

**UUFCC Board Meeting Tuesday, September 17, 2024, at 7:00 p.m.
In person Room 6 and on Zoom (if needed)**

<https://zoom.us/j/94992277511?pwd=cHZGTW9rS2w2OGNVMDZGWHN2S01GUT09>

Respectfully submitted by Joy Drohan

Members Present: Gretchen Kuldau (president), Kevin Alloway (interim president elect), Joy Drohan (secretary), Martha Butler (treasurer), Jeffrey Catchmark, Ann Snowman, Reverend Tracy Sprowls (ex-officio), Ashley Hamlin (ex-officio)

Members absent: Cheryl Bohn

Action Items

- Martha will check with Wayne Osgood and the UUA about a directed gifts policy for specific staff support.
- Martha will look into updating the employer participation agreement and bring this for Gretchen's signature.

The Board voted unanimously to:

- adopt the 2025 Restatement of the Unitarian Universalist Organizations Retirement Plan
- affirm the vote for the Music Director Search Committee and the job description
- approve new members nominated to Program Council for one-time events and ongoing events, and new appointees from the Music Committee

Meeting called to order: Gretchen 7:00 p.m.

Chalice Lighting: Ann

Reading of board covenant: All

Changes to the agenda: Adding Peter Kemper to discuss most recent pledge campaign

Endowments & Directed Gifts-deferred to Oct. meeting

Leading Edge presentation-deferred to Oct. meeting

Minutes approved: August 20, 2024

Reports to be received and discussed as needed:

Minister, President, DLRE, Treasurer and Finance & Stewardship Committee, Building & Grounds Committee

Votes

A. Confirm nominations to Program Council

Bonnie Rossi for one-time events and Sarah Diaz for ongoing events, and Cathy Vandenberg and Lyn Pipenberg to alternate as temporary appointees for the Music Committee (they will come off when we have a music director).
Joy motioned to approve; Kevin seconded; passed unanimously

- B. Unanimously affirmed vote for the Music Director Search Committee and to approve that job description
- C. Buy into UUA Retirement Plan (2025 Restatement of the Unitarian Universalist Organizations Retirement Plan)

Motion:

Whereas the Unitarian Universalist Fellowship of Centre County is committed to assisting all of its employees 18 years and older prepare for their retirement years, and;

Whereas the Unitarian Universalist Organizations Retirement Plan (the "Plan") is the retirement plan sponsored by the Unitarian Universalist Association, therefore;

Be It Resolved that the Unitarian Universalist Fellowship of Centre County hereby adopts the 2025 Restatement of the Unitarian Universalist Organizations Retirement Plan with an implementation date of January 1, 2025 and commits to complying with all the provisions of the Plan and the elections made by Unitarian Universalist Fellowship of Centre County in the 2025 Employer Participation Agreement that we submit to the UUA Retirement Plan Committee and they acknowledge receipt and approve via counter signature of same.

Unanimously approved.

Martha will now look into updating employer participation agreement and bring this for Gretchen's signature.

Policies

Discernment

Peter Kemper discussed the fiduciary responsibility of the Board. See Report on the 2024 Budget Drive below.

2 takeaways from his report:

- 1) We need to grow the congregation.
 - 2) We need to increase the percent who pledge.
- *Like other congregations, Covid hit us hard, but PPP funds helped us get through. But allowed us to miss what was happening underneath this. Hid some important trends. We are now out of those funds.*

- *Having run out of PPP funds, our recent financial progress has come from substantially increased contributions from fewer members.*
- *Now, we must grow the number of pledging households to pre-COVID levels (at least). Otherwise, we will not be able to sustain our current level of activities.*

Recommendations to the Board

We recommend that the board, itself or through committees:

- Initiate a meaningful effort to grow our congregation and systematically monitor its results.
- Continue to educate the congregation about its responsibility to support the congregation financially as well as through volunteerism.
- Establish responsibility and a process for maintaining and updating the congregational database to reflect the number of active members and friends.
- Establish responsibility for working to increase engagement and commitment of all members and friends.

Breeze church database is critical to the pledge campaign. It needs to be updated and purged.

Strategy for growing congregation and increasing engagement: What does the research say? What does UUA recommend? Do we need an outside consultant? We'll discuss at Oct. mtg. Claudia Snyder is working on more publicity.

The Finance Committee, ED&G Committee, and Pledge Committee could use new younger members.

Fiduciary

A. Financial Report

Yard sale brought in \$500 more than budgeted for.

Capital improvement fund is at \$16,500. We're replacing a sound mixer for the services out of this fund.

Recommend buy-out of copier lease. It should have a long useful life still.

Martha is working on bank signing authorities.

We have a new directed gift for RE.

David Blizzard was asked to see what it would cost to repair our white sculpture outside.

Discernment

A. Leading Edge Presentation-delayed until next month

B. Music Director Search Update – Rev Tracy

Music Committee has edited and finalized the job description. The ad is done. Martha researched salary recommendations. Our budget was to cover Colleen's level, and having her not work this summer saved money. Our salary range in \$17,000-19,800, depending on experience, which seems in ballpark with what's out there.

Jennifer Miller is serving as temporary volunteer choir leader. We may still hire an acting MD, depending on the number of applicants.

Motion to affirm the music director job description: Jeff moved, Kevin seconded; unanimously affirmed.

C. First Membership Book

Ann Snowman provided this report: I believe the Board reached consensus to leave the original book in its [phase box](#) in the Fellowship Office. The Board did express interest in pursuing having a digital scan made from which a high-quality facsimile can be produced and made available for handling without fear of the original deteriorating, in anticipation of our 75th anniversary activities.

