

USG Board Agenda / Minutes

28-May-2019

Attendees: Debbie Ward, Jenn Leiby, Jess Slivak, Eva Finney, Nancy Anderson, Joanne Davis, Kent Matthies, Gloria Guldager

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1. Approve 23-April-2019 Board Meeting Minutes

- **Decision: The April 23, 2019 Board meeting minutes were approved.**

2. MET Report

There is an overall trend of lower participation in church activities. The All Church Retreat has been canceled due to low registration. There was also lower attendance this year at the Service Auction, MLK Day of Service, and at Sunday services as compared to several years ago. Choir is struggling with participation, and we do not have an Environmental Justice team at this time. However, USG is not alone as a faith community with respect to lower attendance and membership, particularly among young people. Our participation trend is consistent with overall trends for religious organizations in the US. However, Small Group Ministry (SGM) remains strong. There are 11 SGM groups with over 100 people enrolled.

The Board discussed potential reasons for decreased participation, including competition for people's time, especially affecting families with young children. Ryan Hurd is actively working to engage this segment of the congregation.

Gale Gibbons and Eric Foster have agreed to serve as new MET members. The search is ongoing for a new Church Administrator. There are two serious contenders.

MET has created a new Mud Policy that provides guidance on keeping the church facilities clean and preserving the grounds.

3. President's Report

Background: see Procedure in Appendix 1

The Committee on Ministry (COM) has created an archive for institutional memory. Active COM members will have access, as well as the minister. The archives will be kept in a locked box in the safe and will consist of summaries of what has been worked on and completed.

4. Minister's Report

The Minister's Report was discussed in Executive Session.

5. Election of Board Officers 2019-20

Nominees for Board officers include:

- Jenn Leiby – President
- Jess Slivak – Vice President
- Sam Stormont – Secretary

Decision: The Board elected the following officers for the 2019-2020 church year: Jenn Leiby as President, Jess Slivak as Vice President, and Sam Stormont as Secretary.

6. Board Approval on B&G Request

Building & Grounds is requesting that the Board approve allowing the owners of a neighboring property (USG members John Riley and Susan Doehring) to construct a new fence in the same location as a former fence that existed many years ago. However, the proposed location of the fence encroaches on USG property. B&G proposes to allow the fence to be constructed encroaching on USG property, but to lease the USG property enclosed by the fence for \$1/year.

Decision: The Board approved B&G's request to allow the owners of a neighboring property (USG members John Riley and Susan Doehring) to construct a fence along

historical lines encroaching on USG property, but to lease the USG property enclosed by the fence for \$1/year.

7. Budget Draft Presentation

Background: See Appendix 2 and accompanying spreadsheet

Income was less than anticipated from the Stewardship Campaign. All budget items that were not fixed costs have been reduced 10-20%. However, due to savings found in insurance expenses, cuts to B&G and soloists were somewhat mitigated. The Board discussed ways to increase income both from stewardship and rentals, especially in light of recently-completed major renovations. MET proposed to form a task force to formulate a plan to increase rental income.

Decision: The Board affirmed MET's proposal to formulate a plan to increase rental income by \$7-10,000 next year.

Assignment: Joanne Davis, Debbie Ward, and Kent Matthies to discuss with Carolyn Cotton formulating a plan to increase rental income by \$7-10,000 next year.

8. 8th Principle Recap & Steps Forward

The Ending Racism Committee is requesting that the congregation vote before General Assembly, which is 19-23-Jun-2019, on whether USG supports the proposed 8th Principle. The vote would need to occur on 16-Jun-2019. The Board discussed what it means to hold ourselves "accountable," which is a question asked but not answered at the 19-May-2019 Annual Meeting 8th Principle discussion. On the UUA website, there is a description of what it means to be "accountable:" <https://www.8thprincipleuu.org/what-does-it-mean-to-be-accountable>. The point was also made that the exact wording of the proposed 8th Principle is not final, and that the vote would be whether or not to support the 8th Principle *in concept*.

Decision: The Board concurred with holding a vote on 16-Jun-2019 on whether USG supports the proposed 8th Principle, but that it be made very clear what exactly is being voted on, and that the UUA link explaining what it means to be "accountable" (<https://www.8thprincipleuu.org/what-does-it-mean-to-be-accountable>) be sent out to the congregation. Part of the same communication will include a mechanism for submission of absentee ballots.

Assignment: Jenn Leiby to request that Eli Scearce draft a clarification on exactly what the congregation is being asked to vote on with respect to the proposed 8th Principle.

Appendix 1: Procedure – COM Archives

Approved by COM 4/25/2019

Approved by Board president Jenn Leiby 5/3/2019

Unitarian Society of Germantown

Committee on Ministry (COM)

PROCEDURE – COM ARCHIVES

Purpose of archives

The purpose of the archives is to provide COM members information that could be helpful in performing their responsibilities. Specifically, as the composition of the COM changes over time, the archives may help the COM protect the congregation by being aware of issues involving specific individuals; provide guidance on how certain issues have been handled in the past; and provide insight into factors that may affect the ongoing relationship of certain members of the congregation with USG.

