

MINUTES OF UUCOV BOARD OF TRUSTEES MEETING
May 12, 2016

PRESENT: DAVE LYON, LINDA UNDERWOOD, DONNA SCHAFER, ELAINE CARLSON, PETER HURLEY, LINDA KABO, RICHARD PALMER, KHLBER VAN ZANDT

The meeting was called to order at 9:35am with a chalice lighting, words from our Minister and a check in.

The minutes from the April meeting were approved.

Reports:

- **President's Remarks:** Dave presented a written report to the board. Highlights are: Lori Baribeault received a scholarship from the UUA to attend General Assembly. Family Promise just completed a week at UUCOV and will be at here twice next fiscal year. The password protection will be lifted for the Board Minutes for more transparency. He also encouraged the board members to sign up for Sunday announcements. And finally the personnel committee completed the Volunteer Position Template which will be distributed to team leaders and board members to be filled out
- **Vice President's Report:** Linda U reported that the Board Goals has been given out to the team leaders so that they can work on submitting goals for their committees and will be presented to the board at the next meeting. (See attached)
- **Minister's Report:** Khleber submitted a report to the board. Highlights are: He attended the installation of a new minister at Tampa UU. Attended a Pastors' breakfast with the board of Family Promise. Went to CPR and AED training. He is Vice President of the Florida Minister's Association and on the Board of the Venice Interfaith Community Association. He has also been active in facilitating or partaking in groups at UUCOV.
- **Treasure's Report:** Peter reported that we had collected \$30,835 in pledges for April so at this point we have collected almost 40% for the year. We are in a very solid condition with \$141,486 in the operating fund. There were no unusual expenses for April. To clearly delineate the Restricted Funds from the Endowment Fund: Peter sold \$40,200 of our Capital Reserve and invested half the funds in Vanguard Standard & Poor's 500 and the other half in the bank CD. (See attached report)

Unfinished Business:

- **Delegates to General Assembly:** There are currently five members who will be delegates to the General assembly in Columbus, Ohio. They are Kindra Muntz, Dave Lyons, Lori Baribeault, Linda Van Zandt and Leie Carmondy. Stephanie Zoernack will be attending but not as a delegate.

New Business:

- **Policy and Procedure Changes from Elimination of Technology Team—Technology Policy XI.A move to VII.E Physical Plant.:** A motion was made to absorb the website into the Communication Team and absorb A/V and radio station into Physical Plant Team and to move the technology policy number XI.A to VII.E. After a brief discussion the motion was passed.

- **Budget Reallocation from Technology Team:** There was a motion to move \$600 from the tech budget to the Communication Team budget and the rest of the \$1125 to the Physical Plant Team under a subheading of technology. After brief discussion motion was passed.
- **Proposed Alcohol Policy I.F.:** This policy addresses serving alcohol at UUCOV functions. The policy prohibits the sale and serving of alcohol without Board approval. After a brief discussion the policy was approved.
- **The Facilities Use Proposed Policy Addition 1. A 9 and 10:** Section 9 concerns the sale or provision of alcohol beverages by individuals or organizations renting a UUCOV facility. Section 10 concerns a facility use request by individuals or organizations May include a request to sell merchandise. After a brief discussion both additions were approved and Linda Underwood will deliver the final to Nan.
- **Proposed safety and risk management committee:** Stephanie Z. submitted a proposal for the establishment of a Safety Committee. The board after considerable discussion passed a motion to establish a Safety Risk Management committee under the Administrative Team. The president will communicate with the committee to commence their work with the caveat to present their planning to the Administration Team Leader for review

Follow Up Business

- **Covenant Signing:** The Board has agreed on a Covenant and it will be signed by all and framed for Waters Hall. Expected to be completed by the next board meeting.
- **Goals for 2016 to 2017 Review Progress:** The board goals have been handed out to the appropriate Teams to be reviewed and the process started. Linda Underwood has given the volunteer job description template for all volunteer positions to the board and heads of the coordinating counsel teams to be completed within the next two months.

FYI

- **Committee on Ministry:** Khleber is considering reestablishing a committee on ministry which would be picked by him report to him. The function of this committee would be for the support and guidance and to help him serve the congregation and its mission and vision

Next Scheduled Meeting; June 9, 2016, if needed

The meeting was adjourned at 11:40am.

Submitted by
Donna Schafer, Secretary to the Board of Trustees

May 11,2016

Financial Summary for April

We collected \$30,835 in pledges for April and together with the \$90042.51 we collected in the previous months for pledges received for FY 2017, we have reached almost 40% of our pledge goal. There were no unusual expenses in April.

