

**AUUC Board of Directors  
Monthly Meeting  
December 6, 2023**

Attendees: Natasha Barnes, Dale Howell, Ed Kringer, Jessica Larsen, Rev. William Levwood, Julie Schuck, Al Stolpe

Absent: Andy Meredith

Guests: Jim G. and Dave M.

**Prior to the Meeting:** In November the Board held an email vote to appoint Andrea Meredith as Financial Advisor through the end of June 2024. Andy will be filling a vacancy left by Scott Larson's resignation. The Board also voted via email to approve a member's sale of holiday craft items at a Sunday service in December and held follow-on email discussions about a draft AUUC Vendor Policy.

### **Opening**

Chalice Lighting/Opening Words offered by Al

Participant Check-in

Members' Time: No members attended to use this time.

### **Discussion Items**

#### **Endowment Report**

- Jim G. attended to provide the semi-annual Endowment Report required by the AUUC Bylaws.
- Endowment Committee has had 4-5 members including Financial Advisor. Formerly played an active role in managing money in Vanguard Funds. Now the UUA manages funds through Common Endowment.
- \$132,000 balance currently. No recent inputs to Endowment. Between fees and changes in value we have lost ~\$9K. In a good year we see 5-10% growth.
- UUA spends lots of effort making sure investments are socially responsible. Trade-off is that performance is not great. Fairly safe investments.
- Committee is overloaded now - too many people; too little to do. Jim would support a reorganization.
- We don't know who is including AUUC in their wills. Need "Intent" or "Legacy" form letting the church know AUUC is included in an individual's will. Jim has drafted a form. Discussion of whether form should include a way to designate funds for specific purposes.
- Jim open to possibility of serving on a Finance Committee.

## Pledge Campaign Planning

- Dave M. attended to discuss the 2024 Pledge Drive.
- Recommendation to plan around FCPS Spring Break and Tax Day.
- Notional dates - April 7 or 14 through May 19. Preference is 5 weeks starting April 14.
- Discussion of moving Pledge earlier in the year, but this was ultimately rejected because many contributors do not pledge until after tax season.
- Dave is willing to lead effort again this year. Rev Lev has a potential successor for Dave in mind who may be able to support this year. Connie and Ken helped a lot last year with communications and messaging; Rev Lev with testimonials. Last year was smallest lift for Dave and it went well.
- Board needs to provide target amount to aim for and aspirational budget goals.

## Financial Report

- Auction
  - November Auction was a success. \$26,205 earned to date.
  - Connie and Ken have led the auction team for 7 and 9 years respectively. Prior to the meeting, they notified the Board of intent to step down from leading the Auction, providing time to find new leadership for next year's auction.
- Budget
  - Ed C. prepared a Budget Execution document, current as of October 31. The group had some questions; Julie will circle back with Treasurer and Financial Advisor.
    - Should we be concerned about having only 17% of expected rental income so far, or is this a normal annual flow of funds?
    - Is the flow of funds for facility insurance normal (only 12% paid so far)?
    - "Denominational Affairs" line item is confusing. Can we rename this "Contribution to UUA"?
    - Can we do anything to reduce bank fees? (Finance Committee look into this longer term?)
    - Does the "Repairs" line item mean Building and Grounds? If so, who/what accounts for the \$521 spent so far this year? Ed K. and Dale H. have no info on this expenditure. They would like this line item increased to \$2000 if funds can be made available.
    - Line 45 (Improvements: Water Heater/Kitchen) should have been covered in June of 2023 and should be \$0 for this year.
    - What is Line 66 ("Staff Sustenance") meant to cover?
    - Need to deduct cost of roof from Depreciation.
    - \$5000 for doors will be coming from Fairfax County
    - Discussion of whether \$2000 for Worship budget should be reduced. Rev Lev anticipates we will use most of that money this fiscal year, so do not reduce at this time.
    - We appear to be underutilizing our bookkeeper. Andy is establishing regular check-ins with him. Rev Lev will engage with both to ensure all is going smoothly and handover from Treasurer is proceeding, to include training on human resources aspects of finances.
- UUA Contribution
  - Discussed raising contribution for 2023-2024 to 100%. Decision postponed pending further budget clarification.

- Need to determine when we must pay 100% to be designated a 100% Fair Share congregation.

