

**UUFC Board Meeting Minutes**  
**Wednesday, October 26th, 2022, at 7:00 p.m. on Zoom**

**APPROVED November 30, 2022**

**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), Jeffrey Catchmark, Jennifer Glick, Cheryl Bohn

**Members absent:** None

**Action Items**

- The Roof project, the 8<sup>th</sup> Principle project, and the organization of the Building and Grounds Committee need Board help.

**Motions Passed**

The Board voted to:

- Approve the Nominating Committee slate of Paula Marden, Graham Corby, Maren Larsen, and Joy Drohan for the congregation to vote on at the midyear meeting
- Approve the Updated Fundraising Policy
- Approve \$2500.00 for additional AV upgrades
- Approve Rev. Tracy's housing allowance for the year of \$41,000

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Meeting called to order: by Suzanne Weinstein **7:04 p.m.**

Chalice Lighting: Rev. Tracy

Reading of board covenant: All

Changes to the agenda: none

**Minutes approved:** September 28th

**Reports received-** Minister, President, Treasurer and Finance & Stewardship Committee, Building & Grounds Committee, DLRE, Program Council (verbal report from Gretchen)

**Program Council Report**

Gretchen Kuldau reported that the Program Council:

- discussed events and dates
- moved their meeting date to Tuesday, November 29 at 4:00 p.m.
- had no requests for the Board

- and had Kevin Alloway from the Ministerial Search Committee explain what was needed from the Program Council groups. He also asked what contact, dates, or questions Program Council had for the MSC

## **Discussion and decision items**

### **Strategic Priorities**

Ministerial Search Committee- The Search Committee is meeting and will give a report at the mid-year meeting

Strengthening Community- The Outreach team is meeting and developing strategies to target audiences by age. They are looking into how to update and upgrade the sign by the street. The UUFCC building is in College Township and the sign is in Ferguson Township.

Right Relations- Gretchen Kuldau, Suzanne Weinstein, Rev. Tracy, and Ashley Hamlin, have registered for a 6-part training program in Right Relations offered by the Central East Region of the UUA. Suzanne contacted Graham Corby and he has agreed to serve on the Right Relations Team.

Dismantling Racism- The Racial Justice Committee will have an information table in the Community Room after the service. They will be holding listening circles facilitated by Rev. Tracy. The Racial Justice Committee has tasked the board to form an 8<sup>th</sup> Principle Task Force. The Fellowship will vote on the 8<sup>th</sup> Principle in June.

### Nominating Committee

- Gretchen Kuldau made a motion for Paula Marden, Graham Corby, Maren Larsen, and Joy Drohan to serve on the Board of Trustees Nominating Committee. Jeffrey Catchmark seconded, and the motion passed unanimously.

### **Policies**

Fundraising Policy- Martha Butler made a motion for the Board to approve the updated Fundraising Policy. Elaine Lau seconded. Approved unanimously

Paying Musicians for Special Services- The Board decided to send the guidelines back to the Music Committee to be revised. After discussion it was determined that issues should be addressed in a different way and that all musicians can be paid.

### **Fiduciary**

Finances-Martha Butler reviewed the Revenue and Expense Report. The forecasted end of the year surplus is now \$28,000. The Ministerial Search budget will be carried over into the next year. The Endowment & Directed Gifts Committee has indicated that they expect the Board to submit a project request asking to share the cost of the roof between their discretionary funds and the Capital Improvement Reserves Fund.

Endowment disbursements have been made to the budget. Martha stated that the UUA Wi\$dom curriculum will be offered during the RE hour after services. The offering

educates participants in how to use your money in support of your values. She also stated that she is looking into a credit card for use in ordering items to better track purchases.

\$2500.00 for AV upgrades- Martha Butler moved that the Board approve \$2500 from the Capital Reserve Fund to provide for AV upgrades. Jennifer Glick seconded. Approved unanimously.