This is the estimate for that work from University Libraries' [Preservation, Conservation, and Digitization](#) Department:

“We can provide imaging for the volume and send digital files to you. Cost-wise, based on the information I have, we would charge our hourly rate at \$15/hour for imaging. **At most, I would expect it to cost about \$45 for 3 hours of imaging.**”

“... would like to clarify your needs a little more, ... I have included some information below for rough costs and a rough idea of what we can offer. “

“In terms of a physical facsimile, we can provide something along the lines of a physical surrogate, where we would print the pages of the scans on a thicker paper and the Conservation Centre could provide some type of simple binding. For the surrogate, it would be costs for material and labor. Material for printing would be \$4/sq. ft, which would put us at about \$16 for the volume. For labor, I would say it would likely be no more than 8 hours total, at \$15/hr, for \$120 total. **For a physical surrogate, it would likely be something around \$136 (or a total of \$181 including scans).**”

“For a project like this, we would request at least a month for digitization work and printing.”

Following this exchange, department head Sue Kellerman, now retired, offered an alternative that might be less expensive. Once we have the digital files we can contact Wert Bookbinding for an estimate on producing a surrogate. That is work they do for their customers. PCD would be willing to facilitate that just as they offered for our hymnal rebinding. This is not my preference as it introduces more complexity in the handling of the project.

Once a decision has been made, I will be happy to contact PCD again and facilitate the scans and binding.

Martha moved that Ann should pursue having a digital copy and facsimile made. Motion passed unanimously.

D. Records retention policies –Finance

Martha should have the financial records retention policy by next month.

E. Mid-year meeting—Bhakti needs all materials by Oct. 20 for dissemination to the congregation by Oct. 24. We'll have nothing to vote on.

- F. Retreat planning: goal setting, planning about mission & vision; engagement leading to people being more committed; Leading Edge philosophy
- G. Pavilion proposal—How to get more outdoor seating? Ashley talked with the Grounds group. Interest in gazebo for photos if we try to increase wedding rentals. Potentially cover over most or all of sandbox. Possibly a prebuilt Amish structure. Possibly ask for directed gift or use some of memorial accumulation funds. Talk to a wedding planner about scale and quality. Family reunions, birthday parties. Plans to change sign on the road, to draw more attention. Rev Tracy, Ashley, and Sarah Diaz will work on pursuing these options.
- H. Directed gifts in support of staff—Ashley was accepted into Leadership Centre County. She was urged to apply by a member and they want to contribute toward tuition. This goes against our Monetary Gifts Policy, which says that contributions should “not normally” be made for a specific purpose. Tuition has now been paid out of Ashley’s professional funds. Can staff take directed gifts, and what are the implications? Does UUA have a policy? Martha will investigate. If tuition is repaid by a member, it would go back into Ashley’s professional funds. Could it be a directed gift? They are normally larger than this amount. Wayne Osgood should be consulted.
- I. Leading Edge presentation-deferred to Oct. meeting

Adjourn

NEXT MEETING: October 15, 2024

REMINDER: Sign up for Fellowship [lock-up duty](#) and [chalice lighting](#)

Adjournment/Chalice Extinguishment

UPCOMING DATES:

Mid-year meeting – Nov. 3

***75 Year Anniversary Coming Up in 2025** (Sarah Diaz, Bonnie Rossi)

Board Retreat - Saturday October 26, 2024

President’s Report

Gretchen Kuldau

September 2024

This month had me thinking more than acting. Specifically, I am thinking ahead to the Board Retreat, the Mid-year Meeting, the Pledge Drive, and the culmination of the year with the 75th year celebration of UUFCC with Founders Day. I am wishing we had already had our retreat so we would have our goals for the year set but I understand that scheduling was challenging so we will forge ahead until we meet at the end of October. I am working to recruit a Pledge Drive Chair or Chairs and reached out to a couple of people for those roles so far with no success. I will appreciate suggestions on people to contact for this crucial job. One conversation with an individual who had been a Chair previously did yield useful information on how things have gone in the past. Overall, the theme for me has been thinking and looking forward to planning with the rest of the Board for the year.

Minister's Report
Rev. Dr. Tracy Sprowls
September 2024

Congregational Life

- So much energy as we begin this new year. And lots of plans for this year- mission/vision, Climate Justice Revival, Ashley's Sabbatical, 75th Anniversary; starting new membership program, new small groups.
- The Engagement Fair was incredible. We planted the idea last spring and folks made it happen. The room was beautiful and every time I looked, it was full of people.
- As I said in my sermon last Sunday, lots of people spruced up the building and grounds and it looks terrific

Pastoral:

- Martha Kolln's memorial service will be held on Sept 29
- Ann suggested the Board see the report she sends out of the joys/sorrows shared on Sundays. Great idea!
- Lots of activity in the Caring Committee at the moment and I am working with them on checking in on folks and following up on others.

Sunday Services

- Lots of visitors on Ingathering Sunday
- The choir plans to sing fairly regularly under the volunteer leadership of Jennifer Miller.
- The order of service has changed a bit. I think it looks terrific! And the sharing has been moved to the end of the service.
- Please look at this link for Sunday numbers: [Event Attendance Count - Google Sheets](#)

Administration/Personnel

- The Music Director Search Committee is working. We will place an ad this week.
- I think the whole staff team is terrific but I lift up [Bonnie Rossi](#), our sexton, this month. She goes above and beyond- she did a great job setting up the room for the engagement fair. Many thanks!
- Ashley and I are meeting with various folks and making plans as we prepare for her sabbatical.

Professional/Personal:

- Dad is hanging in there. I am working with a health coach and a spiritual director. I am enjoying my new neighborhood and meeting folks while I walk the dogs.
- I am not sure how to connect with the PA UU Clergy as most of the meetings are often 3 hours away. It makes it challenging.
- In October, I will be working with other clergy in the local area to reignite the interfaith clergy group in State College.

