

# MINUTES UUCS BOARD MEETING 2022-06-08

## In Attendance:

Board: Mark Lorenz, Steve Dick, Jack Hazerjian, Susan Reese, Yvonne Centala

Minister: Rev. Aileen Fitzke

## Agenda

6:30 Check-in

6:40 Chalice Lighting

6:45 Finance Committee Update

7:05 Open Leadership/Committee Positions

7:20 Annual Meeting Close-Out

7:30 Membership and Growth

7:45 Review Board Liaison Reports

Parking Lot Items – as time permits

8:20 Recap

## Finance Committee Update

### Description

- Report from the finance committee about status of revenues and expenses with respect to baseline projections at the start of the year. (Adam)

### Goals

1. Understand financial position so as to make informed decisions that impact UUCS finances.

### Minutes

- As based on the approval of *2022-2023 budget* by the congregation during the Annual Meeting held three days earlier (June 5<sup>th</sup>), UUCS will operate next year with a projected deficit, with:
  - \$193,358 expected as income, as based on \$186,850 in pledges, \$1,200 in rent earnings from subtenants, and \$2,500 in net proceeds from the annual auction
  - \$229,073 expected to be accrued as expenses
- With regard to the status of this current year's financials, the report prepared for this Board meeting shows:
  - \$221,633, which includes \$11,329 received early as pledges for 2022-2023, leaving \$182,029 as the expected, remaining sum to be collected during the upcoming fiscal year, starting in July.
  - \$217,892 is posted as expenses to date for this fiscal year, with some expenditures remaining to be paid at the end of June.
- Data from the finance monthly meeting also shows:
  - Total Cash on hand as of 1 June: \$66,242.62 (Operating account, reserves); year-end cash flow estimate still valid to give us ~\$30,000 carry over.
  - Approximately \$78,4950 in the various endowment accounts (Building, Music, Membership and \$34,558 in accounts receivable).

- An accounting clarification was made about the posting of withdrawals from the endowment funds as a negative expense, while applying as a positive expense that money spent for sanctuary improvements (window shades), video streaming equipment, and operational expenses, all of which have totaled around \$35,000, which will need to be replenished.
- Concerning the deficit spending foreseen for the upcoming fiscal year, the UUCS Board tried to grapple with how to offset the projected shortfalls:
  - Identification of means for increasing income (e.g. increasing number of congregants/pledgers, getting congregants to increase the amounts of their pledges, expanding the number of groups willing to rent the church facility, seeking out other revenue-generating activities):
    - Suggestion was made for an announcement to be made on Sunday to explain the need for asking those who can donate more money to UUCS to increase their pledges.
    - Jack Hazerjian offered to lead the organization of the next annual auction, usually scheduled in November, to better ensure that more than the projected \$2,500 would be realized as income.
    - Suggestion was made by Steve Dick to schedule a second, money-raising event at another time period within the fiscal year.
  - Recognition of the limits in reducing expenses, since operational costs are mostly fixed, and any significant reductions would likely have significant negative impact on the congregation.
  - As such, the UUCS Board will need to develop a contingency plan in the coming year if it becomes clearer that additional revenue cannot be obtained.
- As an old business item, an inventory of UUCS assets remains to be conducted for insurance purposes, which Jack volunteered to lead. An announcement to solicit volunteers still needs to be drafted and disseminated.

#### **Action Items:**

- Solicit volunteers through UUCS communications to assist Jack with the inventory of UUCS assets.

#### **Decisions:**

- None

## **Open Leadership/Committee Positions**

#### **Description:**

- Identify open positions in the UUCS organization and make plans to fill them

#### **Goals:**

1. Fill open positions with interested people. Identify training and/or mentoring needed for that person to be successful

#### **Minutes:**

- Open Positions within UUCS that remain:
  - Committee on Ministry: 1-2 members needs be recruited before July 2022

- RE Coordinator needs to be filled by July 2022
- Stewardship Drive Lead needs to be found before February 2023
- Social/Racial Justice Lead need to be filled as soon as possible
- Endowment Committee: 2-3 people (*not urgently needed to be filled*)
- Chalice Lighter Ambassador: 1-2 people (*not urgently needed to be filled*)
- Approximately 40% members are already engaged in committee work, and a strategy needs to be formulated to increase the involvement of other congregants, whenever and however they can
  - Suggestion was made to use a volunteer bulletin board to advertise positions, provide contact information on volunteer opportunities.
  - Suggestion was made to organize a committee fair after a Sunday service to have members of committees explain to others what volunteering would require of one's time and effort.
  - Suggestion was made to prioritize only certain committees for recruitment of volunteers, given the overall difficulty in filling slots across all of them.
- An observation was made that there is no system for tracking names and periods served by UUCS congregants who are on and who have been on Committees.
  - Suggestion was made to create a spreadsheet/database of congregation members and their histories of serving on UUCS committees, so that analysis of individuals' volunteer service and experience (and leadership potential) could be facilitated.

