

**Birmingham Unitarian Church
Board of Trustees
Meeting Minutes
March 26, 2019**

Present: Rev. Mandy Beal, Debbie Fordree, Mary Gawel-Ensroth, Marilyn Kelly, Claudia Kocher, Jay Labban, Donna Larkin Mohr, Craig Stroup, Bruce Webber, Kym Worth

Absent: Emma Fordree, Barbara Woolf

Visitor: Jim Shettel (on behalf of the Committee on Ministry)

The meeting was called to order by Bruce at 7:00 PM. It began with a reflection of the BUC Mission Statement, chalice lighting and centering by Mandy, and a check-in by everyone.

Bruce announced that item 6 of Board Business, Budget Overview, would be taken up in executive session after the board meeting.

Discussion Topic

1. *Governance and Ministry*: Chapters 7-8
2. Questions
 - a. BUC is squarely in the “multi-celled” size category. In what ways does BUC operate like a multi-celled congregation? In what ways do we operate like a pastoral/pastoral plateau size congregation? (pp. 101-114)
 - b. Responses included: multi-celled examples of fellowship groups; pastoral/pastoral plateau example of people still coming because of the minister. Note that some think we’re still a congregation of 600, so right-sizing the staff and budget is the answer. It is natural for contractions and expansions to take place.
 - c. If we were to use Hotchkiss’s “annual cycle of planning and evaluation”, what time of year would be ideal to have our planning retreat and list open questions and a vision of ministry? (pp. 118-134)
 - d. Responses included: several months before the May annual meeting, then staff has a chance to work on implementation

- during the summer, another idea was the beginning of the church year (July), paying attention to acclimating new board members.
- e. Hotchkiss makes it clear that governance change should not take place in the first 3 years of a new ministry. Assuming we want to pursue governance change, how might we spend the next three years preparing?
 - f. This question was for Chapter 9, which will be considered at the next board meeting.
3. Reading assignment for March Board meeting: Chapter 9, 10, 11.

Consent Agenda

1. The minutes of the February 26 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 March 26, 2019 (document attached).
 - b. In the section, Month of February – FY 2019, it was noted that donations have continued to come in and that \$11K has actually been raised from the Giving Tree fundraiser.
 - c. In the section, FY 2019 Capital Campaign Pledge Update, a question was raised as to how much of the uncollected pledges are expected to be received. The remaining amount is considered high risk.
 - d. Donna moved that the Treasurer's Report 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 February 2019 (document attached).
 - b. Mandy explained that the categories upon which she would be evaluated had changed, and the change was reflected in her report this month.
 - c. Mandy stated that the category, Spiritual Development for Self and Others, includes RE. She noted that in that section, the date should state March 30 instead of March 31. She also noted that she had explained her spiritual direction in an email to the Board.
3. Associate Executive's Report – Kym

- a. Kym referred to the Associate Executive's Report, dated March 26, 2019 (document attached).
- b. Kym highlighted the sections, Facilities/Sustainability and Upcoming Support.
- c. In the section, Budget and Finance, she noted that 53 units have pledged for a total of \$168K.

Board Business

1. Giving Tree Update
 - a. Donna reported she had compared the amount of time invested with the amount of money raised for two fundraisers, the Giving Tree and Rummage. With eleven hours of prep work, the Giving Tree had essentially raised \$1K per hour. Contrasting that with the hundreds of hours required to bring about Rummage (based on a review of spreadsheets), Rummage's rate of return did not even come close.
 - b. It was decided that a fundraising discussion needs to take place, time to be determined.
2. Annual Meeting – May 19
 - a. Marilyn moved that the Annual Meeting take place on May 19. There was no discussion. The motion was carried unanimously.
 - b. Mandy asked that a note be made that in the future the Annual Meeting and Choir Sunday not take place on the same day.
3. Update on Rev. Mandy's Fellowship Evaluation
 - a. Training for the evaluation had taken place with Rev. Rachel Lomberg. The board members involved (Bruce, Craig, Barbara, Donna, Debbie), along with the Committee on Ministry, are continuing to learn the procedures and processing feedback.
4. Upcoming resolution regarding sustainability/climate action
 - a. Based on Bruce's communication with Mary Dunn, from the Green Sanctuary Ministry Committee, the resolution is still being developed along with a communication and education campaign for the congregation.
 - b. Bruce will send an email to Mary Dunn suggesting that a resolution at a congregational meeting planned for October be postponed until February 2020 when a congregational meeting is being planned to ask for approval to borrow from the Endowment to cover a capital campaign pledge shortfall.

5. Strategic Planning

- a. Discussion centered around the need to have strategic goals in place before talking about a budget. Mandy explained that her goal this first year of her tenure as minister was to ensure stability. Discussion turned to growing the church and the importance of diversity as well as having BUC known in the larger community. Mandy suggested using the UUA curriculum on building diversity, Building the World We Dream About.
- b. The issue of church signage was raised, referring to the difficulty of noticing the current BUC sign on Woodward. Mandy and Kym will investigate procuring more visible signage, similar to the Congregational Church of Birmingham.

6. Budget Overview

- a. This item will be discussed in executive session following the adjournment of the board meeting.

Visitor Comments and Questions

- Jim suggested that the role of stewardship be included in any discussion on strategic planning.

Issues Arising for the Good of the Church

- There were no issues.

The meeting was adjourned at 8:15 PM.

