



Annual Report

MAY 17, 2020



AGENDA

Unitarian Universalist Fellowship of Durango ANNUAL CONGREGATIONAL MEETING SUNDAY MAY 17, 2020

Call to Order and Welcome..... Frank Lockwood, President, Board of Trustees

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

Establishing a Quorum.....Becky Malecki

Eligible Members: 171

Quorum = 30% = 51

Members Present: _____

Members Represented by Proxy: _____

Total Members qualifying towards a quorum: _____

Review of Agenda..... Frank Lockwood

Business:

Approval of Minutes of 2019 Annual Congregational Meeting..... Becky Malecki

Presentation of slate of candidates for Board of Trustees.....Frank Lockwood

Additional nominations of candidates for Board of Trustees (and/or Motion to Close
Nominations..... Frank Lockwood

Election of Board of Trustees..... Frank Lockwood

Election of Nominating Committee Frank Lockwood

Proposed budget for 2020/21.....Tim Miller, Chair Finance Committee

Member Vote on Proposed Budget..... Frank Lockwood

Closing Reading /Extinguish Chalice Rev. Katie

ADJOURN

Minutes of Annual Meeting

Unitarian Universalist Fellowship of Durango
May 19, 2019

UUFD President, Tom Miller, called the meeting to order at 11:10am.

Rev. Katie gave the invocation and the Chalice was lit.

Establishing a Quorum.....Nancy Burpee
Eligible Members160
Quorum: 30% of Membership.....48
Members: Present..... 58
Members: Represented by Proxy.....17
Total:75
Quorum established.

Tom Miller reviewed the Agenda for the Fellowship

Business:

1. APPROVAL OF MINUTES OF 2018 ANNUAL CONGREGATIONAL MEETING.

Motion to approve 2018 Minutes as written: Nancy Burpee. Seconded: Elizabeth Long
Correction noted: Susie Reiderman was corrected to read Susie Francis.
Motion to approve the minutes approved by verbal vote. No nay votes.

2. ELECTION OF OFFICERS for 2019/2020

Allison Anderson, Chair of the Nominating/Leadership Development Committee
presented the following list of candidates for Board positions:

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)

The following persons/positions will continue for another year.

Member at Large	Becky Malecki (1 Year Term)
Member at Large	Julie Jordan (1 Year Term)
Treasurer	Mark Swanson (1 Year Term)

No nominations for the Board of Trustees were offered from the floor. The motion to
approve Board of Trustees slate of candidates as presented was moved and seconded.
There was no discussion other than acknowledgement of appreciation for those willing
to serve. The Motion carried unanimously.

3. ELECTION OF NOMINATING COMMITTEE MEMBERS

Allison Anderson, Chair of the Nominating/Leadership Development Committee presented the following list of candidates for Nominating/Leadership Committee:

Member:	K Redford (2 Year Term)
Member:	Carolyn Miller (Nominated from the podium) (2 year Term)

The following persons/positions will continue for another year.

Member:	Robert Winslow (1 Year Term)
Member	Linda Gumper (1 Year Term)

The motion to approve the slate as presented was moved and seconded.
There was no discussion. The motion carried unanimously.

4. TREASURER'S REPORT

Mark Swanson reviewed current financial status, including 2018 Budget Results.

- Pledges were 1% below budget.
- Recommended budgeted items ended with a projected \$5,500.00 deficit.
- First large contribution to legacy fund: \$600,000.00

There were no questions
Mark Introduced and thanked finance committee

5. BUDGET PRESENTATION

Tim Miller, Finance Committee Chair, presented the proposed Budget for Fiscal Year 2019/2020

- Pledges currently support 82% of proposed budget.
- Tim feels that we will collect 99% of total pledges this year.
- Current pledging for 2019-20 shows 2.5% decline in pledges overall over last year.
- There are 22 new persons pledging this year, though they skew younger and are more likely to pledge at lower levels for several reasons.
- Tim walked through the key line items and highlighted major changes year-over-year.
- Utility costs are up this year due to city rate increases.
- Could not increase funding for Social Justice, our main mission.
- National UU dues are increasing \$1200-\$1400.
- A portion of FROLIC Funds will be designated to general fund this year.
- Tom reminded the members that the current Board has put on at least a 1-year hold, any further discussion of facility expansion and related capital campaign.

6. BUDGET DISCUSSION

- Questions were raised about bank fees. Pledging members were encouraged to use Vanco system available through the Donate button on our website and check the box that adds the bank fee to the pledge, so the Church doesn't have to pay it.
- Question was raised about the status of the Ministerial Commitment Fund. Approximately \$21,000 will remain after using \$23,500 this year. We have been feathering the balance down as pledging has increased. When the balance is gone, in one or two years, we will have to replace whatever we are using the MCF for with increased pledges or other sources of income.
- A request was made to specifically break out all of what the Church donates to mission objectives to be noted in 2020/2021 budget. The Finance Committee gave an affirmative reply. It was noted that that break-out is included in the Annual Report under the Social Responsibility and Justice section.
- A question was raised about instituting an endowment program. Tim reminded the fellowship that we have such a program, now with a healthy sum, and would be bringing further detailed information and assistance to the Congregation in the coming months.

