

BUC Board of Trustees Agenda

7:00pm, May 23, 2016

Call to order 7:00

Additions or corrections to the agenda

Welcome to visitor(s): Colleen Cavanagh, LDC

Centering: Kathy

30 second check-in

Board Covenant, spoken together:

Listen to each other with respect

Support each other's leadership

Speak honestly for mutual understanding

Respect confidentiality of the Board and minister

Consent Agenda 7:15

Approval of minutes of April 20, 2015 Board meeting

Monthly Reports 7:20

Treasurer's Report

Executive's Report

Associate Executive's Report

Monitoring: EL Policy #1: Treatment of Members, Friends & Visitors

Board Business 8:10

2016-2017 Budget Proposal

CDPC Update/Financing

Stewardship Update

Ad Hoc Committee to follow up on Capital Campaign pledges

Acknowledgement Breakfast 6/12, 9:30 am

Volunteer of the Month

Visitor Comments/Questions

Adjourn 9:00

Executive Session

BUC Board of Trustees

Board of Trustees Minutes for May 23, 2016

Present: Lisa Demian, Marilyn Mast, Dick Cantley, Bruce Webber, Marilyn Kelly, Kathy Hurt, Jim Shettel, Eric Sargent, Dave Graham, Barbara Woolf

Absent: John Hammer

Guests: Colleen Cavanagh (LDC), Don Johnson

Call to Order

Centering – reading by Parker Palmer

30 second check-in

Recitation of Board Covenant:

Listen to each other with respect
Support each other's leadership
Speak honestly for mutual understanding
Respect confidentiality of the Board and minister

Consent Agenda

Minutes from April 20, 2016 meeting – approved – Marilyn K./Eric

Monthly Reports

- 1. Treasurer's Report** – Sent via e-mail. All is rosy. Operating income YTD stands at a \$63K positive balance, versus a budgeted deficit of \$18K. Dick will move half of the Auction income into the next fiscal year, as this event happens every two years, historically.

It looks like we'll end the year with at least a \$40,000 budget surplus. Dick recommends not spending it this year. Look at in December to see what needs doing then.

- 2. Executive's Report** – Kathy e-mailed us her written report on developments in our Ends areas of Worship, Service, Learning, Fellowship and Stewardship.

Green Sanctuary folks are currently conducting a survey on congregational attitudes regarding competing values regarding some of our decisions: do they support green efforts?, how do they affect cost and/or efficiency? Results should be useful for future decision-making, both by the Executive and the Committee.

Kathy has asked the Design Review Committee for a proposal on how to acknowledge the contributors to our Capital Campaign, to be submitted fairly quickly. Suggestions from the Board: etching names on a glass window; NOT putting them under carpet.

- 3. Associate Executive's Report** – Jim e-mailed us his written report outlining his activities in the areas of administration, communications, facilities/sustainability, business and finance, stewardship/giving/membership database, risk management and technology. In addition to the report:

- Jim emphasized that updates to the construction schedule will be on the BUC website.
 - The bid is out for a sidewalk to the Memorial Glen, but there has been no response yet.
 - There is continuing review for new social hall chairs decision and ordering. Timing is important before big school orders arrive at manufacturers. Our old brown padded chairs (150 or so) will have their pieces reused to create 10-20 new chairs at a cost of \$200 for one day's labor.
 - Rummage will approach Green Sanctuary for help with their recycling management operations.
 - Congregation has responded with good financial support for increased financial clarity and good customer service in our reconfigured staffing.
 - Eric mentioned some of the seats in the sanctuary are stained and need cleaning. We need to be vigilant about people bringing in food and beverages.
 - Parking will be tight during construction
 - Jim suggests visiting Walsh College to see examples of our new ceiling tile, sloped floor and video wall.
 - There will always be one accessible bathroom available during construction. Bathrooms will be later in the project because of the tile vendor. Suggested to improve signage, as those in Brides Room and the Pavilion are not well identified.
 - Should we have a "complaint box"? Colleen recommends calling it a "Suggestion box." It will be important to respond to issues raised. Could utilize our website in this regard.
- 4. Monitoring: EL Policy #1: Treatment of Members, Friends and Visitors – Board and Executive are in compliance. Further thoughts:**
- We should have a fire drill when construction is done, invite the Fire Dept.
 - A looming question is how to include aging members in accustomed membership activities, when physical and sometimes mental, impairments are present. These folks need to be included, while still maintaining program excellence.

