

CLUUC BoT MEETING MINUTES

April 19, 2016

Agenda

Consent Agenda
Follow up on Staffing Updates
Budget Planning
Approval of GA Delegates (Gail Riley, Tom Nixon, Walt Ellis, Jr.)
Discussion of memo from Nominating Committee- Governance and leadership
Update on meeting with Jim Klote, capital campaign consultant

ATTENDANCE:

Board Members Present: Jim Anderson; Maryann Dillon; Maureen Donnelly, Dave Hawver (Chair Elect); Emily Mellgren (Assistant Secretary); Ariel Mora, Lyn Peters (Chair); Jack Rodgers (Treasurer); Kate Simon (Secretary); Michael Thoryn (Communications); Gwen Warman; Jack Welch (Assistant Treasurer)

Board Members Absent: Melissa Reichley;

Staff Present: Rev. Abhi Janamanchi; Sara Deshler

Opening: The meeting convened at 7:30 p.m. with centering words, chalice lighting, covenant reading and check in.

Approval of Consent Agenda:

1. Appendix A Minutes of March 19, 2016 Board Meeting
2. Appendix B Minutes of April 12, 2016 Board Meeting
3. Appendix C Report from the Senior Minister

Maryann Dillon moved, and Ariel seconded, the approval of the Consent Agenda; it was approved by unanimous voice vote.

Other Reports received by the Board:

1. Memo from Nominating Committee
2. Handouts related to preliminary budget planning

Senior Staff Updates: Follow Up on Staffing Updates

A Recruitment Team has been established to search for a new religious educational professional. The team includes: Linda Gianessi, Mary Farrar, Jack Welch, Suzanne Pineau, Leanne Wells, and Matt Eisenberg,

Motion- Dave Hawver moved and Maryann Dillon seconded that the Board approve the continuation of the Rev. Michelle Collins as Interim Associate Minister for Congregational Life and Social Justice, on a 2-year full time contract, starting August 1, 2016.

Discussion: Michelle is excited about the possibility of continuation. She gave serious thought to her other options. She will be beginning a Doctor of Ministry program at Wesley Theological Seminary (Faith Leadership Excellence track). The congregation will be making a major shift to a DLRE. Shifting the second minister to new responsibilities will be difficult

in a one year position. A 2-year contract will allow CLUUC us to settle into some stability, during the shift from MRE to DLRE as well as bylaws revisions.

Michelle will not be precluded from applying for a permanent position at the end of the 2-year position. This could be negotiated, as is allowed by the UUA for Associate and Assistant ministers.

Her title will continue to have "Interim" to maintain continuity. This is wise and strategic decision that will allow us to re-energize the congregation and amend the bylaws to be more in sync with governance by policy.

Shifts in responsibility to two ministers -- Social Justice, Ministry to Families- including leading chapel worship. Some administrative work will be shifted to the church administrator from the senior minister. Sara will delegate some responsibilities to other staff.

Motion passed by unanimous voice vote.

Board Activities:

Item 1 Budget Planning

Schedule for development of FY 2017 Budget
Review of FY 2016 Budget and Deficit
Estimated income for FY 2017
Spending options for FY 2017

Rev. Abhi and Sara presented a "pre-preliminary budget" with initial comments, observations and descriptions.

Summary of FY16

Income:

- The pledge amount is up significantly, however the pledge income is not. It is not clear if people will fulfil their pledges.
- The collection plate is higher.
- The end of year appeal by the Board resulted very favorably.
- Fundraising income less this year, but that was to be expected due to the two auctions in one year.
- The rummage sale did not occur due to lack of leadership of this event.
- Lower fundraising was offset this year by unexpected financial gifts.
- It is possible that the deficit could be less than the projected \$120,000.

Expenses:

- Personnel costs are on target
 - No COLA increase to staff
 - Health insurance premiums increased.
 - Reduction of employer contributions to 80% from 90%
 - The previous practice of "comp time" has ended with arrangements with two employees, who had been expecting "comp time." It is no longer the practice of CLUUC.
 - The HR Committee is reviewing new laws to be sure we are following legal practices regarding paying overtime.
- Administrative expenses are slightly over budget.
- It is difficult to estimate the utility cost with a new HVAC system.
- The church will realize \$6,000 - \$8,000 per term from the new Yoga Center Cooperative.
 - This has been an excellent program and ministry cooperative, as well as a source of revenue.

Capital Expenses:

The capital budget will go to offset the roof, HVAC, cement apron and some adjustments to smaller projects.

