UUCR Board of Trustees Meeting

Monday, September 13, 2021 7:00-8:00 via Zoom

In attendance

Board of Trustees: President Betsy Wilder, Vice President Marie Vivas, Treasurer Don Helton, Secretary Myra Remigio-Leonard, Larissa Johnson, Karl Irikura, Brian Haugen, Reverend Rebekah Savage *Lay Ministry Council*: Terrie Barr, Mark Shannon, Christopher Julka, Steve Eckstrand, Christopher Mennone, Karen Malley, Kent Hancock, Julie Robinson

Ministry: Reverend Rebekah Savage, Kirk Freeman, Matthew Taylor

Opening Words

Affirmation of Principles, with appreciation of Ellie's panels in the Sanctuary

Check-in

Welcome to LMC guests tonight. This is an important annual meeting for the Board and LMC to get together to talk about leadership at UUCR. Check-in: frame of mind

Treasurer's Report

Finance and Investment Committees met in August and discussed good points; heads up for 3 actions coming to the Board at a later time.

Secretary's Report

8/29/21: Motion to Approve Tech Upgrade for the UUCR Sanctuary
I move to accept the Whiteford Phase 1 proposal for the sanctuary tech upgrade at a cost of US\$ 48,582.20 pending legal review.
Motion: MV (electronically)/ Second: LJ
Votes: 6 in favor
Recorded: September 2021 minutes

August minutes to be approved electronically.

Minister's Report

This minister's report shows appreciation for the congregation keeping things going while centering their families. This is especially poignant as the pandemic has created new priorities for people, but it also means we need to have conversations about service and commitment. The offertory will expand to include requests for time and talent. The minister's report gives encouragement to center care and relationships in all of our work; it's not just what we do but how we do it.

Time for Connection

Howard Thurman: "Look well to the growing edge!" Breakout rooms: *Where is your growing edge?*

Emergent/Current Issues

Questions for LMC:

- Are there lessons learned in your time on the LMC that we should keep in mind as we work with the future LMC?
- Has the role of the LMC shifted during your tenure on the committee? Would you say it is positive, or should there be a "reset"?
- How can the Board facilitate the work of the LMC?
- Are there any other thoughts you would like to share?

Wisdom/Reflections from LMC:

- The LMC evolved from an extension of the Board to being its own committee with its own vision. The two bodies work together one in policy and one in programming.
- The LMC used to do more training.
- The way to keep the Board and LMC complementary is to say that lay ministers are responsible for maintaining the health of the spiritual community.
- The LMC has become more operational, more hands-on helping with activities and supporting and connecting with people. There are lots of different pockets of knowledge to coordinate across different areas.
- There are differing dynamics at play between the LMC and the various committees
- Stewardship challenge is important work what is the vision for the role of the past president? The vision is that the past president will play this role and touch base with all so that all fundamental activities of stewardship have participation. Look for the linkages.

Closing Words (BH)

Meeting Adjourned

Attachments:

Minister's Report Treasurer's Report

Minister's Report

September 2021

Greetings Beloved Board and Lay Ministry Council of UUCR,

As we begin our 2021-22 Congregational year, I would like to share about a few major themes that I am picking up across the congregation and two encouragements I'd like to promote. First, I perceive that many people continue to feel connected, involved and committed to UUCR regardless of the fact that we have been almost exclusively virtual for over a year. There are even some that vastly prefer remaining virtual and plan to do so for the foreseeable future. This is a wonderful baseline of support and grounding that I am deeply grateful for.

Second, I have heard over the last few months that this is a time of deep personal and professional reflection and discernment. We have many key leaders, staff and congregants who are centering family and a better quality/pace of life as we are moving towards our next normal. We will bid farewell to many beloved staff and congregants, as we always have and will welcome and embrace new ones with open hearts and arms.

Third, with these two first points in mind - both the wonderfully solid grounding and the increased transitions of this time - I have heard the narrative of taking on a lay leadership role means dedicating hours of service over years, to no end. I appreciate that I have heard this from many as concerning, and I am mindful that we are called to embrace more fluid and flexible models of service and leadership, with mentoring/co leading with emerging leaders, defined commitments and clear succession plans.

What I would like to encourage across our congregation is a varied level of service model. From:

- 1. Give-an-Hour
- 2. Small, time bound projects
- 3. Co/leading a committee with a vice chair who will move up to chair after a defined amount of time
- 4. Service on the LMC, Board or Committee of the Board

With this in mind, each week beginning this Sunday, we will be expanding the Offertory to include not only treasure, but time and talent as well. I'd like to center an emerging need or opportunity, short term project or leadership role each Sunday, and give an opportunity (when there is not a Partner Plate Representative sharing), for a lay leader to share about the service opportunity. I think this is a great way to encourage time,

talent and treasure as a part of being in a spiritual community. I always welcome your thoughts and suggestions along these lines.

