Minutes for UUCSF Board Meeting

April 12, 2018

Persons present:

Pam Wittenberg

Sue Penny

Ingrid Krinke

John Andrews

Tip Brolin

Carl Wittenberg

Rev. Kimberly Quinn Johnson

The meeting was called to order by Pam at 7 PM.

Agenda:

1) Chalice Lighting/Reading/Check-in.

2) Consent Agenda:

a) March Board Minutes (e-mailed on 3/11/18)

b) Minister’s Report (attached)

c) President’s Report (attached)

d) Treasurer’s Report (attached). *John noted two additional items relative to the Treasurer’s Report:*

* *He expects an exact accounting of Paul Berman’s bequest next week.*
* *Kimberly’s long-term disability policy (1% of salary and housing in Kimberly’s contract) and life insurance (unspecified amount) have apparently not been activated since they are not being charged to our account. The amount for life insurance in Kimberly's contract is not specified. Ingrid is investigating with the UUA what is normal for this and will inform us of the cost. It was emphasized that we need to get these policies in place as soon as practicable.*

*The consent agenda was approved by unanimous vote.*

3) Old Business

1. The tree has been removed.
2. John, Martha, and Pam met on 3/30 to begin drafting a Letter of Call/Minister’s Contract using Kimberly’s existing contract, the latest 2012 UUA Joint Recommendations on Ministerial Agreements, the UUA July 2018-June 2019 Geo Index 6 Salary Recommendations, as well as the unofficial 2018 Major Changes: UUA/UUMA Recommended Ministerial Agreement for reference. John, Martha, Carol, and Pam will meet again on 4/27 to go over the first draft before presenting it to the Board and Kimberly. There will be a fee for the Criminal Background Check as recommended, to be budgeted for this fiscal year.
3. Re Endowment Committee, there appears to be one more person to ask to form a complete committee.
4. A new 1-year renewable lease, including a 2% increase starting this summer, was given to Martha (liaison) to present to Rainbow Preschool.
5. Children’s Peace Choir with Nancy Remkus is scheduled to begin Thursday, 4/19/18, 5:30-7, and volunteers are from UUCSF. The board agreed to sponsor and pay for this event through the end of this fiscal year. Nancy was interviewed for the local newspaper.
6. LIAC “Small Congregation” meeting, Jamesport, 4/15/18, noon. LIAC is requesting us to choose a date for other small congregations to visit us and talk about our particular challenges. *Pam noted that the meeting will be from 3-5 PM on May 20 at the UUCSF.*

4) New Business:

1. Carl Wittenberg, Chair of Finance, will discuss the proposed budget prior to the congregational budget hearing meeting tentatively scheduled for May 6, 2018 (Board to agree, put on calendar, make congregational announcement). Board will discuss a budget price for Kimberly’s upcoming Installation Celebration to be included in the new fiscal year with proposed dates. *Carl and the board discussed each item in the proposed budget. The following items were noted:*

* *We made need to add consideration for Kimberly's future sabbatical. This requires further consideration. Pam has the lead.*
* *John will provide the breakdown of Kimberly’s ordination costs so we can assess the budget for her installation.*
* *Funding for major maintenance items, e.g., new roof, painting, etc., will be handled by drawing down the Endowment Fund instead of setting aside an annual amount.*
* *It was agreed that all of the speakers at our services would be offered $250 unless there is reason to deviate. It was decided not to include the “Handel sing” in the budget.*
* *$1,500 for evening services can be deleted as it is a duplication.*
* *Kimberly will check Kelly’s pay status and raises.*
* *Pam will find out from LIAC the amount of our annual fee.*
* *Funding of the children's chorus (RE budget) will be contingent upon the interest shown during the remainder of this fiscal year. We need not fund this for 52 weeks in any event and thus can delete $3000 from the proposed RE budget.*
* *Kimberly noted that she wants us to consider raising her salary more than the 5% that is in the proposed budget.*
* *Carl will make changes to the draft budget and re-send it to the board and the finance committee.*

