

Birmingham Unitarian Church  
Board of Trustees  
Meeting Minutes  
October 22, 2019

**Present:** Rev. Mandy Beal, Debbie Fordree, Mary Gawel-Ensroth, Marilyn Kelly, Claudia Kocher, Jay Labban (participated via phone), Donna Larkin Mohr, Diane Slon, Craig Stroup, Bruce Webber, Kym Worth

**Absent:** Emma Fordree

**Visitor:** Judy Amir, Leadership Development Committee

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

Bruce took a moment to thank Kym for her work as Associate Executive. He mentioned Kym's dedication, creativity, and steadfastness in executing her work at BUC.

**Discussion Topic:** Self-Management

1. *Reinventing Organizations*: Chapters 2.2 and 2.3
2. Questions
  - a. Would BUC benefit from self-managing structures and processes? If so, how would they be implemented?
  - b. What systems are needed for people to self-organize?
3. Discussion involved the following:
  - a. Elimination of policies in a Teal organization
  - b. Procedures and policies need to be balanced
  - c. Self-managing in that the Board sets up committees and task forces when certain needs arise
  - d. Perhaps idealistic for the real world
  - e. Elimination of hierarchical structures; yet Board with its titles for members actually operates in roles
  - f. Structure as an aid in communication
  - g. Importance of conflict resolution
  - h. Issue of consensus

- i. Using the advice process to involve all interested parties when presenting an idea
  - j. Board's budget process allowing for the asking of questions
4. Chapters 2.4 and 2.5 of *Reinventing Organizations* are to be read for the next Board meeting.

### **Consent Agenda**

1. The minutes of the September 24 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 October 22, 2019 (document attached).
  - b. In the section, "Capital Project Financing", the first bullet point should state "September 30, 2019" instead of "August 31, 2019".
  - c. Regarding the short-term loan, \$6K more will be paid.
  - d. In the section "Capital Project Financing", fifth bullet point, Claudia added that the subcommittee (Craig, Jay, and Claudia) as well as the Budget and Finance Committee think that because the capital campaign concludes in December, the month of January will be a good time to begin raising funds from the congregation and recommending that the balance be borrowed from the BUC endowment to cover the capital campaign shortfall and roof repairs.
  - e. A question was raised concerning the cost of the roof repairs. An old estimate was \$60K.
  - f. Rev. Mandy stated that Eric Sargent will chair the Budget and Finance Committee and that Cheryl Shettel is a new member.
  - g. Donna moved that the Treasurer's Report with the corrections be accepted. The motion was carried unanimously.
2. Executive's Report – Rev. Mandy
  - a. Rev. Mandy referred to the Minister/Executive's Report to the Board of Trustees, dated October 2019 (document attached).
  - b. Bruce will organize Board members to be present when a new member signs the book to join BUC.
  - c. Rev. Mandy added that Rabbi Tamara Kolton will help organize a Seder at BUC during the month of April.

- d. Rev. Mandy also noted that she will add administrative news in her monthly reports once a new Administrator has been hired.
- 3. Associate Executive's Report – Kym
  - a. Kym referred to the Associate Executive's Report, dated October 22, 2019 (document attached).
  - b. In the section, "Building and Grounds", Kym added that the restriping of the parking lot to accommodate accessible parking spaces will be done. A concern was raised about the amount of area available between the accessible parking spaces to ensure that exiting a vehicle or helping someone exit can be accomplished easily. Kym said this issue would be resolved.

### **Board Monitoring**

- 1. GP 3: Chairperson's Role
  - a. Rev. Mandy thanked Bruce for scheduling the monthly reviews of our current policy governance document.
- 2. GP 6: Board Communications
  - a. In item 1b, the words "March 6, 2008" should be deleted.
  - b. Related to item 4, the current practice of publishing preliminary Board meeting minutes on the BUC website was questioned. Bruce will check into this.

### **Executive Monitoring**

- 1. EL 7: Communications and Support to the Board
  - a. Bruce mentioned that the Governance taskforce was considering editing the Policy Governance document for consistency and format in addition to its other tasks (e.g., see Board Monitoring, item 2a, above). To that end, the use of the words "shall not" in the Executive Limitations will be removed. Instead, each limitation will begin with the word "not".

