

Board Meeting Minutes for June 2019

Unitarian Universalist Church of Chattanooga

Present: Nicky Ozbek, President; David Benn, VP Resource Ministry; Connie Cowherd, Secretary; Lynna Ruth Standridge, Treasurer; Mandy Cowley, Church Administrator.

Absent: Bart Solomon, Past President

Guests: Incoming Board members: Wendy Sapp, President; Chen Zhang, President Elect; Emily Sartain, VP Religious Education (RE); Jon Littlefield, VP Outreach; Christian Horvath, Treasurer Elect; Roger Davis, Secretary. The seat for VP of Congregational Life is vacant.

Meeting called to order by Nicki at 6PM

Chalice lightening and opening words by Nicki Ozbek. Everyone checked in.

Minutes: Connie makes a motion that May minutes be approved as submitted. Dave seconds, the motion passed.

Treasurer's Report: Lynna Ruth reviews her report – see attached report. Lynna Ruth makes a motion to move line item 2018/2019 surpluses to maintenance to cover over budget spending for the projector. Dave seconds. Motion approved unanimously.

Religious Growth Report: No report

Outreach Report: No report

Congregational Life Report: No report

Resource Ministry: David Benn reports the installation of the new projector is completed. Construction of a storage cabinet for sound equipment continues. He is checking into gradually replacing all lights with LED bulbs. Dave working with Bill Derrickson on obtaining bids to replace downstairs windows with double paned windows. An anonymous donor will make up the difference in cost of windows and funds raised by recent auction, four to five thousand dollars.

Decision Items:

1. New Board members decided to continue meeting on the 3rd Tuesday of each month at 6PM.

Informational Items:

- 1: Nicki recommends an **ad hoc committee/task force to review Bylaws** and make recommendations to the Board of needed updates. This will be a short-term commitment. Wendy suggest such a committee be ongoing.

There is no policy regarding installation of a new minister. Wendy will talk to Minister Mandy to find out what she has in mind for Ordination. Further action will be taken after Minister Mandy arrives.

2. Nicki ask for a member of the Board to **volunteer to review/update policy for outside rentals**. As VP of resources Dave recommends someone take over the outside rentals other than the VP of Resources. Following discussion, a group consisting of Chen, Christian, Jon and Mandy will meet to accomplish this task and report back to the Board.

3. The Board will take back the responsibility of **scheduling of Sunday Board Reps** from Mandy.

4. Board_Member_On-Boarding

a. **Board Rep Schedule** for July/August/ September distributed.

b. **Emergency Call List** - provided to members of new Board, see **Implement Weather Policy**.

c. **E-mail addresses** for Board as a whole and individually will be updated.

5. **Board pictures** will be taken at next Board meeting on July 16th.

Pictures for church directory will be taken on August 18th, our settled minister's first Sunday in the pulpit.

6. **Quarterly Council Meetings (calendar and strategic planning)** – dates set for Council meetings: July 20th and September 14th. All council meetings take place on a Saturday from 9AM until 11AM, eastern time.

7. **Training for Board** – Wendy ask Board Members to read the Governance book reviewed by previous Board. Each new Board member will review a chapter and present to the Board during a regularly scheduled Board meeting. A couple of chapters will be presented at each monthly meeting. Roger agreed to review and present the Chapter 1 and Christian will present Chapter 2 at the next Board meeting on July 16th.

Policies past: None

Electronic votes:

a. May 29th Marian Kern received a request from Franklin McCallie to rent the church for a political fundraiser. If we agree, UUCB would be obliged to rent to all political groups with similar request. Following discussion, the Board voted unanimously no this request.

b. June 11th Sally Piexoto request use of the church for a Depression Peer Support Group. Sally provided a description of the group's purpose, guidelines, and FAQs. She will serve as the facilitator and administrative contact. Each participant will sign a waiver. Lynna Ruth moves we agree to this request. Connie seconds. Motion passed unanimously to deny this request.

Actions taken:

- a. 2018/ 2019 budget surpluses moved to maintenance budget.
- b. Board will take back responsibility of scheduling Board Reps from Mandy.
- c. Ad Hoc committee formed to review/update Policy for Outside Rentals.

Quick Report Items: Pictures August 18th which is our Minister (Mandy) first Sunday in pulpit.