Rev. Tracy's housing allowance- Gretchen Kuldau made a motion to approve Reverend Tracy's Housing Allowance Resolution as written. Martha Butler seconded. Approved unanimously.

Rev. Tracy's contract- Rev. Tracy's original contract was for 2 years and an ongoing contract has been extended to a third year with an end date of 2024. It is agreed that there will be an expectation of more flexibility in the range of services provided to include on site and virtual services.

### **Discussions**

Building/grounds update- The Board does not want Phil Halleck to be on the roof with help from Troy Frank. Rev. Tracy suggested that our insurance company be contacted to assess if there is a leak or not.

The Board agreed that the Building and Grounds Committee should be two separate committees with a charter for each and be responsible to both the Board and the Minister. Some discussion followed as to whether a Chair from the Board or a Liaison is needed, and whether a sexton and/or janitor should be hired.

GA 2023 in Pittsburgh- GA is held the third week in June from June 21- June 25. Rev. Tracy explained that a Denomination Affairs Committee would promote GA and what the UUA does. She would like someone other than herself to get the word out about GA. There will be a vote for President and a vote for Article II at GA. Delegates need to be interested in going by January. Scholarships to members interested in attending could be made available.

UUA liaison- Informs the congregation about UUA matters.

Bylaws revision- Suzanne Weinstein reminded the Board that the Nominating Committee Policy needs to be revised, specifically how to get the Committee staffed.

Suzanne and Jeffrey Catchmark will work on revising the process for choosing the nominating committee and Roberts Rules of Order for the Board to revisit at a later meeting.

### **Board Calendar**

Mid-year meeting Nov. 6, 2022- More sign-ins are needed to allow more members to register for the meeting.

### **Check out**

NEXT MEETING- moved from November 23, the day before Thanksgiving, to Wednesday, November 30

**Adjournment/Chalice Extinguishment- 8:51 p.m.**

UPCOMING DATES:

Mid-year meeting: November 6, 2022

Annual meeting: June 4, 2023

**Attachments**

- Housing Allowance Resolution
- Interim Minister's Report
- President's Report
- Building and Grounds Committee Report
- Financial Report
- DLRE Report

**HOUSING ALLOWANCE RESOLUTION**

Whereas, the president of the board informed the meeting that under the tax law, an ordained minister is allowed to exclude from gross income a housing allowance paid to her as part of her compensation, to the extent used by her to rent or provide a home (Principal Residence) and to the extent such allowance does not exceed the fair value of the home, including furnishings, the cost of utilities and maintenance.

The Board of Trustees of the Unitarian Universalist Fellowship of Centre County on the day of October 26, on motion duly made and seconded, adopted the following resolution:

Rev. Dr. Teresa (Tracy Sprowls) shall receive a gross salary of \$99,500 for the year. Out of this salary, Rev. Sprowls shall designate a parsonage housing allowance of \$41,000 for the year.

The housing allowance shall be so designated in the official church records.

Rev. Dr. Tracy Sprowls  
October 2022

## **Congregational Life**

- Working with Ashley around the RE Adult Hour. So far a pretty good turnout. Ashley will set these up to be hybrid going forward
- Coordinating with the RJC around the work of the 8th principle
- Appreciating the focused work of the Program Council, especially around clarity of job description and the calendar

## **Pastoral Care**

- I meet with the Caring Committee monthly as well as via email to keep apprised of pastoral issues
- I haven't visited anyone in a while but plenty of phone and office visits. Hoping to get Glenna and a few other homebound folks on the calendar soon.
- A bit of Covid going around the fellowship as well as other health issues
- Barbara Thwaites Memorial Service will be on Nov 5 at 11

## **Sunday Services**

- The worship committee desperately needs more members.
- We are planning about a month or two in advance for those Sundays where I am not in the pulpit.
- We have several themes per month including an exploration of the words that make up the 8th principle.

