

**First Unitarian Society of Ithaca
Board of Trustee Meeting Minutes
May 17, 2023**

Don Barber (President) called the regular monthly meeting of the Board of Trustees (BoT) to order at 6:34 pm on Wednesday, May 17th, 2023.

Trustees Present: Don Barber (President), Fred Balfour, Valerie Graves (Clerk), Dick Kurtz, Nancy Miller, Margaret Nichols, Renee Rogers

Ex-Officio Members of the Board: Walt Peck (Treasurer), Emily Richards (DRE, DCL)

Trustees Absent: Therese O'Connor (Vice President)

FUSIT Members & Guests: Michelle Waffner (Admin)

Handouts:

- [Board Meeting Minutes 041923](#)
- [Treasurer's Annual Report, 2023.docx](#)
- [Building Use Policy](#)
- [Board and Team/Committee Liaison Expectations](#)
- [FUSIT Proposed Supervision Structure \(0523\).pdf](#)
- [Fair Share UUA Report.docx](#)
- [LGBTQ+ Welcoming Resolution for Annual Meeting](#)

Agenda Item # 1: Welcome and Chalice Lighting

Walt Peck lit the chalice and Renee Rogers read a selection.

Agenda Item # 2: Congregational Communication Period

There were no congregants present to speak to the Board.

Agenda Item # 3: Changes to Agenda

There were no changes to the agenda, but a question was raised about the Board evaluation process. Last year there was no time set aside to discuss the results of the evaluation.

Discussion:

- Will the Board be using the same evaluation tool or a similar tool?
Response: A similar tool will be used. The tool was altered and expanded to include a work product assessment. It will be made available to everyone.
- Last year we never discussed results, it would be helpful if people will fill out the evaluation ahead of time so the Board can look at the results and have a discussion.
- The results could be sent to Therese O'Connor so that she could tabulate them and share them for discussion.

Action Item:

Therese O'Connor will distribute the evaluation tool, and tabulate results for the next Board meeting.

Agenda Item #4: Visioning Question

What is FUSIT's culture, what culture are we projecting outside our walls?

Discussion:



- We are known for Babies First - People are very grateful.
- People have been referring others to Babies First on social media.
- Have three new Babies First coordinators so that the group can serve more clients.
- Rather than calling ourselves FUSIT, we could call ourselves First Unitarian.
- I agree on the use of "First Unitarian". FUSIT became a way to distinguish us from other break off groups, but was not necessarily a positive name.
- The use of FUSIT speaks to our hesitancy to use religious words. "Church" can be a hard word for people here. It also speaks to the challenge of spreading the word about who we are - it can be hard as a group of people in a pluralistic faith community because of a larger cultural attitude toward religious organization. How do we get information out to the community?
- Will we have a table at the Ithaca Festival?
Response: There have not been any volunteers.
- Will there be bubbles?
Response: If there is a table, then yes!
- We white men are not the draw, but the children are a big draw for new families.
- In the past 40-50 years, the church was seen in the community through Jack Taylor's reputation. That was what represented us. Before that, it was Dick Gilbert - he was on the clergy consultation service - helping women find abortion providers. Since we do not have a charismatic leader that is seen out in the community - it is hard for us as a group to figure out.
- Do we need to start considering what our "Brand" is?

- Do we need a face to go with the brand?
Response: No, but since we don't we need to know how to spread information.
- There are a number of new people here each Sunday - some are from other UUs but some are not. Somehow they have heard about us and are showing up.
- Marie Benedetti got sponsors for the auction and always says she gets fantastic comments from those in the community - what is the content of those accolades?
- Why are those people not showing up on Sundays?
- Do we need an advertising campaign?
- Jack did "word for Sunday " on WHCU - it was 5 minutes on Sunday morning. We don't live in a simple world with one dominant station.
- Also the church was much more Cornell centric in the past and Jack was active in Cornell ministry.
- WRFI is struggling to find its mission and strategy. One phrase they are discussing is building community. There is a segment of the community listening to that station that might enjoy hearing from First Unitarian.
- What sets us apart is our pluralism and this is something I would love to see us spend more time on - getting the message to the community, so people know what that means and what they can expect here. There is a lack of clarity of what this organization is and what the beliefs are.
- People associate Unitarianism with atheism. It would be helpful to counter that with some information.
- We are often defined by our lack of a specific belief structure that everyone agrees upon and shares as a message to the public.
- The joint effort of the First Unitarian and Calvary Baptist to support the poet laureate talk is a helpful step in building connections. Events like that allow us to come out in partnership with other faith based communities.
- The 8 principles are not a well known way to identify Unitarianism.
- We have talked about the possibility of a pulpit exchange - church attendance is decreasing in all faiths, but may still be good to launch discussions about where we are different and where we are the same.
- It would be good to be looking for opportunities to collaborate. More can be done with a larger group.
- Living the Pledge was opened up to people outside of the congregation and that was very interesting and added a richness to the program. There was a more diverse group doing the course. There are plans to do one Living the Pledge session each year. Likely in the fall.
- On a general basis - sponsoring projects in the community that will get notoriety could be a way to be more well known.
- And if we are involved - we should make sure that someone from the local press is paying attention.

