



Minutes

Board of Trustees Meeting
July 25, 2023
6:00-8:00
In person and zoom

Board Members Present: Steve Govreau, President; Carolyn Miller, Secretary (by Zoom); Mark Swanson, Treasurer; Beth Connors, Member-At-Large; Sherrod Beall, Member-At-Large
Absent: Jill Bystydzienski, Vice-President; Rev. Barbara Coeyman, Interim Minister
Recorder: Ilona Hruska (by Zoom)

I.a Meeting Called to Order 6:11 pm by Steve Govreau (SG) Opening words and chalice lighting by Sherrod Beall (SB), Board Covenant read by SG. Processor observer role assigned to Beth Connors (BC)

Check in completed: What one word best expresses your feelings for UUFD's ministerial search process?

I.b Consent Agenda

Motion to approve by Mark; seconded; passed

- 1) Approved Minutes of 6/27/23
- 2) Approved, by email, new Healthy Congregation Committee members, Aline Schwob, Lynn Griffith, and Lisa Govreau.

I.c Review Action Items

- 1) Mark will speak to Tricia B about sending out reminder to those who haven't yet fulfilled this year's pledge. [Tim Miller and Kathleen Adams are the responsible parties for this action; it is in process.](#)
- 2) Mark will set up a credit card for the MSC, whose first meeting is Thursday, July 6, when they'll also choose a committee treasurer. He'll include a breakdown of the total MSC budget as well as a reminder of confidentiality and oversight. [Tim Miller was chosen the MSC treasurer; the budget breakdown was sent to the MSC; setting up credit card for the MSC in Tim's name is in process](#)
- 3) Mark will set up new financial signature cards for the new BOT President and Vice President. [In process](#)
- 4) John will ask Nikki and Harrison for their GA reports, including fiduciary expenses. [In process. Steve G should have GA reports this week. It was suggested Nikki and Harrison present a GA report to the Congregation. Mark has preliminary financials for GA expenses.](#)
- 5) Pine Song mortgage burning. [Did not happen at Pine Song; will happen at a later date. See Item VII.](#)
- 6) Steve will check with the proposed HCC members to see if they are still interested in serving on the HCC. Will also speak with Mary and Kathleen to review on-boarding process. [Completed](#)
- 7) Steve will write up a BOT policy change regarding no team or committee leads serving on the BOT. [See Item V.](#)
- 8) Rental Policy Revision – Tim Miller will continue work on this and draft a new policy to run by the BOT. [In process](#)
- 9) Rev. Barbara will speak with Carroll Groeger and/or Kathleen Adams about sending letters to members who have dropped to confirm their status. [In process per Carolyn M.](#)

II Public Attendee Comment – None

IIa Proposed topics for discussion

IT and AV, if time, per Mark.

IIb Motion to add to Other Business

Check signers require a motion in the minutes. Add during Treasurer's report.

III Minister's Report – Rev Barbara is away on her summer leave, so no report. Steve noted that Rev Barbara would like to pursue a covenant study with the whole congregation using cottage meetings of 10-12 people. She is concerned the congregation will become overextended with Town Hall meetings and Ministerial Search Committee Town Halls.

IVa Treasurer's Report Pre-read

This commentary addresses Operating Budget vs. Actual results for June 2023 and presents tentative end-of-year FY23.

June 2023 **Pledge Income** was \$24,690, bringing pledge income for the year to \$297,986.12 or 92.95% of budget. Keep in mind that the FY23 budget was constructed on the expectation of 96% pledge fulfillment. That said, we have received \$6560 in late FY23 pledges we plan to apply to FY23 income (rather than listing them as prior year pledge income in FY24). That addition brings pledge fulfillment to 95%, still 1% under budget.

Sunday Collection and non-pledge contributions end the year slightly above budget. Interest income is at 328% of budget. Overall income at month's end stands at \$336,876.53 or 90.23% of total FY23 budget. Expenses for the month totaled \$28,813.93, slightly below the expected average monthly outlay. Utilities exceeded budget by 32% for the year. Year-to-date expenses stand at \$325,976.98 or 89% of total budget. With these factors in mind, net operating funds for FY23 stand at \$7,292.22 after paying mortgage principal.

FY23 End of year

FY23 results are not final at this point. Expenses incurred in late June have not yet been fully accounted for. As mentioned above, there will be an upward revision in pledge payments for FY23. There are also bookkeeping anomalies that we are working on rectifying. Consequently, final results for FY23 will become available in August and should show a net surplus of approximately \$10,000 (net of mortgage principal payments).