Many compliments were received from the floor concerning the presentation of 2018 financial report, and the Treasurer, Mark Swanson and Chairperson Tim Miller were applauded.

A motion to approve the 2019-2020 Operating Budget as presented was moved and seconded. The motion carried unanimously

7. NEW BUSINESS

Discussion of recent anonymous donor's offer to provide a 1:1 match up to \$15,000 for additional pledges made before July 1.

A question was raised as to how we would spend any money received over the budget as approved. The Board has dedicated the first priority for any increase in pledging to go to funding Faith Formation. This would likely go to increase in salary for the replacement of our recently resigned DFF, Lisa McCorry. It was mentioned that an excellent, experienced, credentialed candidate has applied, but the current budgeted salary is not adequate to support such a candidate at this time. Additional pledge cards were distributed to people to raise their pledge.

A closing responsive reading was read by Rev. Katie.
The chalice was extinguished and the meeting was adjourned at 12:05pm

PROPOSED 2020-21 BOARD OF TRUSTEES NOMINEES

The Nominating and Leadership Development Committee nominates the following members for our 2020/21 Board of Trustees:

President:	Frank Lockwood	One year term
Vice President:	K Redford	One year term
Secretary:	Teresa Jordan	One year term
Treasurer:	Rachel Lasiewicz	One year term
Member-at-Large:	John Redemske	Two year term

PROPOSED 2019-20 NOMINATING/LEADERSHIP DEVELOPMENT COMMITTEE NOMINEES

Carried over from last year:
Carolyn Miller

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

Nancy Burpee, Two-year term

Mary Ocken, Two-year term

Minister's Report

My heart is moved by all I cannot save:
so much has been destroyed
I have to cast my lot with those
who age after age, perversely,
with no extraordinary power,
reconstitute the world.

-Adrienne Rich

Dear Beloveds,

Writing an annual report in the midst of a pandemic is not something I've done before. I did just see an old newspaper clipping from 1918 in Lowell, Massachusetts that read, "With the desire to do everything to eradicate this epidemic from this city, Grace Universalist Church will remain closed another Sunday." They were still doing ministry simply by keeping people safe. And they didn't have Zoom to allow them to feel connected. Yet they ministered to the community by not putting people in harm's way.

We have made a sharp shift to an online and telephone-based ministry as of March 8th. We are still gathering a large group of adults and children together and experimenting with new ways to meet needs—our own and those of the larger community. UUFD continues to thrive with both new and long-time members, welcoming visitors to come be a part of this transformative community of love and trust.

I am grateful for our wonderful staff, consisting of our Office Administrator, Jeanne MacKenzie, Finance Secretary, Tricia Bayless, our Interim Director of Faith Formation, Sara Sautter as well as our professional teaching and child care staff, our music staff which includes, Elizabeth Crawford, Choir Director, José Duran, Choir Accompanist, Marilyn Garst, Classical Pianist and Dir. Of Recital Series, Lawrence Nass, Contemporary Pianist, Shannon Beaver, Connections Coordinator, and Caesar Sanchez, Sexton. Each one adds so much to our community.

I am also grateful to the various ministry teams that improve people's lives in so many ways. Team leaders are: Worship Arts, Mary Ocken, Social Justice, Bonnie Miller, Caring, Susan Koonce, Hospitality, Ilona Hruska and Kathy Devine, Membership, Laurie Meininger, and the many people that work as a team with Faith Formation. I offer wholehearted gratitude for all of you and the sub-leaders for each team. You make the Church buzz.

In our shared ministry model, the minister is an ex-officio member of the Board of Trustees. It has been both deep work and joy to serve alongside this year's board. I thank our president, who since November 2019 has been Frank Lockwood, vice-president, Elizabeth Long, secretary, Nancy Burpee, and members at large, Julie Jordan and Becky Malecki.

We have welcomed many new members (membership numbers around 170) and lost a few to family moves. We will always remember those dear ones who have gone before us, Mary Ruth Bowman and Richard Stoffer. They are forever with us.

In faith, with love for all of you,

Katie

The Rev. Katie Kandarian-Morris, parish minister

Faith Formation

Sara L Sautter, Interim Director of Faith Formation

Summary

2019-2020 was an interim year, kicked off in September with a UUA staffed workshop. Preliminary goals were established, and an Interim Faith Formation Advisory Team established. Current children's, youth and adult faith formation programming were reviewed, and new approaches tested. Communication was also a focus for the first half of the interim year.

