

## USG Board

### 29 November 2016 Agenda / Minutes

(Minutes in blue text; motions, decisions, and assignments in bold)

**Attendees:** Tom Ott, Eva Finney, Bill Morrow, Michael Campbell, Gloria Guldager, Linda Brunn, Scott Wolkenberg, Dennis Brunn, Bill Dowdall, Beth Lazer

Vote on October minutes – **Decision: The October minutes were unanimously approved**

#### MET Report

- Board discussed the events of the recent USG-hosted Black Lives Matter forum and security implications thereof, especially with respect to future activist activities. It was requested that security for future USG forums and/or activities be a topic for the December 2016 Board discussion.

#### President's Report

#### Agenda:

##### I \*Dennis Brunn & UUPlan

- UUPLAN (UU PA Legislative Advocacy Network) advocates for 6 initiatives (anti-mass incarceration, and economic, environmental, immigration, LGBT, and reproductive justice). A seventh initiative on gun violence has recently been added.
- Individuals can join UUPLAN to provide support. USG UUPLAN individual members would like USG to commit as a congregation to contribute at a level of \$5/member to UUPLAN (roughly \$1500/year for USG). The motion proposes that money would be raised by a Share-the-Plate, followed by outreach to individual members and the USG budget to make up the remainder.
- Revised resolution for Board consideration:
  - **Motion: That the Board of the Unitarian Society of Germantown agrees that we as a congregation should enter into a covenant with UUPLAN (Unitarian**

Universalist PA Legislative Advocacy Network) with a goal to provide UUPLAN with financial support of \$5.00 per member of our congregation for the next 5 years. The total amount would be reached each year through two measures: (1) a Share the Plate donation; and (2) in the case of further need to meet our goal, a donation from the USG budget. In order to ensure full congregational backing, it is proposed that the Board express its endorsement to the congregation and go to the congregation for a vote of the members at the Spring 2017 meeting.

- **Decision: The Board accepts the resolution unanimously.**

II.\*\*Bill Dowdall & Beth Lazer: Treasurer See Request form and attachments below

- Board is being asked to consider reassignment of USG's financial responsibilities as described in the attachments.
- **Motion: that the Board abolish the Finance Council and adopt the new responsibilities for the Treasurer as described in the attachments.**
- **Decision: The Board accepts the resolution unanimously.**

III Change of ByLaws to stipulate minimum financial contribution of Board or Nominating Committee Member

- **Motion: That the Board bring to the congregation a motion to change the ByLaws so that a USG member needs to be a pledging member in good standing to be considered for the Board or Nominating Committee.**
- **Decision: Table the proposal pending consultation with the Nominating Committee.**
- **Assignment: Tom Ott to reach out to Jess Slivak (chair of Nominating Committee) for feedback on the proposed motion that a USG member needs to be a pledging member in good standing to be considered for the Board or Nominating Committee.**

IV Congregation Budget Meetings: December 11 & January 8

- Scheduling conflicts with the proposed budget meeting dates were discussed. The Dec 11, 2016 meeting will be rescheduled for Dec 18, 2016. A second budget meeting will be held on Jan 8, 2017.

- **Assignment: Tom Ott to communicate plans for upcoming budget meetings to Kent Matthies.**

V Policies (see below):

1. Contractors to USG – Policy Requiring Contracts and Reviews
  - **Decision: Item tabled until December 2017.**
  - **Assignment: Tom Ott to contact Building and Grounds (B&G) co-chairs to inquire whether the provision “The contract shall include a termination provision in the event of performance unsatisfactory to USG” will be problematic for B&G.**
2. Committee on Ministry Charter
  - **Decision: Proposed changes to the Committee on Ministry Charter were unanimously approved (see changes below)**

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\* (Dennis Brunn’s Request) Name of person making request: **Dennis Brunn - liaison between USG and UUPLAN; member USG Social Justice Coordinating Council.**

Phone number: [215-242-2099](tel:215-242-2099); cell [609-529-8838](tel:609-529-8838)

Email: [dbrunn@verizon.net](mailto:dbrunn@verizon.net)

Name of group being represented: **UUPLAN - UU PA Legislative Advocacy Network**

**History and background information the church board needs to consider this issue: UUPLAN is a unique vehicle for bringing our UU principles into the public arena of policy debates and decisions at the state level. Each year decisions in Harrisburg directly affect issues of economic justice, environmental issues and human rights.**

