

**UU FCC Board Meeting Minutes Wednesday, May 24, 2023, at 7:00 p.m.
In person**

APPROVED June 28, 2023

Respectfully submitted by Elaine Lau

Members present: Suzanne Weinstein (president), Rev. Tracy Sprowls (ex-officio), Elaine Lau (secretary), Gretchen Kuldau (president-elect), Martha Butler (treasurer), Cheryl Bohn, Jeffrey Catchmark, Jennifer Glick

Members absent: None

Action Items:

- Andy Lau presented an update on the completed roof project and the ADA door opener.
- The Board affirmed that only the Minister is in charge of Rites of Passage and that this will be restated where appropriate.
- The Board agreed that the HR and Finance Committees update the HR Manual and Job descriptions to prevent abrupt firing of staff.

The Board voted to:

- Approve the Purchasing Policy unanimously.
- Unanimously approve the Bylaws Change to Bylaw 3 for subsequent congregational vote.
- Unanimously affirm the email vote to approve the proposed FY 2023-24 budget for subsequent congregational vote
- extend the meeting by 15 minutes
- extend the meeting by another 15 minutes

Strategic priorities - reminder: Ministerial Search Committee, Strengthening Community, Dismantling Racism.

Meeting called to order: Suzanne **7:03 p.m.**

Chalice Lighting: Cheryl Bohn

Reading of board covenant: All

Changes to the agenda: Executive Session

Minutes Approved: April 26, 2023

Reports to be received and discussed as needed:

President, Treasurer and Finance & Stewardship Committee, Building & Grounds Committee, DLRE, Program Council (verbal report from Gretchen),

Building Committee Report- verbal report from Andy Lau. Andy commented that the roof replacement project on the older part of the building was completed. Additional

sheathing was needed and added \$6,300 to the cost. The ADA door project will need a few final adjustments. The card reader will need to be moved to the bollard and the closing mechanism needs to be adjusted. Andy also mentioned that a few future projects include getting a proposal for a new electronic lock for the front door, the hot water pump replacement, paving the driveway and circle, looking into the energy audit, and discussing a solar installation. Park Security provided a proposal for the front door project that will change the push bar to an electronic locking mechanism. He estimated this will run to \$2,000-\$3,000. Goodco hasn't given us a proposal/estimate for the pump but Andy remarked that this is not critical until October. An estimate for paving the driveway and circle is needed before candidating week for the Fellowship. Sealing the rest of the parking lot could be included. Suzanne asked Andy to proceed with getting that estimate. The energy audit issue will be added to the Board of Trustees agenda for the meeting in June. The solar installation discussion will be postponed until a later date.

Program Council Report- Gretchen stated that the Program Council was still unsure of their function. Rev. Tracy commented that one of their priorities should be assuring that each cluster knows what the other clusters are doing. Gretchen also reported that the Social Action Committee has folded. Other programs such as Racial Justice, LGBTQ+, and Green Sanctuary are still meeting. The Board will add the dissolution of the Social Action Committee to the Agenda for the Board Retreat.

Policies

Purchasing Policy (vote)- Martha moved that we accept the Purchasing Policy. Jennifer Glick seconded, and the motion passed unanimously.

Bylaws change- Gretchen Kuldau moved that we accept the bylaws change proposal for bylaw 3 from 90 days to 30 days. Jeffrey Catchmark seconded, and the motion passed unanimously.

Fiduciary

Finances- Martha reported that the funds from Endowment and Directed Gifts are coming to pay for their portion of the new roof project. Capital Improvement Reserves are now under \$30,000. A capital campaign could be needed. Martha commented that it could also be used to retire the mortgage. She stated that the Fellowship debit card was hacked- an Amazon Prime charge appeared. She has changed some recurring charges to the credit card. A regional accounting firm from Altoona has provided a proposal for a financial review of our books. Martha will seek an additional proposal as well. She noted that snow removal was 26% over budget even though we had low snowfall this year. She said that ice removal was a contributing factor.