Changes from 2019

- With few volunteers participating in the program, part-time teachers were hired. This met the continuity goal set in the fellowship's vision in 2017.
- A preschool class for children ages three to kindergarten was started, providing faith formation for our youngest UUs instead of nursery care.
- A Coming of Age program for middle school was started, mentors trained, and sessions calendared.
- Curricula was changed to Soul Matters. This provided theme consistency with worship.
- A Val Pal program was offered to provide purposeful contact between adult members and children.
- Welcoming children in worship has been part of the culture at UUFD for years. Participation was enhanced with a Fidget Library.
- Three UU parenting classes were planned and offered but did not happen. Timing was being reviewed.
- A lock-in was held for secondary class to help the group grow and bond.
- Child and Youth Safety Policies were revised and updated.
- Covenant Circles were reviewed, new membership recruited and will be linked with Soul Matters thematic resources.
- Parent communications have been enhanced. In addition to the weekly Friday email focusing on upcoming lessons and events, a Sunday email provides a means for parents to extend weekly lessons at home. In addition, a monthly Soulful Home resource allows parents to bring the monthly theme home through books, movies, activities, and outings. A new Resources section on the Church website includes the monthly lesson calendar, music and information on how children learn faith.
- Weekly attendance tracking and a sign in/sign out process has been streamlined through Breeze, our new Church management platform.
- A Faith Formation Staff Search Team was established.

COVID Responses

- In March 2020, all faith formation was moved to the Zoom platform. Staff were retained with new responsibilities. Sara took over the worship story weekly.
- The Search Team was disbanded with Sara Sautter agreeing to stay on through the COVID crisis.
- The Coming of Age and OWLs programs were cancelled.
- All families were contacted by phone, children were sent Care packages (chalice making supplies, journal, seeds.)
- Faith formation curricula changed to Love Surrounds Us (how love will keep us safe) and then to ritual and play.
- Parents' Happy Hour was established on the Houseparty App to allow parents a time to meet up with other parents and enjoy fellowship.
- Interim Faith Formation Advisory Team and interim work was put on hold.
- A completed Child and Youth Safety Policy now required additional revision due to online concerns.

Numbers

- Current enrollment reported to the UUA for our annual certification was 49 children and youth enrolled and 56 attending.
- Sunday attendance varied from 10 to 20 prior to the COVID crises.
- Zoom attendance now varies from 2 to 10. Some children are staying through the worship service and virtual coffee hour with their families.

Conclusion

UUFD, like most congregations, are in uncharted water during these extraordinary times. After making robust changes to faith formation programming to enhance the classroom experience, provide teacher continuity and thematic learning linked to worship and Covenant Groups, some of this work has necessarily been impeded.

Interim work has been postponed allowing staff the time to strategize about simply “doing Church” and facilitating faith formation and connection in new ways.

Social Responsibility and Justice Ministry

2019-2020

SRJ Ministry Coordinator and Coordinating Team: Bonnie Miller, Richard Butler, Barry Devine, Kathy Devine, Sheryl Guy, Tom Miller, SueB Earl, Emily Thompson, Nicci Unsicker, Rev. Katie Kandarian-Morris.

The Social Responsibility and Justice Ministry is in its sixth year as an interest-based team model. There are currently five teams, each with a specific social justice focus: Basic Needs, Environmental Justice, Healing Racism, Immigration, and LGBTQ. In addition, we continue to have a designated UUFD liaison to the Unitarian Universalist Service Committee.

Coordinating Team Highlights:

The SRJ Coordinating Team continued quarterly meetings to consider overall progress of our social justice ministry. We updated on the specifics of the small justice teams, provided oversight of all social justice budget areas, and managed responsibilities for Share the Plate, UUSC Guest At Your Table, allocation of Disaster Relief and Development funds, and connections with Durango organizations and agencies involved in justice work. We also began participation in the UUA initiative: UU the Vote.

In March we began to experience a significant impact on our social justice work due to the Covid-19 pandemic and stay-at-home orders. Meetings, events and activities that would typically happen through in-person gatherings had to be cancelled, postponed or adjusted to an online format. The Coordinating Team re-prioritized activities and use of our budget to meet the changing situation. We decided to reallocate our budget to local organizations addressing the impact of Covid in our community. We diverted funds from our team budget to the Durango Food Bank and to Compañeros Four Corners Immigrant Resource Center, both of which are providing food to those in need. We postponed one of our Share the Plate recipients, Four Corners Office for Resource Efficiency, until October-December so that we could collect donations for community organizations helping with urgent needs. MakerLab Community Response Team was selected for April, Community Emergency Relief Fund for May, and the June recipient is yet to be selected. The result of this refocus of resources is listed in the Financial Contributions section of this report.