Community/Social Justice:

- I gave a service at The Village at Penn State followed by an email inviting me not to return. The residents were not interested in my message of Love.
- A lot of my free time is on canvassing, postcard/letter writing, and voter registration.
- I am giving a Basics on Belief talk in October at Penn State.
- I am on the Reproductive Justice Team of the UUJusticePA

Please let me know if there are things you want to know that don't show up in my report.

DLRE Report to the UUFCC Board
Sept. 17, 2024

We have just finished up our Summer RE program in which various adults from the congregation signed up to teach a Sunday class with the kids. This included art projects, baking, physics - a variety of topics which the kids really enjoyed. I am grateful to our adults who stepped in to fill these roles and spend time with our young friends.

My own summer was rejuvenating and restful. I do not often talk about my personal life, but I thought it might be helpful to inform the board that my family life has changed quite a bit this summer. Rev Tracy is aware of this change. My partner and I moved in together this summer and so now we have a family of four which is keeping me on my toes. My partner has a 9 year old son and my child just started high school. I am very happy with these changes and feel so much more supported in my personal life but also have a lot more responsibilities at home. I just thought the board should know.

This summer also, I was accepted into the Leadership Centre County program. This is a huge honor as it is a select class. The class sessions meet monthly from 8 am to 5 pm on Wednesdays. I will learn about many areas of Centre County services and government such as health and human services, the prison system, local government, the arts, and our school district, among other topics. I am excited about this opportunity as it will help to connect me more deeply with community and government leaders and how Centre County is structured which will enhance my work at the Fellowship by helping me to know how to reach out and support our community as well as effect change within the context of RE programming

Rev Tracy and I are working on shifting our Sunday morning culture to include our kids in more services and then offer RE Hour for everyone after the service. Pre-K and Kindergarten will continue to meet at the 10 am hour and childcare will focus on toddlers from 9:30 - 11:00 am. At 11 am they will also receive the Pre-K/K kids. I am going to be offering OWL this fall to our elementary kids and possibly our Middle School - I am still establishing facilitators for this. I am also working with the RJC to facilitate training for the UUA's Mosaic program Anti-Racism curriculum this fall so that we can begin teaching their anti-racism materials to all ages this winter/spring. I am working to build a middle school youth group which will do fun community building activities together and I will take the high school youth group and help organize them around planning and doing more social justice work this year and organizing work trips like the one we took to Philadelphia.

Our adult programming will kick off next Sunday with an interfaith offering developed by the Interfaith Education Development Committee which is in collaboration with UBBC. It will be the first of three sessions called "Responding to Christian Nationalism". This first session will be held at UBBC. The next two sessions will be in October and November and we will alternate between meeting at UBBC and UUFCC. I am very excited for this interfaith work.

I am also at work developing my sabbatical focus and will have more to say about that soon.

To: UUFCC Board
From: Martha Butler, Treasurer

Subject: August Financial Report

Date: September 15, 2024

August Financial Reports:

In the Operating Budget Summary Report:

- There are no changes to the forecasts at this time. It may be necessary to downgrade the “Last Year Pledge” [\$7000] contained within the Pledge line item. One of the recalcitrant pledgers may not be able to fulfill their pledge in its entirety.
- A “% of Forecast” column is added to the right.

In the Revenue & Expense Report:

- The Yard Sale is over budget by nearly \$500, with some funds still trickling in for items being sold online. Expenses have not yet been filed.
- Most expenses other than Personnel are still limited due to the summer lull in activity.
- There is some reduction in Personnel expenses due to the unfilled Music Director position.

In the Financial Position Report:

- The **Capital Improvement Reserves Fund** now stands at \$16,500.
- We are replacing a mixer in our AV equipment in the sanctuary for a cost of ~\$1200.

Other finance news:

BEQUEST: One of the options for use of the anticipated bequest is to reduce the principal of the building loan balance. According to a recent conversation at Reliance Bank, there is no penalty for paying down the principal. However, terms of the loan will not be changed until the next amortization date (February 2028). This happens every five years; the interest rate on the loan is also reset at that time.

NEW DIRECTED GIFT: With some details to be worked out between the donors and the Endowment & Directed Gifts Committee, there will be a new Fund, with the earnings primarily for the benefit of RE activities. This is part of a Legacy Gift being added to annually while the donors are still with us. We will hold the initial annual contribution on our Balance Sheet until the Endowment & Directed Gifts Committee determines how the funds should be held in their portfolio.

BANKING ACTIVITIES: The changes in signing authorities for Citizens and Reliance bank checking accounts are being scheduled now that we have approved minutes with the resolutions. We have also been asked if we can accept Zelle payments to our checking account. I am investigating this.

COPIER: The lease for the copier is due in November. The Finance & Stewardship Committee recommends that we buy out the existing copier (~\$3000). We will then have a new contract specifying page costs, including service. There will be little net effect on the copier expense line item this fiscal year and substantial savings in the following years.

GROUNDS EXPENSES: Following the delivery of the Landscaping Plan, the gardening grounds crew has plans for 2 trees in the newly cleared peninsula garden. This may not happen until spring. I’ve also been approached by a member who says he has been commissioned to get

an estimate for repair and refurbishment of the white sculpture. Budget implications are not clear for these projects yet.

UUA RETIREMENT PLAN RESTATEMENT: In order to conform to legal requirements, the UUA is restating the existing UUA Retirement Plan effective January 1, 2025. As a plan participant, the UUFCC is required to 1) approve the plan changes and 2) file an updated Employer Participation Agreement. The plan changes were provided to the Board in August and will be voted on in the September meeting. The Employer Participation Agreement will be straightforward to update (and be signed by our President) provided we make no changes in addition to one required change: Salary in lieu of FICA will no longer be included in the basis for computing retirement contributions as of January 1, 2025.