## **Administration and Personnel**

- In October, Bhakti Chan will have been here for one year. I think given her work load we might consider making her full time. I will talk with HR about this.
- Staff meetings continue on Tuesdays and we are planning a staff retreat
- I meet with Ashley and Bhakti separately each week as well.
- Jamie Stitzer continues to volunteer each week and is a huge help. We need another volunteer or two for some special tasks for the office and for RE.
- HR plans to meet soon. I want to return HR duties to the committee and out of Joe's hands.

## **Professional/Personal**

- I had a fantastic two weeks in Paris and now I am obsessed with all things francais.
- The care of my parents is an ongoing issue. I appreciate your care and support as my family navigates this journey.

- My husband and I sold our home and moved over the summer. We are in Summit, NJ now, closer to family, and our commutes are cut by an hour. This is great news for us!
- I appreciate the use of the home of Starla and Rolf Dietrich while I am in State College and they are in New Orleans. I do miss having my dogs with me though!
- I did a grief support training workshop this summer. I am participating in the Beloved Conversations Virtual program and also a course called Hungry Ghosts. I will do the End of Life Doula training later this year. I was supposed to do it this summer but had to postpone. I participated in a Worship Workshop.
- I am giving a lecture on compassion and activism for a class at Penn tomorrow. I was one of the responders for the UUTRM for the Harrisburg congregation. I will be co-leading a Ren Mod on Curriculum development in the spring.
- Each month, I meet with a spiritual director, my NJ ministerial colleagues (I am co-convener this year), and I meet with the Liturgy and Latte group. I cannot meet with the interfaith clergy group in State College because they meet the same day I meet with the NJ ministers. And I would usually join with the LREDA group but they meet when the Finance Committee meets.

My self-care includes walking, yoga, meditation, knitting, writing, talking with friends and family.

### **Community/Social Justice**

I am supporting the work of the congregation.

In addition, I am supporting Ashley's work to connect to the greater State College community through RE/Social Justice via OWL, Campus Ministry, Global Connections, and middle school programming. Interim Minister's Report for the UUFCC Board of Trustees

I attended the Welcome Week event at the High School. This was a program focused on being open and welcoming to immigrants and refugees in our community, especially those who do not speak English.

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### **President's Report**

**Suzanne Weinstein**

**10/26/2022**

Since our September board meeting I have focused on preparing for a Right Relations Team, communicating with the congregation about the extended timeline for the ministerial search, organizing the building and grounds committee(s), revising the UUFCC website, contacting people to serve on the pledge campaign for 2023, and preparing for the mid-year meeting.

I conducted the following tasks:

- Right Relations Team

- o registered for a 6-part training program for Right Relations Teams offered by the Central East Region of the UUA. Rev. Tracy, Ashley, and Gretchen will also join the training.
  - o contacted Graham Corby and Helen Dempsey about the previous RRT to find out what happened to it and whether or not they were willing to serve on the new team. Graham agreed to join the team.
  - o Contacted Andy Lau to ask if he would serve. He is considering it as I write this.
- worked with the Ministerial Search Committee to develop a statement for the congregation about the revised search timeline, which was delivered on Sunday, October 9th and included in the e-News on Wednesday, October 12th.
- met with the volunteers who do buildings and grounds work to gather their input on an organizational structure for their groups.
- met with Bhakti to discuss website revisions.
- 2023 Pledge Campaign
  - o contacted Frans Padt to ask if he would chair the pledge campaign - he declined but offered to consult
  - o contacted Sarah Diaz to ask if she would co-chair the pledge campaign - she declined but is happy to help plan social events related to it.
- Mid-year meeting
  - o Wrote the board report for the mid-year meeting
  - o Worked with Bhakti to prepare the materials for the mid-year meeting
- prepared the monthly board column for the e-News.
- Began researching modifications to our process for finding a nominating committee, so we can modify our bylaws.

## **UUFC Building Committee Report**

**October 25, 2022**

**Submitted by Troy Frank**

### **Projects**

#### *Disability Access Door Opener(s)*

Phil and Andy met with Bhakti today about this. They see the main impediment as getting an electrician to install power to the door actuator. Andy's going to talk to Miller Electric about this. Phil has a keyhole camera that they can use to look at what's above the ceiling in that entranceway.

