

OUUC BOARD MEETING MINUTES

November 9, 2017

OUUC – Classroom 3

We are a liberal religious community that opens minds, fills hearts and transforms lives

Board Officers Present: Linda Selsor, President; Don Melnick, Vice President (acting Recording Secretary); Wendy Tanner, Treasurer

Members-at-Large Present: Michele Hendrickson, Martha Nicoloff, John Tafejian

Members Absent: Jim Anest; Helen Henry, Secretary; Fritz Wrede

Ex-Officio Member Absent: The Rev. Eric Posa

Congregation Members Present: There were no members attending

7:00 Opening: Michele did our opening

7:05 Review Agenda:

Consent Agenda: The October Financial Report* was added.

Congregational member concerns/comments: No discussion was planned on this item so it was deleted.

Old Business: By virtue of Reverend Posa's absence due to a family emergency discussion of several items was deferred.

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7:11 Board Covenant: Our Covenant was read aloud by attending board members

7:15 Consent Agenda: A motion was adopted approving the Consent Agenda

7:18 Update on Leadership Development Committee request of board: Michele and Don reported that they had met earlier and agreed to poll the board on attributes members felt were important for board membership. In a brief roundtable discussion each board member provided input which will be compiled in a Memo* and presented and discussed when they meet with the LDC.

7:30 Financial

1. Status of 2017 budget and financials: Wendy reviewed budget status as of the end of October
2. Pledge drive status: Wendy had consulted with the Stewardship Committee who reported that their projection of funds pledged was substantially less, about \$28 thousand, than anticipated and was pledged last year. This is due in part to the loss of larger pledges as a result of moves, death, changes in family circumstances and possible response to Rev. Perchlik's resignation. While many increased pledges, it did not cover the loss of larger pledges.
3. Implications for 2018 budget: The implications will be substantial. Though many expenses such as maintenance, utilities and insurance cannot be deferred there are some places where expenses can be cut. Reduction in staff hourly pay or hours may be necessary. After extensive discussion of options it was decided that our congregation should be informed of the situation and input sought before the budget is finalized. So an informal brown bag briefing session will be held at church following second service between 12:30 and 1:45PM on Sunday November 19th.
4. Schedule a Special Board Meeting: This meeting will be set for Tuesday November 28th 7:00 – 9:00PM and the purposes will include: approval of recommended FY 2018 budget, approval of proposed settled ministerial search process and possible authorization of the President to execute application for Mortgage Refinancing. Note that congregational input on the ministerial selection process will have to be sought beforehand and a forum for this purpose is yet to be scheduled.

8:15 Old Business

1. Endowment policy/procedure: Michele briefed the board on the updated document and there were no questions. A motion was adopted approving the new Endowment Policy/Procedure and authorizing the Congregation Administrator to amend existing policies and procedures accordingly.
2. Annex Status Update: John briefed the board noting that a meeting has been scheduled with City of Olympia officials to clarify city code requirements that may limit the allowable square footage that can be devoted to buildings, sidewalks and parking lots expressed as a percentage of overall lot area. It is not clear whether this requirement would so limit planned church facility development that it will not be

possible to sell the Annex property without compromising the planned Phase II ultimate development. John plans to brief the board again at our regular December meeting.

3. Board Availability in the Commons and at Linkage Meetings: Martha briefed board members on the several informal brainstorming discussions held by she, Linda, Don, Jim and Michele. The intent is to deliberately make board members more accessible to congregants to solicit input, answer questions and enhance understanding. In the course of having these discussions the range of options broadened somewhat to include ideas in addition to having board members be available in the Commons. We will try the options listed below to see which are most effective and then concentrate on those:
- Board Name Tags: enhanced to designate board members by adding board logo with a “what’s on your mind” tag or sticker to be worn also. Michele is already working with Darlene on enhanced name tags and Don is researching the “what’s on your mind” sticker or pin idea.
 - Casual monthly brown bag conversations on the 3rd Sunday of each month following second service
 - Periodic coffee shop conversations beginning after the first of the year
- In addition to answering questions and enhancement of policy governance understanding.

8:45 Closing Michele did our closing

Next Board Meetings:

- Tuesday November 28th at church
- Thursday December 14th at church Agenda Planning: Tues Dec 5th at Panorama

*These items should be posted with these minutes.

Linda Selsor, President
Secretary)

Don Melnick, (acting for absent

October Financial report

Revenue: Total Pledge Income received in October was \$38,460 totaling \$358,558 YTD, 98% of YTD budget. This is \$4.5k more than received by 10/2016. Total Revenue was \$42,686 for the month and totaled \$420,530, 100% of YTD budget.

Ministry Expenses:

Ministry:	2017 Total Budget	Period Activity	2017 Expense YTD	% of Budget
Spiritual Life	\$6,000	\$1,125	\$3,712	93%
Faith Development	\$7,921	\$897	\$7,336	121%
Resource Ministry	\$41,141	\$4,104	\$36,007	105%
Faith in Action	\$4,650	\$3,375	\$3,544	92%
Community Life	\$1,595	\$0	\$483	36%
Executive / Administrative	\$237,878	\$10,941	\$198,757	102%
Personnel	\$203,330	\$20,305	\$175,736	104%
Total:	\$501,885	\$40,738	\$426,700	103%

Notes:

- Buildings and Grounds expenses are 113% of YTD budget, at \$2,356 for the month and \$16,637 YTD.
- Annex B&G spent \$79 for the month and \$1,410 for the year, \$1k less than last year, but \$410 more than budgeted. Much of the annex expenses are due to investigation into sale of the property and if the property is sold, expenses will be reimbursed from the sale to the Buildings and Grounds accounts.
- Executive / Administrative expenses are higher than budget due to additional expenses for the bookkeeper transition (\$2k), additional costs for annex operations from the board discretionary fund, slightly higher than expected financial service fees and our ministerial transition costs. However, this should balance out by the end of the year as more of the interim minister's salary is paid out of transition reserve funds as planned, assuming annual revenues remain at 100% or greater than budgeted.
- MTD Net Revenue is \$1,948 and YTD Net Revenue is \$-6,170. This is the result of additional expenses from our ministerial resignation. We expect the budget to balance by year end.

Equity Fund Activity: The ending balance was \$1,514,776 for a net increase of \$225k, the majority of which is attributed to updated equity value of property. Reserve values of note:

Select Reserve Funds	Balance
Ministerial Transition	\$9,967
Faith in Action	\$6,105
General Operating Reserve (5%)	\$26,103
Resource Ministry reserves (Building/MT)	\$50,528
Endowment Fund	\$117,795

Balance Sheet: Assets increased by \$5,073 during the month, to our current YTD balance of \$2,018,570. Liabilities reduced by \$1,469 for a balance of \$490,154. Total Reserves, Liabilities and Fund Balance were increased by \$5,073 for YTD balance of \$2,018,570.