

UUCOV

Board of Trustees' Meeting

Meeting held at Asta Linder House on March 8, 2016

Call to Order

The Board President, Joel Morrison, called the meeting to order at 9:30 am, followed by a check in.

The Board Secretary, Bill Dowling, called the roll of voting board members.

Present at the meeting were Joel Morrison, Earl Braumruck, Peter Hurley, Dave Lyons, Bill Dowling, Linda Kabo and Marian Fox

Present, also, was Nonvoting ex-officio member, Khleber Van Zandt, Minister.

Guest present were future board members, Linda Underwood, Richard Palmer, Elaine Carlson and Donna Schafer.

The President declared that a quorum of voting board members was present, as defined in the bylaws

Approve of Minutes

The minutes of the board meetings held on February were distributed.

A motion by Joel to approve the minutes, as presented, was seconded and carried.

Monthly Reports and Correspondence

President's Remarks

Joel welcomed the four guests who were elected to the board effective in April.

Treasurer's Report

Peter presented a Financial Summary as of February, and distributed the financial report and balance sheet report. We are in good financial shape.

We took in \$18,625 in income for budgeted items and spent \$36,269 for budgeted expenses. The large expenditure was \$14,898 for insurance to Weston insurance policy and Guide one insurance.

We should end the year with income of about \$288,000, which covers the projected budget expenses and transfers.

On the income side, we are below budget with the Sunday offering by about \$3,000, pledges around \$5,000 and \$800 in miscellaneous Income. This will be made up by the \$5,297 received this year for last year pledges and by the \$4,000 over budget for fundraiser activities.

On the expense side, we are over budget personnel \$1,800, General and Administrative costs \$3,400, and other cost \$1,300.

On the under budget side were facility cost by about \$1,000 and 7,500 in committee expenses (after net social activities' \$1,000 deficit)

Peter presented the minister's compensation package, which was adjusted to bring it in line with the church fiscal year and to reflect the recommended five percent increase in total compensation.

The Treasurer's financial report and balance sheet report are incorporated into the minutes as Attachment A.

Minister's Report.

Rev. Khleber presented his report and reviewed his activities during the past month.

He and his wife hosted a luncheon for new members in February.

He participated in all of the eight "cottage gatherings" which were part of the Pledge Drive effort this year.

He noted the success of the current adult education series regarding Islam, "aging and Spirituality" and "UU&You" as well as the children's sex ed class, "Our Whole Life".

Rev. Khleber will be conducting staff evaluations during this month.

Coordinating Council Report

Joel reviewed the function of the Coordination Council, which comprises 11 teams, lead by the Vice President. It coordinated the operation of the teams in order to promote strategic planning, improve committee coordination, ensure policy implementation, assist in integration of financial and program planning; and, to assist in identification of issues for board consideration. The Council coordinates all the committees under the individual teams.

The President of the Board appoints team Leaders for one-year terms.

Other Reports

Pledge Campaign Update

There were a total of 140 pledges received, totaling \$271,745. There remains about a dozen potential pledges that are still in process.

Unfinished Business

Annual Meeting (March 19, 2016) Refreshments

The Annual Meeting this year is being held on a Saturday afternoon instead of the traditional day and time after Sunday service. It was decided to do so because of the complications resulting from the two services schedule and Easter Sunday.

It was decided to offer refreshments after the meeting to reward congregates who made the effort to attend and participate.

Coordinating Council Membership for FY17

Joel, in consultation with the board, has selected the leaders for the 11 teams. He has communicated with all of them and has or will be communication with those not continuing. The following is the new council:

Administration, Dave Lyons

Denominational affairs, personnel, strategic planning

Caring and Remembrance, Bev Morrison

Communications, Tom Voigt

Website, monthly Connection, weekly Happenings, advertising, feature articles

Stewardship, Joel Morrison

Endowment, fund raising, stewardship, Legacy Friends, monthly oversight

Lifespan Education, Jaye Williams

Youth Religious Education, Adult Religious Education, Spiritual Fellowship Groups, adult lifelong learning options (Socrates Café, etc.)

Welcome/Membership, Claire Harrison

Physical Plant, Bill Dowling

Grounds maintenance, building maintenance,

Social Activities, Eileen and Steve Leapley

Social Justice, Marty King

Green Sanctuary, Interweave, Community Outreach, Issues for Common Good

Sunday Morning Experience, Lori Baribeault

Worship, music, ushers/greeters, choir

Technology, Dick Smith

AV, radio station, website

New Business

Membership Change

Linda Underwood presented a report on the active membership of the Congregation. She identified the criteria for membership and the process for determining the number. The figure as of December 1, 2015 is 209.

