

Birmingham Unitarian Church
Board of Trustees
Meeting Minutes
April 26, 2021

Present: Mary Gawel-Ensroth, David Greer, Andrew Schreck, Cheryl Shettel, Donna Larkin Mohr, Diane Slon, Craig Stroup, Paul Vachon

Absent: Rev. Mandy Beal (on parental leave), Brad Corteville (Youth Rep), Neb Duric

In response to the COVID-19 (Coronavirus) pandemic crisis, this board meeting was held virtually on the Zoom internet platform.

The meeting was called to order by Donna at 7:01 PM. Mary read the Board Covenant. Donna led the chalice lighting and check-in.

Minutes

- The minutes of the April 12, 2021 board meeting were approved.

Monthly Reports

1. Treasurer's Report – Diane
 - a. Diane stated that she was only able to present the summary page of the Treasurer's Report (document attached) because BUC's accountant had not yet sent all the documents to enable the creation of the other schedules.
 - b. Craig moved that the Treasurer's Report be accepted. The motion was carried unanimously.
 - c. A question was raised about the policy on the spending of bequests. Mary will look up all existing policies on bequests and send the information to board members.
2. Youth Report – Brad
 - a. No report was given because Brad was absent.

Unfinished Business

1. Endowment Fund Policies – Diane
 - a. Diane referred to the revisions she had made to the draft policies for the BUC General Endowment Fund, the BUC Music

Endowment Fund, and the BUC Memorial Glen Endowment Fund that she had presented at the April 12, 2021 board meeting.

- b. Craig moved that the BUC General Endowment Fund Policy, the BUC Music Endowment Fund Policy, and the BUC Memorial Glen Endowment Fund Policy be approved. The motion was carried unanimously.
2. Update on Creating a Governance Document – Craig
 - a. Craig reported that he had communicated with Dan Hotchkiss.
 - b. Craig and Donna will have a meeting with Dan on Tuesday, May 18, 2021, at 2:00 PM to discuss a framework for a meeting in September.

New Business

1. Leaders' Zoom Session – Donna
 - a. Donna asked if there were any questions about the reopening information she had included on the agenda from the Leaders' session she had attended on April 21, 2021. There were no questions.
2. Update on Budget and Finance related to Stewardship – Diane
 - a. Diane referred to the email she had sent board members along with the draft budget for the 2021-2022 church year.
 - b. The original budget created by the staff in February assumed a stewardship goal of \$565,000. Based on the current stewardship pledges, that estimate has been revised downward to \$500,000.
 - c. Current pledges are \$436,000, with \$64,000 needed to reach the new goal and 70 pledge units remaining who have not yet pledged. Because the stewardship campaign is not concluded, planning the final budget is difficult.
 - d. There will be a \$50,000 deficit in the budget for the next fiscal year.
 - e. There are some options to filling the gap in next year's budget that will enable the finances to be stable until June of 2022. The options include: a possible surplus from the current fiscal year, additional excess cash, a bequest, Preschool revenue, and an additional fundraiser. The Budget and Finance Committee does not recommend borrowing from the Endowment at this time.
 - f. The revenue decreases between the 2019-2020 budget (pre-COVID) and the draft 2021-2022 budget include \$25,000 decrease

in pledges, \$30,000 decrease in fundraising because of COVID, and \$48,000 decrease in rentals because of COVID.

- g. The board needs to approve a final budget by June 30, 2021.
3. Annual Meeting – Donna
 - a. Kathy DuHame, chair of the LDC, has been invited to the next board meeting.
4. Board’s Annual Report – Donna
 - a. Donna asked if anyone had suggestions to be included in the report and noted she had received an email from Craig.

Issues Arising for the Good of the Church

- Suggestions are needed for Dick Cantley’s replacement on the Budget and Finance Committee and can be sent to Cheryl or Diane.
- Donna announced that there would be two board meetings in May and that she hoped there would be one meeting per month during June, July, and August.

Visitor Comments and Questions

- There were no comments or questions.

Andrew moved that the meeting be adjourned. The motion was carried unanimously. The meeting was adjourned at 8:28 PM.

Respectfully submitted,
Mary Gawel-Ensroth, Secretary

March 2021 BUC Financial Report

Highlights:

Current year pledges are significantly lower than budgeted for March and \$10K lower than budgeted YTD

Fundraising revenue of \$5K was budgeted in March but did not take place

Adjusted operating income is \$14K lower than budget for March

YTD adjusted operating income ~ \$42K (after adjusting for bequest) and \$30K favorable to budget

Fiscal Year is forecasted to end with \$26K surplus (\$37K favorable to budget)

Revenue	Actual	Budget	Variance *	Comments
Pledges - Current Year	\$39,851	\$55,000	-\$15,149	
Pledges Prior Year	\$0	\$0	\$0	
Plate Collection	\$1,356	\$2,042	-\$686	
Rentals	\$3,718	\$4,840	-\$1,122	
Other Fundraising	\$104	\$5,000	-\$4,896	Fundraising event was not held
All Other Revenues	\$668	\$365	\$303	
TOTAL	\$45,697	\$67,247	-\$21,550	

Expenses	Actual	Budget	Variance	Comments
RE Staff	\$2,030	\$4,696	-\$2,666	
Office/Facilities Staff	\$26,941	\$25,259	\$1,682	
Minister Expenses	\$12,275	\$10,705	\$1,570	
Facility & Office	\$10,655	\$16,231	-\$5,576	Saved \$3,300 on snow removal
All Other Expenses	\$3,838	\$5,780	-\$1,942	
TOTAL	\$55,739	\$62,671	-\$6,932	

Operating Income	-\$10,042	\$4,576	-\$14,618	
Adjusted Operating Income	-\$9,547	\$4,574	-\$14,121	

Fiscal Year 2020/21 YTD Financial Report

Revenue	Actual	Budget	Variance	Comments
Pledges - Current Year	\$383,001	\$393,000	-\$9,999	2.5% lower than budgeted
Pledges Prior Year	\$24,367	\$2,000	\$22,367	Much higher than projected
Plate Collection	\$20,154	\$18,374	\$1,780	(~\$3,343 not BUC revenue)
Non-Pledge Contr.	\$6,245	\$5,260	\$985	
Rentals	\$33,505	\$35,880	-\$2,375	6.6% lower than budgeted
Comm. Found. SE MI Draw	\$9,289	\$15,400	-\$6,111	
General Endowment Draw	\$27,259	\$20,000	\$7,259	
Other Fundraising	\$568	\$15,000	-\$14,432	\$5,000 budgeted in September, December, March
Rummage	\$0	\$4,800	-\$4,800	
All Other Revenues	\$28,755	\$8,350	\$20,405	Includes \$9,580 for SOS
TOTAL	\$533,143	\$518,064	\$15,079	

Expenses	Actual	Budget	Variance	Comments
RE Staff	\$13,643	\$42,367	-\$28,724	
Office/Facilities Staff	\$221,254	\$225,951	-\$4,697	
Minister Expenses	\$99,560	\$96,350	\$3,210	
Facility & Office	\$100,719	\$91,466	\$9,253	
All Other Expenses	\$45,218	\$50,385	-\$5,167	
TOTAL	\$480,394	\$506,519	-\$26,125	

Operating Income	\$52,749	\$11,545	\$41,204	
Adjusted Operating Income	\$58,592	\$11,546	\$47,046	

*Colors added when variance is > +/-5% or > +/- \$1,000