

UUCF Board of Directors Meeting Minutes May 16, 2023

Call to Order: 7 p.m., May 16, 2023

Presiding: Susan Bennett

Secretary: Victoria Maldonado

Attendees: Susan Bennett, Lydia Lewis, Stacy Casey, Victoria Maldonado, Kaye Cook, Megan Reynolds, Meredith Carr, David Addis, David Michael, Rev. Christin Green, Rev. David Miller,
Left at 9:02 p.m.: David Culp, Gayathri Tillekeratne, Mark Monson

Chalice Lighting: Susan Bennett

Check-In: All

Budget: Rev. David Miller, Gayathri Tillekeratne and David Culp

- Board discussed the personnel budgets at length.
- Each board member selected their preferred personnel budget scenario in an effort to reach consensus.
- The board requested a final budget proposal, which will be voted on via email.

Ministers Report: Rev. David

- HVAC broke in an office in Sienna School, repair costs to come out of Capital Reserves. Raccoon in the walls of the Sanctuary, pest control needed.
- Jun. 11 memorial service for son of Sollenbergers at UUCF.

Treasurer's Report (sent via email): David Michael

- April 2023 Financials (Gayathri's summary to the Financial Oversight Committee): In April, operating expenses exceeded revenues by about \$7,000. The main reason for this shortfall is the drop in pledge revenues. However, the year-to-date excess of revenues is about \$10,000, which is about \$72,000 ahead of the year-to-date budget. Few things to note:
 - Pledge income is about 19% less than the monthly budget but more than 8% ahead of year-to-date.
 - Plate collections are more than double the monthly budget. I attribute online recurring donations in addition to passing out the plate to the continued success of this revenue stream.
 - Rental income is steady.
 - Auction income is three times more than the monthly budget of \$2,000 and \$8,000 year-to-date.

- Cedar Lane reimbursement check for social justice coordinator did not get to us before the end of the month so the other revenues are less than the budget and year-to-date.
 - Expenses are in line with the budget.
- Fund balances are as follows,
 - Operating reserves \$224,000
 - Capital reserves \$36,000.
 - Special projects reserve \$133,000 (restricted)
 - Reach capital campaign funds \$111,000 (restricted)
 - Operating account \$37,000
 - Custodial account \$92,000 (pass through)
 - Endowment account \$476,000 (restricted, balance as of Mar. 31)
- Legacy Society Brunch - A very successful brunch for current and recently joined Legacy Society members was held on Sun., May 7. Thanks to Future Giving Chair Steve Gold and the team (Betsy Bicknell, Laura Richardson, Grace Meininger, Stacy Casey and Vicky) and to Rev. David for his inspiring remarks. Special thanks to Stacy Casey for coordinating this relaunched annual event!
- Annual Giving Campaign (AGC) - Heartfelt thanks to Generosity Team Chair Pete Krone and the entire Annual Giving Team for leading a very strong campaign, resulting in revenues of \$812,775 from 330 pledge units. While this is a decline from the previous year's \$832,862 from 343 pledge units, the team's efforts certainly raised considerably more funds than would have otherwise been raised. Special thanks to Rev. Christin Green for her ongoing participation, (AGC) kickoff sermon and behind-the-scenes contacts to those who reduced pledges or declined to pledge. The team's efforts included the mailing, board president's message, sermon, five exceptional congregant testimonials, pulpit talks from the chair and follow-up emails, calls and texts from AGC and board members. Thanks to all who were part of this effort.
- Auction - The most successful Auction party ever had 265 bidders, 200 items and raised over \$66,000 (gross) and \$58,000 (net) income for UUCF. Just under \$4,000 remains as accounts receivable, which is expected to be collected in the coming days. Special thanks to Chair Laura Richardson, Grace Meininger and board members Meredith Carr and Megan Reynolds for leading teams/volunteer efforts, as well as to all of the team leads and 100+ volunteers and staff who made this a record-breaking and memorable event.
- A Second Fundraiser —David Michael met with co-chairs of the Chili Cook-off (Suzanne Leonard, Kathy Smerke, Megan Reynolds and Jenny Holliday) and others to brainstorm ways to relaunch this event (scheduled for mid-November) as a smaller fundraising

activity, while building on the traditional joy and family fun of this event. Lots of viable ideas were offered (including using our Auctria platform), and David will reconnect with the group soon.

- Employee Retention Tax Credit (ERTC) Update — Still waiting on an anticipated refund of the ERTC previously filed.
- Endowment Fund Grants — We had a successful first year of the board's administration of endowment fund proceeds. Four member grants were made this year (three in November and one in March). The board also approved funds for staff computers under the "unanticipated essential congregational needs" clause of the Endowment Fund Management Policy. Any remaining balance as of Jun. 30 will be added to capital reserves, as per the policy.
- Financial Sustainability Subgroup — The board's subgroup (Susan, Meredith, Vicky, Stacy and David Michael) met in April and summarized efforts undertaken to rebuild the "financial infrastructure" at UUCF this year, including the Auction Team, the Generosity Team/Annual Giving Campaign, Financial Oversight Committee, Board Dashboard and other efforts.
- Budget Development — The budget process is ongoing. This year's experience can inform opportunities to create a budget process that is transparent, data-driven and efficient.
- Capital Campaign — No further discussions since the initial meeting in January that brought together board members and leaders of the Reach Campaign held in 2013. This will be a priority in the upcoming year.

Process Observer: Megan Reynolds

- We have been demonstrative, we had hard conversations and we spoke up to assist with the process.

Next Meeting: May 23, 2023, 7 p.m., in person in the Library or via Zoom

Chalice Lighting: Kaye Cook

Adjourned: 9:50 p.m.