Team Highlights:

Basic Needs – Volunteer work at Manna and at the Durango Food Bank continued with the increase of teams to twice monthly. The Days for Girls Sewing Project (girls' personal hygiene kits) continued monthly sessions until stay at home orders. The DfG group then began applying their sewing skills to making face masks for Durango and the surrounding community. While our leadership with the Love Out Loud community service projects increased, the event was cancelled this year as a result of Covid. Two drives benefiting Durango Food Bank were held

with an emphasis on cash to help with purchase of food at discounted prices. We continued representation on NINA, Neighbors In Need Alliance, which works on homelessness in Durango. Our partnership with Needham Elementary continued with funds collected to help with student social-emotional needs.

Environmental Justice – The team has two new leaders and has begun work using guidelines from the UUA Green Sanctuary program. They co-sponsored Durango community Earth Day activities, though activities had to be done online due to covid. An energy audit was done on UUFD facilities with follow-up. With a generous donation from two UUFD members, solar roof panels were installed on the Sanctuary and Bowman Hall and a heat pump water heater replaced the old inefficient water heater.

Healing Racism – A multi-generation discussion series of the book *White Fragility* began in March with approximately 40 adults and 10 children participating. Participants included some UUFD members plus some members of the Durango community who are interested in being part of this work. The significant success of this first session was most encouraging, but the remaining once per month discussions are postponed until we are able to safely gather again. In the interim, suggestions for reflection are being made to participants. The reformed Healing Racism Team has 10 members.

Immigration – In collaboration with Compañeros and Indivisible Durango, the team participated in petition development and presentation asking that Rep. Scott Tipton sponsor a bill which would allow Rosa Sabido to leave Sanctuary. Tamales were sold after Church services to benefit Rosa. In addition, exploratory sessions were held about the potential to sponsor an asylum-seeker. The team worked with Compañeros on a plan for getting food boxes to immigrants who have lost jobs and income due to Covid.

LGBTQ – Work was completed to meet the requirements of the UUA new Welcoming Congregation renewal process. Fifty-one people, both UUFD members and community, participated in the Trans 101 presentation; the co-hosted Transgender Day of Remembrance service was attended by 65 people from both UUFD and the Four Corners community. In December we were notified that our renewal application was successful, and we are renewed as a Welcoming Congregation. Personal pronoun ribbons for were distributed at a Sunday service to place on name tags and a follow-up meeting held with the Membership Team about next steps. The team planned to again help sponsor Durango Pride Week and participate in the parade and festival but the events are postponed due to Covid.

UUSC

We increased donations by UUFD members to UUSC from \$1643 last year to \$1893.74 this year. We had hoped for 100% participation but remain at approximate 35% of membership making a donation. The team will be evaluating next steps.

Financial Contributions:

Compañeros - \$1474

Disaster Relief and Development - \$5000 (\$1618.84 remaining to be donated)

First Nations fire relief, Australia \$707.63

SEED Australia Youth Coalition fire relief and climate coalition \$673.53

Durango Food Bank \$1000

Community Emergency Relief Fund \$1000

Durango Adult Education Center - \$1000

Durango Food Bank – \$5226

Congregation donation: \$3946 + 353 pounds of food

SRJ Team budget: \$1280

Needham Elementary - \$1416

Share the Plate - \$11,843.88 July-April

Durango Adult Education Scholarship fund \$2979.60

La Plata Family Coalition \$2814.11

Grief Center of Southwest Colorado \$3050.17

MakerLab COVID-19 Response Team \$3000

UUSC - \$1000

UUSC Guest At Your Table – \$1893.74

Hospitality Team Annual Report

The Hospitality Team continued this year to be an important way for people to become involved and integrated into the UUFD community. Through Sunday coffee hour and many other social events this year, we welcomed visitors and new members and maintained connections with our long-time members.

Some Accomplishments of This Year

- Kathy Devine came on board as a co-chair of the Hospitality Team, with Tekla Miller available to help with leadership as needed.
- Continued to help with multi-generational coffee hours, such as the Halloween Parade and the Christmas Tree Decorating and Caroling Festivities.
- Helped coordinate, with Marilyn Leftwich, the Thanksgiving Potluck Dinner, which was very well attended and received.
- Coordinated the soup supper which followed the Advent meditative service
- Recruited for and coordinated receptions for the Recital Series
- Worked with Buildings and Grounds, notably John Redemski and John Schiffel, to install kitchen cabinetry which added to the efficiency of the kitchen, as well as making it easier for the Sunday Coffee Wranglers to use.
- In February, a half dozen folks met for a deep cleaning of Bowman Hall kitchen. We made new labels for the cupboards and posted pictures of cupboard contents to help folks more easily find kitchen items.
- Also, in February, team members from Buildings and Grounds and Hospitality met with Sean Clark, COO and Executive Chef of Steamworks, to discuss a kitchen remodel. Several great ideas emerged in terms of making the kitchen more efficient and easier to move around in. The remodel is on hold for the time being.

