

USG BOARD AGENDA / MINUTES
January 23, 2018

Attendees: Susan Smith , Eva Finney , Michael Campbell, Debbie Ward , Jenn Leiby , Jessica Slivak , Eli Searce, Bill Morrow , Joanne Davis, Gloria Guldager

Guests: Charles Gabriel, Bill Blasdell Bill Dowdall

Absent: Kent Matthies

Approval of December Minutes – The December 2017 minutes were approved.

Assistant Treasurer Appointment – **Decision: Susan Bockius was appointed as Assistant Treasurer**

Elevator Update

Bill Dowdall

John Pron was unable to attend but provided a written statement. See Appendix 1.

- The request for an outside entrance resulted in a plan presented and approved by the Board in Nov 2017. Pricing was solicited thereafter and came back significantly over budget. An outside entrance added significantly to the cost of the project. The elevator Committee met and provided a prioritized list of features to the architect.
- A new design was requested for an elevator that 1) services all 3 levels, and 2) adds additional storage. An outside entrance is no longer part of the request, although the design will accommodate a future additional entrance. Revamping the current entrance to the Assembly Room is still in scope, however.
- A new design and the architect's bid for the reduced-scope project is expected mid-February 2018. Thereafter, the architect will request external bids to obtain additional cost estimates.

Driveway Update

- The original idea for the driveway repair was for a two-way, 20-ft wide driveway that necessitated cutting into the hills on both sides, with retaining walls and paving between the two walls. Because of the fence at the top (near Johnson Street), we cannot do a two-way driveway the entire way.
- The current proposal is that the driveway will be two-way near the parking lot, but one-way (15-16 feet wide) approaching Johnson Street, with pull-offs for passing where there are currently driveways.
- Estimated cost for this new driveway proposal is \$45,000.

Anti-racism Follow Up

Eli and Debbie

- The second task force meeting is this Sunday, 28-Jan-2018. Thereafter, meetings are planned once monthly.
- There are a number of ongoing and planned activities focused on anti-racism work:

1. ERC and White Privilege are providing good programming (speakers, films, discussions, etc.) focusing on exploring individual internal racism and how that affects racism in the external world.
 2. Denomination-focused programming:
 - Connie is focusing on racism in the denomination through a presentation of history of Black UUs and racism in Unitarianism, Universalism, and Unitarian Universalism.
 - The Promise and the Practice Service will take place next Sunday, 28-Jan-2018.
 3. The Task Force will explore where our congregation is in terms of becoming a true multi-cultural congregation. MET is managing a “White Audit” which will examine our church with respect to multi-culturalism (spearheaded by Treva Burger and Sue Stout). The next task force meeting will focus on identifying different elements of congregational life to examine.
 - Several Board members expressed concern about the use of the term “White Audit” and recommended alternative language be used instead, such as “Diversity Audit” or “Multi-cultural Audit.”
- Another group is forming (led by Judy Dederick) and will focus on individual racism and providing a comfortable environment where people feel safe to discuss their own attitudes.
 - The overall goal is to have multiple ways to engage in the conversation and work.

MET Report and YTD Financials – *item deferred*

Background materials: see Appendices 2-4

Follow Up: Church Counsel Recommendations re: Copyright Issue – The Church Counsel recommendations regarding copyrights was circulated in advance of the Board meeting. See Appendix 5.

- Board members should send Susan Smith an email with any questions or concerns about the recommendations.

CIF Representatives/Leaders – **Action: Susan to send Eva the list of CIF funds and USG administering members for inclusion in the minutes.**

- *Completed:* See Appendix 6

Stained Glass Window Repairs – Susan Smith is working with Building and Grounds and others to investigate what is needed to repair the stained glass windows. We do not have the expertise in-house to properly evaluate the work needed.

Kent’s Performance Evaluation – This is a year for a comprehensive review of the minister’s performance. This will be a topic for future Board discussion.

Organ: Three consultants have come to provide estimates of the cost of organ repair.

Appendix 1: John Pron's statement regarding the revised elevator proposal

20 Jan 2018

Bill and Linda-

What I would say:

-I am mainly an academic, but I have been a registered architect in Penna since 1976, had a small-scale, minor, part-time residential practice in years past, so my fingertips were in the real world, and so could counsel and advice 35 years of architecture majors in terms of what to expect.

-it's a practice of putting other people's dreams into some sort of visible form- whether one is talking about a single room or an entire city. And so one goes from visions (and they are cloudlike) to a projection of reality (and reality is tempered by practical needs of users and institutions, money available, existing condition of the site, sensitivity to cultural expectations, the state of the construction industry (materials, workmen, union issues) and respect for both the neighborhood and the planet.