- The church has gotten some press for the village project. The Social Justice Leadership team is getting FUSIT back involved with the Village at Ithaca. It is now organized through Area Congregations Together (ACT), but FUSIT is hoping to take a big chunk.
- We are predominately a middle to upper class, white congregation. How do we get people involved who are not in those groups?
- What are all the groups that use the Parish house
Response: Three groups for now use the 12 steps space.
- In terms of music - and places of which the building is a venue - maybe we can broaden the musical groups that use the space. That could help show that we are welcoming to more diverse groups of people.

Agenda Item #5: Consent Agenda

Consent agenda items:

-  DRAFT Board Meeting Minutes 051723
-  Treasurer's Annual Report, 2023.docx

The Board was asked to consider putting the Building Use Policy in with the consent agenda. The Operations and Administration Team (OAT) has signed off on the policy after the Board and Memorial Support Team shared comments. The policy will not go in the Board Policy Book (BPB), but in the general policies that go on the website.

Discussion:

- Is the Board expected to approve this? Is this the same price structure we have had or is this an increase?
Response: Yes the Board needs to approve it and the pricing structure has changed to be in line with work being done, and the rates locally. The policy has been updated to clarify questions about membership.
- Aren't there two Minister's offices?
Response: There is just one. The space above is the administrative office.
- There is an issue with the list of keys. New keys were created two years ago and this breakdown doesn't match at all what was done. It needs to be reviewed.

Action item:

Dick Kurtz and Michelle Waffner will review the list of keys in the policy and make changes to ensure it is correct.

- The policy says that keys will be checked in annually and that does not actually happen.
- Long term renters need a different price structure than the prices listed here -
Negotiations are needed for pricing for regular rentals.

- Many of the regular users barter for the space. A choir that uses our space for 12 week sessions pays \$350 and barter for one Sunday of music.
- Would want to negotiate those separately from these one use prices.
- Prices were increased but are still reasonable.
Response: These prices are reasonable as compared with churches downtown.
- The policy just needs a note that clarifies these are prices for single use rentals.
- The comments have been collected and can be sent back to OAT. The Board is not in a position to approve this policy because of the questions that have been raised.
- The last sentence talks about a minister or a designated care team member conducting a service. Right now those individuals are care team members, but it is not clear that they should be. Maybe MVT should be listed rather than the care team.
- This should not be sent back to OAT - It would be better to leave it as is, and pass it as is, recognizing that the church will have to look into rentals with a special committee. This policy represents what we are doing now. There is not a large number of people looking for places as regular renters. This policy is needed for the fall. There are big increases over what we have been charging.
Response: This includes a 20% increase in pricing.
- This policy is good enough for now, but good points have been raised. A committee should look at the market place and different ways of renting.
- It is fine to approve of the policy as is, with understanding that the church can offer negotiations for regular rentals.
- There are many ways to monetize the building and once there are enough renters, 15% can go toward a building manager.
- Good work has been done on this policy and the discussion does not mean anything to the contrary!

The Board discussed whether to pass the document as it is and work on some of the issues that were raised in the future, or to wait and work out some of the details before passing. Michelle Waffner was asked whether she needed the policy urgently and she said it could wait until the next Board meeting. The Building Use Policy was not added to the consent agenda.

Motion: A motion was made by Don Barber and seconded by Valerie Graves to approve the consent agenda.

The motion passed.

