

UUCR Board of Trustees Meeting

Tuesday, May 11, 2021
6:30 - 8:00 pm via Zoom

In Attendance:

Board of Trustees: President Elsa Strong, Vice President Betsy Wilder, Treasurer Don Helton, Secretary Brian Haugen, Mary Carvajal, Larissa Johnson, Reverend Rebekah Savage, Glenn Griffin

Opening words

Recitation of 8 principles

Check in - Thorn and Rose

Discernment and decisions

Secretary's Report

Minutes for April 2021 were reviewed and approved by email. Motion to approve by BH, seconded by DH, and near unanimous vote to approve (one abstention).

Affirming items reviewed by board

- Spring 2021 slate of nominees was developed by the Nominating Committee and presented to the board.
 - The slate of officers included:
 - Board VP/President/Past President: Marie Vivas
 - Board Secretary: Myra Remigio-Leonard
 - Board General Trustee: Karl Irikura
 - Nominating Committee Member: Mia Morris
 - Nominating Committee Member: Karen Pittleman
 - EPW moved to accept the slate of nominees, LJ seconded, and the slate passed with one abstention
- EPW made a motion to provide approval for a proposed Eagle Scout project under the guidance and support of a steering team with a representative from the board and the LMC. This team will work with a scout to finalize the details of the mural project and coordinate with the appropriate teams. BW seconded the motion, and the motion passed unanimously.

Treasurer's Report

The treasurer's report is attached and the board discussed that the rental outlook is not looking positive, with both nursery schools not looking like full capacity this fall or perhaps until fall 2022.

Finance committee will be presenting a deficit budget for review in the next year, and will draw upon the General Reserve, currently at 48%. Finance is comfortable with this situation.

- BW motioned to approve \$1,500 staff bonuses as recommended by Rev. Rebekah. GG seconded, and the motion passed unanimously.
- DH moved to close the Miracle Sunday Fund and Aesthetics Fund, and to transfer their balance (total of \$15,946) to the Technology Fund, having coordinated this action with both the Board and Finance, and having determined that it is consistent with the general context for all 3 funds. DH moved, BH seconded, and motion passed unanimously.
- The finance committee prepared a set of guidance around fundraisers for reviewing the potential tax and audit considerations.

Board initiatives and updates

Rainbow Youth Alliance

- Carla is going to be staff contact with RYA, attending council meetings every other month and receiving a report that will be shared with the board, building a stronger relationship between the RYA and UUCR.

Plan for May 23 Annual Meeting

- Draft deck is prepared - key headline is looking ahead to the new year

UUA General Assembly Delegates

- EPS motioned to approve the slate of General Assembly delegates: Carol Edwards, Ellen Rohan, Jack Taylor, Ethel Gilbert, Eric Burch, and Larissa Johnson. GG seconded, and the motion passed unanimously.

Minister's Update

The Minister's report is attached to these minutes.

Closing words were offered by Betsy Wilder

Meeting Adjourned

Attachments:

Minister's Report for May 2021

Treasurer's Report for May 2021

Dear Beloved Board of UUCR,

The spiritual theme of the month is “Story”, which speaks to the heart of how our congregation thrives - through sharing and receiving each other’s Stories. Story also speaks to how we shape our future, by telling stories dreaming of who and how we are called to be as a thriving spiritual community for the generations to come.

I am delighted to share that we have three strong examples of this blossoming at UUCR. First, the Listening Circles from the New Normal Team have been a tremendous success. The Team has done a great job in connecting with both regular participants and those who may be feeling zoom-ed out and disconnected. People feel heard and appreciate the opportunity to receive other’s perspectives and of their varying comfort levels. Second, the RE program has taken on the 8th Principle project and invited a coach to partner them along with embracing how our Family Faith Formation can be expanded and reimaged. Third, the Task Force for the Widening the Circle of Concern has begun our conversations with much hopeful anticipation for our ongoing conversations, as we build towards UUCR’s next Strategic Plan. These are all solid examples of how creating space with intention for stories builds towards our shared future.