Lastly, I would like to encourage that care and relationships still encircle our time together. I always appreciate hearing from people when they hear about someone having a hard time and may benefit from pastoral care. This congregation is tremendously blessed by the number of thoughtful, loving hearts and there are ample pastoral visitors and your ministry team who are able to extend our love and care.

I am truly blessed to serve this congregation, and I am grateful for your presence and leadership.

With heart, *Rev. Rebekah*

Rev. Dr. Rebekah A. Savage, minister UUCR

Treasurer's Report to Board Ahead of the September 2021 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 where applicable. All questions can be directed to Don Helton, at <u>treasurer20-23@uucr.org</u>.

- Please anticipate an upcoming motion to use a 50/50 mix of Site Beautification Operating Funds and Remembrance Restricted Funds to pay ~\$3,000 for Memorial Garden maintenance between now and June 2022. We anticipate this maintenance would become part of the operating budget starting next fiscal year. The funding request is being developed by Kent Hancock and Irene Eckstrad and will be circulated to the Board once it is ready.
- FYI The Memorial and Landscaping Committees, in consultation with Buildings & Grounds, are working on a proposal for a walkway to the Memorial Garden. This is intended to address a long-standing desire to improve accessibility for those transiting to the Memorial Garden who may have mobility challenges.
- 3. FYI Landscaping is also planning to partner with Buildings & Grounds on an effort to address aging issues with the water management system (drainage) installed 10 years ago more to come.

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. [*Provided by Martha on 9/7 and posted to the Board drive on 9/12.*]

Unitarian Universalist Congregation of Rockville STATEMENT OF FINANCIAL POSITION August 31, 2021 and June 30, 2021

	Current Balance	Prior Year-End	Increase
	8/31/2021	6/30/2021	(Decrease)
		-	
ASSETS			
Current Assets			
Cash - Checking Accounts	208,201	123,060	85,140
Investments			
Schwab			
Cash & donated stock	287	49,261	(48,974)
SWCGX - General Investment	139,565	137,228	2,336
SWSSX - Endowment Fund	332,554	336,930	(4,376)
Total Schwab	472,406	523,420	(51,014)
Vanguard			
Vanguard MM fund	926	926	0
VDIGX - Endowment Fund	335,176	318,574	16,602
VFTAX - Site Beautification Fund	144,724	136,377	8,346
VWIAX - General Investment	210,974	206,341	4,633
Total Vanguard	691,800	662,219	29,581
Total Investments	1,164,205	1,185,639	(21,433)
Other Current Assets			<u>/</u>
Giant grocery coupons	540	540	0
Prepaid expenses	0	0	0
Total Other Current Assets	540	540	0
Total Current Assets	1,372,946	1,309,239	63,707
Property and Equipment			<u> </u>
Total property and equipment	2,837,605	2,837,605	0
Less accumulated depreciation	(1,373,794)	(1,358,992)	(14,802)
Total Property and Equipment, Net	1,463,811	1,478,613	(14,802)
Other Assets	.,,		(11,000)
Loan refinancing costs, Net of Amort.	5,578	5,719	(141)
TOTAL ASSETS	2,842,335	2,793,571	48,764
		, , -	
LIABILITIES & NET ASSETS			
LIABILITIES			
Current Liabilities			
AP/Credit card payable	0	3,474	(3,474)
Payroll liabilities	5	0	(0,)
Accrued expenses	0	0	0
Deferred pledges	0	49,213	(49,213)
Deferred rental income	0	1,986	(1,986)
Rental security deposits	8,490	8,590	(100)
Pass-through accounts (see Page 6)	10,578	10,353	225
Total Current Liabilities	19,073	73,615	(54,542)
Loans Payable	13,075	75,015	(34,342)
Loans Payable - M&T Bank	309,323	315,978	(6,655)
	328,396	389,593	(61,197)

Unitarian Universalist Congregation of Rockville STATEMENT OF FINANCIAL POSITION August 31, 2021 and June 30, 2021