Looking Ahead

- Moving toward a safe “new normal”, the Hospitality Team will work closely with staff, teams, and committees to envision how we can be safe while continuing to provide in-person Hospitality. One point of discussion, given the space constraints of Bowman Hall, will be how to practice social distancing while gathering in groups.

The Diversitones Choir

Elizabeth Crawford, Choir Director

2019/2020

Choir Progress

I have directed and/or sung with 4 other Church choirs in the Durango area, and it appears to me that the UUFD choir is the only one that is growing. Here is how I explain this happy fact:

- We have one multigenerational service, and not several services split between contemporary and traditional worship.
- Our choir does not sing every Sunday, but rather about once a month, so singers who are frequent weekend travelers can still schedule around choir Sundays. Our choir season is divided into 6 or 7 cycles, where members can decide which cycles they can commit to rather than feeling obligated to sing every one.

Average attendance for a cycle has been 20 singers, with a low of 16 and a high of 25.

The choir as a group is motivated to learn and to improve. They are receptive to vocal and choral coaching and try hard to put into practice what they learn. In spite of having experienced some director turnover in the past few years, they have been very responsive to me as their new director. This is truly a covenant group that supports one another in ways that extend beyond our singing together. It is for these reasons that I am excited to stay on indefinitely as their director.

Scholarship Singer

Taylor Smith, an FLC voice major, served as our scholarship singer this year. This arrangement was really more like a paid internship – she received \$500 per semester - where she served as a section leader, soprano soloist, and substitute director when needed. She attended every rehearsal with her music learned, helping other singers in her section to learn their parts, and assisting singers who need extra guidance during rehearsals.

Chairs

A generous anonymous donor donated 30 choir chairs in October 2019. We are storing these behind the blue curtain in the back of the sanctuary. Unlike the white plastic chairs that we used to lug over from Bowman on the Sundays we sang, these chairs are lightweight, compact and comfortable, and we are able to set them up for rehearsals on the newly enlarged chancel.

Database and Filing

The choir was awarded \$1,400 in Frolic proceeds for the purchase of a music filing system. Thanks to John Schiffel, the filing unit is now set up against the choir director's office wall, and music moves easily in and out of these open files without heavy cabinet drawers, crowding, or paper cuts. I compiled an electronic database of the music we own, cross-sorted by title, theme, and voicing.

Choral Sight-Singing Course

As a way for the choir to stay connected and engaged in singing during the COVID closures, I taught a 5-week Choral Sight Singing class April 8 – May 13, 2020. Twenty choir members participated.

President's Report

Frank Lockwood, President

Board of Trustees

2019/2020

STEADFAST

This has been a year of significant change in our world as well as in our Church community. Although “change” might be considered the key word for us here at UUFD, I have seen another common thread manifest itself throughout this year that I believe better defines who we are and how we handle the challenges of a changing world and still meet the needs of our Church and surrounding community. I am calling this common thread: **STEADFAST**. No matter what has changed in the world, nor inside our Church community, we have steadfastly moved forward with little or no adverse effect to meeting our mission or continuation of our service to the greater community. I can only explain this by looking at the leadership of our Minister and the extensive volunteer leadership as exemplified in the reports contained in this Annual Report.

We began the year with Tom McCampbell as our President, who resigned due to health concerns. I took over as President at our November, 2019 Board of Trustees meeting where we happily accounted for and allocated Fall Frolic funds to every segment of our congregation that requested funds, as well as adding over \$10,000 to the general fund for operating expenses. It was a gratifying first board meeting for me as newly inducted (and not really prepared) President of our Board of Trustees.

We had begun the fiscal year, July 1, 2019 with budget concerns that were efficiently erased by the generosity of an anonymous member who donated an additional \$15,000 conditioned on matching contributions by other members (for a total of \$30,000). This, together with a Fall Frolic that produced over \$20,000 in net funds gave us a financial boost to move forward with confidence for the remainder of the 2019/2020 fiscal year.

We also boosted our Stewardship program with a renewed and revised Stewardship effort (see Stewardship Report) that appeared undaunted by the pandemic and our cancelled annual dinner. From a fiscal (and Board of Trustees) point of view, the sustainability of our pledge efforts and consistency of our members ensures the steadfastness of the practical, business operation of our congregation. Not all congregations operate with this amount of skill or success.

With our Steadfast leadership, membership and pervasive foundation of committed members, UUFD is moving forward undaunted by internal or external change unforeseen when the year started.