Respectfully submitted,

Mary Gawel-Ensroth, Secretary

BIRMINGHAM UNITARIAN CHURCH

TREASURER'S REPORT

March 26, 2019

Month of February – FY 2019

- Pledge receipts for the month were \$39K vs. budget of \$37K for a \$2K positive variance.
- Rental income was \$5K vs a budget of \$9K for a \$4K negative variance.
- Other fundraising (Giving Tree) was \$7K.
- The General Endowment Annual Draw of \$21K (budget amount was \$22K) was received this month.
- Net revenues were \$76K vs. budget of \$77K for a \$1K negative variance.
- Operating expenses were \$72K vs budget of \$73K for a \$1K positive variance.
- Adjusted Operating income was \$5K vs budget of \$4K for a \$1K positive variance.

FY 2019 Year to Date Results (July '18 – February' 19)

- Pledge receipts for FY 2019 year-to-date are \$334K versus budget of \$364K for a \$30K negative variance.
- Net revenues are \$553K vs budget of \$597K for a \$44K negative variance.
- Operating expenses are \$529K vs. budget of \$575 for a \$46K positive variance.
- Adjusted Operating income is \$30K vs. a budget operating income of \$22K for an \$8K positive variance.

Unrestricted Cash on Hand

- \$57K (\$91K, including prepaid pledges) at 2/28/19. This is up from \$52K (\$88K, including prepaid pledges) on 1/31/19.
- Target for “uncommitted cash” is \$69K. Current unrestricted cash on hand (includes 18/19 pledges paid in advance) is \$22K above this amount.

FY 2019 Capital Campaign Pledge Update

- \$6K in capital campaign pledges collected in February, 2019.
- \$1,310K collected in capital campaign pledges (90% of total pledged) as of February 28th, 2019.

Capital Project Financing

- Balance on the short term loan is \$173,189.
- Cash flow loan balance stated at \$51K. (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.
- The short term loan is due on February 14, 2021. At least \$87K must be paid before January 20th, 2020.
- Capital campaign inflows since July 2017 – see table below:

July 2017 and beyond	Amount Received (in \$000)
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
January 2019	10
February	6

Respectfully submitted, Claudia Kocher

Minister/Executive's Report to the Board of Trustees – March 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) Worship and Rites of Passage – During the month of March, delivered my first Stewardship sermon and lead my first Daffodil Sunday service. I planned and lead an off-site, nontraditional memorial service. I also helped several young couples plan weddings that I will officiate this summer. Finishing touches are being put on the plans for my installation.
- 2) Pastoral Care and Presence – I visited two congregants in the hospital. One has since gone home on hospice care, and I am planning a visit to plan her memorial service. I also met with one of our young people who is being bullied at school. By this point, all of our PCAs have made pastoral visits.
- 3) Spiritual Development for Self and Others – Jesse Beal and I co-lead a workshop on sexuality and gender on March 24, in collaboration with Daffodil Sunday. I will lead a discussion of three chapters of *Justice on Earth* on March 31st. I continue my Spiritual Direction and yoga practices.
- 4) Social Justice in the Public Square – I attended a prayer service at the Muslim Unity Center with several of our congregants on March 17th. The *Justice on Earth* book discussion is sponsored by the Social and Environmental Justice Committee.
- 5) Administration – The Program Council began meeting this month after a long hiatus. We wrote a Covenant and set an initial goal of updating charters (as needed). The effort to finalize the Capital Campaign (by December 2019) will begin in April.
- 6) Serves the Larger Unitarian Universalist Faith – I registered for Ministry Days and General Assembly. I continue to meet with my mentor, Rev. Rachel Lonberg.
- 7) Leads the Faith into the Future – I tried to use images to support the 3/10 worship theme, but there is an issue with our projector that caused the images to be washed out. We're troubleshooting to find a solution. I hope to be able to use images again in the future.

Communications (Sara Constantakis):

April newsletter will distribute Monday, April 1

Worship: We continue to troubleshoot the visibility of slides in our sanctuary, adjusting the font color and background, and trialing use of the projection screen. Our existing projector was serviced, including full replacement of both bulbs, and focus/brightness tweaks. Ambient light from the windows is best overcome by a laser projector – cost is estimated \$9-13K (not in our budget now). We also considered quotes for blinds on north facing wall.

Stewardship: Providing campaign communication support.

Miscellaneous:

Supporting invitations/communication for Rev. Mandy's installation

Upcoming:

- Graphic for capital campaign wrap-up
- Directory photo update (w/Membership)
- Annual meeting and election
- Annual report

Social media:

Social media strategy meeting rescheduled for April 17

Two posts had record-high reach this month (nearly 3x the reach of other posts):

- Youth Sunday video (reach of 613 people)
- Share of an article on tips for talking about the UU World article that was harmful to trans people (reach of 569 people)

Facebook Insights summary (2/22 – 3/21):

Total page views: 318 (down 14% over last month)

Post reach: 1238 people (up 49% over last month)

Page likes: up 175%

Page followers: up 100%

Facilities/Sustainability:

Obtaining quotes and scheduling the following:

- Parking Lot Sealcoat and Restriping/adding more handicapped spaces
- Sanctuary Exterior Door Assist
- Shared Drive Backup
- Computer Software Protection
- Exterior Bench for Front Entrance
- Blinds for Green Door Classroom
- Restroom/Entryways Clean and Penetrating Sealant

Budget and Finance:

Fiscal 2018/2019 – forecasting pledge income and following up with pledgers with \$0 applied towards their pledge.

Fiscal 2019/2020 – Stewardship/Budget

- March 31 – Closeout/Final Gathering
- Mailing out packets/updating statistics
- Preparing for follow up campaign
- Stewardship Budget and Reduced Budget prepared

Upcoming Support:

SoundBites: April 5

Stewardship Follow Up Campaign: April 14

Rummage: week of April 31–May 4

Capital Campaign Follow Up: late April

Installation, Rev. Mandy Beal: Sunday, May 5

Annual Meeting: Sunday, May 19

Memorial Glen Service: Sunday, May 26

Respectfully submitted,

Kym Worth