Agenda Item # 6: Monitoring Function: Team and Committee Reports

Discussion:

- The graph of the organizational structure was not really correct.
Response: The reason for including the graphic was to provide a visual. The important

thing this chart does talk about is that the ministry MVT will handle supervision for the ministry side of employees, direct, second, or third level. That used to be a function of OAT, but now OAT will only have supervision responsibilities for those on the administrative side of the organization.

- Exactly what structure is in place is being negotiated on the ministry side for ministry and congregational life staff and the document leaves room for those decisions to be added.
- The BPB will be specific to policies and the Personnel Manual will include more processes. The work is to be sure they do not overlap or contradict each other. The edits of the BPB that are suggested by the Personnel Committee are expected by the end of the month.
- The graphic was not distributed outside this group and GovCo. Once everything is decided it will be put in place in the graphic.

MVT Report Discussion:

- MVT is asking for an evaluation tool for MVT and OAT for next year. The tool should be developed together with those groups.
- MVT will be using the culture evaluation this year.
- The report included a suggestion about the annual meeting and how to honor those who have died. Has that been done in the past?
- Janet cannot be there for the annual meeting, but she put together a 3-4 sentence acknowledgement that could be done as part of the year in review or in between.
- Acknowledging those who have died is a great idea, but this is not a service/memorial.

Nancy Miller read the statement and names that could be read at the annual meeting and the Board members agreed it was appropriate.

- Emily Richards will include this in the review of the year.
- The acknowledgement will need to be added to the template for future annual meeting agendas.
- It could be stated that this is a new tradition, in the case of people who lost someone last year and notice there wasn't an acknowledgement then.
- The list of goals for the coming year in the MVT report was appreciated.

OAT and Personnel Reports - Discussion:

Both OAT and Personnel recommend that FUSIT Contact legal counsel to get clarity on exempt and non exempt employees. They are hoping for a response in the next month. Future Board decisions about staffing will be made with that additional information.

- Staff has expressed a preference to be salaried rather than hourly employees.
Response: That can work well when everyone works well together, but when someone leaves and feels unfairly treated it becomes an issue. We need to solidify a policy.

- The report included some clarification on staff evaluations for the upcoming year - for future years the evaluation will include a setting of goals. This year, OAT is asking what the Board would like to know regarding evaluations. The Board would like a record that evaluations have been done and for the Board to be made aware of any issues with staff.
- The Board does not need to look at the actual reviews, it just needs a statement of an overall review of the reviewing process and what goals have they set if any. General goals do not need to be tied to individuals - general goals for this coming year.
- As the Board gets a strategy in place it will ask that OAT will set goals in line with the focus of the Board. It is up to the Board to communicate those expectations.
- In general, it is better for the Board not to micromanage the teams of the staff. The Board can set goals, MVT has set goals, OAT can do the same thing and the employees can have goals in line with those goals. The Board does not need to tell people how to supervise others.
- The VoM is how the Board communicates the expected direction to the teams and committees and they are left to interpret their work in line with the VoM. If the Board wants to promote rentals of the building, it will need to keep that focus in the forefront of their work.
- The Board could have a development committee. Faith based organizations have shied away from those. But how do we look at revenue?
- The Board needs to develop a financial plan to focus on revenue. Finance has always been a Board function not a staff or ministry function. How to increase revenue falls to the Board.
- Would that be a function of the finance committee?
Res: The finance committee is part of the Board - it is a committee to advise the Board.
- We want to increase membership, and get higher donations from members. That can fall on the staff to encourage membership and stewardship.
- That is a community function, not just the staff members. It is everyone's responsibility.
- The responsibility is not communicated well to the members.
- We are not in a position to have staff do everything for us. The Board and staff need to be partners.
- Back to the staff evaluations, we want to know if people are doing their jobs well, happily, with good communication with the community. The VoM should be informing job descriptions.

Agenda Item #7: Review Annual Meeting Process and Content

During the annual meeting there will be people signing in through zoom. Michelle Waffner and Therese O'Connor will assist those joining over zoom. Nancy Miller and Margaret Nichols will register people. They also agree to collect ballots and count them.

Discussion:

- Do people come to both doors to register?
Response: People will need to come around to the parlor to come in and register.

Action Item:

Michelle will add which door to use for the annual meeting to the weekly announcement.