-I compared the process to the conception and birth of a child (clearly influenced by my pediatric nurse practitioner wife). The three stages: 1) the pleasurable, ecstatic moments that result in conception. 2) the long, tough slog of pregnancy (9 months of morning sickness, vomiting, bed rest, the strange distortions of one's body....leading to the necessary pain and screaming of contractions. And 3) after the birth, the enormous happiness of your child having entered the world....always beautiful, always perfect....and completely forgetting the difficulties and pains of the process. It was always worthwhile.

-So, we've been thru stage 1. And, maybe prematurely, we did distribute those images to the congregation, but we did need them to feel enthusiasm over an important church need and contribute to it. And in early discussions with real estate mogul Carolyn Cotton, we both agreed that this was appropriate. When in grad school at UPenn, with Edmund Bacon as my teacher (and he developed a national reputation as the leader of the Phila City Planning Commission, with Independence Historical Park, the restoration of Society Hill, the ideas of Penn's Landing waterfront to his credit. He connected Phila's two train stations (the Pennsy and the Reading) underground as a straight thru terminal and put the Convention Center over the top of them. He saved the Reading Terminal Market and began the shopping mall that is now being renovated on Market Street. He is also the father of actor Kevin Bacon. Nuf said about his credentials, but he taught about how important it is, in a democratic society, to get the people enthused about big, meaningful ideas, and so- get those images and those perspectives and those plans in the papers and on the news casts. But he also said that they are only stage 1: the dreams. The reality will, of course, rarely ever quite match them.

-Another developer friend told me that one thing developers and architects have in common is that each generate lots of possibilities- the place to start and the place to start talking (and getting feedback). And if one out of ten of those possibilities actually moves forward, and if- even then- if it is a good deal less than first envisioned, one is still deliriously happy.

Other issues:

-Everything everything in America- whether its your new sunroom or a city's new highway- takes longer than first expected. I suspect constructors and contractors do

know this, but it make people unhappy to be told this and so they minimize. Fact of life. But, on the other hand, these things are expensive permanent changes and so, feeling like a captive, one just has to accept this fact and not push against it. The worst thing one can do is, say, demand something completed before Christmas, and so it gets rushed, gets sloppily done, gets improperly researched, etc. And so, one spends the next 30 years living with these things, regretting the push and not even remembering why it had to be done by a certain date. Sidebar: right now my condo community is living with a torn-up construction site for a new gatehouse (loaded with connections to all sorts of underground utilities) that should have been done by the holidays. But with the abominable weather and bitter freezing, its far from done. Why would anyone authorize major underground construction in the dead of winter. Should have been put off til spring. And how well are the workmen installing their systems in such dreadful weather conditions. DON'T RUSH IT.

-and finally, no one- not the architect, not the committee, not me- anticipated that the job (which is tiny in square footage, but chock full of mechanicals representing many technical specializations that have to either work together carefully or sequence themselves carefully to stay out of each others way as each system is installed) would be so expensive. Plus, it is not a easy grade-level attachment to the back of a building, but really a narrow, deep hole dug in a very difficult spot to access. And its not freestanding but has complex connections to the walls, foundations and roofs of an existing building. It is no wonder that contractors are conservative about pricing.

-so, where are we? There is the need to cut back on tertiary amenities. The first priority is an internal elevator that connects, the second priority is much needed storage. We expect to have an exterior door, or at least the possibility of placing one in the location of a convenient new window. And, although the grand, welcoming new entry is still in a dream stage and cannot happen in this phase, there is the belief that it will eventually come. Yes, there is some disappointment that we are not getting everything we first dreamed about (but we ARE grown ups), and it will cost more than we wished to spend and will take longer to do properly, but for the vast majority of weekend and weekday usages of all the spaces of the church and all the activities that happen and all the groups that come and go, I know we will still be very very happy with what we have done to alleviate some serious deficiencies to the building. The baby will still be beautiful and we will all be happy for many many years. And we can still look at ways of enriching the outside.

Appendix 2: MET Report

Unitarian Society of Germantown Ministry Executive Team Report, January 2018

MLK Day

Over 500 enthusiastic volunteers working on 30 projects helped make USG's MLK Day a resounding success. Moreover, we project a financial surplus due to generous financial contributions from individuals and organizations. The extra money will be transferred to the special projects account.

As has been true for decades, our USG/MLK Day of Service success comes from the excellent work of dozens of lead volunteers over the course of months. We give special acknowledgement to Connie Simon (Chair) and Carolyn Scott (MLK volunteer extraordinaire) for their tremendous efforts. MET is working to plan for next year's leadership team given Connie will no longer be with USG and Carolyn has requested a reconfiguration of her duties.

We were also very pleased to have arranged for PA Senator Art Haywood to give a special MLK Day of Service award this year to Nancy Dearden for a decade of excellence.

