

**Birmingham Unitarian Church
Board of Trustees
Meeting Minutes
January 22, 2019**

Present: Rev. Mandy Beal, Debbie Fordree, Mary Gawel-Ensroth, Claudia Kocher (attended via phone), Donna Larkin Mohr, Craig Stroup, Bruce Webber, Barbara Woolf, Kym Worth

Absent: Emma Fordree, Marilyn Kelly, Jay Labban

Visitors: Soren Andersen, Walli Andersen, Cheryl Shettel, Jim Shettel

The meeting was called to order by Bruce at 7:05 PM. It began with a reflection of the BUC Covenant, chalice lighting and centering by Mandy, and a check-in by everyone.

Discussion Topic

1. *Governance and Ministry*: first three chapters
2. Questions
 - a. What resonated with you in these chapters?
 - b. What was surprising?
 - c. How might these chapters apply to our congregation and our Board?
3. Responses included: triangulation, money/ministry, size matters, this book flows easily as compared to reading materials about the Carver model of governance, governance as an art, opportune time at BUC to consider what the author has to say.
4. Reading assignment for February board meeting: Chapters 4, 5, 6.

Consent Agenda

1. The minutes of the December 18, 2018 Board meeting were considered and approved by consensus of the Board.

Monthly Reports

1. Treasurer's Report – Claudia
 - a. Claudia referred to the Treasurer's Report, dated January 22, 2019 (document attached).

- b. Claudia noted an error in “FY 2018 Capital Campaign Pledge Update”, first bullet point, which should state “December” rather than “November”.
 - c. In the section, “Month of December – FY 2019”, Claudia mentioned that the positive variance is really \$2K since the \$60K from Harriet Lytle’s estate was an expected part of the budget but not listed in the budget as expected in December 2018.
 - d. In the section, “Unrestricted Cash on Hand”, Claudia mentioned that the cash position is much better.
 - e. In the section, “FY 2018 Capital Campaign Pledge Update”, Eric and Annette Sargent have agreed to lead a committee to wrap up the capital campaign, with eight people agreeing to serve on the committee with them. The committee will strategize in March and begin work after the Stewardship Campaign. Sixty people need to be followed up with as to their intentions regarding their capital campaign pledges.
 - f. It was noted that expenses are below budget.
 - g. Donna moved that the Treasurer’s Report with the aforementioned change be accepted. The motion was carried unanimously.
2. Executive’s Report – Mandy
- a. Mandy referred to the Minister/Executive’s Report to the Board of Trustees, dated January 2019 (document attached).
 - b. Mandy also added some comments regarding pastoral care, an aspect of her ministerial work that might be difficult to evaluate. To help the board members who will be involved in her evaluation process, Mandy stated that her mentor will offer a training workshop.
3. Associate Executive’s Report – Kym
- a. Kym referred to the Associate Executive’s Report, dated January 22, 2019 (document attached).
 - b. In the section, “Administration”, Kym reported that she will provide details at the next board meeting about the top priorities of the 21 projects that have been reviewed and prioritized by the Facilities Advisory Committee. It was also noted that some of these projects could be handled by church members. Both membership and stewardship committees are looking into ways to capture information about congregants’ talents.

Working Group Reports

1. Disruptive Behavior Policy
 - a. Board members are to review the proposed policy and make comments in Google docs by February 5, 2019.
 - b. Donna and Craig will review the comments and produce a final document to be presented at the February Board meeting.
2. Financial Oversight
 - a. Bruce will contact all committees that deal with financial aspects of BUC and send the RASIC chart to them, with the intention of meeting with the committees to obtain their input so that there is a shared understanding of how things work.
 - b. Bruce will inform Kym of the meeting dates.
3. Treatment of Staff Questionnaire
 - a. Bruce will meet with members of the work group: Debbie, Jay, and Donna.
 - b. Mandy asked to be included in the process to provide input.