POLICY RECOMMENDATIONS: A draft Financial Records Retention Policy is in preparation by the Finance & Stewardship Committee. In general, for records in hard copy: two complete fiscal years plus the current year; for digital records: at least 7 years. Some documents, such as loan agreements and contracts should be kept at least for the duration of the contract period. Shredding of ancient material continues with Jamie’s assistance.

I added the Gift Card Policy as approved by the Board in April to the Policy Manual in the Board Google drive and have asked Bhakti to add this to the web version. I also added the 2 procedures associated with this policy to the Board Manual.

August 2024			Operating Budget Summary				
	Including additional cash requirements						
	2021-2022 Actual	2022-2023 Actual	2023-2024 Actual	2024-2025 Budget	2024-2025 Forecast	2024-2025 YTD	YTD % of Forecast
Revenue							
Pledge	327,140	372,248	352,810	367,000	387,000	142,740	37%
Auction, Yard Sale	5,460	23,291	20,544	21,880	21,880	7,982	36%
Sales, Rentals	14,275	14,118	11,329	20,500	20,500	1,187	6%
Offerings, Gifts, Grants	23,191	20,702	13,676	14,700	14,700	1,970	13%
Total Revenue	370,066	430,359	398,359	424,080	444,080	153,879	35%
Operating Expenses							
Personnel (includes Search)	272,231	286,480	309,992	330,492	330,492	53,051	16%
Commitees, RE	12,198	20,258	20,923	25,944	25,944	1,525	6%
Building, Utilities	68,964	75,302	58,602	48,294	48,294	5,382	11%

Office, Technology	18,461	15,311	15,938	18,620	18,620	1,581	8%
UUA	13,077	17,652	11,323	12,600	12,600	2,100	17%
Loan Interest	11,966	12,004	13,182	13,440	13,440	2,100	16%
Total Expenses	396,897	427,007	429,960	449,390	449,390	65,739	15%
Net Operating Surplus (Deficit)	(26,831)	3,352	(31,601)	(25,310)	(5,310)	88,140	
Other Cash Requirements							
Loan Principal	12,518	13,014	12,735	13,365	13,365	2,233	17%
Total Additional Requirements	12,518	13,014	12,735	13,365	13,365	2,223	17%
Bottom Line	(39,349)	(9,662)	(44,336)	(38,675)	(18,675)	85,917	
PPP Loan Funding	39,349	9,662	29,836	18,731	18,675		
Ministerial Search Carryover		-	14,500				
PPP Funds at beginning of year	97,578	58,229	48,567	18,731	18,731		
Used	39,349	9,662	29,836	18,731	18,675		
PPP Funds balance	58,229	48,567	18,731	-	56		

Unitarian Universalist Fellowship of Centre County	
Statement of Financial Position	
as of August 31, 2024	
	Total
ASSETS	
Schwab (broker acct)	\$ 252
Citizen's Money Market Account	\$ 42,601
Reliance-Reserve Fund 6506	\$ 115,845
Citizen's Checking	\$ 17,127
Total Current Assets	\$ 175,824
Total Fixed Assets	\$ 1,589,839
Total Other Assets - Food Cards	\$ 9,137
TOTAL ASSETS	\$ 1,774,800

cash in the bank

\$ 175,824

LIABILITIES AND EQUITY		
LIABILITIES		
Building Use Deposits	\$ 1,300	
Accounts Payable	\$ 70	
Held for Endowment & Directed Gifts	\$ 8,000	
Other Current Liabilities	\$ 6,818	credit card timing
Total Payroll Liabilities	\$ (65)	
Total Current Liabilities	\$ 16,123	
Total Long Term Liability - Reliance mortgage	\$ 199,291	
TOTAL LIABILITIES	\$ 215,414	
EQUITY - NET ASSETS		
Unrestricted Reserves		
Annual Surpluses net of Deficits - 1998-2011	\$ 7,977	
Retained Earnings	\$ 113,648	
Capital Improvement Reserve	\$ 16,476	
General Reserves	\$ 1,416	
Deferred Pledge Revenue for FY 2024-2025	\$ -	
Operations Reserve	\$ 12,500	
Berry Non-designated Gifts	\$ 3,883	
Reserve for R M Sabbatical	\$ 5,000	
Ministers Discretionary Fund	\$ 5,397	
Reserve for DLRE Sabbatical	\$ 2,500	
Seder Committee Reserve	\$ 6,631	
Butterfly Garden	\$ -	
Racial Justice Task Force	\$ -	
OWL Training Reserve	\$ 3,018	
Youth Group Trips Reserve	\$ 2,011	
Coming of Age Reserve	\$ 2,000	
Total - Unrestricted Reserves	\$ 182,457	59,415
Restricted Reserves		
Total Building Addition	\$ 1,267,804	
Memorial Garden	\$ 11,509	
Memorial Garden Entry Subsidy	\$ 5,000	
First Sunday contributions	\$ 1,989	
Memorial Funds	\$ -	
Library	\$ 331	
Aesthetics fund	\$ 1,069	

Music Targeted Gifts	\$ 425	
Guest at Your Table	\$ -	
Holiday Bonus - Congregant Contributions	\$ 661	
Total Restricted Reserves	\$ 1,288,789	20,985
TOTAL NET ASSETS - RESERVES & EQUITY	\$ 1,471,245	
Net Revenue	\$ 88,141	
TOTAL LIABILITIES AND EQUITY	\$ 1,774,800	
	cash minus designated uses	\$ 95,425
	includes cash reserves	available cash