### **Board Business**

- 1. Planned Giving Advisor Selection
  - a. Bruce communicated with Rich Schreck and asked if the Planned Giving committee had a recommendation. Rich was unable to talk with Bruce before the Board meeting.
  - b. Bruce asked that the selection of an advisor be postponed until the next Board meeting.

## 2. Open Questions Work

- a. Four Board members will participate in the town hall. Six Board members will participate in the visionary potluck.
- b. Board members should consider both events as listening sessions.
- c. Participants should be asked to “look forward” rather than to “look back” as they tackle the questions.
- d. Information from the participants will be captured on video, notes, and group written products.
- e. Participants will be organized around tables to discuss the three questions.
- f. Bruce’s newsletter article will state that childcare will be provided. The article should note that requests for childcare can be directed to Shari.
- g. The town hall will take place on November 15 at 7:00 PM.
- h. The visionary potluck will take place on November 23 at 6:00 PM.
- i. Opportunities to answer the open questions will also be made available in the Social Hall after each service on November 17 and November 24.

## 3. Revenue Committee

- a. The committee will meet on Saturday, October 26, for their first meeting.
- b. Another meeting will be made available for anyone who cannot attend Saturday’s meeting.

## 4. Resolution for Internal Controls

- a. The goal for internal controls is that two officers must sign any financial document related to BUC endowment funds. Other types of controls already exist with Level One Bank and the signing of checks.
- b. Bruce will ask Rich Schreck to have the advisor, who is selected to manage the BUC endowment, produce a form that includes this language.
- c. On a related issue regarding the endowment funds, Bruce will send an email to Rich Schreck asking if the advisor fees will change should the congregation decide to borrow from the endowment funds to cover the capital campaign shortfall and roof repairs.

5. November and December Board Meetings
  - a. There will be no meeting in November.
  - b. The next meeting will take place on December 10.

#### **Visitor Comments and Questions**

- Regarding the issue of hiring a financial advisor to manage the BUC endowment funds, Judy Amir stressed the importance of having a professional responsible rather than a committee of the church.

#### **Issues Arising for the Good of the Church**

- No issues were raised.

The meeting was adjourned at 8:55 PM.

Respectfully submitted,

Mary Gawel-Ensroth, Secretary

**BIRMINGHAM UNITARIAN CHURCH**  
**TREASURER'S REPORT**  
**October 22, 2019**

**Month of September – FY 2020**

- Pledge receipts for the month were \$40K vs a budget of \$46K, for a \$6K negative variance.
- Rental income was \$10K, same as budget.
- Net revenues were \$54K vs budget of \$59K for a \$5K negative variance.
- Total facility and office expenses were \$7K vs budget of \$13K for a \$6K positive variance (due to repair and maintenance, other music and office supplies expenses being below budget.)
- Operating expenses were \$56K vs budget of \$64K for an \$8K positive variance.
- Adjusted Operating income was -\$1K vs budget of -\$4K for a \$3K positive variance.

**FY 2020 Year to Date Results**

- Pledge receipts for FY 2020 year-to-date are \$112K vs budget of \$99K for a \$13K positive variance.
- Prior year pledges are \$5K vs a budget of \$2K for a \$3K positive variance.
- Rentals for FY 2019 year-to-date are \$33K vs budget of \$29K for a 4K positive variance.
- Net revenues are \$157K vs budget of \$137K for a \$20K positive variance.
- Operating expenses are \$172K vs budget of \$179K for a \$7K positive variance.
- Adjusted Operating income is -\$12K vs budget operating income of -\$41K for a \$29K positive variance.

**Unrestricted Cash on Hand**

- \$43K (\$105K, including prepaid pledges) at 9/30/19. This is down from \$44K (\$114K including prepaid pledges) as of 8/31/19.
- Target for “uncommitted cash” is \$57K. Current unrestricted cash on hand (includes 19/20 pledges paid in advance) is \$48K above this amount.