Form and location of archives

The archives will be stored in paper form in a lockbox located in the USG safe.

Content of archives

The archived material shall be factual and summary in nature and shall be limited to 1) an executive summary and 2) communications or reports that may assist COM members in understanding a situation addressed previously by an earlier COM.

Access to archives

Only current COM members may access the archives. Any current COM member may access the archives. COM members may, at their discretion and as they deem appropriate, share some or all of the archived material with the Senior Minister.

Circumstances when archives may be accessed

When new COM members are appointed by the USG Board, they shall be apprised of the situations documented in the archives. COM members may access the archives in the event they believe that additional information would be helpful to the performance of their duties.

end

Appendix 2: Fiscal year 2019-2020 Budget

Unitarian Society of Germantown



Ministry Executive Team Budget Notes for FY19 and FY 20

FY19 end of the year notes:

For the FY 2019 we are preparing to end the year well. Here are notes on projections and observations.

Income:

We have adjusted the projected pledge line down from \$367,500 to \$350,000. The need to do this remains a bit enigmatic. After we completed our winter Fill the Gap campaign we had raised a total of \$357,000 in pledge commitments for this year.

We adjusted the Service Auction down from \$26,000 to \$20,000. This year's committee worked hard and well. However, the service auction had lower attendance and overall number of people contributing and purchasing items than in past years.

We adjusted rentals down by a total of \$3,000.

Expenses:

Overall all leaders in the church continue to work tremendously hard and effectively in keeping costs as low as possible. At times we actually have to caution against saving money. It is not uncommon to find cases where deciding against spending the money ends up losing us opportunity more than saving. Publicity efforts likely provide such examples.

However, we believe that overall wise prudence has prevailed and almost every area you can examine has saved a bit of money in contrast to what was provided in budget. The biggest savings come from the Building and Grounds Committee. They have graciously agreed to cut their spending by \$6,000. They report that although this cut is not desirable, currently they see no pressing need or crisis requiring money.

Currently one key tough question MET faces is whether we will have the capacity to pay the full \$26,224 budgeted for UUA dues. As of May 21 we calculate we will come up approximately \$4,000 short and only pay \$22,000. If other income and expense items break our way in the coming weeks we can and will increase our payment to UUA before the end of the fiscal year.

Overall

We will finish this budget within the parameters of not exceeding the \$6,263 CIF Transfer to cover the deficit.

PLANNING FOR FY20



As always we intend for this to be a mission based budget. As of this date (May 22, 19) we are approximately \$16,000 short of where we would like to be. Hence, this budget has some income projections that require work and achievement of tasks in order to be realistic.

They are the following:

- 1) Increase of current projection of pledging by \$9,000. (Donor asks to be done by Kent)
- 2) Increase of current rentals by \$7,000 (plan to be made in coordination with Board, MET, B&G and Carolyn Cotton, Rental Coordinator)

This budget also has some challenging reductions in expenses which MET sees as needed to meet our goal of zero deficit spending. They are:

- 1) Reduce Budget and Grounds by \$6,000. This is especially difficult given they requested an increase of \$3,000 in part to pay for new operational and maintenance expenses for elevator.
- 2) Reduce Soloists by \$4,100. This represents a 50% cut in Soloists budget. We would schedule our three, paid professional soloist sing fewer Sundays, not reduce their pay per Sunday. This reduction responds to many board members over recent years identifying this area as a place to reduce expenses if budget gets tight to the point of requiring cuts.
- 3) Reduce UUA dues by \$4,000 (similar to the cut made in actual expenditures for FY19)
- 4) 10%-20% cuts in many program line items. This would not include staff pay, contracts, or utility related costs.

This budget will have zero deficit transfer from the CIF. The board made a resolution during the FY17 when we had approximately \$25,000 of deficit transfer from CIF. FY20 will be the third year following a board directive that MET create budgets with the following amount of deficit transfer from CIF:

FY18 \$12,480

FY19 \$6,232

FY20 \$0

INCOME

As of this writing (May 22) the stewardship team projects a total amount pledged for FY20 will be approximately \$345,000. Kent

We project the Service Auction to generate \$20,000, which is perhaps the new normal.

We project bringing in \$32,000 in rentals

Gloria: We have to plug in a 4% figure ASAP. It really needs to be in this budget draft that goes to the board this month. Can we get it done?

We may have a lower number in the 4% return, but we need to run the numbers.

EXPENSES

Raises for Sexton (\$1.00 per hour), Admin Assistant (\$.50 per hour), and Child Care workers (up to \$15.00 per hour for leads).

\$3,000 salary raise for Director of Spiritual Director

We will continue to pay a portion of our Sexton, Mike Rogers Health Insurance.

We don't yet know what the compensation package will be for the new Church Administrator. It seems likely we won't pay pension due to guideline that pension begins in year #2 of working for a UU organization.

We will now begin to pay pension for Ryan Hurd, as he enters his second year with USG.

We may have a \$3-2,000 savings on insurance, but need to run the numbers.