	Current Balance 8/31/2021	Prior Year-End 6/30/2021	Increase (Decrease)
NET ASSETS	0/01/2021	0/00/2021	(Beorease)
Endowment Funds			
General Endowment Fund			
Principal	386,534	386,534	0
Accumulated income	270,293	270,293	0
Unrealized gain(loss) - Current year	12,223	0	12,223
Total General Endowment Fund	669,049	656,827	12,223
Site Beautification Fund			
Principal	84,284	84,284	0
Undistributed income (loss)	0	0	0
Unrealized gain(loss) - Current year	8,346	0	8,346
Site Beautification - Operating	47,975	51,515	(3,540)
Total Site Beautification Fund	140,605	135,798	4,806
Total Endowment Funds	809,654	792,625	17,029
Donor Restricted Funds		<u> </u>	<u>·</u>
Ministry Enhancement Fund	402	2,752	(2,350)
Wright Elementary	2,193	2,193	0
Wright Junior High	468	468	0
Total Donor Restricted Funds	3,063	5,413	(2,350)
Group Controlled Funds		<u> </u>	
Children & Youth Scholarship Fd	9,124	9,124	0
Ethier Music Fund	2,728	2,728	0
Minister's Discretionary Fund	6,673	6,673	0
Rainbow Youth Alliance	55,605	48,957	6,648
Remembrance Fund	7,404	6,695	709
Total Group Controlled Funds	81,533	74,176	7,357
Board Controlled Funds			
Board Initiatives Fund	1,800	9,800	(8,000)
Facilities Maintenance Fund	82,206	36,856	45,350
Technology Fund	97,767	15,947	81,820
Total Board Controlled Funds	181,773	62,602	119,170
Total Restricted Funds	1,076,023	934,816	141,206
Unrestricted Net Assets			
Investment in property & equipment	1,160,065	1,168,354	(8,289)
General Reserve **	277,851	300,808	(22,957)
Total Unrestricted Net Assets	1,437,916	1,469,162	(31,246)
TOTAL NET ASSETS	2,513,939	2,403,978	109,960
TOTAL LIABILITIES & NET ASSETS	2,842,335	2,793,571	48,764
** Supplemental information:			
General Reserve as % of annual budget	35%	39%	

Unitarian Universalist Congregation of Rockville STATEMENT OF ACTIVITIES Two Months Ended August 31, 2021

	YTD Actual 8/31/21	YTD Prior Yr 8/31/20	Over (Under) PY	% Over (Under) PY	Annual Budget FY 2022	YTD Budget 8/31/21	Over (Under) YTD Bgt	% Over (Under) YTD Bgt
INCOME								
Contributions								
Current pledges	127,926	145,119	(17,193)	(12%)	541,508	135,760	(7,834)	(6%)
Past year pledges	1,145	4,440	(3,295)	(74%)	6,500	2,000	(855)	(43%)
Collection plate	0	0	0		9,000	0	0	
Nonpledge gifts	2,720	3,898	(1,178)	(30%)	18,000	3,000	(280)	(9%)
Total contributions	131,791	153,456	(21,666)	(14%)	575,008	140,760	(8,969)	(6%)
Rental Income								
Early Childhood Ctr.	1,986	1,961	25	1%	22,019	1,986	0	0%
Rockville Co-op Nurs.	0	0	0		29,185	0	0	
Capital Rivers/MCCC	0	7,755	(7,755)	(100%)	50,407	3,878	(3,878)	(100%)
Other rental income	7,000	0	7,000		17,000	0	7,000	
Total Rental Income	8,986	9,716	(730)	(8%)	118,611	5,863	3,123	53%
Special Events								
Action Auction	500	3	497		30,000	0	500	
Fall fundraiser	0	0	0		5,000	0	0	
Total Special Events	500	3	497		35,000	0	500	
Other Income								
Art sales commissions			0		100	0	0	
Grocery coupons			0		500	0	0	
Investment income (loss)	1	193	(193)	(100%)	20,000	0	0	
UUA Intern Scholarship	0	4,000	(4,000)	(100%)	0	0	0	
Miscellaneous income	0	150	(150)	(100%)	0	0	0	
Total Other Income	1	4,343	(4,343)	(100%)	20,600	0	0	
Transfer from:								
Board Initiatives Fund	8,000	0	8,000		8,000	8,000	0	0%
Miistry Enhancement Fd	2,000	0	2,000		2,000	2,000	0	0%
General Reserve	0	0	0		27,316	0	0	
	10,000	0	10,000		37,316	10,000	0	0%
Total Income & Transfers	151,277	167,518	(16,241)	(10%)	786,535	156,623	(5,347)	(3%)
EXPENSES								
Payroll								
Wages & Benefits								
Salaries	60,919	65,060	(4,141)	(6%)	402,373	66,018	(5,100)	(8%)
Dental insurance	96	174	(78)	(45%)	576	96	0	0%
Disability insurance	603	632	(29)	(5%)	4,289	715	(112)	(16%)
Life insurance	136	38	98	260%	840	140	(4)	(3%)
Medical insurance	2,046	951	1,095	115%	12,584	2,046	0	0%
Payroll taxes	3,143	3,130	13	0%	30,541	3,556	(413)	(12%)
Retirement plan	5,150	5,949	(798)	(13%)	34,391	5,499	(349)	(6%)
Professional expenses	716	3,308	(2,592)	(78%)	13,750	2,125	(1,409)	(66%)
Total Wages & Benefits	72,809	79,241	(6,432)	(8%)	499,344	80,195	(7,386)	(9%)