For me personally, with the help of Teresa Jordan, Governance Committee Chair, and Rev. Katie, I have continued to learn about and move more deeply into the Shared Governance model of Church operations, which helps significantly in guiding where and by whom decisions that affect our operations are made. I have found them both wonderfully knowledgeable of all matters UU, as well as easy to work with, especially for a green President like myself.

A huge acknowledgement must go to Tim Miller and Mark Swanson for their fiscal expertise and time-consuming roles as Finance Chair and Treasurer, respectively. Tim's scrupulous eye on the finances brings us in under budget every year, and Mark's efforts in keeping the bills paid were generous donations of time and expertise to our members. Near the end of the calendar year, we finally outsourced the Treasurer's Accounts Payable job to a professional bookkeeper who also produces our financial statements. This effort was greatly assisted by a task force to design this move and by Jeanne MacKenzie, our Office Administrator who tightened up our internal, bill-paying process to ensure efficiency and protection of the Church's funds. In addition to all his normal efforts, Tim Miller applied for and received the federal PPP funds to help our congregations through the pandemic. Tim also did a masterful job at assembling a draft budget with input from all committees, teams and staff and facilitated several detailed budget reviews complete with discussion of priorities, and completed the budget-approval process by the Board of Trustees and its presentation to our congregation at the Annual Meeting.

My final acknowledgments are directed to members for their wonderful generosity of time and money. Ken and Lois Carpenter donated a beautiful parcel of land to UUFD which we plan to sell and bolster our growing Legacy Fund. Stephen and Sheryl Guy funded as well as secured an LPEA grant to gift a new solar electrical system, complete with two car chargers. John Redemske led the Building and Grounds Committee and volunteers to completely renovate the chancel, increasing both its size and beauty. Both the speed and quality of the renovation were superb, enhancing the future functioning of our services for years to come. Thank you all for these generous gifts of time and money.

Stewardship Report

Sheryl Guy and Kathleen Adams, Co-Chairs

This year's pledge results as of 5/11/20:

Pledging Units: 106, down from 116 in FY 19/20.

Pledge \$ Total: \$291,894.00, up from \$274,906 in FY19/20.

New Pledges: 12 for \$14,300 (included in above totals).

This year's very successful **"Growing Our Generosity"** pledge campaign was led by the 8-member Stewardship Team and greatly enhanced by 7 members' testimonials at Sunday services during the campaign. Information was distributed in member and friend packets, through two monthly newsletters, and in five weekly service bulletins and E-announcements, as well as regular pulpit announcements.

The last-minute **"Stop, Drop, and Roll"** pledge collection was fun, energetic, and a great group participation exercise with our "Frolic Floozies" entertaining members as they stopped by with their pledges at the Church parking lot. This effort replaced the cancelled all congregation dinner because of the pandemic and state stay-at-home orders.

Suggestions for Next Year:

- Use the same format and set-up for information dissemination and packets.
- Involve a cross-section of member ages, backgrounds, and fellowship participation in a variety of activities that will engage members' interest.
- Tie a relevant campaign theme to as many of the weekly service themes/lessons/topics as possible. Keep the theme foremost in members' minds and be Very clear and transparent with information about how pledge dollars are used to support our budget.
- Keep the campaign positive and upbeat. This supports all of UUFD's work and missions for the upcoming year.

Finance Committee Report

Tim Miller, Finance Committee Chair

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; Rachel Lasiewicz; Sheryl Guy; and Ken Carpenter.

Finance Committee duties include:

- Monitoring financial results throughout the Church’s fiscal year to ensure financial performance remains in a sustainable range.
 - Working with bookkeeper to ensure reporting is transparent and useful.
 - Discussing monthly results during periodic meetings
 - Developing monthly finance commentary for board meetings
 - Assessing mid-year spending requests and recommending actions to the board
- 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 balanced budget to recommend for congregational adoption.
- 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.
- Increased proficiency with QuickBooks Online software in order to provide:
 - better financial oversight in real time,
 - improved management of bookkeeping charges,
 - faster responses to data requests from Church leadership.
- Continued to manage investments of long-term operating and non-operating funds in CDs at TD Ameritrade.
- Successfully applied for Paycheck Protection Program (PPP) loan from the U.S. Small Business Administration to fortify Church finances in response to potential Covid-19 effects.
- Initiated committee task force to develop a simpler, more useful Balance Sheet presentation.

Treasurer's Report

Tim Miller, Treasurer

This report summarizes Church operating results with a bit less than 2 months remaining in the Church fiscal year, as well as UUFD's long term fiscal health. This entire report should be read in the context of the significant future uncertainty we face due to the ongoing Covid-19 pandemic.

In the FY20 budget, net pledges (\$265,780) comprise 81% of our total operating income. Based on pledge fulfillment through the end of April and historical data, it appears likely that we will receive the net budgeted amount. It is really gratifying that UUFD members and friends are continuing to demonstrate their financial support for the Church. Thank you.