**USG members and leaders have been prominent in the formation of UUPLAN beginning**

**in 2006: Rev. Matthies has served as UUPLAN President and later Treasurer and currently serves on the UUPLAN Fundraising Committee. I have served as statewide Director and later as chair of the Immigration Justice Team and currently serve as a member of that same Team. USG member Yvonne Marlier leads the Immigration Team now.**

**Over 30 USG members have made financial contributions to UUPLAN over the last two years.**

**UUPLAN has two part-time staff: a Director and an Administrator. The budget of approximately \$30,000/year comes from individual contributions, congregational contributions, and from grants from the UUA. USG is not yet an institutional member, meaning it has not pledged as a congregation to provide any annual support.**

**I am requesting time to propose to the Board that we include "becoming an institutional member of UUPLAN" by committing to make an annual financial contribution each year to UUPLAN. If the Board approves this concept, I would ask for a congregational vote on this during the Spring of 2017.**

**To what church groups has this been presented? Support? Has it been presented to church staff? Rev. Matthies, Linda Bernstein (MET), and the co-chairs of our Social Justice Coordinating Council (Mel Strieb and Anne Gwynn) have expressed their support for this proposal.**

**Please clearly describe the action you want the Board to take (a proposed resolution may help expedite board action on your request.)**

**Motion: That the Board of the Unitarian Society of Germantown that we as a congregatagrees should enter into a covenant with UUPLAN (Unitarian Universalist PA Legislative Advocacy Network) by committing to provide UUPLAN with financial support of at least \$5.00 per member of our congregation for the next 5 years. The total amount would be reached each year through three measures: (1) a Share the Plate donation; (2) an appeal from UUPLAN to individual USG members; and, in the case of further need to meet our commitment, a donation from the USG budget. In order to ensure full congregational backing, it is proposed that the Board express its endorsement to the congregation and go to the congregation for a vote of the members at the Spring 2017 meeting.**

**Anticipated cost: See above. For example, if the USG membership is 300, the total financial commitment of \$1500/year would most likely include a Share the Plate donation of \$700, donations from USG individuals following an appeal of \$500, with the remaining \$300 coming from the USG budget.**

**Do you wish to make a personal presentation at the Board meeting? Yes. And I would welcome brief remarks on the importance of making our affiliation more formal from Rev. Matthies as well.**

**If so how much time (in 5 minute increments) do you feel you will need? Who should be notified of the Board's action? I believe 10 minutes would be sufficient. If the Board approves this proposal, the Social Justice Council and the church members should be notified and information should be shared prior to the Spring Annual USG Meeting.**

## **\*\* (Bill Dowdall's Request**

**Board Agenda Request Date:**

**November 29**

**Name of person making request: Bill Dowdall & Beth Lazer**

**Phone number: [215-313-4005](tel:215-313-4005)**

**Email: [wpdowd@aol.com](mailto:wpdowd@aol.com)**

**Name of group being represented: MET and Finance Council**

**History and background information the church board needs to consider this issue:**

**Prior to adopting the new governance, developing an operating budget was the major task for the Finance Council. MET is now responsible for the annual operating budget.**

**To what church groups has this been presented? Support? Has it been presented to church staff?**

**Governance and Ministry Taskforce and MET Both support it.**

**Please clearly describe the action you want the Board to take (a proposed resolution may help expedite board action on your request.) We are asking that the Board abolish the Finance Council and adopt the new responsibilities for the Treasure as described in the attachment.**

**Anticipated cost: None**

**Do you wish to make a personal presentation at the Board meeting? Yes**

**If so how much time (in 5 minute increments) do you feel you will need? Who should be notified of the Board's action? 5 to 10 Minutes. It's likely that Board members will have several questions.**

## **Attachment #1**

**REASSIGNED RESPONSIBILITIES OF THE FINANCE COUNCIL**

Draft 07-12-2016

CURRENT FINANCE COUNCIL DUTIES	CURRENT TYPES OF RESPONSIBILITY OF FINANCE COUNCIL	RELATION TO FINANCE POLICY	NEW RESPONSIBILITIES
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.	FOR WHOM: Board WHAT: Operating Budget guidelines HOW: Advice		Board will take the lead in developing budget guidelines in consultation with the Treasurer and with MET
Prepare a long range (~5 year) financial plan for the Board and revise it annually.	Board Financial planning Advice		Board will develop a long range financial plan as needed with the assistance of the Treasurer, MET, and an ad-hoc team to be appointed for this project.
Advise Board on and review financial goals and objectives of church. Suggest options to accomplish Board goals.	Board Financial planning Advice		Board will take the lead in developing financial goals and objectives with the assistance of the Treasurer, MET, and an ad-hoc team to be appointed for this project.
Monitor and evaluate performance of outside investment manager. Report findings to Board. Recommend instructions to, or changes in, investment firms as	Board Investments Monitor and Report	Finance Policy II (Managing Financial Assets) <u>Investment accounts</u> section 2 has this wording	Board will take the lead in monitoring and evaluating the investment manager with the assistance of the Treasurer.