Non-operating

The Legacy Fund continues to increase modestly reflecting recent stock market movement and interest on maturing CD's. As a consequence of the Board's action to pay off the mortgage on the Sanctuary, the Legacy fund will incur an expense equal to the outstanding mortgage at that time (approximately \$88,400). Capital Campaign recognized \$4247 in interest as CD's matured.

Retained earnings (net of the \$17,000 earmarked for FY24 operating expenses) are currently at ~\$51,780. At the end of FY23, retained earnings were adjusted to reflect the FY23 operating surplus and the change in the amount of retained earnings earmarked to support the FY24 operating budget. End of report.

VI b. In the future, the **Treasurer's report** will be a part of the Consent Agenda. Anything of concern in the report will be highlighted by the Treasurer.

VIc. UUFD's bank, the Bank of San Juans, requires record of approved signatories by BOT. The UUFD Finance Chair is also authorized as signatory on UUFD's checking account:
Finance Chair: Tim Miller

Motion by Mark:

The following officers of the Board of Trustees of UUFD are authorized as signatories on UUFD's checking account:

President: Steve Govreau

Vice-president Jill Bystydzienski

Treasurer: Mark Swanson.

Seconded. Passed.

V Board Policy Review – Pre-read

The Board approved at the last BOT meeting a new policy that states BOT members will not serve as committee chairs or team leads.

The Board Policy Review pre-read includes many revisions over the years with inconsistencies in content and formatting. Discussion highlighted inconsistent use of the terms, "Chief of Staff," and, "Supervisor," in the UUFD Bylaws and Policies. Amending the Bylaws can happen after we gather enough revisions. More discussion covered the minister's spending of the personnel budget, reporting this to the BOT and **ACTION: The BOT will review the entire document carefully to determine what needs to be updated for policies and bylaws to be consistent. Please track any changes.**

Reminder that Board Policy now reflects the change of the Personnel to a Team and not a standing Board committee. The Membership section is waiting on the Membership Team to rewrite the definition.

VI Faith Formation Discussion – Pre-read

The question was asked why the Board needs to be involved with the details of hiring for childcare. It falls

under the role of the Chief of Staff/Supervisor to negotiate the hiring for childcare. As part of this discussion, the BOT talked about the role of the Board which is to set policy, not run things.

ACTION: Steve will prepare a message detailing this, request review by the Board, and send it to Rev. Barbara, copying FF Coordinator and Personnel Team.

VII Celebration Dinner

The mortgage burning celebration will be scheduled for some time in the fall and will be inclusive of all who helped in purchasing, remodeling, and renovating UUFD facilities. The celebration will be catered, preferably, and also be a fundraiser to help replenish legacy funds. Need to let congregation know all that has been contributed and accomplished, especially for those who are newer to the congregation. The BOT did not vote on this but all are in agreement to create a fun, celebratory event. Frolic is September 22, 2023.

ACTION: Steve will connect with Membership and Stewardship about coordinating this celebration.

VIII IT/AV Discussion added to agenda

Currently, IT and AV both need reconstituting. Eb Redford is in ill health but is making payments. Important to perform a needs analysis to determine what UUFD requires in terms of IT and AV support prior to creating/filling a staff position. Steve G. has identified an individual who might be interested in doing IT and has sent that person's contact info to Rev. Barbara.

IX Closing of Meeting

IXa Process Observation Report – BC

Meeting ended early!

IXb Summary of New Action Items - CM

- 1) BOT review pre-read on policies and track any of your changes; concern is with content, not format.
- 2) SG will draft a communication from the BOT to Rev. Barbara as well as the Coordinator of Faith Formation and the chairs of the MSC concerning Faith Formation and childcare.
- 3) SG will draft letter to Membership and Stewardship about a celebratory dinner in the fall which is to be inclusive.
- 4) Add Board retreat to the calendar - CM

IXc Closing words/Extinguishing Chalice - SG

IXd Next Meetings

Deep Chair: Tuesday, 15 August, 6-8 pm.

Board Meeting: Tuesday, 22 August, 6-8 p.m.

Board Retreat: September 16, 2023.

IXe Adjournment – 7:51p.m.

Respectfully submitted by Board of Trustees Secretary Carolyn Miller.

Date approved by the Board of Trustees: August 14, 2023.