### *Ticketing System*

The buildingissues@uufcc.com mailbox is set up, and it's feeding emails into the ticketing system. We just need to publicize, and get people to use that email address to send us issues. We're thinking of advertising this on eNews, the website, and the mid-year meeting. Andy also suggested having small cards with the email address, to hand out to people.

Phil would like to know if we can set up recurring auto-generated tickets for inspection items.

### *Un-gendering bathrooms*

At the moment the sign for the ungendered upstairs bathroom sticks off the hallway wall, but when you turn left to go into either restroom, there's "Mens / Womens" signs on the doors. The lower-level bathroom "gender neutral" sign also sticks off the wall, and Andy has removed the "Boys / Girls" signs off the restroom doors.

## **Inspections**

### *Internal Building Inspection items*

COG requires one inspection every 3 years, and our insurance policy doesn't require anything technically.

Phil's going to take a first pass at categorizing how often each thing should be inspected, just for safety reasons.

### *AV relocation*

Phil and Toby have the platform and box built. The move is scheduled to be from Nov. 14 - 28. The man-lift comes in on Nov 18. The Nov 20 Sunday service will be in Fellowship Hall.

## **General Maintenance Tasks**

### *Heating loop Pump for new wing*

Andy has a bid proposal from PCBI Allen to replace our working pump with a newer one that can communicate with the "new spare" pump we've already bought. The cost came to roughly \$6,500.

Andy's trying to get an alternate bid to just have on/off toggle switches for each pump, so we could manually turn them on and off. This would negate the need to replace our original pump that's still working.

### *Shed*

Phil and Cee Pollard are starting to talk about needing another outdoor shed behind the kitchen, for holding tables, and other yard sale "stuff". There is some idea of where it could theoretically go, but no details have been put into a draft proposal yet.

### *Roof Replacement*

The Board didn't care for the contractor that came in with the lowest bid. Andy reviewed the

safety credentials of the other bidders. Andy was comfortable with Peachey's, which was the next-lowest bidder. Veronessi hasn't responded to requests for an updated quote with cheaper shingles.

Mark Glick roof construction was also called to get a quote for repairing / inspecting our existing roof. Andy hasn't heard back from them yet. Phil and Troy will likely do the roof patching with FlexSeal, to get us by until spring.

*Wet cabinet under kitchen sink nearest the door into social room*

Troy did not find any water spots under that sink, in the cabinet, at the time of the concern. Since then no one's brought it up again, so it was likely a false alarm.

Dry sprinkler condensate drain in the boiler room is plugged

Andy and Phil want to try fixing this themselves. They're going to call Hazel if they're not able to fix it.

*Parking lot lights aren't always coming on after dark*

Andy adjusted the light sensors this week, and this shouldn't be happening anymore.

<b>Unitarian Universalist Fellowship of Centre County</b>	
<b>Statement of Financial Position</b>	
<b>as of September 30, 2022</b>	
	<b>Total</b>
<b>ASSETS</b>	
TD Ameritrade (broker acct)	\$ 250
Citizen's Money Market Account	\$ 34,567
Reliance-Reserve Fund 6506	\$ 115,100
Citizen's Checking	\$ 90,225
Total Current Assets	\$ 240,142
Total Fixed Assets	\$ 1,589,839
Total Other Assets - Food Cards in MDF	\$ 340
Total Other Assets - Food Cards	\$ 7,435
<b>TOTAL ASSETS</b>	<b>\$ 1,837,756</b>
<b>LIABILITIES AND EQUITY</b>	
<b>LIABILITIES</b>	