Our financial secretary, Joe Kowalski, is leaving his position. The HR committee will meet tomorrow to consider this and work on a job description for the sexton position. Martha stated that the sexton position could be for 12 hrs/week at \$15/hr. for less than 750 hrs/yr. This would result in \$700 more on average than budgeted. An increase in

rentals would cover the extra expense. HR is also considering making building rentals part of the financial secretary's job description.

Rev. Tracy explained that when a committee doesn't use all their budgeted amount for the year the remaining funds go back into the general fund. The committee cannot decide where the surplus goes. She also sees a need for a line item in the budget for GA to cover in whole or part of the delegate's registration expenses. Rev. Tracy also stated that she credentials delegates as the minister. Martha commented that she has in the past included this under Leadership Development. A fundraiser for Delegates is also a possibility.

Pledge Campaign Update- Martha reported that the total raised as of today is \$377,000. The Board unanimously affirmed the email vote to approve the proposed FY 2023-2024 budget for subsequent congregational vote.

After the Executive Session the Board affirmed that only the Minister is in charge of Rites of Passage and that this will be restated where appropriate. The Board also agreed that the HR and Finance Committees update the HR Manual and Job descriptions to prevent abrupt firing of staff.

Discussion and Decision Items

Annual Meeting- Rev. Tracy will introduce and affirm the delegates at the Annual Meeting. Jennifer Glick and Gretchen Kulda will sign members in and take the microphone around to members that wish to speak. The Board will provide a sandwich tray, bread/buns, and condiments from Wegman's for the End of the Year Party after the Annual Meeting.

Jeffrey Catchmark made a motion to extend the meeting time by 15 minutes. The motion passed unanimously.

Fist-to-Five procedure- After some discussion it was decided that Fist-to-Five will be described at the Annual Meeting but not used as a straw vote on adoption of the 8th principle.

Jeffrey Catchmark made a motion to extend the meeting time by another 15 minutes. The motion passed unanimously.

Approve delegates for GA- Rev. Tracy will introduce and affirm the delegates at the Annual Meeting. They are: Ashley Hamlin, Rev. Tracy, Janet Irons (who will attend virtually), Finn Hamlin, Jamie Stitzer, and either Martha Butler or Suzanne Weinstein.

Board Calendar

Annual Meeting: June 4th
Plan November/December meetings

Adjourn 9:32 p.m.

NEXT MEETING: June 28, 2023

Chalice lighter: TBA

REMINDER: Sign up for Fellowship lock-up duty- last Sunday in June

UPCOMING DATES:

Annual meeting: June 4, 2023

*75 Year Anniversary Coming Up in 2025

Attachments

- President's Report
- DLRE Report
- Financial Report

President's Report

Suzanne Weinstein

5/24/2023

Since our April 26th board meeting I have accomplished the following:

Board business

- Met with Tracy and Gretchen to plan the May board meeting
- Construct the meeting agenda
- Wrote the monthly board article for e-News

Pledge Campaign

- Submitted updates to e-News weekly
- Made multiple canvassing calls to solicit pledges

Right Relations

- Helped plan the May 21st service

Annual Meeting

- Wrote the annual board report and the pledge drive report
- Finalized the agenda
- Collected documents needed for the report to submit to Bhakti

Budget

- Joined the Finance and Stewardship Committee meeting to discuss 2023-2024 budget

DLRE Report to the UUFCC Board

May 22, 2023

As I reflected on this past year while writing the LRE Team annual report (can access here: <https://docs.google.com/document/d/1riOj7jKlyuSYIf04-gOKRhAJCX7HFNp1zFgD5lcelgs/edit?usp=sharing>) I am struck with how varied and inclusive our offerings have been. We have talked about anti-racism and dismantling white supremacy both in the Article II UU Wellspring group and the Common Read, offered holistic sexuality education to our wider community of youth, connected with our State College community on various Hot Topics and gotten folks involved in justice projects, offered deeper spiritual connection to our monthly themes, and developed intergenerational events such as the Imagine and Dream Lantern Festival. We've also connected kids and adults in our intergenerational services and Wisdom Lessons and offered support to families through our UU Adventurers and Parents' Night Out, as well as our new Playground Playmates allowing families to build relationships while out on our beautiful playground. We have welcomed so many new families into our RE spaces this year!