The full report is incorporated into the minutes as Attachment B.

Policy and Procedures Review

Joel presented the results of the teams reviewing policies and procedures relevant to their area for any necessary change. To date, there have been the following:

- Complete review with suggested changes from the Stewardship Team
- Complete review with suggested revisions from the Administrative Team
- Revision of the purpose and responsibilities of the Social Activities Committee description
- Revised Wish List purpose and procedure, approved at the last board meeting, which replaces the Wish List in the Stewardship Team's policy and procedures.
- Revised communications procedure regarding the bulletin board

Alcohol Use In Sanctuary

The Communication Council has raised the issue of liability related to alcohol served at church functions.

The matter was postponed until the next meeting.

EMG System

Joel presented a proposal by Steve Leaply for an electronic security system to protect individual in the various campus buildings.

It was referred to the Physical Plant Team for further study regarding utility and cost and a report to the Board.

Fee Schedule for Rental of UUCOV Facilities

Joel presented a revised fee schedule for use of the various campus facilities. A motion by Joel, to accept the fee schedule was seconded and approved.

Comments for the Good of the Congregation

There is a possibility that Family Promise may host another week in the summer. It would be helpful if there were signage at the campus entrances identifying the various building and their location (Facilities and Grounds will explore it).

Next Scheduled Meeting

April 12, 2016 at the Asta Linder House

Adjournment

Joel adjourned the meeting at 11:30 am.

Bill Dowling, Secretary

4/14/16
Date accepted by the Board

Attachment A-Treasure's Report and Balance Sheet Report
Attachment B-Membership List Report

Membership Report

In an effort to report to the Board of Trustees an accurate Membership Summary, last spring I endeavored to review our current 2014/15 Membership List to assess its accuracy, ie the list reflected active membership. I met with representatives of the Stewardship Committee and consulted the Caring Committee.

For this purpose I arbitrarily set up the following criteria for assessing "active membership"-

- Sunday attendance
- Financial support to UUCOV
- Participation on a committee
- Caring Committee involved with specific situation that indicated continued involvement with member appropriate to our mission

If any **one** of the above was present I counted the member as active.

For those who didn't meet one of the criteria I made an attempt to contact them through phone calls or emails. My intent was if they wanted to remain a member than they would be continued. Approximately 12 people were continued as members through their request.

I reviewed 2014/15 Membership List (150903) this November and consulted with Nan in relation to the Membership List accuracy with recent deaths and we believe the list to be correct. That membership number is 208.

From the November, 2014/2015 Membership list I recommend the following names for consideration for removal as there has been (1) no active participation and there has been (2) no contact or return of efforts to connect or (3) receipt of desire to terminate membership.

- Melinda Bissell (1) (2)
- Kemira Denlea (1) (2)
- Robin Henderson (!) (2)
- Karen Metzfield (1) (2)
- Jeffrey Weinberger
- Mary Bell
- Bonnie Jones

- Kate Thomas

I do understand our current policy/procedure indicates a letter would be forthcoming from the Board prior to a vote to remove membership. For that reason I have not sent a letter but my contact efforts have been phone and email. With the November Pathways we have added nine new members and 1 friend of record as of December 1st.

If we are to implement the above reductions our count is, as of December 1st, 209.

I have not reviewed the "friend" status but it is approximately 18 who in addition to members support this church.

Linda Underwood.

*Unitarian Universalist
Congregation of Venice
Balance Sheet
31-Mar-16*

Operating Funds

Sun Trust Checking Account (operating funds)	\$47,578.13
Sun Trust Operating Reserves Account MMF	\$78,281.78
Vanguard Brokerage Account (operating Funds)	\$0.00
	\$125,859.91

Endowment Funds

Vanguard Wellington Fund (.74%)	\$97,074.61
Vanguard Growth Index fund	\$44,125.56
Vanguard International Growth Fund	\$14,940.60
Vanguard Social Index Fund	\$9,883.65
Vanguard Money Market	\$952.68
	\$166,977.10