I would like to share also that with prophetic reimagination at UUCR blossoming, there is also reminagation happening for a number of our beloveds at UUCR. I am hearing more often of people taking stock of how and where they are living, and starting to consider plans of relocating. This makes a lot of sense, given that this past year has been one of tremendous growth and challenge and, for many, has been an opportunity to clarify for themselves what is truly important. I’d like to name that this is both hard and wonderful. It means that next year may be one of transition as we bid farewell with great fondness to some. And next year will bring an opportunity to welcome new families and people to UUCR, since many will be hungry for community and spiritual engagement. “We are the ones we’ve been waiting for” is a line from a benediction written by Rev. Kimberly Quinn Johnson. I believe this to be so, and we are positioned to be of significant impact in our community and in our larger UU faith.

And finally, I’d like to acknowledge that UUCR already has an outsized presence in our UU world. At this year’s General Assembly, [two of our staff members are on the ballot for confirmation](#). Adrian Graham has been nominated for the Commision of Appraisal and JeKaren Olaoya has been nominated for the UUA Board of Trustees. Both are incredibly significant positions with missions to serve our wider UU faith at the denominational level. And they join both Sarah Jebian, as the Moderator of the Association of UU Music Ministries ([AUUMM](#)) and me, as the Co-Chair of the Ministerial Fellowship Committee ([MFC](#)), as we serve at similar levels.

As always, I remain hopeful and confident in UUCR as a thriving beloved community, with ample room for growth and prophetic reimagination.

With great heart,

Rev. Rebekah

Treasurer's Report to Board Ahead of the May Board Meeting

Below are items of relevance for Board **action**, **review for upcoming approval**, or awareness. Attachments are contained in the associated Board meeting folder. All questions can be directed to Don Helton, at treasurer20-23@uucr.org.

1. Regarding the general ongoing budgeting and capital improvement funding discussions, I have uploaded a snapshot of the latest descriptions to the Board meeting folder. I've continued to make adjustments as new information becomes available, and as I have more discussions with the Finance team, but the current version is generally similar to past circulated versions.
 - a. At the May meeting, I will move to close the Miracle Sunday Fund and Aesthetics Fund, and to transfer their balance (total of \$15,946) to the Technology Fund. This action has been discussed with both the Board and Finance, and is consistent with the general context for all 3 funds.
 - b. At the May meeting, I will move to address staff bonuses during the current fiscal year, if the necessary underlying discussions have run their course.
2. Be advised, the Rental Chair Norman Rave is wrapping up discussions with RCNS and ECC regarding contract negotiations for the upcoming school year. Updated leases will be circulated for Board approval ahead of the June Board meeting, and the Board will need to take quick action to approve them. There are 2 notable aspects of these. First, ECC has indicated that they do not plan to operate a camp in June 2022, and we plan to grant their request for the lease to only run through May 2022 in light of this (resuming at the start of the 2023 school year). Second, Norman has worked out mutually agreeable tiering structures for each school that will allow a bi-monthly re-calibration between their operating status and their rental payment. Each school will have a tiered criteria that will adjust between 50%, 75%, and 100% rental payment according to their individualized operating capacity metric. A work-in-progress draft of each is stored in the Board meeting folder.
3. More specific to preparing the proposed operating budget for next year:
 - a. Some folks tentatively plan to meet on May 18th to take the next step in budget preparation, using the outcome of the Canvass. This budget will be further discussed at the May 25th Finance Committee meeting, and an additional meetings will be held if necessary on June 1st. The goal is to have a budget proposal to circulate to the Board on, or around, June 2nd, to facilitate a Board vote on June 8th.
 - b. Updated projections (informed guesses) indicate that rental income will be significantly less than previously estimated during Canvass budget preparation, so the Board should be aware that balancing the budget is not a given.
4. The Finance team has received a few different inquiries about new fundraising ideas, which have raised questions about tax considerations not covered by the 2017 Fundraising Policy.. We are putting together a 2-pager with additional advice in this area, and plan to circulate that to interested parties and the Board in the coming week.