Church Attendance

Because church attendance has decreased over that last several years (see chart below), Rev. Kent has formed a group (Rev. Kent, Jason Bender, Kay Weiser) to review and assess the reasons for this decline. A summary of the group's findings will be presented to the Board in February.

Year	Average attendance, 4-month period September-December
2017	171
2016	201
2015	189 (two church services)
2014	220 (two services)
2013	229 (two services)

Anti-racism/multicultural Issues

MET is currently gathering information from various USG committees and groups to ascertain what current and future plans they have which support anti-racism/multicultural activities.

In addition, MET supports the work of the Anti-Racism Task Force, co-chaired by Debbie Ward and Eli Scarce, established earlier by the Board.

All-church Dinner and Lingelbach Dinner

We are happy to report that Nicole Miller-Marks and Melissa Guerriero have agreed to coordinate the All-church Dinner scheduled for June 16, 2018. Over the past several years, this dinner has been held in March; however, due to the elevator construction and possible disruption during that time, the dinner date has been pushed back.

John Anderson has agreed to coordinate the June 6, 2018 Lingelbach Dinner which honors the most improved students at the school.

Welcoming Team

The Welcoming Team is looking into the possibility of purchasing tastefully designed banners displaying the seven principles. The banners would be hung throughout the sanctuary. MET enthusiastically supports this effort.

Apartment Rent Increase

Rent for the apartment will increase from \$1200 per month to \$1250 per month. Dave Dearden, who prepared the new rental agreement, reported that the tenant responded positively to the new rental fee which will start February 1, 2018.

Operating Budget Update

Two documents will be provided to the Board this month: (1) a summary written by Rev. Kent and Gloria and (2) an official statement from the accountant.

Unitarian Society of Germantown							
FY18 Year-to-date Operations							
	Actual FY18 as of 1.8.18	Budget FY18	Remaining	% of Budget	Projected Year-End FY18	Projected +/-	
Revenue							
4000 PLEDGES/GIFTS/GRANTS			\$ -				
4000.01 PLEDGES & CONTRIBUTIONS	\$ 202,973.33	\$ 360,000.00	\$ 157,026.67	\$ 0.56	\$ 360,000.00	\$ -	
4000.02 SPECIAL GIFTS	\$ 450.00	\$ 16,000.00	\$ 15,550.00	\$ 0.03	\$ 16,000.00	\$ -	
4000.03 SUNDAY PLATE	\$ 3,418.30	\$ 10,000.00	\$ 6,581.70	\$ 0.34	\$ 10,000.00	\$ -	
4000.04 CHRISTMAS PLATE	\$ 1,849.18	\$ 1,800.00	\$ (49.18)	\$ 1.03	\$ 1,800.00	\$ -	
4000.05 MISC GIFTS	\$ 218.00	\$ 250.00	\$ 32.00	\$ 0.87	\$ 250.00	\$ -	
Total 4000 PLEDGES/GIFTS/GRANTS	\$ 208,908.81	\$ 388,050.00	\$ 179,141.19	\$ 0.54	\$ 388,050.00	\$ -	
4010 FUNDRAISING/PROGRAM INCOME			\$ -				
4010.01 MLK FUND RAISING	\$ 500.00	\$ 2,000.00	\$ 1,500.00	\$ 0.25	\$ 2,000.00	\$ -	
4010.02 SERVICE AUCTION	\$ 95.00	\$ 24,000.00	\$ 23,905.00	\$ 0.00	\$ 24,000.00	\$ -	
4010.03 REBATE FUND RAISING	\$ 75.72	\$ 200.00	\$ 124.28	\$ 0.38	\$ 200.00	\$ -	
4010.04 MISCEL. FUND RAISING	\$ 190.00	\$ 500.00	\$ 310.00	\$ 0.38	\$ 500.00	\$ -	
4010.05 CHILD SPIRITUAL DEVELOPMENT	\$ 291.00	\$ -	\$ (291.00)		\$ -	\$ -	
4010.06 ADULT SPIRITUAL DEVELOPMENT	\$ 3,425.00	\$ -	\$ (3,425.00)		\$ -	\$ -	
Total 4010 FUNDRAISING/PROGRAM INCOME	\$ 4,576.72	\$ 26,700.00	\$ 22,123.28	\$ 0.17	\$ 26,700.00	\$ -	
4020 RENTAL INCOME			\$ -				
4020.01 CO-OP NURSERY	\$ 10,125.77	\$ 17,409.22	\$ 7,283.45	\$ 0.58	\$ 17,409.22	\$ -	
4020.02 COMBINED RENTALS	\$ 13,760.39	\$ 25,000.00	\$ 11,239.61	\$ 0.55	\$ 25,000.00	\$ -	
4020.03 HOME SCHOOLING	\$ 10,000.00	\$ 17,600.00	\$ 7,600.00	\$ 0.57	\$ 15,000.00	\$ (2,600.00)	
4020.04 APARTMENT	\$ 6,000.00	\$ 13,800.00	\$ 7,800.00	\$ 0.43	\$ 13,800.00	\$ -	
Total 4020 RENTAL INCOME	\$ 39,886.16	\$ 73,809.22	\$ 33,923.06	\$ 0.54	\$ 71,209.22	\$ (2,600.00)	
4030 CIF FUND REVENUES			\$ -				
4030.01 GEN ENDOW TOTAL RETURN (4%)	\$ 18,274.02	\$ 36,548.00	\$ 18,273.98	\$ 0.50	\$ 36,548.00	\$ -	
4030.02 JUSTICE AND REINVEST FUND		\$ -	\$ -		\$ -	\$ -	
4030.03 SULLIVAN ASSISTANCE FUND	\$ -	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	
4030.04 MUSIC MAINTENANCE	\$ -	\$ 1,882.00	\$ 1,882.00	\$ -	\$ 1,882.00	\$ -	
Total 4030 CIF FUND REVENUES	\$ 18,274.02	\$ 45,430.00	\$ 27,155.98	\$ 0.40	\$ 45,430.00	\$ -	

