

UUFCO Board Meeting

May 18, 2021

Location: Zoom call

Attending (via Zoom): Mark Steinberg, Daelene Schwartz, Susan Kinney, Fletcher Chamberlin, Chad Leonard, John Lawton, Ella Chatterjee, Rev. Scott Rudolph

Guest attendees: Linda Johnson and Tom Moore, Stewardship Committee

Called to Order: 4:00pm

Minutes written by: Ella Chatterjee, Recording Secretary

Consent Agenda. Fletcher moved to accept the May Board agenda and the April 20, 2021 Board meeting minutes, Daelene seconded the motion and it passed unanimously

Stewardship committee report. The feedback from the Stewardship campaign was that the message of the campaign spoke to what people were experiencing . People liked the videos and would like to see them continue. It is clear that members donate when they feel connected to whatever they are being asked to contribute to. The message of the campaign and the videos stressed that connection.

The campaign resulted in 199 pledges, a participation rate of 81.2%. The average pledge went up a small amount, but it is of some concern that there is over reliance on 3 to 5 major donors who provide a substantial percentage of the overall pledge amount. A future goal is to encourage the level of pledging such that a larger number of people bring in more funds, reducing the reliance on a few donors. Attention should be given to encouraging planned giving.

Both Linda and Tom pointed out that the role of stewardship is growing. There is a need to maintain a connection with donors throughout the year and not just for the month of the campaign.

Staff support is needed for the campaign. This year, the committee itself provided considerable support, but staff support should be included in future campaign planning. There should also be consideration of increasing the current budget of \$1800.

Linda and Tom stressed the need for coordination of fund raising activities. There should be more regular communication between the Stewardship and Endowment committees as both committees have an interest in planned giving.

Finance Report. Fletcher said that the fiscal year is ending well and the loss for this year should be less than projected. The process of changing accounting from Church Windows to Quick Books has begun. The process should be complete by July 1 and should be more efficient.

Personnel committee. The maternity/parental/family leave policy, which follows state law on these matter, is in effect. The Board still needs to address a policy in the employee handbook, which requires that an employee going on leave for a period of time must find a replacement. The Board generally thought that this policy should be dropped. Chad will prepare a resolution to remove it from the employee handbook.

Facilities committee. Nothing new to report.

Endowment Committee. The committee will be presenting a seminar on May 24, 2021 on in Environmental, Social and Governance investing.

Minister's Report. The search for the music director is underway. The survey indicated that people like the choir and would also like to see other musical performances—solo and small group. An interest in seeing young people involved was also expressed.

The diversity and equity group is showing up for more protests, showing support for other community groups.

The Memorial Gardens team completed the planting and is moving forward with other aspects of the plans.

The transition to a payroll service has been difficult and is still a little rough but will hopefully save time when it is running smoothly.

There will be one more open sanctuary and one last evening service in June.

Covid 19 task force. The recent CDC guidelines for the fully vaccinated have caused the task force to look again at recommended guidelines for indoor and outside use of the church. They will be meeting again soon and hope to have a revised set of guidelines to give to the Board and, if approved by the Board, to present to the congregation at the annual meeting on May 23, 2021. A UUA conversation is occurring on what things will be like when churches can begin to

reopen. Our Covid Task force will be taking these conversations into consideration.

The Memorial Gardens team is moving forward with their plans and will have a planting day on May 8th to put in new plants for the landscaping of the gardens and labyrinth.

The Membership Committee has held new orientation classes. Around 8 new members joined after these classes, some of them having only come in contact with UUFCO during the pandemic.

Duncan Brown is involved in exploring the possibility of green burials. Apparently there is little presence of this in Bend at this time.

An incident occurred in our parking lot where one of the preschool teacher's cars was broken into. The teacher was reimbursed for the loss incurred and our staff has been watching the parking lot and asking people to leave if they have no good reason to be there.

The young people in the RE program would like to become more engaged in the life of the congregation. Amy thinks that the 8th Principle project/discussion would be a good way to begin this process.

Process observer. Designating a process observer at our meetings is a way to examine patterns and habits that we may wish to change or modify. It would place a lens on how we are maintaining the commitment to our mission and vision. One way of doing this might be to consider others in the community who are not present at our meetings and how our ways of communication might change if they were present.

Meeting adjourned: 5:45

UUFCO Board Meeting
April 20, 2021
Location: Zoom call

Attending (via Zoom): Mark Steinberg, Daelene Schwartz, Susan Kinney, Fletcher Chamberlin, John Lawton, Ella Chatterjee, Rev. Scott Rudolph

Guest attendee: Amy Falkenrath, Leadership Development Committee

Called to Order: 4:00pm

Minutes written by: Ella Chatterjee, Recording Secretary

Consent Agenda. Susan moved to accept the April Board agenda and the March 16, 2021 Board meeting minutes, Fletcher seconded the motion and it passed unanimously.

Leadership Development Committee report. Amy reviewed the recommendations of the committee for the positions of Vice President and At Large Member of the Board, and for positions on other committees including the Endowment and Leadership Development committees. These names will be presented to the congregation at the May 23rd annual meeting. The Board commended the committee's selection of such qualified candidates.

Finance Report. Fletcher reported that the Finance committee has completed a budget proposal. The proposal is for a balanced budget with \$612,275.00 in total revenue. The proposal includes a 2% increase in salaries of the minister and the staff, the provision for a music director position at 20 hours, and an increase of the Social Justice budget to \$12,000. Fletcher stressed that the committee was particularly interested in proposing a balanced budget so that there would be no need to draw on reserves. He noted that one of the biggest risks in the proposed budget is the assumptions on income from rentals. The preschool rental of \$30,000 is certain, but a projected income from other rentals is still uncertain in light of the pandemic.

Fletcher moved that the Board accept the budget proposal, Susan seconded the motion, and it passed unanimously.

Stewardship committee. There is nothing new to report, as the committee is taking a breather after a successful campaign.

Personnel committee. Chad will soon have a proposal for maternity and parental leave for the staff.

Facilities committee. Parker is working to get a schedule on building needs such as painting.

Endowment Committee. The committee's quarterly report shows that all investments are within target range.

The brochure is now available on line and the Endowment section of the website has been updated.

The committee has met with the Art and Aesthetics committees concerning a new way to honor donors. Those committees have come up with questions and suggestions which are being considered by the Endowment Committee.

As requested by the Board, the committee revised the statement of purpose to exclude examples of how the Board might use income from the endowment fund. Ella moved that the Board approve the revised statement of purpose and governing document, Daelene seconded the motion and it passed unanimously.

It was suggested that regular communications be established between the Endowment and Stewardship committees, as these committees share common interests.

Supporting documents: Endowment Committee Report; Revised Statement of Purpose; Revised Governing Document.

Minister's Report. An open sanctuary will be held on April 22 and also one more time in May.

A UUA conversation is occurring on what things will be like when churches can begin to reopen. Our Covid Task force will be taking these conversations into consideration.

The Memorial Gardens team is moving forward with their plans and will have a planting day on May 8th to put in new plants for the landscaping of the gardens and labyrinth.

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Meeting adjourned: 6:15

Next meeting: June 15, 2021 at 10AM.