Board Business:

- 1. 2016-2017 draft budget presented – will be voted on next month.**
- Current budget performance is very good. Finance Committee has had input into this one.
 - New member pledge income is not in the budget, but it would be useful to have some historical analysis of what this figure might be. Lisa Crawford will be asked to try to come up with such a figure.
 - Is Mama's Coffeehouse continuing? Yes – their being part of the Music Program seems to be working out.
 - Auction – the committee would like to hold the next one (in 2017-18 calendar year) in the spring rather than the fall. Eric suggested a partial on-line auction.

2. **CDPC update/financing** from Dick Cantley was e-mailed. City of Bloomfield Hills has approved the project and we expect building permits to be issued by the week of May 30. June 6 is the tentative start date with interior wall demolition. No other demo on the foyer will be done until we have the steel, which has a 10 week lead time between ordering and delivery.
As to financing, the CDPC and Finance Committee recommend using a variable rate line of credit, at least for the first year. It will be important for the Board to set up an amortization schedule for ourselves. The bank will charge interest only, but we can pre-pay as much of the principle every month as we can afford, without penalty. DISCIPLINE will be the watchword! The Executive and the Finance Committee will monitor this process and inform the Board with monthly reports.
3. **Stewardship Campaign update** – a terrific job by Eric and Annette Sargent!
We have 226 pledges totaling \$440,600, with another 48 outstanding and likely to pledge for another \$55,000. The pledge goal of \$500,000 is thus more than met.
4. **Ad hoc committee to follow up on Capital Campaign pledges** – Kathy estimates 15-18 to contact. John Hammer, Eric Sargent, Dick Cantley, Barbara Woolf and Marilyn Kelly volunteered.
5. **Acknowledgement Breakfast June 12, 9:30 am** – will be held in one of the lower level classrooms. Invitations to come, and will include Board members, LDC members, Program Council members, to celebrate a successful and busy church year.
6. **Volunteer of the Month** – program will be suspended for a few months, as we will not have a choice parking spot to offer during construction. When our parking lot is redone, it is suggested the entire row next to the building be reserved for handicapped parking. Current thinking is one level of paving in the fall and another in the spring.

General comments:

- The music on Sunday was deeply appreciated – the Board gives two thumbs up.
- Starting in the fall, Kathy will be working to keep all worship services close to one hour long, in consideration of other programming.
- New Board members Ed Sharples and Stephanie Patil will be invited to the June Board meeting.
- Marilyn Mast will call Stephanie regarding Secretarial Responsibilities

Visitor comments/questions – Colleen commended Board members' mutual respect for one another. She likes the idea of etching donor names on a window. She also supports some pathway between our lot and the Edward Rose lot which we use on Sundays, especially during construction.

Adjourned at 8:50 pm

REPORT TO THE BOARD

May 2016

Worship End: BUC exists so that our congregants may experience, both communally and personally, the transcending mystery and wonder that moves us to a renewal of the spirit.

The Worship Team is making plans for summer services that take into account the disruption construction will bring by having two services be off-site. One service, in July, will be held at a park where a covered area would allow us to gather under shelter in the event of rain; the other off-site service will involve a group of us carpooling down to First UU Detroit for a service, with the option of gathering for lunch and discussion afterwards. My intent is to have the period of construction become an opportunity to step away from business as usual and experiment with alternative kinds of Sunday worship.

Sundays at present are our customary year-end celebrations, with ROPE and Bridging coming in June, and flower communion in our final gathering. The last Sunday of June will feature a new event in the form of live streaming the Sunday morning worship service from General Assembly for BUCers at home to enjoy in the Social Hall.

Service End: BUC is called to minister to the needs of our congregation and our communities; to promote social, economic and environmental justice; and to be an agent of systemic social change.