So, where do we go from here? How do we plan for next year? We have so many people doing important social justice work in our community and beyond, but it seems just very small groups or individuals put effort into many different projects. Rev Tracy and I have been talking about focusing our justice work in specific areas so that we can gather and use our energy more effectively. We can then create the educational elements to help with leadership training, resources, and activism.

The LRE Team's work is progressing well. Our Faith Formation group engaged quite a few folks after the service this past Sunday asking them to talk about their connection with our community and what they see missing - what would speak to them and deepen our communal life. Our Outreach group is mobilizing to connect with each household in our fellowship in the coming year, letting them know they are seen and cared for and asking how they need support from our community. And our Event group is planning the end of year party on June 4.

UUFC was also able to host the first event of the Centre County Interfaith Coalition for Gun Safety which was a screening of Armor of Light, discussion, and action calling for communication with our legislators. We had a good turnout and discussion and a hopeful beginning to this interfaith work.

OWL is now completed for the year. Karen Moser and I were able to honor and celebrate our facilitators on May 7 and discuss the strengths/challenges of the year and how to move forward. We discussed the importance of offering adult OWL and hopefully elementary OWL at the same time this coming year. I will be working on how to get folks trained and a program organized!

I was able to complete the Mother's Day service, working with Colleen and the choir and our wonderful "cast" including Rev Tracy. It was a challenging service to create, but I had a lot of good feedback as to its impact on people's hearts, so I am grateful.

Our world seems so chaotic and scary right now, but our community is a light with the relationships we are cultivating together and the formation we are undertaking to be the kind of people we want to be. We need our communal strength to light our own path each day and to enact change in our world.

To: UUFC Board

From: Martha Butler, Treasurer
Subject: April Financial Report
Date: May 19, 2023

April Financial Reports:

In the **Revenue and Expense Report**:

- Forecasts have been adjusted again to support budget forecasting for next year. The **Service Auction** exceeded budget and continues to bring in some additional revenue in after-auction sales. Most of the **Ministerial Search Committee** budget will be carried forward into the next budget. **Snow removal** was 26% over budget for the winter season. In utilities, **gas** is over budget and **Electricity** is under budget. We will receive the 2023 distribution from the **Halleck Fund** in May (in addition to the 2022 distribution last August). In the future we can expect an annual distribution in May. The net result is that the forecasted end of year operating surplus is approximately \$17,000 and there will be \$14,500 carryover from the Ministerial Search.
- Committee expenses continue to be minimal.
- Note that this month we have an operating surplus due to the payment of outstanding pledges as we near year-end and the successful service auction.

In the **Financial Position Report**:

- The Capital Improvement Reserves Fund now stands at \$41,000.
- The roof project has begun. We planned another \$9500 expense in the spring as the rest of our share above the deposit already paid. The rest of the roofing project funds will be provided from the Endowment & Directed Gifts Committee funds available for capital projects. An added expense already identified is installation of sheathing on the front porch roof.
- Other than the roof, the next capital expenses to be addressed are the pump/backup pump for our heating and hot water system and the driveway repair. Preliminary planning is also being done to determine storage requirements and options.
- We are awaiting parts for the completion of the ADA door opener project. The door opener plus electronic fob access to that door (\$5125 plus \$2300) will be less than the \$8300 of the UUA Legacy Grant. Making some changes to the main doors for fob access will likely put us over the grant funds. We had earlier secured agreement with the Endowment & Directed Gifts Committee for matching funds for the door project. We will use some funds from them (less than matching) for the combined electronic fob access and door opener. Our monthly security monitoring and service fee with Park Security will increase slightly due to this project.