1. Board, Finance (and Committee on Ministry?) to meet on Thursday, 4/26, 7-9:pm, to go over information learned at retreat.
2. Tip’s dialogue with Rev. Ned Wight and Ned’s agenda for PB Day. Decision about type of breakfast to provide and funds needed. What types of beverages and dessert to provide and funds needed. Lunch will be potluck. Designate lunch organizer. *MTG 4/26 7-9 pm to review PB day results. Agenda approved.*
3. Suggested changes to Bylaws and its Supplemental Endowment Provision 2012 drafted by Tip, Mark, and Pam (attached) and to be reviewed by the Board before the May 10 Board meeting so that it will be ready to bring to a vote by the congregation at the Annual Meeting on June 10.
4. Iftar event is scheduled for June 7. Will we be asking guests to donate $? *Yes. Ken Dorf is handling this. We will use $450 from the reserve to pay for this help.*
5. General Assembly, Kansas City Convention Center, June 20-24, 2018. Who is going? *Kimberly.* Who are our two delegates for voting purposes? *Pam put request in Bulletin.*
6. Kimberly’s evaluation. *The evaluation is due at end of June and will be handled procedurally the same as the previous evaluation was handled. Kimberly will send blank forms and the previous evaluation to the board for information.*
7. Does the Board want to continue for another three months with WLNG for $175? Our first 3-mo period runs through mid-April. The contract renews itself automatically unless it is cancelled. *It was agreed that we would hold off for a month until we have more information. Several suggested that advertising on WPPB (88.3FM) may be a better choice then advertising on WLNG.*
8. Board to approve temporary sign to be placed in public space on Scuttle Hole Road (mock up will be shown at meeting). *The mockup was not available. Kimberly will send a photograph to the board by email so that we may assess it.*

* Board to approve keeping the recycling bins under the counter in the kitchen, along with the paper and plastic recycling bins, which will involve reconfiguring. *This proposal was agreed to. (Subsequent to the meeting Carl Wittenberg suggested that keeping batteries and florescent bulbs, both of which contain toxic materials, in the kitchen may not be appropriate. This subject will be discussed further at the next board meeting.)*

To be discussed after Annual Meeting:

a) The showing and selling of art in our meetinghouse and whether UUCSF needs a policy concerning monies exchanged.

b) Conversation re Congregational Covenant for the Fall.

The meeting was adjourned at 9:05 PM.

Attached:

Minister’s Report

Proposed bylaw changes

President’s Report

Treasurer’s Report

Kimberly Quinn Johnson

Unitarian Universalist Congregation of the South Fork

**Minister’s Board Report**

April 12, 2018

**Developmental Goals / Big Picture**

This year, we are tackling two of our congregational goals:

1. Improving our community building and care for each other
2. maintaining our financial stability

**Membership, Fellowship**

I created a Facebook “Group” for our congregation: [UU Congregation of the South Fork](https://www.facebook.com/groups/982782548550827/). With recent changes to the way that Facebook treats “Pages” our congregation’s Facebook page will no longer show up on individuals’ Facebook feeds. The Facebook group is a way for members and friends to continue to be connected on Facebook. Everyone is encouraged to join and to invite friends.

**Stewardship**

I met with the Finance Committee as they considered a draft budget for next year (FY 2019). Our conversation noted that even as our expenses increase every year, we do not consistently ask our members to increase their pledge each year. As we consider the congregation’s long-term financial health, we will want to integrate stewardship more fully into the life of the congregation. Specifically, we should consider stewardship in the context of pastoral care and membership.

**Administration**

As Kelly’s schedule, outside of the congregation, becomes more full, she is considering coming in once a week, instead of twice as she does now. Kelly is confident that she can still do all that we ask her in one, longer, day. This change will mean an adjustment to the rhythm of announcements and mailings.

**UUWorld**

This month, I am participating in a few UU events. On April 15, I will be participating in the Installation of Reverends Anya and Scott Sammler-Michaels at the UU Congregation at Montclair, in NJ. Participating in local/regional clergy events is a professional responsibility and builds connections among congregations in the region.