Unitarian Society of Germantown FY18 Year-to-date Operations								
	Actual FY18 as of 1.8.18	Budget FY18	Remaining	% of Budget	Projected Year-End FY18	Projected +/-		
4040 GEN ENDOW TRANSFER TO COVER DEFICIT	\$ -	\$ 12,526.50	\$ 12,526.50	\$ -	\$ 12,526.50	\$ -		
Total Revenue	\$ 271,645.71	\$ 546,515.72	\$ 274,870.01	\$ 0.50	\$ 543,915.72	\$ (2,600.00)		
Gross Profit	\$ 271,645.71	\$ 546,515.72	\$ 274,870.01	\$ 0.50	\$ 543,915.72	\$ (2,600.00)		
Expenditures								
5000 TOTAL COMPENSATION								
5001 SALARY - COMPENSATION								
5002 MINISTER COMPENSATION								
5002.01 MINISTER SALARY	\$ 30,631.44	\$ 50,116.00	\$ 19,484.56	\$ 0.61	\$ 50,116.00	\$ -		
5002.02 MINISTER HOUSING	\$ 22,400.00	\$ 38,400.00	\$ 16,000.00	\$ 0.58	\$ 38,400.00	\$ -		
5002.03 MINISTER MEDICAL INSURANCE	\$ 3,663.83	\$ 6,812.00	\$ 3,148.17	\$ 0.54	\$ 6,812.00	\$ -		
5002.04 MINISTER DISABILITY INSURANCE	\$ 532.12	\$ 1,062.00	\$ 529.88	\$ 0.50	\$ 1,062.00	\$ -		
5002.05 MINISTER PENSION	\$ 5,303.20	\$ 9,529.00	\$ 4,225.80	\$ 0.56	\$ 9,529.00	\$ -		
5002.06 MINISTER FICA	\$ 0.16	\$ 7,577.00	\$ 7,576.84	\$ 0.00	\$ 7,577.00	\$ -		
Total 5002 MINISTER COMPENSATION	\$ 62,530.75	\$ 113,496.00	\$ 50,965.25	\$ 0.55	\$ 113,496.00	\$ -		
5004 DSD COMPENSATION								
5004.01 DSD SALARY	\$ 25,873.12	\$ 48,050.00	\$ 22,176.88	\$ 0.54	\$ 48,050.00	\$ -		
5004.03 DSD MEDICAL INSURANCE	\$ 2,722.80	\$ 5,103.00	\$ 2,380.20	\$ 0.53	\$ 5,103.00	\$ -		
5004.04 DSD DISABILITY	\$ 289.15	\$ 577.00	\$ 287.85	\$ 0.50	\$ 577.00	\$ -		
5004.05 DSD PENSION	\$ 2,453.28	\$ 4,805.00	\$ 2,351.72	\$ 0.51	\$ 4,805.00	\$ -		
5004.06 DSD EMPLOYER P/R TAXES	\$ 2,303.24	\$ 4,057.00	\$ 1,753.76	\$ 0.57	\$ 4,057.00	\$ -		
Total 5004 DSD COMPENSATION	\$ 33,641.59	\$ 62,592.00	\$ 28,950.41	\$ 0.54	\$ 62,592.00	\$ -		
5006 CHURCH ADMIN COMPENSATION								
5006.01 CHURCH ADMIN SALARY	\$ 28,457.66	\$ 52,850.00	\$ 24,392.34	\$ 0.54	\$ 52,850.00	\$ -		
5006.03 CHURCH ADMIN MEDICAL	\$ 3,957.16	\$ 7,447.00	\$ 3,489.84	\$ 0.53	\$ 7,447.00	\$ -		
5006.04 CHURCH ADMIN DISABILITY	\$ 321.95	\$ 634.00	\$ 312.05	\$ 0.51	\$ 634.00	\$ -		
5006.05 CHURCH ADMIN RETIREMENT/PENSION	\$ 3,241.46	\$ 5,285.00	\$ 2,043.54	\$ 0.61	\$ 5,285.00	\$ -		
5006.06 CHURCH ADMIN EMPLOYER P/R TAXES	\$ 2,310.40	\$ 4,424.00	\$ 2,113.60	\$ 0.52	\$ 4,424.00	\$ -		
Total 5006 CHURCH ADMIN COMPENSATION	\$ 38,288.63	\$ 70,640.00	\$ 32,351.37	\$ 0.54	\$ 70,640.00	\$ -		