- Tables will be set up for people to eat in the parlor as well.
- For each thing we vote on, there will be a space in between to tally results of those attending in-person and online. Stephanie Ortolano has agreed to do a music interlude.
- Michelle Waffner will be sitting at table in parlor to communicate vote tallies from those online.
- Therese O'Connor will monitor the chat and help facilitate if people attending online want to talk.
- Valerie Graves will be taking notes. They will not be as detailed, more of a summary of the discussion.
- There will be ballots to approve the minutes, the budget, elect candidates and to affirm resolution for being a LGBTQ welcoming congregation. There will need to be someone to introduce the renewal process and someone to move the resolution.

Action Item:

Emily Richards will check in with team members and ask that someone introduce and move the resolution.

- The budget - will be shared by Walt Peck.

Action Item:

Michelle will provide copies of the budget and the treasurer's report. The packets will also include ballots.

- Will the annual reports be handed out?
Response: No, they are emailed ahead of time, but there will be a few copies on hand. They should be done soon and emailed in the next couple of days.

- For those online - if nominations from the floor for trustees or nominating committee can those be added for them to vote on?
Response: They can be added to the form before sending it out.
- Then Fred Balfour or a representative from NomComm will present a slate of candidates and move that slate.
- There will be four nominees to the Board - which leaves two vacant slots. There are no nominees for NomComm - there are two slots open. There was a big scramble for staffing for teams and committees this year. Recruiting has been harder than usual. Last year NomComm did a continuous search and added Renee Rogers and Fred Balfour in the middle of the year. That process will likely continue next year. There is an expectation that board members go on the Nominating Committee after serving on the Board.
- The agenda is set for the annual meeting.

Agenda Item #8: Board and Team Liaison Expectations

The Board and Team Liaison Expectations document was read.

Discussion:

- A Liaison doesn't always have to be a Board member, but there needs to be someone either on the team or the Board serving as a liaison or the communication will not happen.
- The formation of the teams was a resolution, so the the formation can be adjusted.
- Communication with MVT this past year was good, but it was not as good with OAT, things were not communicated. We have to be intentional in that communication.
- MVT had to discuss whether they wanted to be bigger and decided not to grow. Janet will increase the number of members to five. Adding a Board member would make the group too big.
- OAT has the opposite issue. It is possible that all the members other than Michelle will be done.
- Does it make sense to start working on members for OAT before the change of the Board?
Response: Yes it does - the Board can work on this in June. OAT needs to be functional in the fall.
- If it is potentially going to be part of the duties of one of the members of MVT and OAT to be the liaison to the Board, should that be written into the charges to those teams?
- The next board has to be intentional with teams and committees and make sure to have liaisons. So that person who is liaison knows what the expectations are.
- Wondering if anyone from UUA is watching us as we do this hard work.
- Not sure we want them looking yet.

- If I were part of the UUA, I would be looking and would be surprised if we are on that list.
Response: Early in the year, Don Barber was part of sessions with other small congregations. Many have gone from having a full time minister to something different, oftentimes a minister is handling two or three congregations. No one is doing what we are doing. A few people called and asked questions. But there are too many internal processes that make it hard for them to jump into this new box.
- Emily meets with Renee Ruchotzke (UUA) regularly.
- The minutes would include a large amount of data to track this process.
- The proof is in pudding - we have been able to grow. Pledging hasn't been as good.
- What have we heard from other congregations regarding pledging?
Response: Pledging is down across congregations. The economy is difficult now. A lot of congregations have lost people during the pandemic and some people are starting to come back in. Generally, revenues are down, ministers are hard to find, volunteers are hard to find. Very few have not faced what we have faced.
- We have been talking about a lot of things that we need to work on and there are not many people available to do the work.

Agenda Item # 9: Volunteer and Staff Recognition

The plan to recognize volunteers and staff by holding an event at the Ithaca Yacht club. There are two available dates to consider: June 15th and June 22. June 15th was preferred, but the Yacht club has limited staffing available on that day and would not have staff to run the bar. We are not sure what other limitations come with limited staffing. The event is expected to go for two hours, but it can go longer. Invitations will be sent over email. We expect about 30 people will attend. Childcare will need to be provided by a non-attending volunteer. The idea would be to try to find a way for the person who is being honored to be present and not chasing kids around. Options for catering are needed. And we need information about liquor options with limited staff. Acknowledgements will be made by the ministry fulfillment committee. A list of people to thank was reviewed. The procedures for set up and clean up need to be clarified.