Unitarian Universalist Congregation of Rockville STATEMENT OF ACTIVITIES Two Months Ended August 31, 2021

	YTD Actual	YTD Prior Yr	Over (Under)	% Over (Under)	Annual Budget	YTD Budget	Over (Under)	% Over (Under)
	8/31/21	8/31/20	PY	PY	FY 2022	8/31/21	YTD Bgt	YTD Bgt
Other Payroll Expenses								
Payroll service	594	491	104	21%	3,000	500	94	19%
Child care services	0	0	0		2,000	0	0	
Recruitment	0	0	0		400	66	(66)	(100%)
Workers comp.	(844)	0	(844)		3,600	0	(844)	
Total Payroll Expense	72,559	79,732	(7,172)	(9%)	508,344	80,761	(8,202)	(10%)
Loan Payments								
M&T principal reduction	6,655	6,373	281	4%	40,687	6,655	0	0%
M&T interest	2,263	2,544	(281)	(11%)	12,820	2,263	(0)	(0%)
Total Principal & Interest	8,918	8,918	0	0%	53,507	8,918	(0)	(0%)
Building & Grounds								
Building maintenance	5,075	105	4,970	4,734%	20,000	3,333	1,742	52%
Custodial service	2,683	2,000	683	34%	38,000	6,333	(3,650)	(58%)
Custodial supplies	2,000	2,000	(686)	(100%)	2,000	333	(3,030)	(100%)
Electricity	3,465	3,159	306	10%	18,000	3,000	465	16%
Gas	89	182	(93)	(51%)	8,700	200	(111)	(55%)
Grounds maintenance	950	10,010	(9,060)	(91%)	16,340	3,268	(2,318)	(71%)
Insurance	(181)	0	(3,000) (181)	(3170)	6,500	0,200	(181)	(1170)
Snow removal	0	0	(101)		7,000	0	0	
Trash removal	364	546	(182)	(33%)	2,400	400	(36)	(9%)
Water & sewer	6,781	6,203	578	9%	10,000	6,800	(19)	(0%)
Total Building & Grounds	19,227	22,892	(3,665)	(16%)	128,940	23,668	(4,441)	(19%)
Office							(/)	
Equipment maintenance	0	0	0		650	108	(108)	(100%)
Equipment procurement	0	0	0		2,200	366	(366)	(100%)
Equipment rental	308	308	0	0%	2,200	366	(58)	(16%)
Office supplies	41	190	(149)	(78%)	3,200	534	(493)	(92%)
Postage	0	1	(1)	(100%)	1,000	166	(166)	(100%)
Software & database	419	503	(84)	(17%)	3,300	550	(131)	(24%)
Telephone & internet	907	1,358	(451)	(33%)	7,712	1,286	(379)	(29%)
Total Office	1,676	2,361	(686)	(29%)	20,262	3,376	(1,700)	(50%)
Committees								
Adult Faith Formation	0	0	0		700	116	(116)	(100%)
Aesthetics Committee	0	0	0		50	8	(8)	(100%)
Board of Trustees	0	0	0		2,400	200	(200)	(100%)
Committee on Ministry	0	0	0		250	200	(200)	(100%)
Crafters	0	0	0		100	42	(42)	(100%)
Decorations	0	0	0		75	16	(16)	(100%)
Family Faith Formation	19	268	(248)	(93%)	4,950	13	7	55%
Hospitality	0	0	0		1,050	825	(825)	(100%)
Lay Ministry Council	0	0	0		1,650	175	(175)	(100%)

Unitarian Universalist Congregation of Rockville STATEMENT OF ACTIVITIES Two Months Ended August 31, 2021