Building Use Deposits	\$ 1,930	
Total Payroll Liabilities	\$ 1,344	
Total Current Liabilities	\$ 3,274	
Total Long Term Liability - Reliance mortgage	\$ 231,643	
<b>TOTAL LIABILITIES</b>	<b>\$ 234,917</b>	
<b>EQUITY - NET ASSETS</b>		
<b>Unrestricted Reserves</b>		
Annual Surpluses net of Deficits - 1998-2011	\$ 8,618	
Retained Earnings	\$ 161,281	
Capital Improvement Reserve	\$ 55,677	
Memorials	\$ 50	
General Reserves	\$ 1,416	
UUA Legacy Challenge	\$ 8,300	
Berry Non-designated Gifts	\$ 5,123	
Reserve for R M Sabbatical	\$ 3,000	
Ministers Discretionary Fund	\$ 5,011	
Reserve for DLRE Sabbatical	\$ 1,500	
Youth Group Fund	\$ 3,788	
Butterfly Garden	\$ 755	
Racial Justice Task Force	\$ 488	
OWL Training Reserve	\$ 1,250	
<b>Total - Unrestricted Reserves</b>	<b>\$ 256,258</b>	<b>84,893</b>
<b>Restricted Reserves</b>		
Total Building Addition	\$ 1,267,804	
Memorial Garden	\$ 7,359	
Memorial Garden Entry Subsidy	\$ 5,000	
First Sunday contributions	\$ -	
Library	\$ 331	
Aesthetics fund	\$ 953	
Seder Donations	\$ 1,745	
Sound System	\$ -	
Music Targeted Gifts	\$ 1,525	
Guest at Your Table	\$ -	
Refugee Resettlement Fund	\$ -	
Holiday Bonus - Congregant Contributions	\$ 68	
Temporary Holding for UU The Vote PA	\$ -	
<b>Total Restricted Reserves</b>	<b>\$ 1,284,785</b>	<b>16,981</b>
<b>TOTAL NET ASSETS - RESERVES &amp; EQUITY</b>	<b>\$ 1,541,044</b>	

Net Revenue		\$ 61,796	
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>\$ 1,837,756</b>	
		cash minus designated uses	\$ 138,268
		includes cash reserves	available cash

<b>UUFCC Revenue &amp; Expense Report</b> <b>September 2022</b>							
	Actual 2021-2022	Budget 2022-2023	Forecast 2022-202 3	This Month	25% YTD	% of Budget	% of Forecast
<b>REVENUE</b>							
Fair Trade Coffee	455	1,500	1,500	0	171	11%	11%
Brickwedde Fund	1,175	1,000	<b>1,045</b>	1,045	1,045	104%	100%
Halleck Fund		3,900	3,900	0	3,426	88%	88%
Building Use	10,515	12,000	12,000	225	1,516	13%	13%
Soulful Sundown	0	0	0	0	0		
Regular Sunday Service Plate	1,918	8,000	8,000	534		18%	18%
Pledge Receipts (in-hand)	300,742	346,588	362,565	8,954	138,188	40%	38%
Pledge Challenge Revenue	13,418	0	0		1,453		
Non-Pledge Receipts	20,025	10,000	10,000	36	243	2%	2%
Non-Recurring Gifts	73	0	0	0	770		
Last Year's Pledge	12,980	4,000	<b>2,000</b>	0	513	13%	26%
Food Coupon Sales	3,305	4,500	4,500	45	715	16%	16%
Interest	465	50	50	94	94	189%	189%
Amazon Smiles	190	100	100	21	21	21%	21%
	<b>365,261</b>	<b>391,638</b>	<b>405,660</b>	<b>10,955</b>	<b>148,157</b>	38%	37%
<b>Special Projects</b>							
Service Auction	4,296	12,000	12,000	0	455	4%	4%
Yard Sale	470	7,000	<b>7,500</b>	125	7,536	108%	100%
Youth Group Fundraiser	40	0	0	0	0		
Concert Series	0	1,000	1,000	500	500	50%	50%
Chili Cookoff	0	400	400	0	0		
	<b>4,805</b>	<b>20,400</b>	<b>20,900</b>	<b>625</b>	<b>8,491</b>	42%	41%
Pandemic Contingency Fund (carryover)	103,911	50,000	<b>64,561</b>	0	64,561	129%	100% w/o carryover
<b>Total REVENUE</b>	<b>473,977</b>	<b>462,038</b>	<b>491,121</b>	<b>11,580</b>	<b>221,208</b>	48%	45% <b>156,647</b>