Discussion:

- Is there space for childcare at the yacht club? If childcare is an issue then it should be provided.
- Are all Board members expected to attend?
Response: They can attend, but do not have to.
- There are 20 people invited with Board, Staff, OAT and MVT, which could be up to 40 people with spouses.
- Is there money available for this?
Response: There is no specific budget for it, but there is room in the budget. Although with the bookkeeper on maternity leave there is no specific report to confirm that. There

are areas of the budget that were not spent this year so we can find a place to put it. We should try to keep under \$1000.

- Catering suggestions?
 - Serendipity
 - Ithaca Bakery
 - Wegmans
 - Luna's
 - Check with who in the community owns restaurants
 - Mary Ann Grady
 - Hope's Way
- It was one of the Board goals to recognize volunteers, which could happen at the Stewart Park service. But the service was too long last year. Maybe we could recognize team and committee leaders and encourage them to recognize their team and committee members? This will be a conversation topic for MVT at the upcoming meeting.

Agenda Item # 10: June Meeting Agenda Ideas

1. Talk about the board evaluation results, including the spreadsheet from the evaluation of the VoM.
2. With new Board members attending the next meeting orientation should be discussed.
3. The BPB should be reviewed - it would be good to have it in place for next year. It will not likely be adopted at the next meeting.

Agenda Item # : Closing Words

The closing words were read by Renee Rogers.

Meeting adjourned at 9:00pm.

Minutes taken by Valerie Graves, 5/17/2023.

Resolutions and handouts:

Building Use Policy

Church facilities may be made available to responsible individuals or nonprofit groups when the intended use is appropriate to the First Unitarian Society of Ithaca (FUSIT) Vision of Ministry (VOM) and the physical plant. The use of facilities must not conflict with scheduled or intended regular use by committees and teams, officers, or programs of the church. All use of our facilities must be approved by the Congregational Administrator and posted on the master calendar. As a matter of first priority, our building resources are intended to provide space and shelter for the worship, educational, and VOM goals of the congregation. FUSIT does not rent to political parties or events of any kind.

The fees shall be explained to each applicant by the Administrator, following the current fee schedule. When the facilities are to be used by non-church individuals or groups, a fee will be required unless waived by senior staff. The only exception shall be that for weddings, child dedication services, funerals and memorial services. In those cases, the Minister conducting the service or designated Care Team members shall have authority to reduce or waive the amount listed.

It is our intention that an active member of record shall not be expected to pay a building rental fee for a wedding, child dedication, funeral or memorial service. Nor are they charged the ministerial fee.

Room	Free admission, no solicitation, <4 hrs	Paid admission and/or solicitation	Free admission, but >4 hrs	Cleaning Deposit*
Sanctuary and/or Parlor	\$180.00	\$360.00	\$360.00	\$50.00
Annex (Large Room)	\$120.00	\$240.00	\$240.00	\$50.00
Classroom	\$45.00	\$85.00	\$85.00	\$50.00
<i>*users take trash with them except when cleaning fee is charged; no deposit when cleaning fee is charged</i>				
<i>*members receive a 50% discount for space rentals</i>				

<i>*non-profit organizations receive a 50% discount for space rentals</i>				
Instrument Usage				
Piano Use (fee waived if tuning)	\$50.00	\$50.00	\$50.00	
Organ Use	\$50.00	\$50.00	\$50.00	
AV Equipment Rental				
Sanctuary/Parlor Sound System	\$50.00	\$50.00	\$50.00	
Portable Sound System (for rooms other than the sanctuary)	\$50.00	\$50.00	\$50.00	
Projector	\$50.00	\$50.00	\$50.00	
AV Technician Fees				
If you would like to live stream or record your event, in addition to the \$50 sound system fee listed above				
-you must hire a tech person from our list of people who are familiar with our equipment and procedures OR				
-your tech person must be oriented on our equipment ahead of time (additional \$50 fee)				

Minister Fees	<i>Non-Members</i>	<i>Members</i>		
Memorial Service	\$350	Fee Waived		
Additional Committal/Burial	\$50	Fee Waived		
Wedding	\$500	Fee Waived		
Additional Wedding Rehearsal	\$50	Fee Waived		
Child Dedication	\$250	Fee Waived		
Organist Fees				
Weddings/Events	\$250			
Rehearsals	\$50/hr			
Sexton Fee				
	\$25/hr			
If you need help with set up or clean up of your event, our Sexton may be able to assist				
There is a \$25/hr fee for this service.				