UUFCC Revenue & Expense Report							
August 2024							
	Actual	Budget	Forecast		17%	% of	% of
	2023-20	2024-20	2024-20	This	YTDat	Budget	Forecast
	24	25	25	Month	e		
REVENUE							
Pledge Receipts (in-hand)	351,572	365,000	380,000	19,322	141,836	39%	37%
Last Year's Pledge	1,237	2,000	7,000	30	903	45%	13%
Pledge	352,810	367,000	387,000	19,352	142,740	39%	37%
Service Auction	10,850	12,000	12,000	53	424	4%	4%
Yard Sale	6,756	7,000	7,000	7,485	7,485	107%	107%
Concert Series	2,090	2,000	2,000	-	-	0%	0%
Chili Cookoff	413	400	400	-	-	0%	0%
Youth Group Fundraiser	33	-	-	-	-		
Interest	403	480	480	35	73	15%	15%
Special Projects	20,544	21,880	21,880	7,572	7,982	36%	36%
Building Use	6,615	15,000	15,000	234	764	5%	5%
Fair Trade Coffee	1,621	1,500	1,500	119	119	8%	8%
Food Coupon Sales	3,093	4,000	4,000	159	304	8%	8%
Sales and Rentals	11,329	20,500	20,500	512	1,187	6%	6%
Regular Sunday Service Plate	6,510	7,500	7,500	409	822	11%	11%
Brickwedde Fund	1,092	1,000	1,000	-	-	0%	0%

Halleck Fund	3,164	3,200	3,200	-	-	0%	0%	
Music Grant	500	500	500	500	500	100%	100%	
UU the Vote Grant			-	-	500			
Non-Pledge Receipts	2,409	2,500	2,500	137	148	6%	6%	
Non-Recurring Gifts	-	-	-	-	-			
Offerings, Gifts, Grants	13,676	14,700	14,700	1,046	1,970	13%	13%	
Total Revenue	398,359	424,080	444,080	28,483	153,878	36%	35%	
EXPENSE								
Total Minister	1,000	146,306	146,306	16,873	28,056	19%	19%	
Total Interim Minister	135,002	-	-					
Total DLRE	76,412	82,776	82,776	6,318	12,648	15%	15%	
Total Office Administrator	40,910	43,570	43,570	3,571	7,141	16%	16%	
Total Music Director	18,405	19,700	19,700	-	-	0%	0%	
Total Financial Secretary	13,380	12,580	12,580	958	1,617	13%	13%	
Total Choir Accompanist	5,308	5,464	5,464	447	894	16%	16%	
Total Band Leader	3,097	3,196	3,196	257	514	16%	16%	
Total RE Assistant	1,561	-	-	-	-			
Total Sexton	2,205	9,700	9,700	814	1,482	15%	15%	
Total Childcare	7,531	7,200	7,200	293	698	10%	10%	
Minister Search	5,181	-	-	-	-			
Personnel (includes Search)	309,992	330,492	330,492	29,531	53,051	16%	16%	
Aesthetics	-	-	-	-	-			reserve acct
Caring	1,175	1,620	1,620	139	89	5%	5%	
Stewardship	747	1,000	1,000	-	-	0%	0%	
Program Council		300	300	-	-	0%	0%	
Hospitality (to Program Council)	-	-	-					
Leadership Development	500	504	504	-	-	0%	0%	
Library	-	-	-	-	-			reserve acct
Membership	61	250	250	(100)	(120)	-48%	-48%	
Total Music	4,379	5,760	5,760	200	789	14%	14%	
Publicity	1,237	1,500	1,500	-	-	0%	0%	
Small Group Ministry (to Program Council)	-	-	-	-	-			

Seder expenses	235	300	300	-	-	0%	0%	
Social Action (to Program Council)	208	-	-					
Green Sanctuary	100	360	360	-	-	0%	0%	
Racial Justice	-	1,750	1,750	-	-	0%	0%	
Fellowship Suppers/Celebrations	100	-	-					
Worship Services	2,664	2,500	2,500	315	630	25%	25%	
Service Auction	722	500	500	-	-	0%	0%	
Yard Sale	550	600	600	-	-	0%	0%	
Game Night (to Program Council)	-	-	-					
Total Committees	12,679	16,944	16,944	554	1,388	8%	8%	
RE Program Expenses	3,024	3,000	3,000	102	137	5%	5%	
Coming of Age (reserve funding)	500	500	500	-	-	0%	0%	
Youth Group Trips (reserve funding)	1,000	1,000	1,000	-	-	0%	0%	
OWL Facilitator Training (reserve funding)	2,000	2,000	2,000	-	-	0%	0%	
Youth Group	49	500	500	-	-	0%	0%	
Adult Education	1,671	2,000	2,000	-	-	0%	0%	
Total Religious Education	8,244	9,000	9,000	102	137	2%	2%	
Fair Trade Coffee	2,035	2,000	2,000	-	-	0%	0%	
Grounds	(309)	2,700	2,700	-	900	33%	33%	
Snow Removal	1,582	5,000	5,000	-	-	0%	0%	
Emergency Eqp & Supplies	-	200	200	-	23	12%	12%	
COVID related expenses	-	-	-	-	-			
Security	1,560	1,728	1,728	144	288	17%	17%	
Workers Compensation	936	1,100	1,100	-	1,129	103%	103%	
Umbrella Liability	350	400	400	-	350	88%	88%	
Multi-peril insurance/Liability	5,338	7,000	7,000	-	-	0%	0%	
Building Maintenance	6,704	5,040	5,040	104	104	2%	2%	
Inspections, Licenses, Permits	2,792	2,040	2,040	-	-	0%	0%	
Janitorial Supplies	708	996	996	36	197	20%	20%	
Kitchen Supplies	1,214	1,500	1,500	-	7	0%	0%	
Cleaning services	20,250	2,500	2,500	-	-	0%	0%	