Capital Improvement Fund	15,000	0	0	0	0	0%	0%	
Reserve Fund	0	0	0	0	0	0%	0%	
Debt Service - Interest (principal included in budgeted amt)	11,966	24,000	24,000	978	2,917	12%	12%	
Fair Trade Coffee	1,042	2,000	2,000	272	272	14%	14%	
Grounds	2,301	3,000	3,000	77	117	4%	4%	
Snow Removal	3,008	5,000	5,000	0	0	0%	0%	
Emergency Eqp & Supplies	77	400	400	165	165	41%	41%	
COVID related expenses	1,729	1,000	1,000	15	15	2%	2%	
Security	762	1,200	1,200	111	333	28%	28%	
Workers Compensation	1,053	1,200	1,200	0	1,034	86%	86%	
Multi-peril insurance/Liability	4,387	4,600	4,600	0	350	8%	8%	
Building Maintenance	4,784	5,000	5,000	152	533	11%	11%	
Inspections, Licenses, Permits	1,326	2,000	2,000	0	0	0%	0%	
Janitorial Supplies	73	500	500	0	28	6%	6%	
Kitchen Supplies	1,361	1,700	1,700	0	0	0%	0%	
Cleaning services	16,588	27,000	27,000	4,247	9,468	35%	35%	
<b>Total Facilities</b>	<b>65,458</b>	<b>78,600</b>	<b>78,600</b>	<b>6,017</b>	<b>15,231</b>	19%	19%	
<b>Utilities</b>								
Electric	2,221	4,400	4,400	267	711	16%	16%	
Gas	4,727	5,000	5,000	53	199	4%	4%	
Telephone	3,507	1,400	<b>1,500</b>	130	390	28%	26%	
Internet Service & WIFI	2,553	3,000	3,000	200	600	20%	20%	
Trash	534	1,020	1,020	82	246	24%	24%	
Water & Sewer	1,930	1,900	1,900	130	506	27%	27%	
<b>Total Utilities</b>	<b>15,472</b>	<b>16,720</b>	<b>16,820</b>	<b>862</b>	<b>2,651</b>	16%	16%	
<b>Total Facilities</b>	<b>80,930</b>	<b>95,320</b>	<b>95,420</b>	<b>6,879</b>	<b>17,883</b>	19%	19%	
<b>Office</b>								
<b>Postage &amp; Supplies</b>								
Office Furniture	328	100	100	0	0	0%	0%	
Copier	3,397	4,200	4,200	287	828	20%	20%	
Postage	2,177	2,000	2,000	0	0	0%	0%	
Printing	377	400	400	0	0	0%	0%	
Office Supplies	1,780	2,200	2,200	172	453	21%	21%	
<b>Subtotal Postage &amp; Supplies</b>	<b>8,059</b>	<b>8,900</b>	<b>8,900</b>	<b>459</b>	<b>1,280</b>	14%	14%	
QuickBooks fee	1,319	1,400	1,400	123	363	26%	26%	
Website Costs	989	1,500	1,500	0	0	0%	0%	
IT Hardware, Software, Services	2,031	2,500	2,500	121	160	6%	6%	