Summary of FY17

Income:

Initial look at the pledge/gifts (excluding people who have died, moved or have not yet pledged).

- \$12,000 in new pledge amount
- \$36,000 in reduced pledge amount
- \$66,893 in increased pledge amount
- The average pledge has increased to \$2,020.82

The proposed pledge level for FY 2017 is \$938,900. Current total pledged is \$874,325. Prior Year Income includes pledge amounts that are paid after the end of the fiscal year. It also includes some 'pre-pays', though not many. We expect at least \$20,000 of "prior year income". Total pledge income is \$894,325.

Expenses:

- Abhi and Sara shared preliminary plans for expenses for FY17, resulting in a deficit of \$147,169.
 - Expecting increase in personnel costs (length of contracts, health insurance, COLA, change in hours/FT/PT status, etc)
 - Planning for increase in worship and Board budgets, among other line item plans.

Both Jack Rogers and Jack Welch expressed concern that the deficit created by the preliminary budget was higher than the \$120,000 target. Rev. Abhi shared that the staff is committed to not raising the deficit. The Board requested that the staff bring two proposals outlining different budget scenarios.

A special Board meeting will be called on May 10 to continue the review of the budget for FY17.

Item 2: GA Delegates

The Board approved the following delegates to GA: Gail Riley, Tom Nixon, Walt Ellis, Jr.

Item 3: Discussion of memo from Nominating Committee

The Board received a memo from the Nominating Committee regarding governance and leadership. The Board held a brief discussion regarding the contents, the work of the Bylaws and Governance Committees, especially in regards to the eligibility of youth membership on the Board and on the Nominating Committee. Clarification is needed regarding any Board policies or decisions of the Board recorded in past minutes of Board meetings. The discussion was deferred to another Board meeting and added to Action Items list.

Item 4: Update on meeting with Jim Klote, capital campaign consultant

Members of the church's finance committees and Board leadership met with Jim Klote, regarding funding options for the upcoming HVAC project. The discussion developed into initial planning for a potential capital campaign. Klote's firm has done recent work for other Washington-area UU churches. He outlined a process and encouraged CLUUC to define its priorities regarding capital needs.

Board discussion and reaction was varied and cautious. The cost of hiring a consultant, as well as the lengthy timeline was of concern. In contrast, one Board member stated that we don't want to lose momentum from the visioning process and the Blumenthal, Phase 2 projects.

Item 5- Concert Reception

Lyn shared a request from Henry Sgrecci, requesting the Board manage the reception for the May 8 concert, put on by the Cedar Lane Music Ministry. This would involve set up, providing food and drink and clean up. The Board discussed pros and cons and concluded it could provide some support to this event.

Board Decisions (include motions passed):

- Dave Hawver moved and Maryann Dillon seconded that the Board approve the continuation of the Rev. Michelle Collins as Interim Associate Minister for Congregational Life and Social Justice, on a 2-year full time contract, starting August 1, 2016.
- Kate Simon moved and Emily Mellgren seconded that the Board approve the following delegates to General Assembly- Gail Riley and Tom Nixon, Walt Ellis, III (youth). The motion passed by unanimous voice vote.

GBP Process Check

Pro	Con
We reminded ourselves to discuss a motion before voting on it.	Board members interrupted each other frequently.
We kept to items in purview of the Board.	

Closing words in musical form were presented by Gwen Warman

Adjournment at 9:30 PM

Calendar Items

1. Saturday April 23rd All Congregational Ministry Team Leadership Gathering
2. May 4- Executive Committee meeting
3. Congregational Conversations as part of Spring B (May 1, 8, 15)
4. May 10- Special Board meeting regarding the budget
5. May 1-22 Spring B
6. May 17- Board Meeting
7. May 22nd Annual Meeting including approval of Vision statement and Vision 20/20
8. June 3-4 Board Retreat (Friday night Chalice House; Saturday, UUC of Rockville)

9. June 5- All church picnic

Action Items:

Schedule Budget Meeting	Lyn	Done- May 10
Create List of GA delegates	Lyn/Kate	
Discuss and respond to Nominating Committee regarding their memo at future Board meeting	Lyn/Dave	
Announce topics of Congregational Conversations (to be held during Spring B) in the eNews and Order of Service	Lyn	
Draft short article for enews regarding offer to Rev. Michelle	Dave/Kate	
Announcement of Congregational Meeting on May 22	Lyn	
Create agenda of Congregational Meeting to present to the Board	Executive Committee?	
Review minutes regarding youth position on the Board or on Nominating Committee	Kate	