Total Physical Plant, Insurance	43,161	32,204	32,204	284	2,999	9%	9%	
Electric	3,217	3,240	3,240	277	556	17%	17%	
Gas	4,340	4,290	4,290	206	399	9%	9%	
Telephone	1,598	1,920	1,920	153	306	16%	16%	
Internet Service & WIFI	2,887	3,240	3,240	263	526	16%	16%	
Trash	1,214	1,200	1,200	97	194	16%	16%	
Water & Sewer	2,185	2,200	2,200	264	402	18%	18%	
Total Utilities	15,441	16,090	16,090	1,259	2,383	15%	15%	
Office Furniture	-	-	-	-	-			
Copier	3,561	4,200	4,200	265	557	13%	13%	
Postage	468	600	600	-	-	0%	0%	
Office Supplies	669	2,040	2,040	-	87	4%	4%	
General Office & Admin Expense	1,895	2,040	2,040	-	-		0%	
QuickBooks fee	1,044	1,200	1,200	95	191	16%	16%	
Website Costs	812	600	600	-	-	0%	0%	
IT Hardware	2,514	2,040	2,040	-	-	0%	0%	
IT Software and Services	557	600	600	-	117	20%	20%	
Breeze Church Management	797	900	900	72	144	16%	16%	
Credit Card Transaction Fees	902	900	900	42	95	11%	11%	
Total Office & Technology	13,219	15,120	15,120	474	1,191	8%	8%	
Payroll Services - US Acct	2,718	3,000	3,000	195	390	13%	13%	
Attorney/Professional Service fees	-	500	500	-	-			
Total Professional Services	2,718	3,500	3,500	195	390	11%	11%	
UUA Annual Program Fund	11,323	12,600	12,600	1,050	2,100	17%	17%	
Loan Interest	13,182	13,440	13,440	1,064	2,100	16%	16%	
Total Non-Personnel Expense	119,966	118,898	118,898	4,983	12,686	11%	11%	
Total EXPENSE	429,958	449,390	449,390	34,514	65,737	15%	15%	

Dollars pledged	+8%	379,128	375,346	368,064	298,794	324,301	350,980	342,727	319,366
Number pledging	-40	144	143	143	156	175	190	183	178
Average pledge	+43%	2,633	2,650	2,574	1,915	1,853	1,847	1,873	1,794

Congregation size and the percent pledging fell during Covid

Two adverse trends during Covid created significant headwinds for UUFCC by combining to reduce the number of pledges (Table 2).

First, the number of households in the congregation fell from 287 at the beginning of Covid to 227 this year. This is a loss of over 21% in just four years. In contrast, this followed a 14% increase over the previous five years.

Second, the pledge participation rate fell from 68%-71% before the pandemic to 57%-63% since its beginning. (This is the percent of households that pledge.) *Put differently, about 4 in 10 of UUFCC's households fail to support our Fellowship.*

Declining congregation size and pledge participation, especially now that we have used all the PPP funds, is not a recipe for success: ***Now, we need both:***

- ***To grow our congregation and***
- ***To increase pledge participation.***

Table 2. Trends in Active Congregation Size and Pledge Participation

	Annual Change	2024	Covid Years				2019	2018	2017	2016
			2023	2022	2021	2020				
Households ^a	0.9%	227	251	243	270	287	278	269	259	252
Number Pledging	-2.7%	144	143	143	156	175	190	183	178	178
Participation rate (adj.)	-3.9%	63%	57%	59%	58%	61%	68%	68%	69%	71%

^a “Households” (or “Active List”) are the number of households in UUFCC’s database considered active, i.e., excluding those who moved away or no longer wanted to be included.

Note: 68% of Foxdale households pledged, and 61% of RE households pledged.

The members who did pledge stepped up to our challenges

The primary reason we have been able to support our aspirations during the last three years: Members and friends who pledged each year previously, pledged the next as well, and on average, they increased their pledges substantially (Table 3).

Although somewhat lower than before Covid, during the last three years, over 80% of pledgers one year, pledged again the next year. Consequently, average pledges (for the whole congregation) increased considerably as well, to over \$2,500 in the past three years, versus under \$2,000 before.

Yet this year the increases in the pledge size have not been enough to support meaningful increases in the budget, and we worry that pledge size may have reached a plateau. We also need increases in the size of the congregation.

Table 3: Repeat Pledgers and Average Pledges

	2024	Covid Years				2019	2018	2017
		2023	2022	2021	2020			
Repeat Pledgers	82%	83%	84%	82%	83%	90%	87%	83%
Repeaters Who Increased Pledge	56%	61%	59%	38%	36%	40%	47%	56%
Average pledge	2,633	2,650	2,574	1,915	1,853	1,847	1,873	1,794

After a large decline, the number of new pledgers grew

The number of new pledgers each year declined greatly from 29 in 2017 to only 8 in the middle of Covid. The very good news is that the number of new pledgers has increased almost three-fold since the Covid low (Table 4). Even so, this number of new pledges is only enough to forestall further decline; it is too few to grow back to the pre-COVID total.

Table 4: New Pledgers

	2024	Covid Years				2019	2018	2017	2016
		2023	2022	2021	2020				
New Pledgers	23	18	8	10	17	25	26	29	14

Dependence on larger pledges continued

UUFCC remains dependent on a very small number of donors for a large share of the total pledges. Only 3 households, (2.1% of all households pledging) accounted for a quarter of total pledge dollars last year. Although pledge amounts increased across the entire range of households, from smallest to largest, increases have been especially big for the largest pledges. (not shown).

Table 5. Percent of households responsible for top quarter of dollars pledged

	2024	2023	2022	2021	2020	2019	2018	2017
Percent	2.1%	2.8%	2.1%	3.2%	3.4%	3.7%	4%	4%

In addition, another 9 households pledged the next quarter of the total. These are, of course, not our youngest donors.