Update from the Stewardship Committee

1. Soren and Walli Andersen and Jim and Cheryl Shettel presented the plan for the upcoming stewardship campaign.
 - a. The campaign will entail “gatherings” of 15 to 20 people to meet and talk about what they like about BUC and what needs attention. The committee members believe this process will be more personal in nature. For young families, the “gatherings” will be set up at church with childcare available.
 - b. The “gatherings” will be one hour in duration with committee members facilitating the process utilizing guided questions. Pledge packets will then be distributed at the conclusion. Participants’ responses will be compiled.
 - c. Stewardship Sunday will take place on March 3 to allow time for all the “gatherings” during March and early April.
 - d. The theme is “From This We Live”.
 - e. Plans will be made to meet with those individuals who don’t come to their scheduled “gatherings”.

Executive Monitoring

1. EL 4: Financial Planning and Budgeting
 - a. There was a question regarding item 1d: "...the executive shall not provide less for board needs during the year than is set forth in the Cost of Governance policy."
 - b. It was explained that this is related to GP 7: Board Governance Capability/Cost of Governance, item 1, which states that "Training and retraining will be used liberally to orient new members and to maintain and increase existing members' skill and understandings".
2. El 6: Asset Protection
 - a. Kym noted that she has been investigating companies which can provide offsite backup of BUC's electronic data.
 - b. Bruce will send Kym a list of possible companies to explore.
 - c. A question was asked regarding item 8, which states that "...the executive shall not receive, process or disperse funds under controls that are insufficient to meet a board-appointed auditor's standards", specifically, the about the issue of controls. Kym stated that she and Mandy consistently check all receipts and invoices as part of the controls.

Board Business

1. Board of Trustees Table
 - a. It was suggested that 2 to 3 Board members volunteer each month to staff the Board of Trustees Table in Hodas Hall. A question would be displayed to be considered by congregants. Some of the team members could staff the table to receive input while the other Board members circulate in the hall and guide individuals to the table.
 - b. For the month of February, the volunteers will join a church- wide speed dating event.
 - c. Bruce will send an email for Board members to sign up to staff the table.

Visitor Comments and Questions

- There were no comments or questions.

Issues Arising for the Good of the Church

- There were no issues.

The meeting was adjourned at 8:35 PM.

Respectfully submitted,

Mary Gawel-Ensroth, Secretary

BIRMINGHAM UNITARIAN CHURCH

TREASURER'S REPORT

January 22, 2019

Month of December – FY 2019

- Pledge receipts for the month were \$64K vs. budget of \$65.5K for an \$1.5K negative variance.
- Rental income was \$10K vs a budget of \$12K for a \$2K negative variance.
- The annual draw from Community Foundation of SE Michigan of \$8,735 was received in December.
- BUC received a check from Harriet Lytle's estate for \$60K in December.
- Net revenues were \$154K vs. budget of \$98K for a \$ 56K positive variance.
- Operating expenses were \$69K vs budget of \$74K for a \$5K positive variance.
- Adjusted Operating income was \$86K vs budget of \$24K for a \$62K positive variance.

FY 2019 Year to Date Results (July '18 – December' 18)

- Pledge receipts for FY 2019 year-to-date are \$268K versus budget of \$281K for a \$13K negative variance.
- Net revenues are \$432K vs budget of \$396K for a \$36K positive variance.
- If the Harriet Lytle bequest of \$60K was listed as December budget revenue, YTD net revenue variance from budget would be -\$24K instead of \$36K.
- Operating expenses are \$390K vs. budget of \$428 for a \$38K positive variance.
- Adjusted Operating income is 47K vs. a budget operating income of -\$32K for a \$79K positive variance. (Adjusted for bequest, it is a \$19K positive variance.)

Unrestricted Cash on Hand

- \$73K (\$114K, including prepaid pledges) at 12/31/18. This is up from -\$13K (\$33K, including prepaid pledges) on 11/30/18.
- Target for "uncommitted cash" is \$64K. Current unrestricted cash on hand (includes 18/19 pledges paid in advance) is \$50K above this amount.