Our new Director of Service and Social Justice, Ben Gabel, started his tenure this week and is settling into the office and already has attended a first meeting as our church representative in which various clergy, volunteers from different churches, and imams are drafting a joint resolution of support that is intended ultimately for publication in the *Free Press*.

Staff members and Chair Mary Jo Ebert have met with the Baldwin Center staff to plan our annual summer camp activities at the Center. Apparently our presence is needed more than ever, as the Center has suffered funding cuts and withdrawal of the support of one of its largest summer programming entities. Ben, Mary Jo, and I are considering whether and how BUC might alleviate some of the consequent pressures the Center is facing both with increased presence and potential donations.

Learning End: BUC exists so that our congregants have an environment that actively supports their journey toward self-knowledge, understanding, personal integrity and spiritual growth.

Penny Hackett-Evans is preparing a series of world religions explorations for the summertime, in which on designated Sundays individuals would be provided instructions and directions for convening at the worship site of another tradition to experience that form of worship and then gather afterwards to reflect on the experience. Preceding such outings, Penny will provide a brief background on the upcoming tradition.

A second summertime offering is in the works by Dawn Kulongowski, recently certified as a meditation teacher. Dawn has chosen a series of Sundays when she will offer a time of meditation and reflection following a service, using the theme of the morning's service as the focus of the meditation.

The staff and I are already in discussion about the programming we offered this year, called Sunday Specials, and how best to continue those during the construction period when meeting space and access are limited. Once construction is completed, the programming will swing into high gear with offerings before and after most services once again.

Fellowship End: Our congregants work and play together to connect, build support, and care for one another.

Nothing new to report this month.

Stewardship and Sustainability End: the church is sustained over time by responsible stewardship as we build a connection between spiritual practice and generosity, express gratitude and commitment by sharing our gifts, nurture and develop volunteers and enrich lives through their activities with our church community, and value our resources and use them in service of our highest values and aspirations.

The Green Sanctuary Ministry has developed a survey, to be offered to the congregation on two consecutive May Sundays and through the newsletter, which solicits input that may have policy implications. They are particularly asking congregants to clarify priorities when the choice must be made between lower costs or greater environmental care. This survey came from a discussion representatives had with me about the level of support in the congregation for green initiatives, with my requesting that they bring me clear evidence of congregational priorities before I would move forward with implementing some of the changes in policy they have been advocating.

News from the Program Council

While the Program Council continues its development of standards for us of the bequest monies designated for new initiatives and equipment, the May meeting also included an extended discussion about the challenges that are increasingly appearing in our aging congregation. Concerns have risen repeatedly this year about transportation to Sunday services and events, about support for members whose needs are ongoing and complex, and about members who once held leadership positions in the church and who desire still to be significantly involved but more and more are simply unable to sustain significant involvement. This will be a difficult but necessary conversation to continue, as it raises the complicated choice again and again between our commitment to inclusivity and a concomitant commitment to excellence and efficacy.

Request for Board authorization

I invite the Board to authorize my solicitation of a proposal from our Design Review Committee for some way to permanently acknowledge contributors to the capital campaign in the new construction. Just as the sanctuary presently has the names of members inscribed in the foundation beneath the carpet, I believe it is both appropriate and desirable to honor those who gave to our upcoming project in some way that is embedded in the walls, the windows, the floor, the doors, or somewhere in the new structure.