Restricted Funds in Vanguard

Lynch Memorial Garden Endowment (3 CD"S)	\$31,010.69
Capital Reserve Fund in Vanguard (26% of Wellington)	\$34,107.30
Vanguard Money Market	\$0.00
	\$65,117.99

Restricted Funds in Sun Trust

Lynch Memorial Garden Useable Income	\$1,484.88
Design and Morton Bench	\$2,161.39
Memorial Wall Fund	\$14,648.40
Capital Reserves	\$21,003.50
Pond Fund	\$505.22
SMSC	\$0.00
Garden of Remembrance	\$4,880.00
	\$44,683.39

Fixed Assets

Equipment and Furnishings	\$133,562.45
Buildings	\$546,600.17
Land	\$321,476.61
	\$1,001,639.23

TOTAL ASSETS

\$1,404,277.62

Liabilities

Sanctuary Mortgage

\$145,515.83

Equity

Congregational Equity

\$1,258,761.79

TOTAL LIABILITIES AND EQUITY

\$1,404,277.62

UUCOV Treasurer's Report

FY 2016 (April 2015 thru March 2016)

	Current Month Mar 2016	Total FY 16 to date	FY 2016 Budget	FY16 YTD as % of FY16
Income				
Sunday Offerings	1,447	9910	12,375	80.1%
Pledges Received for FY2016	14,386	244,847		99.9%
Pledges Received in FY2016 for		5,297	-	N/A
Facility Rentals	1,385	7,560	7,200	105.0%
Social Activities	916	4,481	10,000	44.8%
Special Event Fundraising	140	23,696	19,000	124.7%
Miscellaneous Income	308	2,305	3,100	74.4%
Transfers from Endowment	-	-	7,000	0.0%
Total Budgeted Operating Income	18,582			98.2%
Gifts to restricted funds Solar Panels		41,090		
Gifts to restricted funds		30,000		
Gifts to memorial Wall		2,025		
Pass Thru Social Justice Charities	1,125	13,679		
Memorail Gifts		1,980		
Other Pass Thru		1,826		
Family Promise		1,663		
Pledges received for Next year		81,772		
Total income	19,707			
Expenses				
Personnel				
Minster salary, housing, fringe	9,809		97,300	104.0%
Office Manager salary, fringe,	2,458	31,819	32,000	99.4%
Music Director salary, fringe	1,060	12,805	14,100	90.8%
YRE Director salary, benefits,	1,981	22,822	23,375	97.6%
Childcare Assistant	78	1,022	1,200	85.1%
Sexton and Audio	336	1,163		
Subtotal Personnel costs	15,721			101.7%
General and Administrative costs				
Board of Trustees and	439	8,278	5,000	165.6%
Finance committee	80	179	1,800	9.9%
Denominational Dues and		17,260	17,260	100.0%
Insurance		15,295	13,000	117.7%
Mortgage	1,342	16,099	16,000	100.6%
Office supplies & copying	274	4,624	5,500	84.1%

Subtotal General & Administrative	2,134	61,735	58,560	105.4%
Facilities Team				
Cleaning & Supplies	291	3,749	3,500	107.1%
General Repair & Building	447	4,061	3,500	116.0%
Utilities	856	12,116	14,500	83.6%
Lawn mowing, Grounds and Pond	2,009	10,784	9,300	116.0%
Other Miscellaneous Facility		125	1,000	12.5%
Subtotal Facilities Costs	3,603	30,835	31,800	97.0%
Committee Activities				
Communication Team	100	1,925	3,645	52.8%
Lifespan Education Team	800	3,094	3,100	99.8%
Fund Raising	94	2,013	740	272.0%
Membership	384	810	850	95.3%
Social Justice Team	175	404	2,150	18.8%
Social Activities Team	1,148	5,783	11,445	50.5%
Sunday Morning Experience Team	125	5,656	8,115	69.7%
Caring and Remembrance Team			500	0.0%
Technology Team	470	1,629	2,795	58.3%
Subtotal Committee Activities	3,295	21,315	33,340	63.9%
Other Costs and Transfers				
Miscellaneous cost (NEC)		1,651		
Transfers to Capital Reserves		12,000	12,000	100.0%
Subtotal other costs	-	13,651	12,000	100.0%
Total Budgeted Expenses and	24,752			98.3%
Pass Thru Social Justice Charities	2,106	13,659	-	N/A
Family Promise	67	1,045	-	
Solar panels		40,660	-	N/A
Total Expenses	26,925			

3/31/16