

UUFCO Board Meeting
July 11, 2019
Location: Conference Room

Attending: Erika Beard-Irvine, Marty Rudolph, Sylvia McFarland, Susan Kinney, Chad Leonard, Scott Rudolph, Mark Steinberg

Absent: John Lawton

Called to Order: 4:00 PM

Minutes written by: Erika Beard-Irvine, Recording Secretary

Consent Agenda

Minutes of June board meeting approved with changes. July financials approved. July board agenda approved.

Acceptance of consent agenda moved by SM, second by MR. Unanimous.

Reference Documents:

Board Minutes June 13, 2019; July Board Financial Report 2019; Board Agenda June 11, 2019

Minister's Report

Scott reports that the two new staff, Jonathon and Leora, are fitting in well and adjusting to their new jobs. They came to the meeting to meet the Board briefly. There are now two different preschools interested in renting our space. One is a Montessori School currently at Bend Methodist that is looking to expand. The other is called Roots and Wings and is based out of California but is looking to start a program in Bend. Scott is asking for a proposal from each of them asking about their programs, their finances, their enrollment, etc. He knows that this isn't what we had wanted to do. We had originally wanted to partner in a way to address income inequality, but that hasn't worked out. There is a significant shortage of childcare programs in Bend, and this will address that. Adult Religious Exploration has officially changed their name to Adult Spiritual Development. The group is growing and has a lot of energy. Scott will be continuing to meet with them. The auction went well. While not perfect, Scott wants to have the next auction in the fall and get the auction back on schedule. He doesn't want to plan for it to be smaller or to bring in less money but anticipates that it will be simpler. The staff is working on the annual calendar. The auction is a great way to start off the year and is a fellowship driver in setting up smaller events among members. The worship team is planning to have conversations about ministry in the fall. Pride went well. There was a lot of energy around this. Scott and Larry Price have been working with a multi-congregational group to support a project to support people experiencing homelessness. This is intended to be a boundary-crossing project between conservative and liberal churches. We are not budgeted to support this, so it will likely need to be supported through Greater Community Collections. There will probably be information about this in September. In our search for a new pianist, we have not gotten any interest in our pianist position. Peggy deArmond used to be a primary pianist for the New Jersey Symphony. She is the accompanist for the Central Oregon Chorale. She would fit in well with the congregation in terms of her values, but she wants about 25% more money than we are offering. We had budgeted an additional \$1000 for the pianist, so it would be about \$900 total.

MR moved to increase the music budget by \$1000, seconded by CL. Unanimous.

There was discussion about whether to pay Shannon Adams for counting the offering after service. She only counts after the second service and doesn't spend an entire hour counting. A finance committee person was trying to grab someone to help, but people balk at having to stay and count. The total annual budget is \$422.50.

SM moved to increase the budget by \$422.50 to pay Shannon Adams for counting the offering after second service. MS seconded. Unanimous.

We still need trashcans. Now that Jonathon is here and the new aesthetic structure is in place, Scott would like to get some trashcans. These need to be nice to hold up the aesthetic vision of the building. We need two sets (recycling and trash) to come from the New Home budget. *MR moved that the Board approve \$1000 from New Home Funds for Scott to buy trashcans; CL seconded. Unanimous.*

Finance Committee Report

The financial review has been completed. In last year's Financial Review, the biggest issues were the lack of a locked cabinet to hold employee information and the lack of an employee credit card procedure. Also recommended last year and this year was that set-up and clean-up after events be paid on an hourly basis. Scott and Leora and Jonathon will discuss this actual hourly amount. It has also been recommended that an inventory of our physical assets be undertaken, but the Finance Committee has been unable to take it on. Marty suggested that the Facilities Cluster could take this project on. Susan asked if the insurance company might have some documents to help get started. Sylvia will check with Church Mutual and let Susan know, so Susan can talk to John when he gets back. There has also been an issue with time-keeping for events. An Excel spreadsheet has been created to help with improved record-keeping.

Sylvia reviewed the June Financial Statements. Historically, our shrinkage for pledges (pledged money that was not received) has been less than 3%. This year, it was 6.5%. There was discussion on how to address this. Susan will draft the letter, and Sylvia will email it over her signature. Our actual budget shortfall was \$52k. We had budgeted for a shortfall of \$86k. The auction income was \$13k, and rental income was \$55k.

Dana overspent the RE supply budget. She knew she had extra money in the professional development budget and thought she could use the money from there. The members of the Financial Review team did not think that was an acceptable answer, because money needs to be appropriately categorized when looking at the budget for next year. Dana did say that she would not have spent some of the supply money if she did not know she couldn't use professional development funds.

For FY18-19, the board recognizes that the following budget line items over-spent their budgets. They include: RE Teacher, Congregational Life Retirement, Building Superintendent Retirement, Event Hosting Payroll, Employer Payroll taxes, Background checks, Worship Service Supplies, RE Supplies, Dues –Other Organizations, Copies, Maintenance & Repairs, Leadership Development, and Auction Expenses. Some of these had been pre-approved. The board approves these over-spending.

Moved by MR, seconded by CL. Unanimous.

For FY 19-20, the budget for Event Manager needs to be increased by \$1,950, to \$17,550.

Moved by MR, seconded by CL. Unanimous.

For FY 19-20, no money was budgeted for the Bookkeeper. Because our administrator did not start until 7/1/19, the Bookkeeper will be working throughout July and early August to train the

administrator. Also, it is possible that she will be filling in when the Administrator goes on vacation. Therefore, I am recommending a budget of \$1,500.

Moved by MR, seconded by CL. Unanimous.

Reference documents:

EOM Board Reports Bldg; EOM Board Reports; Financial Review report

Endowment Committee

Marty has agreed to take over as liaison to the Endowment Committee. The Committee has noted some necessary changes to the Policy on Designated Funds as part of working on ways to change the culture of money in the congregation and find better ways to talk to the congregation about the endowment. There is about \$6000 in interest in the fund that could be used without having to go to the congregation Aug 2. This could be used for starting new programs or funding some things in our budget that we had not previously funded. The Board discussed this and agreed that the timing was too quick and that the congregation needed to be educated on this process before the money was spent.

Personnel Committee

Chad presented the revised Employee Handbook. He reviewed the major changes. Scott asked whether the Handbook should include something about notification of relationships among staff members or between staff and members. It was questioned whether that was legal in Oregon. Chad and Amy will check, and the Employee Handbook will be revisited in a future meeting.

Reference documents:

Revised Employee Handbook; Resolution No. 2019-04, A Resolution to reaffirm the majority of the employee handbook and update line items

Stewardship Committee

Mark reported \$387,219 in pledges from 216 pledge units.

Facilities Committee

Susan reviewed John's report on the schedule of planned work.

Meeting Adjourned: 6:15pm

Next Meeting Aug 8 @ 4:00pm.