

MINUTES OF UUCOV BOARD OF TRUSTEES MEETING
APRIL 14, 2016

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

The meeting was called to order at 9:30 with a chalice lighting, words from our Minister and a check in.

The minutes from the March meeting were approved.

Reports:

- President's Remarks: Dave reported that Nan will be gone on vacation from 4/30 thru 5/18 and is scheduling help while she is gone. He is also going to try to keep her load lighter this year. He is also looking forward to this coming year.
- Coordinating Council Report: It was decided to call this report the Vice President's Report. Linda presented a detailed report from each of the Coordinating Council teams. It was impressive to learn what all the teams are working on. It was felt that the policy for commercial activities lacks clarity and varies between internal and external requests. Linda U and Richard will review the current procedures and, if needed, rewrite.
- Minister's Report: Khleber submitted a report to the board. He highlighted: 1) 25 members will be present at the dinner for the staff and leadership on April 22. 2) May 13 opportunity for leadership to work with Connie Goodbread. 3) Finding ways to introduce UU principles to the wider Venice community such as his meeting with "Village on the Isle"
- Treasure's Report: Peter reported that we had a good year. Our budget and income broke even for the year. (see attached) Discussion: There are still concerns about pledge and fund raising issues which will hopefully be addressed with the new stewardship philosophy/program which is being introduced this year. Linda U will begin working with the Coordinating Council in developing a realistic budget from the committees. There was discussion on the import of exclusivity of some of the functions because of the cost and "pay as you go" and it would be more inclusive if there were more full congregation offerings. The motion to accept the Financial Report passed.

Unfinished Business:

- Use of Alcohol at UUCOV functions: A proposed policy will be BYOB because of insurance issues and training needed if we charge for alcohol. The Social Activities Committee will be responsible for developing a policy by the next meeting.
- Status of Conversion to Powerchurch: It is well underway. Currently need to find someone with a background in instituting the use and acceptance of credit card for paying of pledges, fundraising and activities.
- Summer Use of Asta Linder by Family Promise: Decision still hasn't been made by Family Promise to seek the use of UUCOV. The question is who will be in charge if they choose to use the facility. Barb Griffin will coordinate.

New Business:

- RE Policy and Procedure proposed changes: A motion was made to accept the changes with one (1) change. The change is with Section 6D. It should read, Vehicles used for UUCOV activities and/or transportation relating to UUCOV should be well maintained. Proof of insurance is required for any volunteer utilizing their vehicle for the transportation of children. Motion was approved as amended.

- Approval of Minister's housing allowance: Peter made a motion to approve a change to the compensation for the ministers housing allowance. This does not change the amount the minister is paid, however, it does re-categorize his compensation. The motion passed.
- GA Scholarship Request: A motion to grant a \$250 scholarship to Lori Baribeault. The motion passed.
- Delegate selection for General Assembly: A motion was presented to accept the four names put forth as delegates for General Assembly: Lori Baribeault, Dave Lyon, Kindra Muntz, and Linda Van Zandt. This leaves one delegate to be selected. The motion passed.
- Wish List: Request to purchase large print hymnals. The Sunday Morning Experience Committee requests the purchase of 5 gray hymnals at \$45 each and 5 teal hymnals at \$25 each. After discussion the board decided to approve putting these on the Wish List. The motion passed.
- Budget Amendments: A vote was taken on Budget Amendments presented by the Treasurer. Discussion consisted of what an offering is used for and its role in the budget, constraining the budget and the need to be more accurate and how to communicate and educate the reality of the pledge/stewardship in keeping UUCOV financially healthy. The motion to accept the Amendments to the Congregational Budget passed.
- Request of SMART: There was a request from SMART for the use of space at UUCOV to write letters on political issues from their group. The decision was made that the request should be made through the Social Justice Committee using the Facilities Usage Request Form and the Policy and Procedures guidelines.