Other finance news:

STEWARSHIP/FINANCIAL EDUCATION: There was a debriefing of the Wisdom Path course on May 17 with Ashley taking notes. While attendance at the sessions was low, participants engaged in lively discussions. Having the sessions during the RE Hour along with many other offerings (classes, Hot Topics, meeting with the Board) may have contributed to lower attendance at other multiple-session offerings as well.

SOLAR PANELS: The solar panel proposal application was not fully approved. We were awarded \$9000 for an energy audit.

POLICY RECOMMENDATIONS: The Purchasing Policy package (including Volunteer and Staff Reimbursement Procedures) was reviewed by the Board in April. After a few minor edits, it will be presented to the Board for acceptance at the May meeting.

FINANCIAL REVIEW: The Committee approved having a review of the Fellowship's financial books. This is less rigorous (and more affordable) than a full audit with a goal of providing a level of assurance that our accounts and procedures follow Generally Accepted Accounting Practices (GAAP) as closely as possible for our small organization. Peter Kemper, Joe Kowalski and I met with a regional general accounting firm (Young, Oakes based in Altoona) on May 8 to define a scope of work. They proposed 2 letters of engagement: one for an annual review of financial statements including endowments and an additional one-time review of disbursements & receipts for a fixed time period of our choice. The reviews would be conducted after year-end close. We plan to get a competing proposal from a national firm we have used in the past (Baker Tilly) for comparison. With this review we can present a good financial picture for the Ministerial Search.

HUMAN RESOURCES: Documentation of UUFCC contributions to the UUA Retirement Plan at Empower are now being saved electronically (by payroll date) in a Google drive folder shared by the HR Committee and the Financial Secretary and Treasurer. We plan to add all Salary & Benefit Worksheets to this folder before the end of this fiscal year.

BUDGET PREPARATION: A final draft budget will be presented to the Board for email vote by May 20 so that it can be included in the publication of the Annual Meeting material. At the current time [May 18] the pledge drive total is \$376,650 (meeting the Bare Bones budget goal and more than last year's final total) with a few pledges outstanding. Since the April drafts, budgets for expenses have been increased to account for an increase in mortgage expenses and personnel cost increases, and some building expenses (notably snow removal). In the budget we are anticipating increased revenue from rentals, including rental of a classroom as an office. The Committee agreed to send to the Board for approval the version of the Budget which keeps a Cleaning Service but apprises them of changes to the budget if the Sexton position is approved and advertised and filled. There would be no bottom-line change in expenditures, but it would be possible to accommodate the first item on our wish list (increasing the COLA for our staff).

Unitarian Universalist Fellowship of Centre County	
Statement of Financial Position	
as of April 30, 2023	
	Total
ASSETS	
TD Ameritrade (broker acct)	\$ 250
Citizen's Money Market Account	\$ 34,576
Reliance-Reserve Fund 6506	\$ 115,190
Citizen's Checking	\$ 87,427 cash in the bank
Total Current Assets	\$ 237,443 \$ 237,443
Total Fixed Assets	\$ 1,589,839
Total Other Assets - Food Cards in MDF	\$ 340
Total Other Assets - Food Cards	\$ 3,655
TOTAL ASSETS	\$ 1,831,277

LIABILITIES AND EQUITY		
LIABILITIES		
Building Use Deposits	\$ 3,331	
Other Current Liabilities	\$ 70	unresolved
Total Payroll Liabilities	\$ 2,463	
Total Current Liabilities	\$ 5,864	
Total Long Term Liability - Reliance mortgage	\$ 223,954	
TOTAL LIABILITIES	\$ 229,817	
EQUITY - NET ASSETS		
Unrestricted Reserves		
Annual Surpluses net of Deficits - 1998-2011	\$ 7,977	
Retained Earnings	\$ 161,281	
Capital Improvement Reserve	\$ 41,012	
Memorials	\$ -	
General Reserves	\$ 1,416	
Deferred Pledge Revenue for FY 2023-2024	\$ 49,188	
UUA Legacy Challenge	\$ 8,300	
Berry Non-designated Gifts	\$ 5,023	
Reserve for R M Sabbatical	\$ 3,000	
Ministers Discretionary Fund	\$ 5,324	
Reserve for DLRE Sabbatical	\$ 1,500	
Youth Group Fund	\$ 4,488	
Butterfly Garden	\$ 755	
Racial Justice Task Force	\$ 488	
OWL Training Reserve	\$ 1,018	
Total - Unrestricted Reserves	\$ 290,771	120,096
Restricted Reserves		
Total Building Addition	\$ 1,267,804	
Memorial Garden	\$ 7,119	
Memorial Garden Entry Subsidy	\$ 5,000	
First Sunday contributions	\$ 1,228	
Library	\$ 331	
Aesthetics fund	\$ 1,103	
Seder Donations	\$ 1,745	
Music Targeted Gifts	\$ 425	
Guest at Your Table	\$ -	

