

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

Call to Order and Welcome..... Frank Lockwood, President, Board of Trustees
Lighting the Chalice/Reading.....Rev. Katie Kandarian-Morris
Establishing a Quorum.....Shannon Beaver

Eligible Members: 170
Quorum = 30% = 51 Members
Present: 74
Members Represented by Proxy: 3
Total Members qualifying towards a quorum: 77

Review of Agenda.....Frank Lockwood
Faith Formation Report Sara Saunders
Business: Approval of Minutes of 2019 Annual Congregational Meeting..... Becky Malecki
Presentation of slate of candidates for Board of Trustees.....Frank Lockwood
Election of Board of Trustees.....Frank Lockwood
Election of Nominating CommitteeFrank Lockwood
Proposed budget for 2020/21.....Tim Miller, Acting Treasurer
Vote on Proposed Budget..... Frank Lockwood
Closing Reading /Extinguish Chalice Rev. Katie
ADJOURN

Minutes of Annual Meeting Unitarian Universalist Fellowship of Durango May 17, 2020

UUFD President, Frank Lockwood,, called the virtual/online meeting (due to Covid19) to order at 11:10am. Rev. Katie gave the invocation and the Chalice was lit.

Establishing a Quorum.....Shannon Beaver

Eligible Members is 170

Quorum: 30% of Membership = 51

Members needed: Present today = 88, so Quorum established.

Frank Lockwood began the Agenda for the Fellowship Business:

1. Faith Formation Director Sarah Sauder's Report

Interim goals were established, including 1) to be radically welcoming to youth and families, 2) support parents, 3) create relationships between members and youth. Part time teachers were hired to provide continuity, Soul Matters curriculum was adopted, pre-school was started vs nursery care, safety policies were addressed, coming of age program for middles school students, and weekly attendance was streamlined through BREEZE, ... then the pandemic hit and in person gatherings could no longer happen. Efforts were shifted to enhancing parent

communication, moving FF to ZOOM platform, students sent care packages, parents' happy hour established. Interim work has been postponed for now, due to the pandemic.

2. APPROVAL OF MINUTES OF 2019 ANNUAL CONGREGATIONAL MEETING. Motion to approve 2019 meeting minutes as written: Becky Malecki. Seconded: Kathleen Adams. No Corrections noted. Motion to approve the minutes approved by a Zoom vote of 74 members' yes votes.

3. ELECTION OF OFFICERS for 2020/2021 Frank Lockwood presented the following Board positions: Vice President (2 year term): K Redford; Secretary (1 year term): Rachel Lasiewicz; Treasurer (1 year term): Teresa Jordan; Member at Large (2 year term): John Redemske. No nominations were taken from the floor. The motion to approve the Board of Trustees' slate of candidates as presented was made by Joanna Jennings, and seconded by Lisa McCrory. The motion carried unanimously through verbal agreement. Then a formal zoom vote was made to approve the nominated officers; there were 75 yes votes to accept the new officers, 0 opposed..

4. ELECTION OF THE NOMINATING/LEADERSHIP DEVELOPMENT COMMITTEE

MEMBERS: Frank Lockwood presented the following list of candidates for Nominating/Leadership Committee: Two new members for two year terms: Nancy Burpee and Mary Ocken. Carolyn Miller remains on the committee for her second year. The motion to approve the slate as presented was moved and seconded. There was no discussion. The motion carried unanimously with 78 in favor, and 0 opposed. Richard Butler made the motion, seconded by Laurie Meininger.

5. BUDGET PRESENTATION & DISCUSSION

Acting Treasurer and Finance Committee Member Tim Miller was acknowledged for all of his hard work on the budget, as were Stewardship Committee co-chairs Kathleen Adams and Sheryl Guy. Kathleen and Sheryl worked very hard on this spring's stewardship drive, and were successful even in the midst of the Covid19 pandemic.

Tim Miller reviewed current financial status, and presented the operating budget for the upcoming fiscal year - the 2020/2021 Budget. He stated that generosity is strong here in this congregation, making us exceed last year's pledge totals by \$ 17,000, for a gross pledge total of \$291,414. This is a 6% increase from FY20. This year, due to the Covid pandemic, we are allowing a pledge slippage increase from 3 to 5%, anticipating collecting 95% of pledges, vs the usual 97%.

Tim also stressed the following highlights:

- Frolic of spring 2021 is tentatively planned, contributing \$10,500 to anticipated revenue.
- UUFD dues - regional and national - is increasing 10% a year until we get to \$22,000 (about 6% of operating cost).
- We have reduced our carbon footprint with adding solar installation so utility bills will be decreasing.
- The Social Justice budget was increased by 35% to \$12,000. This is an acknowledgement that social justice is one of the primary missions/purposes of our church.