May 4, 2021

Finally, this month's Statement of Financial Position, prepared by Martha Taylor (and based on all the additional wonderful work of Barbara Harrison, Eric Burch, and JeKaren Olaoya) will be posted as soon as it is available. **[Update - It has been posted as of May 12th.]**

Unitarian Universalist Congregation of Rockville
STATEMENT OF FINANCIAL POSITION
April 30, 2021 and June 30, 2020

	Current Balance 4/30/2021	Prior Year-End 6/30/2020	Increase (Decrease)
<u>ASSETS</u>			
Current Assets			
Cash - Checking Accounts	180,071	195,478	(15,407)
Investments			
Schwab			
Cash & donated stock	40,347	11,695	28,652
SWCGX - General Investment	134,945	136,024	(1,079)
SWSSX - Endowment Fund	329,868	205,001	124,867
Total Schwab	505,160	352,720	152,440
Vanguard			
Vanguard MM fund	926	155	771
VDIGX - Endowment Fund	313,627	215,165	98,462
VFTAX - Site Beautification Fund	138,687	111,258	27,429
VWIAX - General Investment	195,908	175,834	20,074
Total Vanguard	649,149	502,412	146,737
Total Investments	1,154,309	855,132	299,177
Other Current Assets			
Giant grocery coupons	540	740	(200)
Prepaid expenses	0	2,114	(2,114)
Total Other Current Assets	540	2,854	(2,314)
Total Current Assets	1,334,920	1,053,464	281,456
Property and Equipment			
Total property and equipment	2,837,605	2,837,605	0
Less accumulated depreciation	(1,344,190)	(1,270,179)	(74,011)
Total Property and Equipment, Net	1,493,415	1,567,426	(74,011)
Other Assets			
Loan refinancing costs, Net of Amort.	5,860	6,566	(706)
TOTAL ASSETS	2,834,196	2,627,456	206,739
<u>LIABILITIES & NET ASSETS</u>			
LIABILITIES			
Current Liabilities			
AP/Credit card payable	0	1,146	(1,146)
Payroll liabilities	0	297	(296)
Accrued expenses	0	2,798	(2,798)
Deferred pledges	26,270	63,915	(37,645)
Rental security deposits	8,660	8,660	0
Pass-through accounts (see Page 6)	13,145	17,524	(4,379)
Total Current Liabilities	48,075	94,340	(46,265)
Loans Payable			
Loan payable - M&T Bank	322,585	354,952	(32,367)
Payroll Protection Program	0	95,800	(95,800)
TOTAL LIABILITIES	370,659	545,091	(174,432)

Unitarian Universalist Congregation of Rockville
STATEMENT OF FINANCIAL POSITION
April 30, 2021 and June 30, 2020

	Current Balance 4/30/2021	Prior Year-End 6/30/2020	Increase (Decrease)
NET ASSETS			
Endowment Funds			
General Endowment Fund			
Principal	386,114	364,629	21,485
Accumulated income	80,503	66,112	14,391
Unrealized gain(loss) - Current year	177,781	0	177,781
Total General Endowment Fund	<u>644,398</u>	<u>430,741</u>	<u>213,657</u>
Site Beautification Fund			
Principal	83,449	83,449	0
Undistributed income (loss)	1,100	10,151	(9,051)
Unrealized gain(loss) - Current year	36,929	0	36,929
Site Beautification - Operating	10,644	10,228	416
Total Site Beautification Fund	<u>132,122</u>	<u>103,828</u>	<u>28,294</u>
Total Endowment Funds	<u>776,520</u>	<u>534,569</u>	<u>241,951</u>
Donor Restricted Funds			
Ministry Enhancement Fund	2,752	3,492	(740)
Wright Elementary	2,193	2,193	0
Wright Junior High	468	468	0
Total Donor Restricted Funds	<u>5,413</u>	<u>6,153</u>	<u>(740)</u>
Group Controlled Funds			
Children & Youth Scholarship Fd	9,124	9,124	0
Ethier Music Fund	3,178	5,165	(1,987)
Minister's Discretionary Fund	7,173	5,248	1,925
Rainbow Youth Alliance	49,955	40,376	9,579
Remembrance Fund	7,071	8,161	(1,090)
Total Group Controlled Funds	<u>76,500</u>	<u>68,074</u>	<u>8,426</u>
Board Controlled Funds			
Aesthetics Fund	7,550	7,550	0
Board Initiatives Fund	9,800	10,000	(200)
Facilities Maintenance Fund	30,321	45,211	(14,890)
Miracle Sunday	8,396	8,396	0
Total Board Controlled Funds	<u>56,067</u>	<u>71,158</u>	<u>(15,090)</u>
Total Restricted Funds	<u>914,501</u>	<u>679,954</u>	<u>234,547</u>
Unrestricted Net Assets			
Investment in property & equipment	1,176,691	1,219,040	(42,350)
General Reserve **	372,345	183,371	188,974
Total Unrestricted Net Assets	<u>1,549,036</u>	<u>1,402,411</u>	<u>146,625</u>
TOTAL NET ASSETS	<u>2,463,536</u>	<u>2,082,365</u>	<u>381,171</u>
TOTAL LIABILITIES & NET ASSETS	<u>2,834,196</u>	<u>2,627,456</u>	<u>206,739</u>