needed.			
Provide the MET advice and support in preparation of the annual operating budget. Review drafts as budget is developed.	MET Operating Budget Support	<u>Developing the Budget</u> section 1e MET “includes the Finance Council in the budgeting process ...”	MET will involve the Treasurer as needed in preparing the annual operating budget.
Support MET in financial reporting to committees and the Board .	MET Financial Reporting Support	Finance Policy IV (Financial Reporting and Communication) <u>Monthly</u> “The Church Administrator and the Finance Council will report the status of USGs finances to MET.” <u>Quarterly</u> “MET and the Finance Council will prepare a report each quarter ...” <u>Annually</u> the Finance Council is responsible for closing the books and distributing year end reports to the Board and Congregation. Finance Council participates in presenting finance info at annual meeting.	<u>MONTHLY</u> - MET will report any extraordinary Operating Budget issues to the Board as part of its monthly report <u>QUARTERLY</u> - MET will prepare a quarterly financial report for the Board <u>ANNUAL MEETING</u> – MET will prepare and deliver an operating budget (year-to-date actual vs. budget) report. The Treasurer will prepare and deliver a report on the status of the Consolidated Investment Fund. <u>YEAR END CLOSING</u> – The Treasurer in consultation with MET will prepare and distribute a year-end financial statement (operating, special project funds, and investments) when the books are officially closed.

<p>Review preparation of budgets for capital campaigns and expenditure of proceeds thereof.</p>	<p>MET Capital campaign budget Review</p>	<p>Finance Policy II (Managing Financial Assets) <u>Special Project Accounts</u></p>	<p>The Board will appoint a Team comprised of the Treasurer and ad-hoc members to review the financial aspects of a capital campaign.</p>
<p>Assure separate tracking of expenditures and income relating to extraordinary items and funds.</p>	<p>MET Extraordinary funds Monitor</p>		<p>This duty seems redundant. Eliminate this duty.</p>
<p>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.</p>	<p>Fund raising Advice/Assistance</p>		<p>MET assumes these responsibilities.</p>
<p>Monitor church income and expenditures for operating budgets, special funds and investments, and</p>	<p>MET All income/expenditures Review</p>	<p>Finance Policy II (Managing Financial Assets) <u>Conducting Operations</u> sections  2 MET shall "keep the Finance Council</p>	<p>MET assumes this responsibility.</p>

<p>compare to budget(s).</p>		<p>apprised of the current financial condition...”</p> <p>5 “if MET determines that the overall budget does not contain sufficient funding... it will work in consultation with the Finance Council...”</p> <p><u>Special project accounts section 6</u> Finance Council determines where remaining funds go for completed special projects</p>	
<p>Assure an <b>audit</b> 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.</p>	<p>Board Audit Manage</p>	<p>Finance Policy II (Managing Financial Assets) <u>Accounts</u> section “Under direction of the Board, Finance Council shall assure.....”</p>	<p>Board will take the lead in assuring an audit on a regular basis with the assistance of the Treasurer and an ad-hoc team to be appointed for this project.</p>
<p>Develop, review, edit and modify <b>financial procedures</b> for approval by the Board or MET, as applicable. Advise Board on financial policies as requested.</p>	<p>Board and MET Policies and procedures Develop</p>		<p>MET will appoint an ad-hoc team to develop financial procedures and update them as needed.</p>

## Attachment #2:

### **USG TREASURER JOB DESCRIPTION** (draft 7-12-16)

#### **OVERVIEW**

The USG Treasurer is an officer of the Society but is not required to serve on the Board of Trustees (Bylaws Art IV, Section 1) and shall not be a member of the Board. The Treasurer is appointed by the Board of Trustees annually and may serve for a total of three annual terms, with the possibility of extending service until a suitable replacement is found.

The Treasurer reports to the Board of Trustees. The Treasurer will maintain ongoing communication with the Board, the Ministry Executive Team (MET), the Church Administrator, the bookkeeper, the Financial Secretary, and others involved in USG's financial operations.