CHURCH COMMITTEES & TEAMS are allowed sponsorships of various events and activities that are consistent with the VOM. One person should be designated from the committee/team as a liaison (the proposed event having been supported by the group/committee as a whole) to be in contact with the Administrator to make sure that space is available and that procedures are followed. The use of the 2nd Floor Annex for large space gatherings is encouraged over the sanctuary. It is assumed that where a committee/team sponsors an outside group that at least one member of the committee/team or counsel will be in attendance at the event. The sponsored group is expected to sign the FUSIT rental agreement, including the release of liability.

STAFF: Staff will be allowed one free rental each year for a non-FUSIT activity. The staff member should do all set up and clean up and this should not create any extra work for the Sexton.

CLEANING DEPOSITS: To ensure that spaces are left clean and lights are turned off, etc, a \$50 deposit will be required of all non-church persons or groups utilizing any church space(s). If the space is left in good condition, the deposit will be returned to the group.

PUBLICITY for events to be held in the church must be approved in advance by the Administrator. No publicity or advertisement of any event occurring in church facilities may indicate or imply any sponsorship of the event by the church without the explicit agreement of someone from the senior staff team.

MUSICAL GROUPS are allowed up to one 4 hour block of additional rehearsal time (included in fee) can rent four hour blocks of rehearsal time for a \$50 charge if they are renting the sanctuary for a concert.

REMOTE FURNITURE USAGE: No individuals, whether church members or others, nor not-for-profit community groups may rent or borrow tables or chairs.

AUDIO VISUAL EQUIPMENT RENTALS: AV equipment will be rented out for use ONLY within the three Church buildings. Deposits to ensure proper handling will also be taken and returned if appropriate.

INSURANCE: For all non-church events insurance riders must be obtained by renter to protect church's interests including non-church music events/concerts, dance classes, etc. or a liability waiver must be signed.

ALCOHOL POLICY: If alcohol will be served, renter will be required to provide proof of sufficient insurance coverage. This may be obtained through a rider on one's homeowner's policy, or by a catering or "event company", if applicable.

SIGNATURE REQUIRED: An amended version of these approved policies will be mailed out to renters and will need to be signed and returned with payment.

PIANO USE: Only the approved technician is authorized to tune the piano. No food or drink is allowed in the vicinity of the piano. The Piano needs to be put back into its original position (as per the location marks on the floor) and is not to be moved to the far side of the organ. The cover needs to be put back on after use and it needs to be plugged back in. Any problems with the piano need to be reported immediately to the Cong. Admin. A waiver for use of the Sanctuary does not waive the piano fee (see usage fees above). FUSIT has made a significant investment in this piano and wishes to make it available to the community for the indefinite future. In order to help meet this goal, we ask a modest fee for the use of the piano.

KEYS:

- Master Keys - Provides access to all rooms including the Minister's Office, RE Office, Cong. Admin office and to all other church buildings. Only the Minister, and Cong. Admin, senior staff and the Sexton have a Master Key. Key may be given to other senior staff to be used when needed and returned immediately.
- Staff Keys - Provides access to all church entries and internal rooms except the Minister's office and Cong. Admin office. All other staff, as well as certain Board members and chairs of Buildings and Grounds have copies of this key.
- Parish House Key - this key can access all external doors and rooms within the Parish house, including the Cong Admin and DRE offices. This key may be issued by the Cong. Admin. to chairs of committees or teams or renters who have use the library or Rm 122 for regularly scheduled meetings.
- Parish House Basement Key - Provides access to only the recovery two rooms within the Parish House basement. Keys may be issued to recovery group renter coordinators .and to the co-chairs of the Babies First program.
- Annex Key - will be provided to renters of the Annex no more than one week prior to rental and should be returned no later than one week past the rental

date. There will be a \$25 key deposit for the use of the annex. The deposit will be returned when the key is returned.

- For any room other than the Annex, outside renters should be given the code to the Buffalo Street door rather than given a key.

All keys will be issued and tracked by the Congregational Administrator and keys should be returned or re-signed out at the end of the church year for any staff, committees, teams, long term renters or board members. Keys should be distributed according to the need for access to the building. Keys must be returned to the Cong. Admin. when an individual is no longer on staff, when an individual is no longer a chair of a committee or team, when the congregant is no longer a member of the board and when an individual no longer performs the church activity for which the key was issued.