**** Supplemental information:**

General Reserve as % of annual budget	48%	25%
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Unitarian Universalist Congregation of Rockville
STATEMENT OF ACTIVITIES
Ten Months Ended April 30, 2021

	YTD Actual 4/30/21	YTD Prior Yr 4/30/20	Over (Under) Prior Yr	% Over (Under) Prior Yr	Annual Budget FY 2021	YTD Budget 4/30/21	% Over (Under) YTD Bdgt
INCOME							
Contributions							
Current pledges	526,397	497,406	28,991	6%	534,708	477,946	10%
Past year pledges	6,655	3,880	2,775	72%	6,000	6,000	11%
Collection plate	0	10,162	(10,162)	(100%)	6,000	4,000	(100%)
Nonpledge gifts	22,299	29,122	(6,823)	(23%)	18,000	15,000	49%
Total contributions	555,351	540,570	14,781	3%	564,708	502,946	10%
Rental Income							
Early Childhood Ctr.	17,846	35,212	(17,366)	(49%)	28,780	22,488	(21%)
Rockville Co-op Nurs.	15,428	26,658	(11,230)	(42%)	26,999	20,571	(25%)
MC Church of Christ	19,388	0	19,388		38,433	38,433	(50%)
Other rental income	0	19,185	(19,185)	(100%)	10,000	6,667	(100%)
Total Rental Income	52,662	81,055	(28,394)	(35%)	104,212	88,158	(40%)
Special Events							
Action Auction	19,825	(30)	19,855		10,000	10,000	98%
Fall fundraiser	0	7,930	(7,930)	(100%)	0	0	
Total Special Events	19,825	7,900	11,925	151%	10,000	10,000	98%
Other Income							
PPP Loan Forgiveness	95,800	0	95,800		80,000	80,000	20%
Amazon bookstore	0	772	(772)	(100%)	500	420	(100%)
Art sales commissions	0	49	(49)	(100%)	500	420	(100%)
Grocery coupons	0	750	(750)	(100%)	450	300	(100%)
Investment income (loss)	13,384	10,121	3,263	32%	10,000	6,000	123%
UUA Intern Scholarship	4,000	0	4,000		0	0	
Miscellaneous income	405	1,850	(1,445)	(78%)	0	0	
Total Other Income	113,589	13,542	100,048	739%	91,450	87,140	30%
Transfers							
Aesthetics Fund	0	3,000	(3,000)	(100%)	0	0	
Board Initiatives Fund	0	648	(648)	(100%)	0	0	
	0	3,648	(3,648)	(100%)	0	0	
Total Income & Transfers	741,427	646,715	94,712	15%	770,370	688,244	8%
EXPENSES							
Payroll							
Wages & Benefits							
Salaries	329,635	348,920	(19,285)	(6%)	402,180	334,869	(2%)
Dental insurance	558	880	(322)	(37%)	1,182	998	(44%)
Disability insurance	3,245	3,550	(305)	(9%)	4,508	3,761	(14%)
Life insurance	651	335	316	94%	846	700	(7%)
Medical insurance	6,574	8,667	(2,093)	(24%)	6,186	5,188	27%
Payroll taxes	17,675	16,026	1,649	10%	21,941	18,196	(3%)
Retirement plan	27,751	31,490	(3,739)	(12%)	33,180	27,733	0%
Professional expenses	5,151	9,104	(3,953)	(43%)	14,167	11,844	(57%)
Total Wages & Benefits	391,240	418,971	(27,731)	(7%)	484,190	403,288	(3%)

