

USG BOARD MEETING: NOVEMBER 23, 2014

Board Members Present:

Dennis Strain, Judy Rodes, Ann Schoonmaker, Marina Patrice Nolan, Linda Brunn

Board Members Absent:

Scott Wolkenberg, Craig Miller, Bob Williford, Linda O’Gwynn

Visitors:

Andrea Parry, Gloria Smith, Kent Matthies

Meeting convened at 7:38 pm.

1. Approval of minutes

- a. The October minutes were approved.
- b. At the request of Beth Lazer of MET the September minutes will include the wording of the motions approving the Transformation Team policy and the tribute honoring Edna Jones. The minutes will then be circulated (?) again for approval.

2. Finance Council Charter—Andrea Parry for the Governance and Finance Task Force

- a. The duties of the Council are to provide advice and support to the Board and Ministry Executive Team (MET) on financial matters, and to serve as a monitor and resource on financial matters. The Charter wording has been approved by the Finance Council, MET, and G&M Task Force. The Board approved the wording 5 to 0 after adding that the chair will be jointly appointed by the Board and the MET. (attached)
- b. A document showing the allocation between Governance and Ministry was presented. (attached)
- c. A document showing the SMART goals for G&M was presented. (attached)

3. President’s Report

- a. Daniel Gregoire’s Ordination
A congregational meeting was called for October 2 and Daniel’s ordination was approved unanimously.
- b. Copyright Infringement Claim

The Masterfile Corporation has rejected our settlement offer of \$250. Dave Dearden recommends that we accept their offer of \$500.

c. Focus on Finance Meeting

The informational meeting on November 16 provided information on the various sources of money in the Consolidated Investment Fund, building and grounds expenditures, and a comparison of budget projections with actual expenditures over the past five years. Presentations also included a history of bequests and pledged giving, fair compensation, UUA/JPD fees, and the current budget.

During the question period members raised concerns over the significant rise in personnel expenditures, the lack of information made available to the congregation about the budget, and the financial health of the church. Some suggested that the congregation should approve the budget, as well as changes in the church governance structure.

Board discussion touched on ways of keeping congregants informed, collecting and reporting data on membership, attendance at church services and Sunday school, and participation in adult spiritual development and small group ministries.

4. MET Report

Discussed various means of sharing information by quarterly financial reports, a time chart for budget development, analysis of staffing costs, and tracking attendance at small group ministries and adult spiritual development.

Meeting was adjourned at 9:50 pm.

Minutes taken by Ann Schoonmaker for Bob Williford

Finance Council Charter

Approved by the USG Board of Trustees 11-25-2014

Background: This document addresses the role of the Finance Council under the governance structure that became effective on July 1, 2014. It supersedes the Finance Council Policy of

4.13.2013. “Board” shall mean the USG Board of Trustees. “MET” shall mean the Ministry Executive Team.

Charter of Finance Council: Provide advice and support to the Board and Ministry Executive Team (MET) on financial matters, and serve as a monitor and resource on financial matters.

Duties:

1. Provide the Board advice on estimated income and expenses and other financial factors to assist it in developing budget guidelines and limitations for the MET. Provide the MET advice and support in preparation of the annual operating budget. Review drafts as budget is developed.
2. Prepare a long range (~5 year) financial plan for the Board and revise it annually.
3. Advise Board on and review financial goals and objectives of church. Suggest options to accomplish Board goals.
4. Review preparation of budgets for capital campaigns and expenditure of proceeds thereof.
5. Advise and provide assistance as needed in development and administration of revenue-generating activities, e.g. advising on goals for the annual pledge campaign, developing the financial aspect of any planned giving/legacy program, and providing consideration of 501(c)(3) status, among other activities.
6. Monitor church income and expenditures for operating budgets, special funds and investments, and compare to budget(s).
7. Assure separate tracking of expenditures and income relating to extraordinary items and funds.
8. Support MET in financial reporting to committees and the Board.
9. Monitor and evaluate performance of outside investment manager. Report findings to Board. Recommend instructions to, or changes in, investment firms as needed.
10. Assure an audit of the financial activities of the church on a regular basis. Develop procedure for audits and assure compliance. Report results to Board on an ongoing basis.

11. Develop, review, edit and modify financial procedures for approval by the Board or MET, as applicable. Advise Board on financial policies as requested.

Council membership: There shall be approximately 6-10 members. Seats shall be held for the following:

Chair (jointly appointed by the Board and MET)	CIF treasurer
Board liaison	Building & Grounds liaison
MET liaison	MPC liaison
Treasurer	2 to 4 “at large” members of the congregation