As for the remaining 19% of budget income, 7% comes from the Ministerial Commitment Fund (MCF) -- a fund established by UUFD in 2014 to guarantee our 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 in several of the intervening years. The remaining \$21,499 balance of the MCF will be spent in the upcoming Church year.

Other income items (plate cash, non-pledge contributions, prior year pledges, new member pledges, miscellaneous) are, of course, difficult to predict accurately in advance, and this year has been no exception. However, taken together, these non-pledge categories have reached their aggregate annual budget. This is thanks to outperformance in Interest Income and Miscellaneous Income overcoming shortfalls in Plate cash (due mostly to virtual Church), Rental Income, and budgeted Prior Year Pledges. This Interest and Miscellaneous outperformance is unlikely to continue next year, and the FY21 budget has been revised to reflect this.

Due to the significant economic uncertainty associated with the Covid-19 pandemic, we recently applied for and received a \$36,000 loan under the federal Paycheck Protection Program (PPP). These funds make it easier for us to meet our payroll and other expenditure commitments in the face of still largely unknowable pandemic uncertainty. To the extent that loan proceeds are spent on permissible items (payroll, health insurance and retirement contributions, mortgage interest, and utilities) during May and June 2020, such amounts are expected to be forgiven, effectively converting most or all of the loan amount into a grant. In such case, provided pledge fulfillment continues to occur, we expect to finish the current year with an operating surplus.

On the expense side, several areas prone to overspending in recent years such as utilities and childcare are now mostly under control. Utilities costs have been somewhat reduced as our campus use has diminished since mid-March and will be further reduced once the new solar panels on the sanctuary and Bowman roofs commence operating. While certain individual expense line items are a bit over budget, all major categories are in good shape vs. budget at this point; again, this is due in part to our new, temporary "normal" of Zoom Church and

reduced programming spending overall. At year end, actual expenses should remain below budgeted levels, which contributes to our expectation that we'll have an operating surplus for FY20. Going forward, operational liquidity remains adequate.

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 the chancel remodeling or the recent ministerial sabbatical, or are self-funding, i.e., the Four Corners retreat and the Recital series. UUFD has a number of funds not tied to the operating budget that are dedicated to these specific purposes. These non-operating, self-funding activities have sufficient carry-over resources at this time. Other funding sources helped cover much of the cost of last summer's chancel renovation and we only spent about half of the \$5,000 Sabbatical Reserve during Rev. Katie's sabbatical in January and February; the unused portion will be placed in a reserve fund. 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 some monies in CD's of varying terms to generate interest income for our operating budget.

This year we continued to manage the \$600,000 Dave Rich Legacy Fund bequest, albeit in turbulent market conditions. Appreciation has been modest at best thus far, although we feel our tactic of very gradually investing this bequest in the equity markets has paid off. At this point, we're invested \$255,000 in the Unitarian Universalist Common Endowment Fund (UUCEF), a diversified investment fund with a Socially Responsible Investing (SRI) filter; \$35,000 in Vanguard's Total Stock Market ETF (VTI), with the remaining ~\$313,000 in C/D ladders and cash. The objective of the Legacy Fund is to ensure the long-term viability of our liberal religious tradition in the Four Corners region.

Mark Swanson and Tim Miller, Treasurers during FY20

Building & Grounds Committee

John Redemske, Building and Grounds Committee Chair

- The Sanctuary expansion project was completed at the end of September 2019 in time for Frolic. This work was done while maintaining every Sunday's service in the sanctuary. This project started in early 2019 and involved the relocation of the materials in the previous chancel storage rooms into new and existing storage cabinets. This allowed for the removal of the two chancel storage rooms and the expansion of the chancel deck. A handicap ramp was provided for access to the chancel deck.
- Organized the fall and spring clean-up days.
- General maintenance and improvements of all UUFD buildings.
- Repainted the lines on the UUFD parking lot.
- Installed a new wall mounted storage cabinet in the Bowman Hall kitchen.
- Organized the lawn maintenance and snow removal volunteer teams.
- Completed remediation of water damage in the Columbine house basement room caused by a water drain backup problem. It was found that this problem was caused by a plugged sewer line in front of the house out by the street. The outside air exchange ventilation system for the basement room was equipped with an automatic system for turning it on to provide fresh air to this room more consistently.
- An energy audit was performed by Pinnacle Building Performance in conjunction with 4-Core in December 2019. Initial weather-stripping work was done in December to allow for rebates to be submitted for the cost of the audit. Additional work to address other issues found in the audit will be done during 2020.
- The initial planning for the remodel of the classroom area in Columbine house was started but was put on hold until the CV-19 situation is resolved.