Unitarian Universalist Congregation of Rockville
STATEMENT OF ACTIVITIES
Ten Months Ended April 30, 2021

	YTD Actual 4/30/21	YTD Prior Yr 4/30/20	Over (Under) Prior Yr	% Over (Under) Prior Yr	Annual Budget FY 2021	YTD Budget 4/30/21	% Over (Under) YTD Bdgt
Other Payroll Expenses							
Payroll service	2,445	2,241	204	9%	2,700	2,250	9%
Child care services	0	2,872	(2,872)	(100%)	2,000	1,332	(100%)
Recruitment	95	276	(181)	(66%)	600	500	(81%)
Workers comp.	1,574	102	1,472	1,443%	3,100	0	
Total Payroll Expense	395,353	424,462	(29,109)	(7%)	492,590	407,370	(3%)
Loan Payments							
M&T principal reduction	32,367	31,007	1,360	4%	38,973	32,367	0%
M&T interest	12,222	13,582	(1,360)	(10%)	14,534	12,222	0%
SBA PPP loan interest	0	0	0		7,963	6,195	(100%)
Total Principal & Interest	44,589	44,589	(0)	(0%)	61,470	50,784	(12%)
Building & Grounds							
Building maintenance	11,300	16,174	(4,874)	(30%)	20,000	16,670	(32%)
Custodial service	10,000	38,785	(28,785)	(74%)	38,000	31,670	(68%)
Custodial supplies	705	1,309	(603)	(46%)	2,000	1,670	(58%)
Electricity	12,223	16,226	(4,003)	(25%)	15,000	12,000	2%
Gas	8,540	7,955	585	7%	7,500	6,300	36%
Grounds maintenance	15,775	10,295	5,481	53%	16,340	14,230	11%
Insurance	(23)	2,978	(3,001)	(101%)	5,400	0	
Snow removal	11,863	2,308	9,555	414%	7,000	7,000	69%
Trash removal	1,820	1,638	182	11%	2,400	2,000	(9%)
Water & sewer	7,314	8,473	(1,159)	(14%)	10,000	10,000	(27%)
Total Building & Grounds	79,517	106,139	(26,623)	(25%)	123,640	101,540	(22%)
Office							
Equipment maintenance	0	31	(31)	(100%)	650	542	(100%)
Equipment procurement	1,283	627	656	105%	2,200	1,833	(30%)
Equipment rental	1,558	1,584	(26)	(2%)	2,200	1,833	(15%)
Office supplies	1,359	2,808	(1,450)	(52%)	3,000	2,500	(46%)
Postage	571	1,750	(1,180)	(67%)	900	750	(24%)
Software & database	2,717	2,365	352	15%	3,000	2,500	9%
Telephone & internet	6,314	5,914	400	7%	5,500	4,583	38%
Total Office	13,801	15,078	(1,278)	(8%)	17,450	14,542	(5%)
Committees							
Adult Faith Formation	250	0	250		700	583	(57%)
Aesthetics Committee	0	0	0		50	42	(100%)
Board of Trustees	0	158	(158)	(100%)	2,400	2,000	(100%)
Committee on Ministry	0	0	0		250	208	(100%)
Crafters	0	0	0		100	83	(100%)
Decorations	0	0	0		75	63	(100%)
Hospitality	0	1,440	(1,440)	(100%)	1,050	700	(100%)
Lay Ministry Council	200	299	(99)	(33%)	1,300	1,083	(82%)

Unitarian Universalist Congregation of Rockville
STATEMENT OF ACTIVITIES
Ten Months Ended April 30, 2021