Unitarian Society of Germantown							
FY18 Year-to-date Operations							
	Actual FY18 as of 1.8.18	Budget FY18	Remaining	% of Budget	Projected Year-End FY18	Projected +/-	
5056 MUSIC MINISTRY	\$ 2,250.00	\$ 5,000.00	\$ 2,750.00	\$ 0.45	\$ 5,000.00	\$ -	
5058 COMMISSIONS	\$ 3,538.00	\$ 5,700.00	\$ 2,162.00	\$ 0.62	\$ 5,700.00	\$ -	
5060 BOOKKEEPING/ACCOUNTING	\$ 5,966.88	\$ 6,000.00	\$ 33.12	\$ 0.99	\$ 7,430.00	\$ (1,430.00)	
5062 RENTAL SOUND TECHNICIAN	\$ 620.00	\$ 1,500.00	\$ 880.00	\$ 0.41	\$ 1,500.00	\$ -	
5064 RENTAL MUSICIAN	\$ -	\$ -	\$ -		\$ -	\$ -	
5066 CLEANING SERVICES	\$ 14,000.00	\$ 26,000.00	\$ 12,000.00	\$ 0.54	\$ 26,000.00	\$ -	
Total 5050 INDEPENDENT CONTRACTOR - COMPENSATION	\$ 26,994.88	\$ 46,000.00	\$ 19,005.12	\$ 0.59	\$ 47,430.00	\$ (1,430.00)	
Total 5000 TOTAL COMPENSATION	\$ 200,269.84	\$ 372,115.23	\$ 171,845.39	\$ 0.54	\$ 373,545.23	\$ (1,430.00)	
5025 PROFESSIONAL EXPENSES							
5025.01 MINISTER PROFESSIONAL EXPENSES	\$ 3,927.60	\$ 6,625.00	\$ 2,697.40	\$ 0.59	\$ 6,625.00	\$ -	
5025.02 DSD PROFESSIONAL EXPENSE	\$ 1,915.02	\$ 3,250.00	\$ 1,334.98	\$ 0.59	\$ 3,250.00	\$ -	
5025.03 CHURCH ADMIN PROFESSIONAL EXPENSES	\$ 100.00	\$ 2,250.00	\$ 2,150.00	\$ 0.04	\$ 2,250.00	\$ -	
5025.04 MUSIC DIRECTOR PROF EXPENSES	\$ -	\$ 1,750.00	\$ 1,750.00	\$ -	\$ 1,750.00	\$ -	
5025.05 INTERN/CONSULT MIN PROFESSIONAL EXPENSES	\$ 129.70	\$ 1,500.00	\$ 1,370.30	\$ 0.09	\$ 1,500.00	\$ -	
Total 5025 PROFESSIONAL EXPENSES	\$ 6,072.32	\$ 15,375.00	\$ 9,302.68	\$ 0.39	\$ 15,375.00	\$ -	
6000 PROGRAM EXPENSES							
6001 ADULT SPIRITUAL DEV	\$ 3,368.07	\$ 1,000.00	\$ (2,368.07)	\$ 3.37	\$ 1,000.00	\$ -	
6010 FUNDRAISING CAMPAIGNS			\$ -			\$ -	
6010.01 ANNUAL PLEDGE CAMPAIGN	\$ 88.16	\$ 750.00	\$ 661.84	\$ 0.12	\$ 750.00	\$ -	
6010.02 SERVICE AUCTION EXPENSE	\$ -	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -	
Total 6010 FUNDRAISING CAMPAIGNS	\$ 88.16	\$ 1,950.00	\$ 1,861.84	\$ 0.05	\$ 1,950.00	\$ -	
6020 WELCOMING COMMUNITY							
6020.01 HOSPITALITY	\$ 401.13	\$ 1,100.00	\$ 698.87	\$ 0.36	\$ 1,100.00	\$ -	
6020.02 CARING COMMUNITY	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ -	
6020.03 WELCOMING COMMUNITY	\$ 78.98	\$ 1,200.00	\$ 1,121.02	\$ 0.07	\$ 1,200.00	\$ -	
Total 6020 WELCOMING COMMUNITY	\$ 480.11	\$ 2,400.00	\$ 1,919.89	\$ 0.20	\$ 2,400.00	\$ -	
6030 CHILD SPIRITUAL DEV			\$ -				
6030.05 CSD EQUIPMENT & SUPPLIES	\$ 1,409.44	\$ 3,300.00	\$ 1,890.56	\$ 0.43	\$ 3,300.00	\$ -	