## Annual Meeting Close-Out

### Description:

- Identify, assign, and complete year-end activities

### Goals:

- Complete year-end actions

### Minutes:

- All close-out tasks associated with the fiscal year's end have been completed by the UUCS Board:
  - Minutes on the Annual Meeting were written
  - Annual Report was compiled and finalized
  - Rev Aileen's self-evaluation and assessment by members of the UUCS Board have been completed, while the assessment by those on the Committee on Ministry remains

### Action Items:

- None

### Decisions:

- None

## Membership and Growth

**Description:**

- We will schedule various events and involve ourselves in the community to “get the word out” about UUCS and to draw folks into the congregation.

**Goals:**

- Identify means by which to sustain and attract interest in UUCS from, respectively, current and new members.

**Minutes:**

- As a new business, Steve was asked to lead the Welcome and Engagement Committee in drawing up a proposed set of social activities and events to be offered by UUCS to draw members to the sanctuary more frequently; given the vital need in regenerating congregant interest in church affairs, UUCS Board would financial or human resources to support this initiative.
  - Mark Lorenz shared his personal example of using a fishbone diagram to help identify and communicate a plan for rebuilding the congregation and increasing our revenues.
- As old business, census of UUCS members had been conducted within the past few months by the Welcome and Engagement Committee and Stewardship Committee. It was determined that UUCS has 66 active members and 21 friends (past members who remain associated with the church, but not particularly active in it). About a dozen visitors have attended service at least once since the doors of the church re-opened in March 2022, although only a few have returned as repeat attendees.
  - Suggestion was made that UUCS should ensure that church newcomers feel especially welcomed, with greeters playing an important role.

**Action Items:**

- Nothing specified

**Decisions:**

- None

## **Review Board Liaison Reports**

**Description:**

Review board liaison reports.

- Committee on Ministry — Jack
- Institutional Vitality Ministry — Adam
- Worship & Arts Ministry — Mark
- Justice Ministry — Sharon
- Lifespan Faith Development Ministry — Susan
- Care & Connections Ministry — Yvonne
- Welcome & Engagement Ministry — Steve

**Goals:**

- Understand activities of these ministries, their issues, and solutions

**Minutes:**

- Committee on Ministry: In Rev. Aileen's absence, members of the Committee met to discuss its need to write its assessment of Rev. Aileen, so that it could be bundled with the UUCS Board's assessment and Rev. Aileen's self-evaluation for submission to UUC's Ministry Fellowship Committee.
- Institutional Vitality Ministry: Nothing new to report
- Worship & Arts Ministry: Nothing new to report
- Justice Ministry: Recruitment of volunteers has been particularly difficult for this Committee, which is viewed as a priority committee; perhaps that should be the first order of its business
- Lifespan Faith Development Ministry: Nothing new to report
- Care & Connections Ministry: Nothing new to report
- Welcome & Engagement Ministry: Nothing new to report
  - Suggestion was made to have the work of committees and the need for volunteers presented during church service.

**Action Items:**

- None

**Decisions:**

- None

**Parking Lot Items – as time permits**

- Mission, Vision, Covenant
  - Seed various small groups with questions to prime the future discussion on Mission, Vision, and Covenant. Mark and Rev. Aileen will meet separately on how to issue these questions.
  - "Who were we (as a church) before the coronavirus pandemic?"
  - "Who have we become during this pandemic?"
  - "Who should we become hereafter?"
    - Is UUCS ready to move forward on this effort?
- Promote Leader Lab for learning various topics and leadership development
- Resume ministry metrics to determine people served and our effectiveness

**Recap**

1. Review decisions and confirm commitment
2. Review actions assigned and gain commitment for completion. Ascertain if any assistance is needed
3. Outline next steps, as needed
4. Review parking lot items
5. Reflect on the meeting process

## Action Items

Action Item	Action	Assigned	Status
2022-01-02	Ask the Membership Team to create a plan for facilitating the recruitment, organization, and promotion of the church's social engagement activities	Mark Lorenz	Completed; awaiting response
2022-01-04	Prepare for organizing online presentations on either artists/art history or foreign films for adult recreation at UUCS	Jack Hazerjian	Ongoing
2022-01-05	Assist with advertising UUCS activities to new and active church members	Steve Dick	Ongoing
2022-05-11	Inventory of UUCS assets needs to be conducted for insurance purposes, with volunteers needing to be solicited by an announcement	Jack Hazerjian	Ongoing, to be completed by end of June 2022
2022-06-08	Jack Hazerjian offered to lead the organization of the next annual auction, usually scheduled in November	Jack Hazerjian	Ongoing
2022-06-08	Review <b>nine suggestions</b> made at this Board Meeting for their viability and actual implementation	Board	Ongoing

## Board Decisions

Date	Decision

## Parking Lot Topics (Deferred to Future Meetings)

Owner	Topic

**Next Meeting:** July 13, 2022 @ 6:30 pm