	YTD Actual 4/30/21	YTD Prior Yr 4/30/20	Over (Under) Prior Yr	% Over (Under) Prior Yr	Annual Budget FY 2021	YTD Budget 4/30/21	% Over (Under) YTD Bdg
Membership	0	114	(114)	(100%)	2,670	2,225	(100%)
Music	5,685	4,113	1,572	38%	5,000	4,167	36%
Pastoral Care	232	64	167	260%	500	417	(44%)
Planned Giving	344	0	344		100	83	313%
Pledge Drive	1,006	1,831	(825)	(45%)	1,950	1,625	(38%)
Publicity	320	315	5	2%	2,430	2,025	(84%)
Quilters	(30)	123	(153)	(124%)	275	184	(116%)
Religious Education	1,849	3,205	(1,356)	(42%)	4,950	4,125	(55%)
Sound System	0	1,165	(1,165)	(100%)	255	213	(100%)
Stewardship	0	0	0		0	0	
Worship	2,480	2,219	261	12%	2,100	2,100	18%
Young Adults	0	0	0		100	83	(100%)
Total Committees	12,336	15,047	(2,710)	(18%)	26,255	22,009	(44%)
Social Justice							
Social Justice Comm.	1,325	5,986	(4,661)	(78%)	6,050	5,042	(74%)
Total Social Justice	1,325	5,986	(4,661)	(78%)	6,050	5,042	(74%)
Denominational Affairs							
UUA Annual Prog. Fund	25,560	23,638	1,922	8%	34,080	25,560	0%
Total Denom. Affairs	25,560	23,638	1,922	8%	34,080	25,560	0%
Other Expenses							
Bank & transaction fees	2,961	1,721	1,240	72%	2,300	1,917	54%
Ordination expense	1,693	0	1,693		0	0	
Miscellaneous expense	265	216	49	23%	0	0	
Total Other Expenses	4,919	1,937	2,982	154%	2,300	1,917	157%
Transfers							
Facilities Maint. Fund	0	0	0		6,535	0	
Total Transfers	0	0	0	0%	6,535	0	
Total Expenses	577,400	636,876	(59,476)	(9%)	770,370	628,763	(8%)
Net Income per Budget	164,027	9,839	154,188	1,567%	0	59,481	176%
Unrealized gain (loss)	25,770	(3,780)					
Loan principal add-back	32,367	31,007					
Depreciation & amort.	(74,717)	(74,717)					
Net Income per Books	147,447	(37,651)					

Supplemental information:	CY	PY
General Reserve	372,345	230,866
Annual budget	770,370	789,384
Reserve as % of budget	48%	29%

Unitarian Universalist Congregation of Rockville
SUPPLEMENTAL REPORT - RESTRICTED FUNDS
& PASS-THROUGH ACTIVITY
Ten Months Ended April 30, 2021

	Balance 6/30/2020	Inflows	Outflows	Balance 4/30/2021
Endowment Fund				
Principal	364,629	21,485	0	386,114
Accumulated income (loss)	66,112	14,391	0	80,503
Unrealized gain (loss) - Current year	0	177,781	0	177,781
	430,741	213,657	0	644,398
Site Beautification Fund				
Principal	83,449	0	0	83,449
Accumulated income (loss)	10,151	1,100	10,151	1,100
Unrealized gain (loss) - Current year	0	36,929	0	36,929
Site Beautification - Operating	10,228	11,451	11,035	10,644
	103,828	49,480	21,186	132,122
Donor Restricted Funds				
Ministry Enhancement Fund	3,492	0	740	2,752
Wright Elementary	2,193	0	0	2,193
Wright Junior High	468	0	0	468
	6,153	0	740	5,413
Group Controlled Funds				
Children & Youth Scholarship Fd	9,124	0	0	9,124
Ethier Music Fund	5,165	0	1,987	3,178
Minister's Discretionary Fund	5,248	1,975	50	7,173
Rainbow Youth Alliance	40,376	15,071	5,492	49,955
Remembrance Fund	8,161	4,500	5,590	7,071
	68,074	21,546	13,120	76,500
Board Controlled Funds				
Aesthetics Fund	7,550	0	0	7,550
Board Initiatives Fund	10,000	0	200	9,800
Facilities Maintenance Fund	45,211	7,356	22,246	30,321
Miracle Sunday 2016	8,396	0	0	8,396
	71,158	7,356	22,446	56,067
Total Restricted Funds	679,954	292,039	57,492	914,501
Pass-through Accounts				
Share the Plate (multiple charities)	14,527	40,578	46,642	8,463
Arts Connect	694	5,736	3,560	2,870
No Child Goes Hungry grant	1,000	0	0	1,000
Thanksgiving gift cards	170	2,100	2,270	0
Christin Green Ordination contributions	0	2,558	2,558	0
Other pass-through	1,133	3,640	3,960	812
	17,524	54,611	58,990	13,145