FY21 OPERATING BUDGET AND CHART OF ACCOUNTS					
(JULY 1, 2020 - JUNE 30, 2021)					
Recommended by BOT 042820 for Congregational Adoption 051720					
QB Line Item #	Description	FY21	QB Line Item #	Description	FY21
41000	INCOME		65000	FAITH FORMATION	
	Pledge Payments, gross	291,414	65020	Youth Activities	500
41011	Pledge Payment Slippage (5%)	(14,571)	65030	Adult Education	600
41010	Pledge Payments, net	276,843	65040	OWL Program	500
41020	Non-Pledge Contributions	6,000	65050	Young Adult Activities	0
41030	Subday Collection	7,000	65055	Family Group Activities	250
41040	Interest Income	1,000	65060	FF Supplies	3,000
41050	Miscellaneous Income	3,000	65075	FF Teacher Training	1,000
41070	Rental of Sanctuary/BH	500	TOTAL FAITH FORMATION		5,850
41090	MCF Allocation	21,499			
41095	Prior Year Pledge	3,500	66600	SOCIAL JUSTICE	
NEW	DFF Allocation	6,000	66020	Social Responsibility & Justice	4,000
41100	FROLIC (SPRING 2021)	10,500	66030	Soc Just Disaster Relief-Dev Fund	8,000
NEW	Retained Earnings Allocation	0	66650	Scholarship Fund Donation	1,000
TOTAL INCOME		335,842	62114	UU Service Committee	1,000
			TOTAL SOCIAL JUSTICE		14,000
	EXPENSE				
62000	ADMINISTRATIVE EXPENSE		66000	COMMITTEES	
62020	Miscellaneous Expense	600	66004	Board	\$600
62045	Office Supplies	3,800	66005	Stewardship	550
62050	Insurance	5,000	66010	Membership	1,000
62080	Bookkeeping Services	5,000	66025	Governance	100
62005	UUA Annual Fair Share	14,984	66049	Communications	5,712
62118	Chalice Lighters	500	66091	Risk Management	200
62120	Leadership Training	3,000	66095	Leadership Development	250
62140	Property Tax	225	TOTAL COMMITTEES		8,412
62160	Legal/Prof. Fees	100			
62170	VANCO/Bank Fees	1,000	65500	Midyear Contingency Spending	5,000
TOTAL ADMINISTRATIVE EXPENSE		34,209			
			61350	MINISTRY	
62200	INFORMATION TECHNOLOGY		61355	Salary	37,302
62125	IT Support (Mac Ranch)	600	61360	Housing Allowance	34,000
62130	Breeze Software	600	61365	Health Allowance	5,321
62131	Office 365 Business	360	61370	Retirement	7,130
66092	Website Software/Maintenance	809	61380	In Lieu of Employer's Social Security	5,455
62040	Hardware/Software	700	61381	Group Life Insurance	600
62041	Internet, Web Hosting, VOIP	2,485	61390	Professional Expenses	10,000
62044	Constant Contact	840	61391	Long Term Disability	936
TOTAL INFORMATION TECHNOLOGY		5,684	TOTAL MINISTRY		100,744
63000	BUILDING AND GROUNDS		67000	NON-MINISTERIAL STAFF	
63020	Church Mortgage Interest	5,605	60599	Child Care Wages	4,680
63030	Building Maintenance & Supplies	5,400	62030	Office Administrator	26,078
63070	Grounds&Garden Supplies/Repairs	1,500	NEW	OA Health Insurance	1,949
63090	Grounds Snow Removal	600	NEW	OA Retirement	2,608
63107	Utilities	7,700	65010	Director FF	31,700
TOTAL BUILDING AND GROUNDS		20,805	60510	FF Teachers	7,488
			66509	DFF Prof Development	600
64000	MINISTRY TEAMS		65016	DFF Health Allowance	3,500
64010	Pulpit Guest	1,000	NEW	DFF Retirement	3,170
64015	Pulpit Guest Travel	600	64025	Choir Director	6,365
66006	Art and Aesthetics	210	60506	Choir Director Prof Development	500
66040	Care Team	300	60505	Liturgical Musicians	10,700
66050	Hospitality	800	63050	Sexton	8,137
66056	Hospitality - Special Events	200	60507	Finance Clerk	3,454
66403	Music Supplies	403	60508	Connections Coordinator	9,360
66404	Guest Musicians	500	62135	NMS Payroll Tax (estimated)	8,259
64040	Worship Supplies & Training	1,000	61385	Workers Compensation	1,950
66045	Worship Arts A/V	600	TOTAL NON-MINISTERIAL STAFF		130,497
64060	Special Worship Services	250			
TOTAL MINISTRY TEAMS		5,863	TOTAL EXPENSES		331,064
			NET OPERATING SURPLUS (DEFICIT)		\$4,779
			LESS: MORTGAGE PRINCIPAL REDUCTION		(4,711)
			CHANGE IN CASH BALANCE		\$68