

OUUC BOARD MEETING MINUTES

Thursday, August 12, 2021 7:00 – 9:00 PM on Zoom

A loving, just and healthy world. We welcome, wonder, embrace, empower, bridge and become.

Board Officers Present: James Trujillo, President; Arlene Colerick, Vice-President; Rich Kalman, Secretary

Members at Large Present: Amy Bertrand, Brian Coyne, Diana Finch, and Eric Ness

Ex-officio Member: The Rev. Mary Gear

Members absent: Jason Martinelli, Treasurer

Congregational members present: Connie Ruhl

Opening words: Eric

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda – approved

Congregational Member Concerns/Comments

Brian, who is on the Health and Safety Committee, reported that Gail Wrede had questions about scheduling the OUUC Picnic in August due to Covid precautions. However, this is an operational matter, and not a matter for the board.

Ministerial Report -- No concerns were voiced regarding the Minister's Report.

- Rev Mary said that we have started to get bids on the HVAC replacement project.
- Rev Mary recommended that her **Installation** be postponed again, due to Covid. Next year would also coincide with the celebration of OUUC's 70th Anniversary. If we need to continue Covid precautions, we could have it outside, tentatively in June.
- **Ministry Development Team (MDT):** After reviewing our governance model, the role of minister, and effective models of shared ministry at other churches, Rev. Mary recommends creating an MDT to create a shared ministry model. This is not a re-introduction of the COM, and not a committee of the board. The MDT is a ministerial committee. The MDT would be a way for Rev. Mary to get feedback and support in doing her work. Team members would act as advisors to the minister. Rev. Mary will select three team members, and the board may select a liaison to attend.
- **Reopening the building** in the fall is currently in flux due to the changing nature of the pandemic. Rev Mary is working with the Health and Safety Task Force to open the building as safely and as soon as we can. Our water ceremony may be celebrated in person in the parking lot.

Committee reports:

- **Treasurer:** James (in Jason's absence) shared graphs (see below). Rev Mary summarized that revenue is coming in ahead of pledges for this time of year. The PPP is helping. Expenses are a little below what was budgeted. Salaries had been miscalculated on the planning spreadsheet. The endowment fund is over \$425K and earning income with more contributions coming in. We expect to make large payments for the HVAC project. PPP and the B&G Reserve fund will be used to pay for the HVAC.
- **Stewardship** – Eric reported that the stewardship drive this fall will be smaller in scale, needing to cover only 6 months in transition to the new fiscal year. He has put together a Stewardship Team. The theme is "Thankful to be Together". A solicitation will be sent to congregants by postal mail. We need a Stewardship Chair for the following drive which will be a bigger one.
- **LDC** – Amy has been meeting with the LDC every 2-3 weeks. They ask us how many board vacancies will need to be filled. (James, Jason and Brian will be leaving next spring.) The LDC is also working on the *Skills and Interest Survey*. It may be included with the Stewardship Drive in September. The survey is a way to help congregants connect their "Time, Talent and Treasure" to the Stewardship of OUUC. The survey will be entered into Realm. Realm is capable of generating a report of people who are interested in a certain activity.

Review VME Monitoring Process: A Draft Monitoring Tool has been created. It will be presented to the congregation at a listening session for feedback and further development. This will be part of a discussion of our vision of shared ministry. This is not a performance evaluation process—it is a way to get feedback. This will be a work in progress as we start with simple measures of our progress toward our ends. Monitoring data could be collected through Realm. There is

already some data available in Realm. We questioned what will be done with the data collected through monitoring. **James, Arlene and Rich** will form a committee to recommend a simplified Monitoring proposal to bring to the congregation listening session on Sept 19. Rev. Mary suggested that a new committee of congregants would be formed later, to do the actual monitoring.

Volunteerism: Ryan Baye volunteered to lead the Financial Audit Committee (FAC) which will do an informal internal audit. Jason will provide information to the committee, but not be on the committee. The FAC will consider having outside audits done by another church or using a commercial auditing firm. **The Board voted unanimously to approve Ryan as leader of the Auditing Committee.** No other people express interest in being on the committee.

Board Member Options: At this time, we do not have any volunteers to fill the empty position on the board.

Transition to the Legacy Giving Fund: James and Diana will review the report from the Endowment committee.

Progress on Board Development: Amy is enjoying getting to know other board members. Rich, and Arlene are learning about Realm. Trainings are available, including on using Realm for Communications. **Rich will send all board members a link to the training videos.**

Communication to the Congregation

- Board meetings are announced in the Tues. Update. Minutes are posted on the Website after they are approved.
- Board videos have garnered 50-80 views each. We considered whether it is worth continuing. Amy noted that videos are a good way for people to get to know individual board members, and videos are easier to make than expected. Brian questioned if it is too ambitious to do one each month. Arlene pointed out the value of information coming from an identifiable face on the screen. James said that if we continue with videos, they should be done by those who are comfortable with the technology and who can write up the script. Others on the board can give feedback before they are released. **James, Amy, Arlene and Rich volunteered to create the videos.**

Review Board Calendar: Meeting dates have been posted on the SharePoint site. The November Board meeting is moved to the 18th. The Board Listening Q&A will be Dec 5th. The Congregational Meeting to approve the Budget has been moved to Dec 12th.