The balance sheet shows we have \$141,486.90 in operating funds a very solid condition. I also made two changes in our restricted Funds in Vanguard. I sold \$40,200 of our Capital Reserve Fund that was invested in the Wellington Fund and invested one half in Vanguard S&P 500 and one half in a bank CD. This separates our funds from the Endowment Fund

Peter Hurley
Treasurer

Unitarian Universalist Congregation of Venice
Balance Sheet
30-Apr-16

Operating Funds

Sun Trust Checking Account (operating funds)	\$63,201.28
Sun Trust Operating Reserves Account MMF	\$78,285.62
Vanguard Brokerage Account (operating Funds)	\$0.00
	\$141,486.90

Endowment Funds

Vanguard Wellington Fund	\$92,865.43
Vanguard Growth Index fund	\$43,795.36
Vanguard International Growth Fund	\$15,236.96
Vanguard Social Index Fund	\$9,913.92
Vanguard Money Market	\$1,009.41
	\$162,821.08

Restricted Funds in Vanguard

Lynch Memorial Garden Endowment (3 CD"S)	\$30,993.84
Capital Reserve Fund in CD	\$19,971.60
Vanguard S&P 500 ETF	\$19,389.51
Vanguard Money Market	\$211.68
	\$70,566.63

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 **\$1,421,197.23**

Liabilities

Sanctuary Mortgage	\$145,515.83
--------------------	--------------

Equity

Congregational Equity	\$1,275,681.40
-----------------------	----------------

TOTAL LIABILITIES AND EQUITY **\$1,421,197.23**

UUCOV Treasurer's Report
FY 2017 (April 2016 thru March 2017)

Income	Current Month Apr 2017	Total FY 17 to date	FY 2017 Budget	FY17 YTD as % of FY16 budget
Sunday Offerings	906	906	11,000	8.2%
Pledges Received for FY2017	30,835	120,878	277,000	43.6%
Pledges Received in FY2017 for FY2016 Pledges	3,520	3,520	-	N/A
Facility Rentals	50	50	7,200	0.7%
Social Activities	144	144	11,000	1.3%
Special Event Fundraising	275	221	20,000	1.1%
Miscellaneous Income	257	311	4,800	6.5%
Family Promise			2,000	0.0%
Transfers from Endowment			6,600	0.0%
Total Budgeted Operating Income and Transfers	35,987	126,030	339,600	37.1%
Gifts to restricted funds				
Gifts to memorial Wall				
Pass Thru Social Justice Charities	2,232	2,232		
Memorail Gifts				
Other Pass Thru	197	197		
Family Promise				
Total income	38,416	128,459		
Expenses				
Personnel				
Minster salary, housing, fringe	8,990	8,990	105,600	8.5%
Office Manager salary, fringe, retirement	3,069	3,069	41,622	7.4%
Music Director salary, fringe	969	969	14,400	6.7%
DRE salary, benefits, retirement	2,013	2,013	27,500	7.3%
Childcare Assistant	63	63	1,200	5.3%
Sexton and Audio	318	318	2,000	15.9%
Subtotal Personnel costs	15,422	15,422	192,322	8.0%
General and Administrative costs				
Board of Trustees and Administrative team	167	167	10,000	1.7%
Finance committee			1,800	0.0%
Denominational Dues and Assessments			17,260	0.0%
Insurance			15,000	0.0%
Mortgage	1,342	1,342	16,000	8.4%
Office supplies & copying	394	394	5,500	7.2%
Subtotal General & Administrative costs	1,903	1,903	65,560	2.9%

Facilities Team

Cleaning & Supplies	258	258	5,000	5.2%
General Repair & Building Maintenance	927	927	3,500	26.5%
Utilities	755	755	12,000	6.3%
Lawn mowing, Grounds and Pond Maintenance	1,560	1,560	9,300	16.8%
Other Miscellaneous Facility expenses			1,000	0.0%
Subtotal Facilities Costs	3,500	3,500	30,800	11.4%

Committee Activities

Communication Team	174	174	4,850	3.6%
Lifespan Education Team	184	184	4,375	4.2%
Fund Raising			2,400	0.0%
Membership			980	0.0%
Social Justice Team	175	175	2,000	8.8%
Social Activities Team			12,200	0.0%
Sunday Morning Experience Team	539	539	8,500	6.3%
Caring and Remembrance Team	76	76	520	14.6%
Technology Team			1,125	0.0%
Subtotal Committee Activities	1,148	1,148	36,950	3.1%

Other Costs and Transfers

Miscellaneous cost (NEC)				
Transfers to Capital Reserves			12,000	0.0%
Family Promise			2,000	
Subtotal other costs	-	-	12,000	0.0%

Total Budgeted Expenses and Transfers

Total Budgeted Expenses and Transfers	21,973	21,973	337,632	6.5%
Pass Thru Social Justice Charities				
Other Pass thru	197	197	-	N/A
Total Expenses	22,170	22,170	NA	

4/30/2016