FYI:

Proposed dissolution of the Technology Team: Dick Smith has requested the dissolution of the Technology Team. The role of the Technology Team is being considered to be absorbed by the Facilities Team and the Communications Team. The Board will await a proposal from the Coordinating Council.

Follow Up Business:

- Linda U worked on the wording of the Covenant Brainstorming that was done at the Board Retreat. The resulting Covenant was passed and the updated covenant will be printed by Donna for signing at next Board Meeting in May.
- Goals for 2016-2017: The Draft of the Goals for 2016-2017 were formulated at the Board Retreat and Linda U presented the list categorized by the current Mission Statement. After reviewing them and exploring their feasibility a final was agreed upon. (see attached) A motion was passed to accept the amended Goals for 2016-2017.

Next Scheduled Meeting;

- May 12, 2016 @ 9:30 am

The meeting was adjourned at 12:20 pm.

Submitted by

Donna Schafer, Secretary to the Board of Trustees

April 12, 2016

Financial Report for March and End of Year

We had a very good year. Our budgeted income and our budgeted expenses broke even for the year. I am going to transfer \$6,100 from Endowment to Capital Reserves that really should count in our FY 16 income.

We have \$125,859.91 in operating income and approximately \$40,000 in Capital reserves.

We met our pledge goal of \$245,000 and took in \$250,144 in pledge money, which made up for our decrease in Sunday offerings. Our fundraising exceeded the budgeted amount by \$4,500.

On the expense side we essentially made our budget with the exception of Committee Activities which was \$12,000 less than the budgeted amount. Approximately \$6,000 was due to an overestimate with Social Activities. Social Activities met our goal of incurring a net loss of \$1302. We expect a loss of \$1200 to \$1300 a year.

Amendments to Congregational Budget

- Raise the Ministers pay from 102,165 on 105,600 (3,435 increase)
- Raise YRE Director Salary (1300 increase)
- Move 1,000 from Technology team to sexton plus audio/visual (no change)
- Raise insurance from 13,000 to 15,000 (2000 increase)
- Raise Utilities from 10,000 to 12,000 (2,000 increase)
- Decrease transfers to capital reserve to 12,000 (decrease 5,000)
- Decrease Sunday offerings to 11,000 (decrease 3,000)
- Decrease transfers to endowment to 6600 (decrease 400)
- Increase Pledges to 277,000 (increase 7,000)

I need a vote on this.

Peter Hurley
Treasurer

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

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

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
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Equity

Congregational Equity	\$1,258,761.79
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TOTAL LIABILITIES AND EQUITY

\$1,404,277.62

**UUCOV Treasurer's Report
FY 2016 (April 2015 thru March 2016)**

Income	Current Month Mar 2016	Total FY 16 to date	FY 2016 Budget	FY16 YTD as % of FY16 budget
Sunday Offerings	1,447	9910	12,375	80.1%
Pledges Received for FY2016	14,386	244,847	245,000	99.9%
Pledges Received in FY2016 for FY2015		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 and Transfers	18,582	298,096	303,675	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	472,130		

Expenses

Personnel

Minster salary, housing, fringe	9,809	101,226	97,300	104.0%
Office Manager salary, fringe, retirement	2,458	31,819	32,000	99.4%
Music Director salary, fringe	1,060	12,805	14,100	90.8%
DRE Salary, fringe	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	170,856	167,975	101.7%

General and Administrative costs

Board of Trustees and Administrative team	439	8,278	5,000	165.6%
Finance committee	80	179	1,800	9.9%
Denominational Dues and Assessments		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 costs

2,134 61,735 58,560 105.4%

Facilities Team

Cleaning & Supplies	291	3,749	3,500	107.1%
General Repair & Building Maintenance	447	4,061	3,500	116.0%
Utilities	856	12,116	14,500	83.6%
Lawn mowing, Grounds and Pond Maintenance	2,009	10,784	9,300	116.0%
Other Miscellaneous Facility expenses		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 Transfers	24,752	298,391	303,675	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	353,755		

3/31/2016