Unitarian Society of Germantown							
FY18 Year-to-date Operations							
	Actual FY18 as of 1.8.18	Budget FY18	Remaining	% of Budget	Projected Year-End FY18	Projected +/-	
Total 6030 CHILD SPIRITUAL DEV	\$ 1,409.44	\$ 3,300.00	\$ 1,890.56	\$ 0.43	\$ 3,300.00	\$ -	
6040 SOCIAL JUSTICE							
6040.01 SOCIAL ACTION EVENTS	\$ 216.60	\$ 750.00	\$ 533.40	\$ 0.29	\$ 750.00	\$ -	
6040.02 ENDING RACISM	\$ -	\$ 800.00	\$ 800.00	\$ -	\$ 800.00	\$ -	
6040.03 LINGELBACH DINNER	\$ -	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ -	
6040.04 MLK DAY	\$ 150.00	\$ 2,000.00	\$ 1,850.00	\$ 0.08	\$ 2,000.00	\$ -	
Total 6040 SOCIAL JUSTICE	\$ 366.60	\$ 4,150.00	\$ 3,783.40	\$ 0.09	\$ 4,150.00	\$ -	
6050 WORSHIP ARTS							
6050.01 SHEET MUSIC EXPENSE	\$ 5.50	\$ 600.00	\$ 594.50	\$ 0.01	\$ 600.00	\$ -	
6050.02 PIANO/ORGAN MAINT	\$ 515.00	\$ 1,700.00	\$ 1,185.00	\$ 0.30	\$ 1,700.00	\$ -	
6050.03 SUNDAY SERVICES SUPPLIES	\$ 74.49	\$ 250.00	\$ 175.51	\$ 0.30	\$ 250.00	\$ -	
Total 6050 WORSHIP ARTS	\$ 594.99	\$ 2,550.00	\$ 1,955.01	\$ 0.23	\$ 2,550.00	\$ -	
Total 6000 PROGRAM EXPENSES	\$ 6,307.37	\$ 15,350.00	\$ 9,042.63	\$ 0.41	\$ 15,350.00	\$ -	
7000 CHURCH OPERATING EXPENSES							
7002 BUILDINGS & GROUNDS			\$ -			\$ -	
7003 UTILITIES			\$ -			\$ -	
7003.01 ELECTRIC CHURCH	\$ 4,068.32	\$ 6,000.00	\$ 1,931.68	\$ 0.68	\$ 6,000.00	\$ -	
7003.03 OIL/GAS CHURCH	\$ 1,936.62	\$ 11,000.00	\$ 9,063.38	\$ 0.18	\$ 11,000.00	\$ -	
7003.05 WATER-CHURCH & LODGE	\$ 2,258.77	\$ 3,000.00	\$ 741.23	\$ 0.75	\$ 3,000.00	\$ -	
Total 7003 UTILITIES	\$ 8,263.71	\$ 20,000.00	\$ 11,736.29	\$ 0.41	\$ 20,000.00	\$ -	
Total 7002 BUILDINGS & GROUNDS	\$ 8,263.71	\$ 20,000.00	\$ 11,736.29	\$ 0.41	\$ 20,000.00	\$ -	
7004 BUILDING MAIN/OPER/REPAIR							
7004.01 FIRE/SECURITY SYSTEM	\$ 1,788.80	\$ 3,000.00	\$ 1,211.20	\$ 0.60	\$ 3,000.00	\$ -	
7004.02 GROUNDS/VOLUNTEERS	\$ 367.06	\$ 1,500.00	\$ 1,132.94	\$ 0.24	\$ 1,500.00	\$ -	
7004.03 SNOW & ICE REMOVAL	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	
7004.04 CHAIR LIFT	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ -	
7004.05 EQUIPMENT	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	
7004.06 HEATING MAINT CONTRACTS	\$ 1,066.25	\$ 2,000.00	\$ 933.75	\$ 0.53	\$ 2,000.00	\$ -	