Breeze Church Management	651	800	800	67	201	25%	25%	
Processing fees through Breeze	827	1,500	1,500	27	281	19%	19%	
General Office & Admin Expense	1,641	0	0					
Advertising/Printing	0	50	50	0	0			
<b>Total Technology</b>	<b>7,459</b>	<b>7,750</b>	<b>7,750</b>	<b>338</b>	<b>1,006</b>	13%	13%	
<b>Professional Services</b>								
Advertising/Printing	578	0	0	0	0			
Payroll Services - US Acct	2,165	2,400	2,400	180	540	23%	23%	
Attorney fees	200	500	500			0%	0%	
<b>Total Prof Services</b>	<b>2,943</b>	<b>2,900</b>	<b>2,900</b>	<b>180</b>	<b>540</b>	19%	19%	
<b>Personnel</b>								
Total Minister	25,384	0	0					
Total Interim Minister	116,924	131,811	131,811	11,235	31,631	24%	24%	
Total DLRE	67,771	72,059	72,059	5,697	16,996	24%	24%	
Total Office Administrator	24,704	39,335	39,335	2,471	8,796	22%	22%	
Total Music Director	16,697	18,581	18,581	1,461	4,383	24%	24%	
Total Financial Secretary	7,532	7,959	7,959	659	1,977	25%	25%	
Total Choir Accompanist	4,815	5,106	5,106	421	1,264	25%	25%	
Total Band Leader	2,772	2,959	2,959	242	727	25%	25%	
Total Tech Assoc - Worship Services	1,688	0	0					
Total Youth Ministry Assistant	2,261	3,925	3,925	0	0		0%	
Total Childcare	1,483	6,549	6,549	528	1,027	16%	16%	
Minister Search		15,000	15,000					
Holiday Gifts for Non-Employees	200	200	200	0	0	0%	0%	
<b>Total Personnel</b>	<b>272,231</b>	<b>303,484</b>	<b>303,484</b>	<b>22,714</b>	<b>66,801</b>	22%	22%	
<b>Total EXPENSE</b>	<b>396,898</b>	<b>462,038</b>	<b>462,658</b>	<b>35,934</b>	<b>94,852</b>	21%	21%	
								w/o carryover
<b>NET SURPLUS or (DEFICIT)</b>	<b>77,079</b>	<b>0</b>	<b>28,463</b>	<b>(24,354)</b>	<b>126,357</b>			<b>61,796</b>
<b>Principal Reduction Payments</b>	12,518	(included above)		1,063	3,204			
								w/o carryover
<b>NET including Principal Payments</b>	<b>64,561</b>				<b>123,152</b>			<b>58,591</b>

To: UUFCC Board  
From: Martha Butler, Treasurer  
Subject: September Financial Report  
Date: October 19, 2022

September Financial Reports:

In the **Revenue and Expense Report:**

- For a quarterly update, a few changes were made to **forecasts** relative to budget amounts; the forecasted end of year surplus is now \$28,000. Last year's pledge was reduced; we were successful in getting pledges in before end of last year and there is not much outstanding.
- The unbudgeted line item in RE expenses for the OWL Facilitator Training held here in early September now shows a positive balance. That will change when more expenses are booked in October. There will likely be a small cost to us in the final accounting.
- Committee and regular RE expenses were again low, except for Worship Services which shows the purchase of an IPad to replace an aging laptop. Forecasted annual expenses for this committee were increased accordingly.
- The Endowment & Directed Gifts Committee provided the annual revenue to Operations from the Brickwedde Fund (\$1044.99).

In the **Financial Position Report:**

- The Capital Improvement Reserves Fund now stands at \$55,000. Note that I will ask the Board to approve another \$2500 of funding for the AV upgrades in the Sanctuary at the October Board Meeting.
- The Endowment & Directed Gifts Committee provided the annual contribution to the Minister's Discretionary Fund from the Irene Bastian Fund (\$403.58).

Other finance news:

STEWARSHIP/FINANCIAL EDUCATION: Along with the Legacy sub-committee of the Endowment & Directed Gifts Committee and RE Adult Education, we are co-sponsoring an adult RE offering in the spring drawn from the UUA Wi\$dom Path curriculum. Ashley, Wayne, and I commissioned a group consisting of Betsy Brett, Mark Hayes, and Ann Snowman to structure the offering and a plan for delivery. This group provided their report, which calls for holding the class as a additional RE-hour (after the service) offering, with classes led by a team of facilitators. Leslie Brown has now assumed Wayne's role in the sponsor group. The sponsor group now must find the team of facilitators.