Next Board Meeting - July 16th at 6PM

Board Rep Schedule: July 7th – Nicky & Jon; July 14th - Wendy & Emily; July 21st – Lynna Ruth & Chen; July 28th – Nicky & Roger; Aug 4th – Dave & Chen; August 11th – Emily & Jon; Aug 18th – Lynna Ruth & Christian; Aug 25th – Wendy & Roger; Sept 1st – Dave & Emily; Sept 8th – Nicky and Jon; Sept 15th Lynna Ruth & Christian; Sept 22nd – Roger & Wendy; Sept 29th – Dave & Chen.

Opening and Closing words next meeting: Wendy

Closing Words: provided by Nicki

Meeting adjourned – 8:30 PM

Respectfully submitted,

Connie Cowherd, Board Secretary

July 15th, 2019

TREASURER'S MAY REPORT

Treasurer's Report

May 2019

Balance Sheet (Assets and Liabilities)

- 1) The Fidelity T-Bills have been updated in the current spreadsheet as of the end of May. See below for correct balances. A transfer of \$425.00 was made to the general fund from Duncan T-bills.
- 2) The profit from the Service Auction was \$8,332.24, assuming no further expenses are submitted. Funds were transferred from Temporary Fundraiser (2304) as follows: to Equipment Reserve (3222-501) to cover refrigerator, \$300.45; to Fundraiser Income (4100-700) for inclusion in general operations, \$2,199.45; to the Fundraiser Auction (3631-703) for use in purchasing downstairs windows, \$5,832.24. Equipment Reserve now shows a zero balance. Fundraiser Auction had a previous balance of \$46.07, from the auction a few years ago, and now shows \$5,878.31.
- 3) The balance of the Ministerial Search/Sabbatical reserve account ((3245-406) was reduced by \$6,300, leaving a balance of \$3.88. The \$6,300 was added to the budgeted amount for the Search Committee's expense account (6050-406), as promised earlier in the year.

Income/Expense Statement (Incoming versus Outgoing Cash)

- 1) The current year pledges (Account 4030) for May totaled \$9,472.84, bringing the total for year-to-date to \$159,189.05. Compared to year-to-date budget, we are ahead by roughly \$2,200 (rounded). Compared to prior year, we are behind by about \$4,300.
- 2) Two checks (6009 and 6090) from 2017, which never cleared the bank, were voided. At least one more check will be voided and re-issued in June.
- 3) We did receive 2 cell tower payments this month, but the second one was posted to June (I hope).
- 4) The Ministerial Search Committee (6050-406) has spent a total of \$9,972.41 to date, leaving a budgeted balance of \$5,327.59. There are still one or two expenses to cover plus the Installation Ceremony. Whatever is left over could be used for Rev. Mandy's move or held in reserve for Sabbatical.
- 5) As noted above, the Duncan T-bills (4516) added \$425 to the May income, while the Service Auction added \$2,199.55 (4100-700). The latter addition represented the \$2,500 promised to general operations, less the \$300.45 needed in Equipment Reserve (3222-501) to pay for the new refrigerator. The Sierra Club also had a Special Rental (4711) of \$450.00.
- 6) On the expense side, we are slightly over budget for Administrator salary and benefits, due to extra hours added after the budget was listed. Also running slightly over budget are Coffee Hour (6120-400), Membership (6150-302), Repairs / Maintenance (6325-500), Postage (6440), and Credit Card / Paypal fees (6506).
- 7) Payments to the UUA annual program fund have been completed for this fiscal year.

- 8) Total income = \$15,893.75. Total expenses = \$16,483.22. Excess expenses over income (i.e., “loss”) for month = \$589.47. As of now, year-to-date revenue exceeds expenses by \$32,822, compared to \$426 for the same time last year. Total expenses have decreased \$24,752, compared to this time last year.
- 9) As noted last month, projecting historical income and expenses suggests we will end the fiscal year with a surplus of \$25,000 - \$30,000. Of course, this totally depends on actual income and expenses in the final month of the fiscal year, which historically tended to be high in expenses.

Endowment

Total value on May 31, 2019, was \$96,605.52, which is a loss of approximately (i.e., rounded) \$2,855 for the month, but a gain of \$5,635 for the year-to-date.

Fidelity T-bills

The total of the Fidelity T-bills is \$59,622.18, which represents a decrease in value of \$282.50 from last month, after \$425 was transferred to our general fund. Of that \$59,622.18 remaining, \$15,000 belongs to the Duncan endowment (maturing 8/15/19). The non-Duncan balance of \$44,622.18 is spread among two T-bills (\$44,000, also maturing 8/15/19) and a cash account (\$622.18), which receives the interest, dividends and increases in the value of the investment.