I have been part of the planning team for the BLUU Revival, in Kansas City; April 27-29. The goals of the revival are two-fold: first, to create an opportunity for Black UUs to gather in worship and fellowship. Second, we are gathering in Kansas City, in advance of UUA General Assembly to be a part of relationship building with local grassroots activist groups.

Finally, I will be a participant in the UUCSJ Border Links – Immigration Justice experiential learning journey. The trip, with our UUCSJ partners in Tucson is a weeklong immersion experience that explores the realities of the injustices and the community responses at the US/Mexican border. I hope this trip will inform my leadership in our congregations immigration justice work.

**Community Outreach**

This month, we concluded our discussion of *Just Mercy* by Brian Stevenson with a viewing of *Rikers: An American Jail*. Our viewing and discussion included conversation with Cadeem Gibbs, an activist and educator who was incarcerated on Rikers Island. The program had a 15-20 people present (far short of the 50 people usually expected from the filmmakers when sending a speaker). While we did collect signatures in support of NY A. 3080/S. 4784; Humane Alternatives To Long-Term (Halt) Solitary Confinement Act, the program has not inspired any long-term commitment to working toward criminal justice reform.

On Sunday, April 1, I represented our congregation at the Bridgehampton Community Sunrise Easter Service. Also participating were, Rev. Peter Sulyok of The Presbyterian Church of Bridgehampton and Rev. George W. Dietrich of the Incarnation Lutheran Church. Rev. Dietrich is new to the community.

We received a ‘Thank you’ from Project MOST for our donation of $510. Project MOST services over 400 children ad youth in the town of East Hampton, through their 2 after school programs, a summer leadership program, and leadership training for 45 teenagers.

We received a ‘Thank you’ from the Center for Ethical Living and Social Justice Renewal for our gift of $160. We have supported their work which includes dialogues about systemic racism and solidarity for hundreds of participants.

We received a ‘Thank you’ from the UUA for our contribution of $327 to The Promise and Practice of Our Faith to support the work of Black Lives of Unitarian Universalism.

**Social Justice**

We are being invited and encouraged to join the [Poor People’s Campaign: A National Call for Moral Revival](https://poorpeoplescampaign.org/). This new iteration of the Poor People’s Campaign—revived 50 years after Rev. Martin Luther King initially called for a national Poor People’s Campaign—aims to unite people around the country towards actions to end poverty, racism, and militarism. The UUA is an official endorser of the Poor People’s Campaign. Congregations can commit to this campaign [here](https://docs.google.com/forms/d/e/1FAIpQLScSMBTYJpR1yKWQFE5OsXe5DSuynS73KFdU22cxTxXvK3RENQ/viewform). In NY State, the campaign is being coordinated by the Labor Religion Coalition of NY State. The campaign is calling for all congregations, clergy and faith leaders who can, to participate in actions both in Washington, DC and in state capitals from May 13-June 23rd.

**Lifespan RE (Adult, Youth, Children)**

Our new children’s Peace is on schedule to begin later this month—Thursday, April 19. We expect the program to run on Thursday evenings through the end of the spring.

**My Ministerial Development**

It is time again to begin completing my annual evaluation for UUA Preliminary Fellowship. The evaluation, due July 1, includes evaluations from minister, Board of Trustees, Committee on Shared Ministry, and mentor. We will need to schedule a meeting for the minister, Board and COSM to review our respective evaluations before submitting to the UUA.

Proposed Changes to October 2015 Bylaws

from Pamela Wittenberg and reviewed by Tip Brolin

4. DENOMINATIONAL AFFILIATION

Existing:

This Congregation is a member of the Unitarian Universalist Association of Congregations and the Metro New York District of the Unitarian Universalist Association. It is the intention of this congregation to make annual financial contributions equal to its full Fair Share as determined by the Association and the district. **[4.1]**

Proposed:

This Congregation is a member of the Unitarian Universalist Association of Congregations and the [Central-East Region] of the Unitarian Universalist Association of Congregations and the Metro New York District of the Unitarian Universalist Association.