Table 6. Percent and number of households responsible for each quartile of total pledges

Percent of total pledges	2024	2023	2022	2021
	Percent of Households			

Top 25%	2.1	2.8	2.1	3.2
25-50%	6.3	7.0	7.0	7.7
50-75%	19.4	20.3	19.6	17.9
Bottom 25%	72.2	69.9	71.3	71.2
Total	100	100	100	100
	Number of Households			
Top 25%	3	4	3	5
25-50%	9	10	10	12
50-75%	28	29	28	28
Bottom 25%	104	100	102	111
Total	144	143	143	156

Note: Detail may not sum to total due to rounding.

How big IS the Congregation?

Defining the size of the fellowship is complicated by the great variation in members' and friends' levels of engagement, by engagement varying over time for many of them, and by the fact that some consistent and generous pledgers are rarely seen at the fellowship. Defining, measuring, and tracking membership and member involvement is important, not just for pledging and finance, but for monitoring the well-being of the fellowship and understanding where we are succeeding and failing.

While our data on pledge income and the number of people pledging is very good, data on the size of the congregation (the number of households), and hence pledge participation rates, is not. The rates in this report come from our congregation's database, which is very important for many reasons, not only the pledge campaign. The database requires regular attention to update it for deaths, moves away, and new members, but also for more difficult to monitor changes such as inactive members, new friends who are fully participating, etc. For instance, the first culling of non-participants in several years accounts for most of the apparent decline from 251 households in 2023 to 227 in 2024.

We must consider how to ensure the quality of our congregation's database and where this responsibility could be suitably lodged for judging who are and are not active members and friends. The Treasurer now does much of this work by default, which seems an inappropriate addition to a heavy set of responsibilities.

Recommendations to the Board

We recommend that the board, itself or through committees:

- **Initiate a meaningful effort to grow our congregation and systematically monitor its results.**
- **Continue to educate the congregation about its responsibility to support the congregation financially as well as through volunteerism.**

- **Establish responsibility and a process for maintaining and updating the congregational database to reflect the number of active members and friends.**
- **Establish responsibility for working to increase engagement and commitment of all members and friends.**

Appendix

Finance & Stewardship Follow Up Suggestions

- Underspending by Publicity and Membership committees is concerning given that increasing membership appears needed to support our budget.
- Consider how best to monitor the size of the congregation and the health of the fellowship. For instance, should we be keeping track of the numbers who participate in various aspects of fellowship life.
- Contact the UUA to find out what they are recommending for fund raising.
- Consider how Ashley, Bhakti, and Rev. Tracy can and should be engaged in the pledge campaign.
- Consider analyzing non-pledgers.
- Should we initiate in, say, May selected reminders of known late pledgers? It does seem to be a consistent problem.
- Societal change with respect to religion makes “membership” and “participation” more difficult to define. The definition of the congregation of the future will be more difficult.

UUFCC Building Committee Report

August 20, 2024

Submitted by Troy Frank

Present: Andy Lau, Troy Frank, Roxanne Toto, and Toby Short

Meeting began at 7:00 p.m.

Projects

Air conditioning for parts of the building

Most of the info is in the July meeting minutes; we did go over revisions to the proposals document being sent to the Board

Rooftop Solar / Efficiency Audit

Phil is waiting until the yard sale “stuff” is out of the way in the attic, to trace the plumbing in the old wing. That will help inform whether the old-wing rooms can get individual thermostats. This can happen anytime now, as the yard sale is over.

Back stairwell

This is the same status as last time, it needs a work party to pressure wash, prepare, prime, and paint it. Probably handle it with members of the building committee, rather than the general congregation work parties. We need a pressure washer, and possibly some wire brushes/scrapers to prep the surfaces for repainting. Tentative schedule is to pressure wash on Sept 22, and paint sometime by Sept 28.

Reflective paint for the projector area in sanctuary

This is the same status as last month. Just waiting to organize a work party. The paint has arrived, and I think it is in the facilities work room on the lower level. It will probably take 2 people 1 day to complete. We did get the blessing of the Aesthetics committee to do this. Toby suggested using a coating over the existing paint that'll let the reflective paint go on without roughing of the old surface. Ace Hardware has that. We need to ask Phil how picky the prep method is for the reflective paint, per the manufacturer.

Exterior duplex outlets don't work

No change from last month. Phil's hoping that epoxy-sealing the shingle that the electrical box is attached to, will prevent water intrusion. Rox suggested conduit going into a waterproof box, so we can just seal a single junction.

Inspections

Freeze plan for Church Mutual insurance

We are still talking about a freeze plan for the building, which Phil's going to ask Hazel about. Find the hot water shut-offs and drains (Phil may have this).

How to drain the hot water loop?

How to drain the wet sprinkler system?

Phase-2, identify critical electrical loads for a possible generator (bought or rented). Do any companies provide generator service to provide guaranteed equipment on-demand?

General Maintenance Tasks

Heating loop Pump for new wing

No one's sure what the light switch is for, that's in between the two pumps. Probably a power switch for one, or both of the pumps? Andy's still trying to get Goodco to respond to the light switch question. Andy found notes from the install (rep was Matt Sneath). The pumps balance between themselves, due to being wired together.

Buy & install new compressor on dry sprinkler system

No change from last month. Phil's going to talk to Hazel about a quote after they finish the backflow preventer inspection.

Batteries

There was a work session for this in March, and all batteries got replaced except for one NiCad for Sanctuary exit light, the old wing system, and the smoke detector AA batteries.