Approved by OAT:

Approved by Board of Trustees

The expectations of a Board Liaison are to act as a link or intermediary between the Board of Trustees and Committees or Teams to facilitate communication, collaboration, and coordination between those bodies.

Expected tasks include:

- Monitor Board activity that might be relevant to the Committee/Team;
- Monitor Committee/Team activity that might be relevant to the Board;
- Communicate relevant Board agenda topics, actions, documents, discussions, and questions to the Committee/Team;
- Communicate relevant Committee/Team actions, documents, discussions, and questions to the Board;
- Promote effective collaboration and coordination between the Board and Committee/Team on topics of mutual interest.

D. Barber 03/30/23

We are a Welcoming Congregation, recognized by the Unitarian Universalist Association. This means we affirm and include people who are lesbian, gay, bisexual, transgender, and queer at

every level of congregational life—in worship, in program, and in social occasions—welcoming all of us as whole people. To honor that original pledge, we commit to renewing this status by undertaking the Five Practices of Welcome Renewal beginning in the 2023-2024 church year.

Treasurer's Report

May 2023

Walter Peck

- For fiscal year 2022-23, the church's financial standing is good. A number of income sources are meeting or exceeding expectations. Pledge receipts are solid, as are rental income and plate collections. Receipts from the auction were fantastic. (But please note one caveat; the most current statements that we have are dated April 5, as our esteemed bookkeeper is home with her newborn! But there is no reason to think that the rest of the year will not continue just as well as it has.)
- Our Stewardship team has done yeoman work, once again. But the projection is that we will fall about \$30,000 short of a very ambitious goal.
- The church itself is doing very well. Attendance is up. Our staff is strong and programming is expanding.
- Given all this, as an institution we are at a very important point when it comes to finances. If we want to continue our upward trajectory, we need to retain and reward staff, with a solid 6% cost-of-living increase. And we need to continue to invest in ways that further our expansion.
- The result is the proposed budget that you will be voting on at the annual meeting. Please note, for the last several years, the budget has included every line for public review. In this age of intense digital communication and out of respect for individual staff privacy and dignity, this year's budget does not explicitly share individual staff salaries.
- The proposed budget does include continued funding for the following line items that have been added or restored in recent years:
 - Assistant to the DRE

- o Outreach and Engagement Coordinator
 - o Choir Director
- The three Directors of Congregational Life are retained in the proposed budget, though the specifics of their job responsibilities are being shuffled somewhat as we get a better sense of what the congregation needs and what these professionals can best offer. This topic is an ongoing discussion that has not been fully finalized.
 - In order to balance the proposed budget, three strategies are being implemented on the income side of the ledger.
 - o We have a moderate fund available on the operating books of about \$60,000 that resulted from the cost savings that resulted from not having Reverend Johnson for much of the 2021-22 church year. We had hoped that this money would go toward future efforts to find and finance a full-time minister at some point in the future. And perhaps it still will. But, given the need for next year, we will be allocating \$25,000 of this account to the operating budget as a “One-time Cash Carryover.” It is important to recognize that this money is not an ongoing income source. So we need to avoid becoming dependent on it in future budgets.
 - o We added a \$5,000 income line called “New Fund Raisers”. What are they? Who knows? Remember the Cabaret? The Recycling Sale? We, as a congregation, could get creative here!
 - o We have increased the Rent income line by \$14,000. Some of that reflects the ongoing increase in rental revenues due to inflation and to a strengthening demand as the community emerges from the Pandemic. And we also need to take advantage of our competitive advantages; we have a well-maintained building space in a central location. With the help of congregants who know the market, perhaps we can find a way to leverage our assets into greater rental returns?
 - One final aside; do not interpret the subcategories of expenses (e.g., ‘ADMINISTRATION’ or ‘MINISTRY’) as hard and fast categories. There is a lot of overlap and ambiguity in where expenses belong. Consequently, please do not put too much stress on comparing expenses by category!

Thank you for your thoughtful consideration of these matters. This budget is ambitious and reflects our faith that we can thrive as a Society. I hope you will embrace that vision and join in supporting our promising future.

Sincerely,

Walt Peck