#### Impact of move to GEO 6

- Even if we do a COLA of 3.2% for 2024, there will still be a significant shortfall in budgeted salaries for most staff according to GEO Index 6 targets.
- Takes into account congregation size B, staff level of responsibility, geographic area
- These are guidelines, not mandates
- Need to develop plan to close the gap over a period of 3-4 years

#### Status of Solar System

- RE-volv will pay all costs of installation, permits, fees, etc. Once system is operational, we would pay monthly payment. 70% of total costs are amortized over 20 years. Will wait up to 18 months for government to direct-pay 30% without charging us any interest. Can pre-pay without penalty at any time. No credit check. Security is they have a lien on the solar system. Additional grants might be available.
- Need firm numbers
- Need to socialize idea with congregation. Can we get a visual of how this would impact grounds?
- Proposal to do a single-issue Zoom with representative from RE-volv.

#### Board Thank Yous

- Thank yous to Connie and Ken for auction - Jessica

#### Consent Items

- Minutes from November meeting

#### Other Reports and Updates

- Unsung Hero Award
  - Board continues to reflect on how best to honor Ed C's long time service to the church. Will make a donation, including collections at holiday services, to cancer charities in his honor. Discussed re-establishing the Unsung Hero Award.

#### Action Item Review

Action	Completion Date	Board Lead	Comments/Dependencies
COMPLETED			
Review Committee Structure Task Force's document and provide feedback	ASAP	All	COMPLETED

Thank you to Nancy M. for Halloween service and to Olivia T. (September Potluck and October Trunk-or-Treat)	November	Ed K.	COMPLETED
Create shortcut for current budget document in new BOD Drive (Budget and Finances folder)	September 2023	Scott	Julie has moved current accounting to the Budget and Finances folder and created new folders for older documents
Contact fabric artists about making or ordering a stole for Kathryn.	ASAP	Julie	COMPLETED
Thank you to Judy R. for gift, to be spent on doors	ASAP	Julie	COMPLETED
Thank you to Ashley - Youth gathering at her home	November	Julie	COMPLETED
Check in with Ed C. to ensure Board budget decisions from September have been implemented	November	Julie	COMPLETED
TABLED			
Knowledge Management initiative		Natasha	11/1 NB: The current focus is on Committee Management. Julie has already created shared drives for the Board and the Congregation.
Put discussion of roof fundraiser on agenda for November meeting	November	Julie	TABLED, to determine if needed.
ONGOING/LONG-TERM			
Ensure Board meeting agendas go out in advance of meeting	Monthly	Board Pres	WORKING
Plan Rev Lev's Installation	TBD	Ed K. and Al S.	ON HOLD pending decision on new date
Schedule floor refinishing for July 2024, along with new chairs?	Spring 2024	Dale	OPEN

Ask GA delegates to brief SJC on the 2024 year's AIWs and SoCs and make recommendations for AUUC actions	June 2024	Dale	
Represent AUUC at Kathryn Adams' Ordination	January 2024	Julie	At UU church in Frederick, MD
Engage with Ed C. and Bookkeeper to explore options for investing our funds at a higher rate of return	As part of task force effort	Financial Advisor/Task Force	Board has approved recent repairs and distribution of surplus. We will revisit as financial advisor comes up to speed and surplus funds are identified.
NEAR TERM			
Edit form for bringing items to Board; share over email	ASAP	Dale	Edits made based on initial feedback; responding to additional feedback
Create Shortcut for Worship Calendar in new BOD Drive (Board Host Folder)	September 2023	Rev Lev	
Let Music Committee know about funds available via Chuck Jones Memorial Fund	October	Rev Lev	
Ed Cochrane Recognition Event	Late 2023/Early 2024	Dale	Ed does not want a big party. Christmas Eve collection to benefit cancer charities. Unsung Hero Award.
Create forms for evaluations	ASAP	Ed	Evaluation policy with new eval forms has been drafted; Ed will include in the draft update to the AUUC Employment Policy Manual and bring to the Board after review by Lindsay M.
Create Board Charter	ASAP	Al	Draft circulating in Nov/Dec 2023
Work with Ed C. to see if we have the funds to pay full UUA Fair Share	December	Dale	
NEW			

Thank you notes to Connie and Ken for Auction support	December	Jessica	COMPLETED
Engage with Bookkeeper and Financial Advisor to make sure transition to greater Bookkeeper role is progressing	Ongoing	Rev Lev	
Look into when we must pay 100% of Fair Share to get credit as a full Fair Share Congregation	December	Julie	
Circle back with Financial Advisor and Treasurer with budget questions	December	Julie	COMPLETED

Closing Reading

#### AUUC Board Decision Tracker

Next Meeting:

- Reader:
- Process Wrangler:
- Anticipated absences:
- **Next Month's Calendar Items:**
  - Board solicits applicants to serve as delegates to UUA General Assembly
  - Board members participate in interviews with Ministerial assessment Task Force on perceived progress toward goal attainment (Mid-year)
  - Minister shares mid-year report on staff progress toward annual goals

Meeting Adjourned at: ~9:10.