Holiday Bonus - Congregant Contributions	\$ 661	
Total Restricted Reserves	\$ 1,285,416	17,612
TOTAL NET ASSETS - RESERVES & EQUITY	\$ 1,576,187	
Net Revenue	\$ 25,273	
TOTAL LIABILITIES AND EQUITY	\$ 1,831,277	
	cash minus designated uses	\$ 99,734
	includes cash reserves	available cash

UUFCC Revenue & Expense Report							
	Actual 2021-2022	Budget 2022-2023	Forecast 2022-202 3	This Month	83% YTDDate	% of Budget	% of Forecast
REVENUE							
Fair Trade Coffee	455	1,500	1,000	194	723	48%	72%
Brickwedde Fund	1,175	1,000	1,045	0	1,045	104%	100%
Halleck Fund		3,900	6,592	0	3,426	88%	52%
Building Use	10,515	12,000	10,000	1,919	8,398	70%	84%
Soulful Sundown	0	0	0	0	0		
Regular Sunday Service		8,000	6,500	787		66%	81%
Plate	1,918				5,272		
Pledge Receipts (in-hand)	300,742	346,588	362,565	44,378	318,094	92%	88%
Pledge Challenge Revenue		0	0				
13,418							
Non-Pledge Receipts	20,025	10,000	7,000	795	6,025	60%	86%
Non-Recurring Gifts	73	0	770	0	770		
Last Year's Pledge	12,980	4,000	1,563	0	1,563	39%	100%
Food Coupon Sales	3,305	4,500	3,000	230	2,340	52%	78%
Interest	465	50	400	0	194	387%	48%
Amazon Smiles	190	100	100	0	66	66%	66%
Miscellaneous Income			250		250		
	365,261	391,638	400,785	48,303	348,165	89%	87%
Special Projects							
Service Auction	4,296	12,000	12,250	4,084	12,210	102%	100%
Yard Sale	470	7,000	7,536	0	7,536	108%	100%
Youth Group Fundraiser	40	0	0	0	0		
Concert Series	0	1,000	2,160	0	2,160	216%	100%
Chili Cookoff	0	400	379	0	379	95%	100%
	4,805	20,400	22,325	4,084	22,284	109%	100%