FY 2018 Capital Campaign Pledge Update

- \$13K in capital campaign pledges collected in November.
- \$1,293K collected in capital campaign pledges (88.5% of total pledged) as of December 31st, 2018.
- \$1,461K (total pledged) + \$15K (board ask) - \$60K (estimated uncollectible) + \$18K (payments over pledge amount) - \$1,293K (pledges already collected) = \$141K (remains to be collected)

Capital Project Financing

- Balance on the short term loan is \$179,784.
- Cash flow loan balance stated at \$49K. (This will likely be higher when we get updated information on outstanding capital campaign pledges)
- The preferred option, based on Finance Committee and Board discussion, for covering cash flow loan balance is borrowing from the BUC endowment.
- Capital campaign inflows for current fiscal year – see table below:

<i>July 2017 and beyond</i>	<i>Amount Received (in \$000)</i>
July	23
August	17
September	13
October	55
November	26
December	48
January 2018	7
February	14
March	15
April	19
May	8
June	6
July	17
August	5
September	4
October	6
November	5
December	13

Respectfully submitted, Claudia Kocher

Minister/Executive's Report to the Board of Trustees – January 2019

In order to help the Board prepare for the annual evaluation required of all new ministers, my monthly report is divided into the categories upon which I will be evaluated.

1. Counseling & Pastoral Care – Pastoral Care Associates will start visiting people who are unable to attend services due to age and/or illness this month. I've provided pastoral care or counseling to BUCers throughout the month working on a number of issues related to the holidays, addiction, and family of origin.
2. Practical Arts (Administrative Skills) – Kym Worth, Joanne Copeland, and I interviewed 3 candidates for the new Rental Coordinator position on January 14th (Kym had already conducted first round phone interviews the week before). We have a final candidate and I am prepared to seek board approval to hire them during tonight's Executive Session. The Rental Coordinator position was created after Lisa Crawford left. It siphons off part of Kym Worth's previous duties and allows her to absorb the database component of the position Lisa vacated.
3. Organizational Ministry (Fellowship) – I'm currently recruiting a team of lay leaders to take a strong role in planning fellowship events. I think we'll have two co-chairs heading an ad hoc committee next year. This year, the Membership Committee and I are working together to plan a game night and an end of church year picnic.
4. Personal & Professional Growth – I've adjusted my hours and I'm finding a healthy rhythm for work and time off. The new schedule is going well so far.
5. Teaching – Most of my teaching has been one on one or in sermons. I have asked Ed Sharples to teach a condensed 4-part version of his class on understanding the Bible as literature in the coming months.
6. Worship – I felt our Advent and Christmas services were all very successful. The staff and I completed a reflection exercise on what we learned about December, which we can use for reference next year. Most notably, we had some issues with hymn lyrics and the mechanics of dimming the lights on Christmas Eve. I made some adjustments to the regular Sunday worship service in early January. I feel good about the order we used on January 13th, and we'll stay with that for a while. I will make one final adjustment in February, which is to add memorial candles to one service a month.
7. Denominational Activities – I am co-hosting a retreat for our Heartland District clergy in February. I am also leading our next cluster retreat. The December cluster retreat that was hosted at BUC was a success.
8. Prophetic Outreach (Social Justice) – Nothing new to report in this area.

Respectfully submitted,

The Reverend Mandy Beal

Communications:

Communications functions have transitioned to Sara including support of the 2019/2020 Stewardship Campaign, posting Sunday worship sermons on Facebook, and start up of the Social Media Committee to establish objectives and plans for a strategic social media program. February newsletter will distribute February 1, 2019.

Facilities/Sustainability:

Grounds: Snow and ice removal in full force with the arrival of winter.

Memorial Glen: newsletter article resulted in 3 new requests; expect a few more prior to engraving in late April.

Administration:

Facilities Advisory Committee: reviewed and prioritized 21 projects to assist with planning, budgeting and resource allocation.

Rental Coordinator: Reviewed 10 resumes, conducted 3 panel interviews with excellent recommended candidate to potentially start February 4th.

Budget and Finance:

Fiscal 2018/2019

- Q2 and calendar year-end statements emailed week of 1/14 resulting in numerous inquiries to pay amounts due.

Fiscal 2019/2020

- Stewardship Committee meeting weekly; campaign launches Sunday, March 3, 2019.
- Budget draft 1 in process; complete end of January.

Respectfully submitted,

Kym Worth