Unitarian Society of Germantown							
FY18 Year-to-date Operations							
	Actual FY18 as of 1.8.18	Budget FY18	Remaining	% of Budget	Projected Year-End FY18	Projected +/-	
7004.07 MAIN/REPAIRS CHURCH	\$ 1,588.70	\$ 27,000.00	\$ 25,411.30	\$ 0.06	\$ 27,000.00	\$ -	
7004.08 MAIN/REPAIRS LODGE	\$ 1,510.00	\$ 1,000.00	\$ (510.00)	\$ 1.51	\$ 1,000.00	\$ -	
7004.09 ROOF	\$ 480.00	\$ 3,500.00	\$ 3,020.00	\$ 0.14	\$ 3,500.00	\$ -	
7004.10 TREES/FIREWOOD	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	
7004.11 PARKING LOT	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	
Total 7004 BUILDING MAIN/OPER/REPAIR	\$ 6,800.81	\$ 55,500.00	\$ 48,699.19	\$ 0.12	\$ 55,500.00	\$ -	
7250 ADMINISTRATIVE/OPERATING EXPENSE						\$ -	
7250.01 PUBLICITY/ADVERTISING	\$ 466.09	\$ 1,500.00	\$ 1,033.91	\$ 0.31	\$ 1,500.00	\$ -	
7250.02 WEBSITE	\$ -	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ -	
7250.03 SOUND SYSTEM	\$ 538.75	\$ 1,100.00	\$ 561.25	\$ 0.49	\$ 1,100.00	\$ -	
7250.04 CREDIT/ACH FEES	\$ 701.51	\$ 750.00	\$ 48.49	\$ 0.94	\$ 750.00	\$ -	
7250.05 BOARD EXPENSE	\$ 97.31	\$ 500.00	\$ 402.69	\$ 0.19	\$ 500.00	\$ -	
7250.06 MINISTRY EXECUTIVE TEAM (MET)	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ -	
7250.07 MAILINGS (GENERAL)	\$ 230.00	\$ 1,000.00	\$ 770.00	\$ 0.23	\$ 1,000.00	\$ -	
7250.08 OFFICE SUPPLIES	\$ 533.18	\$ 1,500.00	\$ 966.82	\$ 0.36	\$ 1,500.00	\$ -	
7250.09 TELEPHONE LAND LINE	\$ 1,860.78	\$ 3,700.00	\$ 1,839.22	\$ 0.50	\$ 3,700.00	\$ -	
7250.10 CELL PHONE MIN/DSD/ADMIN	\$ 1,050.00	\$ 1,800.00	\$ 750.00	\$ 0.58	\$ 1,800.00	\$ -	
7250.11 EQUIPMENT/REPAIR/MAINTENANCE	\$ 128.75	\$ 2,000.00	\$ 1,871.25	\$ 0.06	\$ 2,000.00	\$ -	
7250.12 BANK CHARGE	\$ 223.51	\$ 250.00	\$ 26.49	\$ 0.89	\$ 250.00	\$ -	
7250.13 COMPUTER SOFTWARE	\$ 27.00	\$ 1,000.00	\$ 973.00	\$ 0.03	\$ 1,000.00	\$ -	
7250.14 SUPPLIES-BOOKKEEPER	\$ 56.88	\$ 250.00	\$ 193.12	\$ 0.23	\$ 250.00	\$ -	
7250.15 COPIER EXPENSE	\$ -	\$ 3,765.00	\$ 3,765.00	\$ -	\$ 3,765.00	\$ -	
7250.16 PROPERTY & LIABILITY INSURANCE	\$ 10,789.75	\$ 18,000.00	\$ 7,210.25	\$ 0.60	\$ 19,842.00	\$ (1,842.00)	
7250.17 WORKERS COMP	\$ 1,070.40	\$ 2,000.00	\$ 929.60	\$ 0.54	\$ 1,391.00	\$ 609.00	
7250.18 HOUSEKEEPING SUPPLIES	\$ 778.90	\$ 2,500.00	\$ 1,721.10	\$ 0.31	\$ 2,500.00	\$ -	
						\$ -	
Total 7250 ADMINISTRATIVE/OPERATING EXPENSE	\$ 18,552.81	\$ 42,415.00	\$ 23,862.19	\$ 0.44	\$ 43,648.00	\$ (1,233.00)	
7500 DENOMINATIONAL DUES - UUA			\$ -				

Appendix 4: Notes from Dec-2017 Financials

Notes from the Ministry Executive Team FY18 Year-to-Date Operating Financials (6 month review)

Income:

1. 4000.01 Pledge Income – The 6 month pledge income figure is a good number. Pledge income in November and December were particularly strong. The goal of \$360,000 is known to be ambitious, and the amount pledged remains less than \$360,000, but we will continue to work on this area in the next 6 months.
2. 4000.04 Christmas Plate – The Christmas Eve collection surpassed its projected goal slightly. And we are thrilled to share \$1800+ with PIHN.
3. 4010.01 MLK Day Fundraising – Carolyn Scott did an absolutely outstanding job this year securing sponsors for the 2018 MLK Day of Service. In addition to the sponsors, the Share the Plate collection on the Sunday prior and the Monday collection, MLK Day fundraising will surpass its goal and any funds raised over and above the expenses incurred will be transferred to the MLK Day special projects account to help fund future year initiatives.
4. 4010.06 Adult Spiritual Development (And 6001) – The ASD team had an outstanding first half of the year presenting two very popular meditation events to the wider community. The income shown on this line item is from those workshops. In addition, the expenses for ASD will be higher than budgeted to cover costs for these workshops. The non-budgeted income will cover any additional non-budgeted expenses. MET is working with the ASD on future workshops and hope to structure events in the future to provide some income to USG to cover building use and administrative functions.
5. 4020.03 Home Schooling – We learned in the fall that the Mt. Airy Home School Cooperative has reduced the number of weeks they will use USG for this school year. The projected loss in income is shown here. We will need to cover this loss with other rentals or other income.
6. 4020.04 Apartment – David Dearden has completed communication with our current apartment tenants on a rental increase. Beginning Feb. 1st, the apartment rent will increase from \$1200 to \$1250 per month.
7. Other Income Notes
 - a. Auction - We intend to work closely with the auction committee to help them achieve their income goal for this year. In addition to our traditions means of publicity, the auction team plans to increase their use of social media to promote the auction.
 - b. Starting this month, we have implemented a new program with Vanco to offer “giving by text” to those making pledge payments and contributions to other areas such as share the plate and MLK Day. We know that a lot of people do not carry a lot of cash anymore, nor do they carry their checkbooks, so we hope that the Giving by Text option will allow those folks an opportunity to contribute to USG where they may not have done before.

Appendix 5: Church Counsel Recommendations re: Copyright Issue

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2. Also Member MA Bar
3. U.S. Attorney

ATTORNEY CLIENT PRIVILEGED COMMUNICATION

November 30, 2017

VIA E-MAIL Susan Smith <susanbsmith11@gmail.com>
Susan Smith, President of the Board of Trustees
Unitarian Society of Germantown
6511 Lincoln Drive
Philadelphia, PA 19119

Re: POSTING WORSHIP SERVICE MATERIAL ON YOUTUBE

Dear Susan:

I have been asked to provide advice to the Board concerning the risks to USG from the posting of videotaped material that is recorded during USGs Sunday Services and then posted on the Internet via YouTube.

I have asked those who upload videotaped material to the USG YouTube account to keep that material private and not post it to the public USG Page or the USG Website until the Board has a chance to consider my advice, obtains additional input if required and decides on a course of action.

I. USGs Use of YouTube:

Since at least 2012, sections of USGs Sunday Service have been videotaped and musical selections have been uploaded to USGs account on the YouTube server. At the present time, there are approximately 1800 recorded events on the USG YouTube channel, which is "USGUUTV." USGs YouTube channel is accessed via the "video manager" area of the channel and recorded material may be classified by those with administrator rights in one of three ways: a) Private (only specific individuals may view the video); b) Unlisted (only those with the video link may view the video-it does not appear in a YouTube search for the topic or title); and c) Public (anyone may view the video and it can be searched by name, title or "tags" included in the video listing).

Most of the USG videos are public. Anyone may view the videos that are posted to the public section of the USGUUTV site. USG has approximately 125 "followers" who receive a

Appendix 6: USG Current CIF Funds

USG CURRENT CIF FUNDS

General Endowment Fund Percentage of earnings support operating budget. Also used to support Long range financial health of the church by meeting emergencies and supporting special projects.

Memorials Fund Bill Dowdall (chair), Scott Wolkenberg, Rudy Sprinkle

Used for capital rather than operating expenses

Music Fund Reflects a gift received over 30 years ago for on-going organ repairs following a major organ renovation. Now used to pay for instrument tuning. Music Committee (Andrea Parry, Linda Smith) is not involved; Mark Daugherty weighs in as needed. If fund were to be used for other special purposes, Board would need to appoint an oversight committee.

Sullivan Assistance Fund Norman Matlock (chair), Sandy Campbell, Jim Salom

Established via bequest to USG members in need and without other sufficient resources. Disbursements are confidential.

Nicky Brown Fund Shawn Miller (chair), Lida Holota, Ingrid Brown

Established in memory of Ingrid and Bob Brown's son to provide educational support to USG members. Small grants are made with earnings consistent with the total return formula. Education funds donated in memory of Jack Armstrong were combined with this fund.

Defunct Funds

Eliza Justice Fund Time limited; now closed

Sullivan Library Fund

Established by will of Reverend Sullivan's widow for library maintenance. After receiving approval of PA Attorney General's Office, balance was used to fund the Sullivan Chapel renovations