk” on a Sunday after worship.
- Current LFC members include Tim Miller, Finance Chair and LFC Chair (Acting); Mark Swanson, Treasurer; Sheryl Guy; and Ken Carpenter. We invite other members with an interest in fostering UUFD’s long-term financial viability to consider joining the LFC.

Tim Miller, Legacy Committee Chair

GOVERNANCE COMMITTEE

Can a democratic congregation and an effective governing board operate in partnership with a strong, permission-giving ministry-team structure? Some of the most vibrant congregations...are answering this question, "Yes!"

—Dan Hotchkiss in Governance and Ministry: Rethinking Board Leadership

The Governance Committee assists the Board by:

- Drafting policies as requested by the Board for Board approval;
- Assisting with training sessions for future lay-leaders and/or members of the Board;
- Assisting with arrangements for Board retreats;
- Assuring that regularly occurring Board calendar events are scheduled and completed; and
- Providing training on policy governance.

Many thanks to Governance Committee member Nicci Unsicker for her dedication and expertise, which made possible these accomplishments of the Governance Committee during the 2018-2019 church year:

- Assisted in orientation to board service and training on the UUFD Governance-Ministry Model for incoming board members;
 - Facilitated a series of study sessions on policy governance for Board members and members of the Governance Committee;
 - Communicated with UUA Western Pacific Region support staff on board training opportunities;
 - Assisted with arrangements for the annual Board Retreat;
 - Assured scheduling and completion of regularly occurring Board calendar events by committee representatives attending monthly Board Meetings and quarterly Leadership Council Meetings;
 - Provided training on UUFD Governance/Ministry Model at Leadership Council Meetings and Beloved Conversations;
 - Drafted revisions for the UUFD Board Policy Manual as requested by the Board;
 - Wrote draft of Bylaws changes as requested by the Board;
 - Participating in the UUA Western Pacific Region's Leadership Experience, a pilot program for leaders and future leaders within UU communities; and
- Will assist the Board in its self-evaluation process, as requested

Teresa Jordan, Governance Committee Chair

RISK MANAGEMENT COMMITTEE

The committee consisted of Dennis Brown, Sylvester Allred, and Tom McCampbell to start the year. As of this date, April, 2019, Dennis is the only one remaining.

Things done in the past year:

- Conferred with Sergeant Peterson of the Durango Police Department concerning support and security ideas and reported back to the board.
- Installed carbon monoxide sensor in lower level of Columbine house.
- Did yearly inspection of fire extinguishers with Arrow Fire and Equipment Company.
- Inspected extinguishers and AED unit monthly.
- Did yearly safety inspection with Bill Wallauer and will call attention to areas that need to be addressed.

Dennis Brown, Risk Management Committee Chair

BUILDING & GROUNDS COMMITTEE

- Completed the Sanctuary expansion project.
- Scraped / sanded and stained the San Juan house rear deck.
- Organized the Fall and Spring clean-up days.
- General maintenance and improvements of all UUFD buildings.
- Organized the design and construction of the Snowdown parade UUFD float.
- Completed floor plan documentation of all UUFD buildings.
- Completed documentation of all UUFD major building equipment.
- Organized the lawn maintenance and snow removal volunteer teams.
- Planned and started the Chancel expansion project which included the relocation of the materials in the existing chancel storage rooms into new and existing storage cabinets. This project will be completed in July of 2019 and will involve the removal of the two chancel storage rooms.

John Redemske, Building and Grounds Committee Chair

COMMUNICATIONS COMMITTEE

Our committee worked to heighten the visibility of UUFD and enhance our brand through:

- Advertising and other content in the Durango Herald, including:
 - weekly listings in the Faith Directory
 - sermon announcements
 - Christmas and Easter holiday ads
 - Local Briefs items
 - Pastor Spotlight
- Radio spots on KSUT (instead of advertising in the Telegraph)
- Increasing our Facebook presence, sharing events, announcements, and photos
- Maintaining a presence on Instagram
- Working with Social Responsibility and Justice to promote events and activities
- Working with Membership to produce a new brochure and new website content to streamline and improve communications with new and prospective members
- Outdoor banners: Christmas Eve and Easter banners for annual use; Summer Series banner; new "Side With Love" banner
- Coordinating and contributing to website content
- Designing a Legacy Fund brochure
- Reworking website content for the stewardship campaign and donate pages

Shanan Orndorff, Communications Committee Chair