--Respectfully submitted by Kathy Hurt

- Administrative
 - “Owner move-out” of building areas impacted by the renovation project begins May 23; storage in the Commons and possibly some to the Music room. Plan for overflow storage (though not anticipated to be necessary) is use of temporary storage “Pods” in the parking lot.
 - Our Memorial Service in the Glen will honor 56 new engravings this year. The cenotaphs are engraved, and the calligraphy for the register will be completed by the end of the week.
- Communications
 - Facebook statistical sampler: Kaye Rittinger Choir visit reached 522/viewed 195 times; May Newsletter reached 357; Rummage “through the doors” video reached 612/viewed 271 times; Mark Belletini quote reached 525.
 - The BUC Instant Church Directory was installed by over 25 additional congregants once awareness was increased with the tutorial April 24. A new instructional tri-fold will be available in the near future.
- Facilities / Sustainability
 - We have begun a trial installation of a wi-fi/ internet-accessible programmable thermostat (Emerson brand), currently installed in the office (CDPC/Green Sanctuary request).
 - Met with my contact at Edward Rose Company to brief him on our construction project. He was pleased to receive the information and wished us well.
- Business & Finance
 - A detailed draft Budget for 2016-2017 fiscal year is completed. The budget includes all staffing updates, except for the Special Programming position. This draft also contains a budgeted amount for UUA/Mid-America dues, in excess of anticipated direct congregation support; the assumed amount of contributions towards dues reflects a targeted fund raiser for dues support in the fall.
 - Meetings and discussions have continued with both of our mortgage provider candidates. Huntington appears to be balancing needing full FY financials and authorizing a lower (yet still sufficient) loan commitment to us; Level One has provided a draft of “terms and conditions”, and is nearly completed with their internal loan committee review.
- Stewardship / Giving / Membership database
 - Use of text giving is starting to grow, albeit slowly. A new instructional tri-fold will be available in the near future.
- Risk Management
 - Received one vendor proposal regarding two potential security measures: equipping the main doors with programmable “card key” or keypad type access; and programmable intrusion (motion and audio) detection with monitoring. A second vendor is preparing a proposal for door lock technology utilizing wireless connectivity, and is to include a video security component for the office/foyer.
 - The construction budget includes an allowance to address the above security measures, although the exact configuration and cost is not yet finalized.
- Technology
 - Initial implementation is scheduled this week for our enhanced office storage/back-up project. We have also begun “phase one” wiring by Jim Dean to support the campus wi-fi project.
 - Held an initial meeting with one vendor regarding technology to provide live video in the Social Hall from the Sanctuary. Several staff visited Walsh College (Troy) to look at their video wall; the lobby at Walsh also had the same ceiling tile we are to have in the Foyer, as well as a fine example of a sloped floor.

Respectfully submitted, Jim Shettel

TREASURER'S REPORT

May 23, 2016

April

- Pledge collections for the month were \$5K better than budget at \$44K.
- Total net revenues for the month were \$10K below budget, at \$65K, due to Rummage revenue having been planned in April but occurring in May.
- Operating expenses were \$6K better than budget, primarily due to lower than budget Facility and Office expenditures.
- Net operating loss was \$4K vs. a budgeted break-even, due to Rummage revenue timing. Rummage revenue will show up in the May figures.

FYTD 10 Months

- Pledge collections are \$437K, vs. a net budgeted \$386K, for a \$51K positive variance.
- Net revenues are \$745K vs. a budget of \$675K, for a positive variance of \$71K.
- Operating expenses are under budget by \$10K.
- Net operating income is \$63K vs. a budgeted loss of \$18K, for an \$81K positive variance. It now appears we will end the fiscal year with an operating income of \$40K+.

Unrestricted Cash on Hand

\$94K at April 30, 2016

Respectfully submitted,
Dick Cantley

- **Town Hall Video Update.** For current details regarding the project, please visit the “About Us” section on the BUC website. The Campus Development page is the first one you will see on the drop-down menu.

A major milestone reported is the complete approval of the project by the City of Bloomfield Hills. We expect City comments regarding our building permit application the week of May 23th with the objective of getting building permits issued by the week of May 30th.

- **Financing.** The CDPC and the Finance Committee recommend that we utilize a variable rate line of credit for the first year for the following reasons:
 - We can convert to a fixed interest rate for a 5-year period at any time with no penalty
 - We can pre-pay any amount at any time, with no penalty
 - We know our long-term finance needs more accurately at the end of the project
 - The variable interest rate, pegged to The Wall Street Journal prime rate, will start about 1-1/4% lower than a fixed rate.

Respectfully submitted by Dick Cantley, Chair. Committee members: Jim Clark, Inta Davis, Pam Graham, Sharon Kirchner, Steve Lorey, Jim Shettel, Karen Stankye. Architect advisors: Frank Arvan, Keith Brown, John Hammer.