7. COMMITTEES

Existing:

The Board of Trustees may establish committees as required to fulfill its mission and continue its functioning. Committee Chairs and members may be members or contributing friends of the Congregation. Chairs of Standing Committees will be elected at the Annual Business Meeting. Committee Chairs will select committee members from volunteers. Chairs of committees other than Standing Committees shall be appointed by the board.

Proposed:

The Board of Trustees may establish committees as required to fulfill its mission and continue its functioning. Committee Chairs and committee members may be members or contributing friends of the Congregation, unless being a member is required. Chairs of Standing Committees will be elected at the Annual Business Meeting. Chairs of committees other than Standing Committees shall be appointed by the board. Committee Chairs other than the Finance and Nominating Committees will select committee members from volunteers.

8. STANDING COMMITTEES

8.1 NOMINATING COMMITTEE

Existing:

Purpose: Nominating Committee shall present a slate of candidates for election at the Annual Meeting for the following positions: Members and Officers of the Board of Trustees and the chairs of the Finance Committee and the Buildings and Grounds Committee.

The Nominating Committee shall consist of three voting members, representative of the diversity of the Congregation, to serve in a three year rotation, with one person nominated by the Board to be elected at each Annual Meeting. The Minister of the Congregation shall serve in an ex officio capacity. Should a position on the Nominating Committee become vacant during the year, the Board will select a replacement. At its first meeting, commencing at least four months prior to the Annual Meeting of the Congregation, the committee shall elect one of its members to serve as Chair. The Committee shall deliver its nominations to the Board at least two months prior to the Annual Meeting.

Proposed:

Purpose: Nominating Committee shall present a slate of candidates for election at the Annual Meeting for the following positions: Members and Officers of the Board of Trustees, chair and members of the Finance Committee, and chair of the Buildings and Grounds Committee.

The Nominating Committee shall consist of three voting members, representative of the diversity of the Congregation, to serve for three years. The Minister of the Congregation shall serve in an ex officio capacity. Should a position on the Nominating Committee become vacant during the year, the Board will select a replacement. At its first meeting, commencing at least four months prior to the Annual Meeting of the Congregation, the committee shall elect one of its members to serve as Chair. The Committee shall deliver its nominations to the Board at least two months prior to the Annual Meeting.

8.2 FINANCE COMMITTEE

Existing:

Purpose: The Committee’s scope encompasses stewardship, management of the Endowment Fund, maintaining the financial records of the Congregation, and assisting in the annual budget process.

Proposed:

Purpose: The Committee’s scope encompasses stewardship, oversight of the Endowment Fund by the Treasurer, maintaining the financial records of the Congregation, and assisting in the annual budget process.

14. ENDOWMENT FUND

Existing:

14.2 The purpose of the FUND shall be to provide income for long-term benefit and capital improvements of the UUCSF.

Proposed:

The purpose of the FUND shall be to provide income for current programs and capital improvements of the UUCSF.

Proposed Changes to “Enabling Resolution for an Endowment Fund,” June 3, 2012, and repeated in the January 6, 2013 Bylaws

from Mark Potter and Tip Brolin

**First change proposed to the Endowment Fund in the June 3, 2012 By-laws**.

Existing language:

Within 90 days after the Trustees of the congregation accept a gift that the donor directs to be placed in the FUND or that the Trustees elect to be placed in the FUND, the Nominating Committee of the congregation shall nominate five (5) Congregation members for the COMMITTEE to be considered for election by the congregation. The elected COMMITTEE members shall serve as follows: two (2) for a term of three (3) years; two (2) for a term of two (2) years; and one (1) for a term of one (1) year. Such election shall occur within the initial 90 day period. Thereafter, the nominating committee shall nominate and the congregation shall elect the necessary number of COMMITTEE members for terms of three (3) years.

Proposed language:

Within 90 days after the  Trustees of the congregation accept a gift that the donor directs to be placed in the FUND or that the Trustees elect to be placed in the FUND, the Nominating Committee of the congregation shall nominate three (3) Congregation members for the COMMITTEE to be considered for election by the congregation. The elected COMMITTEE members shall serve as follows: one (1) for a term of three (3) years; one (1) for a term of two (2) years; and one (1) for a term of one (1) year. Such election shall occur within the initial 90 day period. Thereafter, the nominating committee shall nominate and the congregation shall elect the necessary number of COMMITTEE members for terms of three (3) years.