## **FY 2020 Capital Campaign Pledge Update**

- \$6K in capital campaign pledges collected in September, 2019.
- \$1,370K collected in capital campaign pledges (94.2% of total pledged) as of September 30, 2019.

## **Capital Project Financing**

- Balance on the short term loan was \$114,189 as of August 31, 2019.
- The short term loan is due on February 14, 2021. At least \$87K must be paid before January 20<sup>th</sup>, 2020. (\$59K of that amount paid as of September 30, 2019.)
- Payments forecasted thru December 2019 are \$12.6K.
- Shortfall forecasted to be \$114.2K - \$12.6K = \$101.6K
- Subcommittee of Board met to consider financing of capital campaign shortfall, along with roof repairs. Budget and Finance Committee also discussed this issue. Both groups recommend attempting to raise funds from the congregation, with balance being borrowed from the BUC endowment.
- Capital campaign inflows since January 2018 – see table below:

<b><i>January 2018 and beyond</i></b>	<b><i>Amount Received (in \$000)</i></b>
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
<b>January 2019</b>	<b>10</b>
February	6
March	8.5
April	8
May	25
June	11
July	3
August	3
September	7

Respectfully submitted,  
Claudia Kocher

## **Minister/Executive's Report to the Board of Trustees – October 2019**

- 1) Worship and Rites of Passage – Our Worship Associates are settling into their new format of working in teams to take responsibility for a month of worship. This allows them to think and work more deeply with the worship theme and gives services a greater sense of stability. This stability allows us to be more adventurous in services by trying new things. Several people have expressed interest in joining BUC and the Membership Committee, Board President, and I have agreed that the second Sunday of the month will be set aside for signing the book (and other arrangements can be made when needed). We had two memorial services in October, one was led by me and one was led by Penny Hackett-Evens.
- 2) Pastoral Care and Presence – As the news of the elimination of the Associate Executive position has spread, I have found myself in a few interactions that need a pastoral response. Change is challenging for many, and scary for some. We've also had an incident in our High School RE class. I am using a modified version of our Disruptive Behavior Policy to work working through the issue with two of our youth, their teachers, their parents, and our Acting DRE.
- 3) Spiritual Development for Self and Others – I have spoken with several parents who have concerns about our RE program. I've also addressed the most pressing issues with our Acting DRE in supervision meetings. She has specific goals to improve her performance in several administrative areas as well as the weekly Time for All Ages. We're moving forward with hiring an RE Assistant a little earlier than planned to alleviate some of the concerns.
- 4) Social Justice & the Public Square – I'm looking forward to attending the Black Lives of UU Harper-Jordan Theological Symposium in St. Paul 10/30-11/2.
- 5) Administration – Interviews are underway for the new Administrator and RE Assistant positions.
- 6) Serves the Larger Unitarian Universalist Faith – I was honored to be asked to serve as a chaplain at the Harper Jordan Symposium.
- 7) Leads the Faith into the Future – Nothing to report this month.

Respectfully submitted,

The Reverend Mandy Beal

**Associate Executive**

**Building and Grounds:**

- Reviewing roof replacement priority schedule w/Committee
- Identifying and prioritizing additional potential capital projects w/Committee
- Reviewing options to update staff computers (Windows 7 support ends early 2020)
- Reviewing Wayfinding recommendation/proposal
- Transitioning Mitchell Kort Eagle Scout project – front bench and median landscaping
- Installed roof perimeter barrier of Blue Door to prevent animals in ceiling (have removed at least 8 to date)
- Painting window wall of Blue Door Classroom (significant chipping)
- Scheduling installation of new wall w/insulation in Senior Minister's Office

**Budget and Finance:**

- Fiscal 2019/2020: Effective: 10/21/2019 – 257 pledge units @ \$515,863.
- Capital Campaign Follow Up – tracking payments and responses to campaign committee's follow ups; reviewing results w/Budget and Finance Committee.
- Robert A. Mitchell & Diane Sasaki Living Trust – 12.5% of Robert Mitchell's "separate share" to go to BUC's endowment fund with the Community Foundation for Southeastern Michigan. Value to BUC's account currently estimated at \$32,000 (not final).

Respectfully submitted,

Kym Worth