Meeting Location and Modality: Due to recent increase in Covid we are postponing hybrid meetings at least to the late fall or early winter. We will continue meeting via Zoom for the foreseeable future.

Review new business and assignments for next meeting:

- **James, Arlene, & Rich work on simplifying the monitoring process**
- **James & Diana Legacy Planning Committee**
- **James will contact Amy regarding if any more names are needed from the LDC.**
- **James, Rich, Amy & Arlene will create Board Communication videos.**
- **Rich will record *future* meetings**
- **Rich will send board members a link to Realm Training Videos**

Diana reviewed the meeting and gave us an A-.

For next meeting (Thursday, Sept 9, 2021)

Brian will do opening and the closing words

Eric will grade the meeting

James will do the board video this month.

Closing - Eric

Respectfully submitted this 9th day of September, 2021 by Board Secretary, Rich Kalman.

Treasurer's Report:

OUUC : 2021 Quarter 2 (April-June) Financials

Revenue:

Total Pledge Income through June 2021: \$263,408 (budgeted \$234,297). Difference: \$29,110

Total Revenue Income through June 2021: \$331,754 (budgeted \$269,949). Difference: \$61,805

(Since PPP Loan was forgiven, the money (\$73,162) has now been categorized as income. This is indicated on the Financial Management Report and explains the large revenue under 4301: Misc. Income. This was not included with the Total Revenue Income listed because it skews where we are within our budget.)

Expenses: are broken down into these main categories

Categories:	2021 YTD Budget	2021 YTD Actual	Difference
Staff Compensation	\$134,322	\$132,471	\$1851
Staff Benefits	\$44,209	\$39,801	\$4408
Payroll Taxes	\$9036	\$7206	\$1830
Building and Grounds	\$14,725	\$11,032	\$3693
Office Expenses	\$9396	\$7627	\$1769
Worship Expenses	\$4993	\$3302	\$1691
Member, Guest Partner Services	\$17,275	\$2243	\$15,032
Finance Related	\$23,073	\$22,174	\$899
Misc. & Restricted	\$0	\$15,876	-\$15,876
Total:	\$241,733	\$257,028	\$15,295

Notes:

- Staff health insurance will increase starting in July and the budget planned for this increase.
- Due to bookkeeping practice changes that occurred after the 2021 budget, some of the categories show larger variances in the budget versus actual line items. For example, this includes how the Auction is now tracked. Now, all Auction money received is shown as revenue and Auction expenses are now shown under Misc. Expenses. Previously, only what the auction cleared was shown as a revenue (money received minus auction costs).

OUUC finances are healthy after 2021 - second quarter.

Equity Fund Activity:

Select Reserve Funds	Balance
General Operating Reserve (5%)	\$22,075
BMMF Major Maintenance	\$55,540
UUCEF Endowment Fund	\$426,096

Key Bank Mortgage balance as of 6/30/21: \$193,272. Monthly Payment is \$2767.62. Final payment is set for 3/30/28.

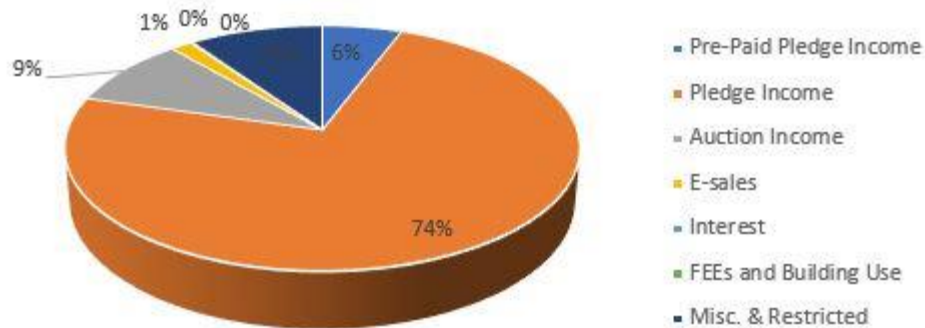
Member Loan balance as of 6/30/21: \$50,000. Monthly Payment is \$1666.67. Final Payment is set for December 2023.

Balance Sheet: Primary Checking Account balance at end of June: \$130,676.

Other finance notes:

HVAC System repair and other maintenance items are larger expenses that will be forthcoming.

January-June 2021 Revenue: \$331,754



January-June 2021 Expenses: \$241,732