	YTD Actual	YTD Prior Yr	Over (Under)	% Over (Under)	Annual Budget	YTD Budget	Over (Under)	% Over (Under)
	8/31/21	8/31/20	PY	PY	FY 2022	8/31/21	YTD Bgt	YTD Bgt
Membership	0	0	0		2,200	275	(275)	(100%)
Memorial Committee	0	0	0		100	366	(366)	(100%)
Music	155	246	(91)	(37%)	5,600	16	139	868%
Pastoral Care	0	72	(72)	(100%)	500	934	(934)	(100%)
Planned Giving	0	0	0		100	84	(84)	(100%)
Pledge Drive	0	0	0		1,000	16	(16)	(100%)
Publicity	21	40	(19)	(47%)	2,430	0	21	
Quilters	0	0	0		275	405	(405)	(100%)
Rental Committee	0	0	0		200	46	(46)	(100%)
Sound System	0	0	0		255	34	(34)	(100%)
Stewardship	0	0	0		0	43	(43)	(100%)
Worship	1,185	2,330	(1,145)	(49%)	2,100	1,400	(215)	(15%)
Total Committees	1,380	2,955	(1,575)	(53%)	25,985	5,213	(3,833)	(74%)
Social Justice								
Social Justice Comm.	0	0	0		6,050	1,010	(1,010)	(100%)
Total Social Justice	0	0	0		6,050	1,010	(1,010)	(100%)
Denominational Affairs								
UUA Annual Prog. Fund	0	0	0		28,847		0	
Total Denom. Affairs	0	0	0		28,847	0	0	
	0	0	0		20,047	0	0	
Other Expenses								
Bank & transaction fees	446	573	(127)	(22%)	3,600	600	(154)	(26%)
Installation of Sr. Minister	0	0	0		10,000		0	
Music Director search	0	0	0		1,000		0	
Ordination expense	0	0	0	(1000)	0		0	
Miscellaneous expense	0	15	(15)	(100%)	0		0	(222())
Total Other Expenses	446	588	(142)	(24%)	14,600	600	(154)	(26%)
Total Expenses	104,206	117,446	(13,240)	(11%)	786,535	123,546	(19,340)	(16%)
Net Income per Budget	47,071	50,072	(3,001)	(6%)	(0)	33,077	13,993	42%
Adjustments								
Unrealized gain (loss)	6,972	11,263						
Loan principal add-back	6,655	6,373						
Depreciation & amort.	(14,943)	(14,943)						
Net Income per Books	45,754	52,764						
Supplemental information	CY	PY						
General Reserve	277,851	245,673						
Annual budget	786,535	770,370						
Reserve as % of budget	35%	32%						
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Unitarian Universalist Congregation of Rockville SUPPLEMENTAL REPORT - RESTRICTED FUNDS & PASS-THROUGH ACTIVITY Two Months Ended August 31, 2021

	Balance			Balance
	6/30/2021	Inflows	Outflows	8/31/2021
Endowment Fund	000 504	0	•	000 504
Principal	386,534	0	0	386,534
Accumulated income (loss)	270,293	0	0	270,293
Unrealized gain (loss) - Current year	0 656,827	12,223 12,223	0 0	12,223 669,049
	050,027	12,223	0	009,049
Site Beautification Fund				
Principal	84,284	0	0	84,284
Accumulated income - Current year	0	0	0	0
Unrealized gain (loss) - Current year	0	8,346	0	8,346
Site Beautification - Operating	51,515	0	3,540	47,975
	135,798	8,346	3,540	140,605
Donor Restricted Funds				
Ministry Enhancement Fund	2,752	(350)	2,000	402
Wright Elementary	2,193	0	0	2,193
Wright Junior High	468	0	0	468
	5,413	(350)	2,000	3,063
Group Controlled Funds				
Children & Youth Scholarship Fd	9,124	0	0	9,124
Ethier Music Fund	2,728	0	0	2,728
Minister's Discretionary Fund	6,673	0	0	6,673
Rainbow Youth Alliance	48,957	7,453	805	55,605
Remembrance Fund	6,695	709	0	7,404
	74,176	8,162	805	81,533
Board Controlled Funds				
Board Initiatives Fund	9,800	0	8,000	1,800
Facilities Maintenance Fund	36,856	58,900	13,550	82,206
Technology Fund	15,947	81,820	0	97,767
	62,602	140,720	21,550	181,773
Total Restricted Funds	934,816	169,101	27,895	1,076,023
Pass-through Accounts		-		
Share the Plate (multiple recipents)	5,793	5,553	5,298	6,048
Other charities	50	0	50	0
Arts Connect	2,828	20	0	2,848
No Child Goes Hungry grant	1,000 682	0	0	1,000
Other pass-through	10,353	0 5,573	0 5,348	682 10,578
	10,303	5,575	J,J40	10,578