- There was a 4% increase to the minister plus a one-time cash bonus.
- There are increased healthcare benefits for the minister, the Director of Faith Formation (DFF), and the office administrator (OA).
- There are extended retirement contributions to DFF and OA, as well as minister
- There is full year funding for FF teachers and childcare.

Tim explained that the full budget is available on the UUFD website.

In summary, the fellowship's total income for the coming year is projected to be \$335K. Total expenses are expected to be \$331 K. Net operating result is \$4,749. but, as we are a cash budgeting organization, we don't recognize mortgage principal reductions, and that leaves us with a \$ 68. surplus balanced budget.

Tim then presented a Program Budget in a pie chart, to share how the budget allocations break down into categories. This Program Budget included \$330,000. plus "share the plate" revenues.

Payroll - which accounts for 70% of the budget - was distributed throughout the categories based on how staff spend their time (e.g.on Sunday worship, on other internal church business, community business, etc)

Faith Formation - including childcare:	20%	\$69,648.
Community Within	27%	\$90,869.
Outreach	19%	\$64,403.
Worship and music	27%	\$91,076
Denominational connections	7%	\$24,112.

Questions asked by members (via Zoom):

- **Q: *What piece of the pie does the Caring Committee fit into?***

A: They operate on a mere \$300. budget, so they are highly efficient. In the Community Within piece of the pie.

- **Q: *How is loss of the Ministerial allocation fund going to affect the budget?***

A: Years past members had set aside \$230,000 aside to show commitment to a minister.

Once an actual minister was hired, we essentially had an excess of funds. We have slowly

been drawing on a portion of those monies each year. Next year we will be out of those

particular funds. We will take the last step to no longer depending on those funds when the

final \$21,000 will be used next year.

- **Q: *What about PPP Funds?***

A: Federal program due to COVID19 - we applied for, and received, \$37,000. If we spend it in the next 8 weeks on payroll utilities, mortgage interest, etc. we can get that forgiven and converted into a grant during the next fiscal year. It is not forgiven yet, so it's still a liability, but it is anticipated that this will be a big help to the budget. Most of the spending of these monies will occur on the current budget, not next year's budget. Our operating surplus will be increased. It's a security blanket now.

- **Q: *Do we have an investment fund that is separate from the budget?***

A: Yes, we have three. Mark Swanson (previous treasurer) initiated a program to invest surplus operating cash in CDs, now paying .16% with low interest rates. Capital campaign fund has \$51,000 seed money when we next do a capital project, invested

conservatively in CDS. Third, we have a Legacy Fund that is approximately \$600,000, invested in the UU Common Endowment Fund - a diversified fund, and a low cost index fund. Half of that is still in cash because we've been dollar cost averaging into the Legacy Fund.

- **Q: *Have we budgeted enough discretionary monies to help members that might be in financial distress due to Covid19?***

A: The Minister's Discretionary Fund(MDF) had been depleted until lately, as it is mostly funded by Christmas Eve donations, but recently members contributed to MDF - outside of the regular budget. That is a way for other members to minister to fellow members experiencing difficulty.

- **Q: *Why don't we rent out space more?***

A: Not much demand. Many organizations we support, that match our mission's values, we

don't charge. There is an application process to rent on our website, but usually our space is

pretty full from our own programs and meetings.

- **Q: *Will there be savings from a closed campus?***

A: Yes, utility bills are going down. But wages are 70% of the operating budget, and we do

plan on continuing to pay wages.

- **Q: *Why is the liturgical music budget being cut? And why does Marilyn Garst's income get included in the liturgical music budget, instead of as a separate staff salary?***

A: The overall music compensation budget was set by the BOT, to be fair to all musicians, and to best reflect the values and mission of the fellowship. It was asked that all other questions about this be handled as a personnel matter.

- **Q: *The large Outreach section on the pie chart - what does it include besides social justice?***

A: Share the plate + social justice + Needham Elementary contributions + allocated share of

staff's time in outreach to the community.... Remembering staff is 70+% of the operating

budget, we allocate some of that by how the staff spends their time. The pie chart split the

staff's time into appropriate categories.

- **Q: *Do you have a spreadsheet that shows how the percentage of program monies are allocated?***

A: Yes, available to anyone who requests it.

Motion to approve the budget by Richard Butler, and seconded by Don Spangler.

Members voted: 70 in favor of the budget, 0 opposed

6. NEW BUSINESS

The Fellowship is working on guidelines for re-opening our fellowship. Rev Susuan Grey, president of UUA, is advising us on how to open gradually and safely during this pandemic. Places of worship are considered to be high risk. Thus, our facilities and grounds remain closed until further notice.

CLOSING

A closing responsive reading was read by Rev. Katie.
The chalice was extinguished and **the meeting was adjourned at 12:35pm**

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

PROPOSED 2020-21 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:

<i>Nancy Burpee</i>	Two-year term
<i>Mary Ocken</i>	Two-year term