Pandemic Contingency Fund (carryover)	103,911	50,000	64,561	0	64,561	129%	100%	w/o carryover
Total REVENUE	473,977	462,038	487,671	52,387	435,011	94%	89%	370,450
EXPENSE								
Committees								
Adult Education	169	1,000	1,000	0	129	13%	13%	
Aesthetics	0	300	300	0	77	26%	26%	
Caring	1,070	1,200	1,500	517	1,288	107%	86%	
Stewardship	990	1,700	1,700	198	368	22%	22%	
Hospitality	0	100	100	0	0			
Leadership Development	577	1,000	1,000	0	942	94%	94%	
Library	0	0	0	0	0			
Membership	294	500	500	262	262	52%	52%	
Total Music	197	4,000	4,000	80	2,243	56%	56%	
Publicity	475	2,300	2,300	261	900	39%	39%	
Small Group Ministry	0	100	100	0	0			
Seder expenses	0	200	300	0	0			
Social Action	458	400	400	0	0			
Green Sanctuary	35	600	600	0	0			
Racial Justice	652	800	800	0	0			
Soulful Sundown	0	0	0	0	0			
Fellowship Suppers/Celebrations	500	100	100	0	0			
Worship Services	2,115	2,500	4,000	0	2,560	102%	64%	
Service Auction	42	500	500	0	310	62%	62%	
Yard Sale	0	480	508	0	508	106%	100%	
Game Night	0	100	100	0	0			
Total Committees	7,573	17,880	19,808	1,317	9,585	54%	48%	
Religious Education & Youth								
RE Program Expenses	1,436	3,000	3,000	259	2,497	83%	83%	
Coming of Age (reserve)	2,540	1,500	1,500	0	0			
Transfer from Seder Reserve	(1,000)							
UU UNO	0	1,500	1,500	0	0			
Reserve for OWL Training	500	1,000	1,000	0	1,000	100%	100%	
OWL Facilitator Training				0	1,232			
Transfer from OWL Reserve					(1,232)			
Youth Group	164	500	500	0	34	7%	7%	
New Programming - UNO, Parent's Night	985	0	0					
Total RE & Youth	4,625	7,500	7,500	259	3,531	47%	47%	

Contributions							
UUA	13,077	17,654	17,654	1,471	14,710	83%	83%
Carbon Offsets	0	650	650	0	0		
Total Contributions	13,077	18,304	18,304	1,471	14,710	80%	80%
Facilities							
Capital Improvement Fund	15,000	0	0	0	0		
Reserve Fund	0	0	0	0	0		
Debt Service - Interest (principal included in budgeted amt)	11,966	24,000	24,000	1,153	9,752	41%	41%
Fair Trade Coffee	1,042	2,000	2,000	0	272	14%	14%
Grounds	2,301	3,000	3,200	0	3,082	103%	96%
Snow Removal	3,008	5,000	6,285	370	6,285	126%	100%
Emergency Eqp & Supplies	77	400	400	0	193	48%	48%
COVID related expenses	1,729	1,000	500	0	326	33%	65%
Security	762	1,200	1,400	111	1,110	92%	79%
Workers Compensation	1,053	1,200	1,000	0	979	82%	98%
Umbrella Liability			350		350		100%
Multi-peril insurance/Liability	4,387	4,600	4,500	0	4,460	97%	99%
Building Maintenance	4,784	5,000	5,000	848	4,283	86%	86%
Inspections, Licenses, Permits	1,326	2,000	2,000	0	394	20%	20%
Janitorial Supplies	73	500	750	0	449	90%	60%
Kitchen Supplies	1,361	1,700	1,700	0	357	21%	21%
Cleaning services	16,588	27,000	35,000	1,710	28,365	105%	81%
Total Facilities	65,458	78,600	88,085	4,192	60,656	77%	69%
Utilities							
Electric	2,221	4,400	3,500	313	2,646	60%	76%
Gas	4,727	5,000	6,000	888	4,966	99%	83%
Telephone	3,507	1,400	1,600	130	1,298	93%	81%
Internet Service & WIFI	2,553	3,000	3,000	210	2,049	68%	68%
Trash	534	1,020	1,100	97	865	85%	79%
Water & Sewer	1,930	1,900	2,200	131	1,674	88%	76%
Total Utilities	15,472	16,720	17,400	1,769	13,498	81%	78%
Total Facilities	80,930	95,320	105,485	5,961	74,155	78%	70%
Office							
Postage & Supplies							
Office Furniture	328	100	100	0	0		
Copier	3,397	4,200	4,200	330	3,084	73%	73%
Postage	2,177	2,000	1,000	0	176	9%	18%
Printing	377	400	400	0	0		

NET SURPLUS or (DEFICIT)	77,079	0	31,745	20,443	89,834			25,273
Principal Reduction Payments	12,518	(included above)		1,130	10,894			
NET including Principal Payments	64,561				78,940			14,379