Kitchen dishwasher & countertop

No current plans to do anything further with this. The contact cement patch that Bonnie did for backsplash seems to be holding. The dishwasher does occasionally leak a little water, and appears to be coming from a valve in the piping. Toby and Troy are going to look at the water leak this week, and see if we need contractor help to fix it.

Inventory all lights, including outdoor motion lights and document their power source We have fixture info for all the lights, but not “bulb model” info for all of them. Andy's still working on

this as of August. Motion sensing lights on the back side of the building still need to be replaced.

Storage space

Toby's getting a lot of questions about where this is at. Ongoing issue requiring more discussion.. Rev. Tracy should probably review the current state of this.

Recruiting More Members

Still in process of executing the plan discussed at March's meeting. We've made progress on the maintenance matrix for signing people up, but it's not quite done yet. Bonnie has already taken over some of the tasks as the new Sexton.

Building issues calendar reminders to auto-generate tickets

Bhakti and Phil have been trying to have the Building Maintenance Reminders calendar generate email reminders to buildingissues@uufcc.com , in order to auto-generate tickets from the reminder. But it's not working.

Sexton Updates

- .Bonnie couldn't make this meeting, so no update for August.

UUFCC Building Committee Air-Conditioning (AC) Report

Drafted July 10, 2024; Final Revision August 20, 2024

To: UUFCC Board

From: UUFCC Building Committee (Troy Frank, Phil Halleck, Andy Lau, Toby Short, Roxanne Toto)

Due to renewed interest in finding ways to make our UUFCC spaces more comfortable in the summer, the Building Committee met with interested parties to develop the recommendations in this letter. A table was prepared that describes the options considered; see attachment. There is no easy, inexpensive, nor effective solution, but there are some actions we could take now that would still be of benefit down the road. Installing air-conditioning in the building is a significant and costly undertaking that will likely require a capital campaign. Cost could be \$100,000 or more depending on the systems chosen.

Recommendations:

1. Reduce window heat gain by installing more reflective shades in the Sanctuary. A further advantage is views in would be blocked but some view out would remain. Perforated roller blinds could be installed for about \$400 per sliding glass door, or \$1,600 for all four (5?).
2. Install more and bigger ceiling fans in Fellowship Hall (as a test case) to increase air movement substantially. The Building Committee can do the installation. Estimated cost is \$1,200 for four fans, plus the cost of any other materials and equipment

The first measure will make it slightly less hot; the second makes it feel cooler by a few degrees. They will not lower the air temperature nor the humidity. For comfort to meet accepted standards, electric AC systems are necessary. These systems can also bring in fresh air, and can heat in the winter, reducing gas usage.

3. Contract with an engineering design firm to prepare system designs that could be used to obtain bids for installing air-conditioning. This design effort could cost \$10,000 or more.
4. Consider establishing a team to steward this design effort that includes key interests (aesthetics, rentals, acoustics, sustainability, maintenance, etc.).
5. Adding AC would increase the electricity use. This could be balanced by installing a solar electric system.

Installation	Location	Specs	Cost Est	Pros	Cons	Comments
Four Large DC Ceiling Fans	Fellowship Hall	Westinghouse Damen 68" 8-blade	\$200 ea plus electrical install	Very Quiet. Inexpensive DIY install with power from existing outlets: 31 Watts peak power= 1/4 amp on 20 amp circuit.	uses individual wireless remote control	Maybe 2 really large fans (like at Planet Fitness) that replace the 2 existing, and hang down much lower?
Four Large DC Ceiling Fans	Moser Hall	Ditto	Ditto	Ditto	Ditto	
Smaller Individual Ceiling FAN	Selected classroom/office spaces				Clearance, dropped ceiling	
Awnings on Southern Exposures	Classrooms B,C,D; Sanctuary sliding doors.	Retractable Canvas or fixed anodized aluminum	~\$2500/window	no power consumption, reduces need for cooling and/or circulation	High installation cost= long payback time. Will have to mount on existing cedar shakes	(Andy) Recommend using shades on inside to reduce solar in summer. Perforated roller shades can reflect a lot of light while still allowing some view to the outside. Not cheap.
E-film on Southern exposures	Ditto	need to consider light transmittance and external reflectance	TBD	Possible DIY? Can Double as privacy security safeguard	Will dim the outside view and reduce solar heating in the winter	

Installation	Location	Specs	Cost Est	Pros	Cons	Comments
Window or portable AC	Classrooms as determined by need	should be on the order of 12,000 BTU for 600 sq ft;	\$300-600/unit plus modifications to windows	Spot cooling where needed	Major modifications to swing out windows needed for mounting; Added electrical consumption. Noisy.	(Andy) Put in max that would not exceed circuit. This is a temp solution that would be replaced by minisplits or ducted system.
Mini-split AC units	Fellowship Hall and/or Moser Hall	Professional engineering recommended. Depends on area, height, occupancy, solar heat load	guesstimate: Three units for/room operating off single compressor; \$20,000 plus installation/room	Using a heat pump to drive the units would allow heating the spaces, reducing gas bill. Best if combined with solar load reduction. Has air filtration, but no fresh air.	Increased power consumption; Does not bring in fresh air	(Andy) May require new electrical service.

Installation	Location	Specs	Cost Est	Pros	Cons	Comments
Ducted Central Air Conditioning/ Heat Pump	Fellowship Hall, Community Room; Moser Hall; Rooms 1-6; Maybe Downstairs Classrooms?	Professional engineering recommended. Depends on area, height, occupancy, solar heat load	\$80,000-\$100,000+	Comfort and cleaner air. Air handlers could sit in attic space and feed both large spaces, and other upstairs rooms. Allows for fresh air and air cleaning. Using a heat pump to drive the units would allow heating the spaces, reducing gas use. Good to combine with solar load reduction.	Increased Power consumption; Exposed ductwork; Air noise	(Andy) May require new electrical service.