#### **OVERALL RESPONSIBILITIES**

##### OPERATING ACCOUNTS

The Treasurer has the obligation to review USG's financial operations for the operating and special project funds and will work collaboratively with the Ministry Executive Team (MET) in executing this responsibility. MET will have day-to-day administrative responsibility (review, approve and sign-off on income and expenditure transactions) for the operating fund, for special project accounts, and for capital improvement account(s), in accordance with budgetary and procedural requirements. The Treasurer will review bank statements, credit card statements, and monthly financial reports and report any concerns to the Church Administrator, MET and the Board.

##### INVESTMENT ACCOUNTS

The Treasurer has the responsibility to administer the Consolidated Investment Fund (CIF), monitoring monthly reports, depositing funds, distributing funds, allocating the CIF among component funds, and preparing reports for the Board and the congregation.

#### **DETAILED RESPONSIBILITIES**

Receive and disburse monies and ensure proper accounts are maintained for all transactions related to the Consolidated Investment Fund

Review USG's financial operations for the operating fund, special project accounts, and capital campaign account.

Prepare and deliver an annual Consolidated Investment Fund financial statement at the Annual Meeting

Prepare in collaboration with MET and distribute to USG members an annual financial statement (operating funds, special project accounts, and capital campaign account(s)) as soon as possible after the fiscal year books are closed.

Assure appropriate financial accounts and systems and procedures

Provide input and assistance to MET as needed with the following activities

Operating Budget development and financial reporting to Committees, the Board, the Congregation

Cash management (short-falls and/or overages)

Requests for over-budget expenditures

Provide input and assistance to the Board as needed with the following activities

Monitoring the performance of the outside investment manager

Developing a long range financial plan

Developing and implementing an internal audit system

**Additional treasurer background:** RESPONSIBILITIES REASSIGNED TO BOARD, MINISTRY EXECUTIVE TEAM, AND TREASURER

ASSUMING NO FINANCE COUNCIL AND EXPANDED TREASURER'S JOB DESCRIPTION

*(Draft 11/26/2016)*



November  
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V Policies (see below):

1. Contractors to USG – Policy Requiring Contracts and Reviews
2. Committee on Ministry Charter

## Unitarian Society of Germantown

### Contractors to USG – Policy Requiring Contracts and Reviews

All work done by contractors for USG shall be performed subject to a written contract, except in an emergency involving the USG building or grounds as set forth below. The contract shall specify:

- The work to be performed
- The time frame
- Any other job requirements
- The compensation
- The contract shall include a termination provision in the event of performance unsatisfactory to USG.

In the event of an emergency relating to the church building or grounds, the chair(s) of Building & Grounds or other authorized persons may enter into oral agreements for work to be performed, in consultation with the Ministry Executive Team as soon as practical.

The work of all contractors shall be regularly evaluated by the USG staff or volunteer to whom the contractor reports.

## **Committee on Ministry Charter**

*CHANGES RECOMMENDED BY THE GOVERNANCE & MINISTRY TASK FORCE AND THE COMMITTEE ON MINISTRY*

*10.12.2016*

*Addition to first paragraph in **highlighted bold**. Also changed number of members from 4 to 3.*

Reviewed and Approved by the Board of Trustees 7.28.15

The Committee on Ministry is a continuing body whose purpose is to assure the quality of the professional ministry within the congregation. It serves as an advice and support group for the minister and as a means of facilitating communication between the minister, members of the congregation, and staff. It ensures procedures that facilitate conflict resolution, including use of outside consultation when necessary. **It is responsible for the implementation of the Covenant of Right Relations (see Policy to Effectuate Right Relations Covenant, approved by the Board of Trustees 9/27/2016). It also, along with the Minister and the Director of Spiritual Development, comprises the Safe Congregation Ministry Team under the Safe Congregation Policy.** Confidentiality is maintained, with the exception of situations where it would adversely affect the welfare of the church. The committee reports to the Board of Trustees.

The committee consists of **three (3)** members serving staggered three-year terms, one member rotating off each year. Members are recommended by the minister and committee, and approved by the board. Current members of the board or members of the Ministry Executive Team (MET) are not eligible to serve. The committee, with the participation of the minister, chooses its own chair. The chair reports to the board at least annually, with additional reporting as appropriate. The committee meets monthly, although not necessarily in July and August. The committee will provide informal opportunities for feedback from the congregation. The committee will inform the congregation at least annually of its existence, purpose, meeting schedule, and members.