**Second change proposed to the June 3, 2012 By-laws**.

Existing language:

*2. Distributions*

The purposes of the distributions are for capital improvements and other long term benefits to the Congregation. Only in particular, temporary, difficult circumstances may this congregation, by a vote of two thirds majority of a quorum of members as defined in the Congregation's Bylaws, use FUND distributions for items normally included in the annual operating budget.

Proposed language:

*2. Distributions*

The purposes of the distributions will be recommended by the board and approved by the congregation for current programs and capital improvements of the UUCSF.

**Third change proposed to the June 3, 2012 By-laws**.

Existing language:

BE IT FURTHER RESOLVED, that the purpose of this FUND is to sustain and enhance the mission of Unitarian Universalist Congregation of the South Fork (hereafter called "UUCSF") apart from the general operation of the Congregation.

Proposed language:

BE IT FURTHER RESOLVED, that the purpose of this FUND is to sustain and enhance the mission of Unitarian Universalist Congregation of the South Fork (hereafter called "UUCSF").

President’s Report

April 2018

The Board approved replacing an April 12 Council meeting for a Board meeting in order to address Finance’s 2018-2019 Budget Planning spreadsheet before presenting our current financial picture to the congregation on PB Day. Carl forwarded the spreadsheet to the Board.

On March 31 the Board approved hosting Iftar on June 7, 2018. Last year guests donated $140 in cash and $10 in checks and UU gave $300. Grania contributed $200 if we needed it, but I believe we gave it back to her(?). Ken said that he contributed $100. We paid Iwona $200 for her services. We ended up receiving $450 + $200 + $100 (Ken) = $750. We paid $200. Total remaining: $550. I do not know where we absorbed the extra monies. The task is finding the remaining money left over from last year to contribute to this year’s event.

A reminder announcement has gone out to Members and Friends re Paul Berman Day on April 21, Celebration Sunday on April 22, and Margaret Logan’s Memorial Service after service on April 22. For PB Day, Sue and Pam will contribute chili and lasagna. The remaining food items will be potluck. UUCSF will contribute $ for beverages. For the Memorial, Grania is organizing the logistics of the event and has been soliciting help from the congregation.

Tip Brolin and The Rev. Ned Wight created an agenda for PB Day, which Tip has forwarded to the Board.

Mark Potter will be constructing a bamboo stand for the 3-ftX6-ft resistance banner with grommets and wind slits “In This Congregation We Believe” to be installed on the berm. H&W has the new “Side With Love” banners to replace “Standing On The Side of Love.” Should we order it before the 4th of July Independence Parade? Should we also order new T-Shirts for the parade?

The Nominating Committee has one more vacancy to fill for the Endowment Committee. Michael Daly has agreed to be on the still being Board. A replacement for Sue Penny as VP is currently open.

Martha, Ingrid, and I wrote a new 1-year lease with 2% increase for Rainbow School, which Martha has forwarded.

On 4/28/18 the LIAC Spring Dinner will occur. Please register to attend.

Thank you! See you at the meeting!



INCOME-EXPENSE TRACKER SPREADSHEET

CHART 1. FINANCIAL INDICATORS

Total Bank Accounts is total money in the bank minus checks written but not yet cashed.

Available Funds is Total Bank Accounts minus funds allocated for capital projects, renters’ security deposits, helping hand fund,

and any prepaid pledges for next fiscal year.

Net Operating Income (NOI) is total receipts applied to the budget minus total operating expenditures this fiscal year.

NOI does not include unusual and large receipts, as from a bequest, nor expenses on capital projects approved by the Board.

At year’s end, a positive NOI means we had a surplus, a negative NOI means we had a deficit for the year.

CHART 2. PLEDGE RECEIPTS AS PERCENTAGE OF BUDGET

CHART 3. RENTAL RECEIPTS AS PERCENTAGE OF BUDGET