POLICY RECOMMENDATIONS: The Official Fundraising Activities Policy is set for review and vote in the October Board meeting. It has also been provided to the Program Council for their comments. The

Musicians for Special Services policy was reviewed by the Music Committee with minor changes recommended. That is on the agenda for review at the Board meeting.

A new Purchasing Policy is also almost ready for Staff review. There are a few holes to be filled: 1) Who/what committee is the purchasing authority for building/operations purchases? 2) Addition of diversity and green/eco-friendly requirements 3) appropriate IRS limits in the Reimbursement procedures.

**FINANCE & STEWARDSHIP ROLES:** Pam Short and Wayne Osgood have agreed to stay on the Finance & Stewardship Committee in advisory roles only during the Search. With Peter Kemper on leave from the committee, some additional projects may be delayed. (e.g., developing Gift Card Policy and Procedures, participation in Confidentiality Policy revision). Capital Planning is too urgent to delay; Martha is pursuing a lead with the UUA for assistance in coming up with a list of projects with a timeline that we can use for current planning and a future Capital Campaign.

Martha is also negotiating with Ann Snowman what parts of the Assistant Treasurer role she needs to drop during the Search. We will need someone else to build the pledge campaign database and support the Pledge Campaign with data support. Martha and Ann are revising the current post-service plate count and bank deposit worksheet creation. Recruiting additional support for this weekly activity will relieve Ann of this duty. Leslie Brown and Lyn Pipenberg have already worked as second counters, and Harry Welles may be available again for this task soon.

**MISCELLANEOUS:** I attended a grass-roots-organized UUA Money List Zoom on Monday, October 17, to discuss financial roles and separation of duties amongst the participating UU congregations. Several of the discussion points are relevant to us. There are as many ways of organizing the finance functions as there are congregations. I am still organizing my notes. Many congregations are opening credit card accounts with Charity Charge; I am investigating this.

I renewed our certification with Benevity and have reinvested micro-loan repayments (more than \$1000) in our Kiva account.

## DLRE Report to the UUFCC Board

October 26, 2022

I am excited to announce that our launching of RE Hour this past month has gone really well! We have had folks participate in each offering throughout the month and in meaningful conversation and learning. I am hard at work training, collaborating with other UUFCC committees, and connecting with our State College community to bring quality RE programming for the rest of this fellowship year and into next year.

We have 6 Middle School youth participating in Crossing Paths (religious pluralism program) which is a great launch for this exceptional program that I hope will become signature for us. Our high school youth are building leadership skills around social justice work which they are hoping to contribute to this year.

We have a growing number of kids participating in RE Elementary, mostly made up of new families which is exciting. We are focusing on covenant and our principles, along with community building. I am working with our paid childcare staff to lead these lessons since our volunteer teacher group is very small and leading our Crossing Paths program right now. Sue Smith and Rocky Landers continue to teach our Pre-K friends and have added in Kindergarten.

Parents' Night Out has also had a successful launch with several families participating. The highlight of this program is seeing the parents light up as they have some time to spend together while we play with their kids. The kids also have had a lot of fun.

I just returned from Birmingham, AL where I participated in the LREDA Fall Conference. It was fully focused on the 8th principle and how to bring it into our congregations. As a part of this discussion, we spent time exploring African American and racist history in America. I was able to spend almost an entire day in EJI's Legacy Institute and the National Memorial in Montgomery which was a hugely powerful experience. I also visited Selma and walked the Civil Rights Trail in Birmingham. This experience gave me a visual and experiential structure of why racism is so embedded in our country and the urgency to focus our energy on dismantling oppression. I am very grateful for this opportunity and also for the work we are doing together this year on the 8th principle. I also hope that we can create opportunities for our UUFCC community, both adults and youth, to take this important journey through the south and these places where a true history of our country is memorialized and taught.