

Board of Trustees Meeting
February 2022
Held on Zoom

Board members present: Paula Fulks (2022), Steve Harvey (2022), Claire Wyneken (2023), Toni Saunders (2023), Sara Fleming (2024), Kalen Ponche (2024), Steve Swift (2024), Chuck Schuder (2024), Barbara Gadon

Not Present:

Guests: Ahmed and Deb Eldarrat and Camille joined the meeting

Gather

- Kalen offered a reading and a prayer and all of the board members checked in. The board welcomed guests Deb and Ahmed Eldarrat.

Meeting Preparation (5 min)

- Finalize agenda
- Ombudsbuddy Report - SteveS
- Confirm meeting assignments:
 - Timekeeper - Claire
 - Process & Transparency Observer - SteveS

Revised Financial Forecast Report

Steve Harvey explained that the budget is still the responsibility of the lead minister to prepare, however, with the upcoming transition to a new minister, however the board may take a larger role in the preparation of the board.

Camille Novak, Eliot's director of finance and operations, explained that the budget is prepared in April, which is even before the pledges are received. It's often a wing and a prayer that it is prepared. The February meeting is when we present the financial data from December so it is a midway point that allows her to assess how things are going.

Camille presented a revised forecast for the year.

Income

Eliot received about \$40,000 less in pledges this year than we expected to this year.

We have people who send in contributions every month but don't fill out a pledge card.

The nursery school is paying a reduced rent of \$12,000 since the pandemic.

The chalice keepers ask at the end of the year brought in \$13,235, about \$1,765 less than expected.

To balance the budget last year, Eliot had planned to use \$205,000 of savings to cover the rest.

Expenses

Payroll salaries are going to be \$40,000 less than expected due to three fewer people on payroll as well as deferring plans to hire a development specialist and an office clerk.

Operation costs are about \$122,000, which is \$28,500 less than originally budgeted.

The revised budget is \$824,620 and by using \$187,000 of savings or cash equity, we can have a balanced budget.

Cash equity is money that is not earmarked for anything else in particular. It leaves us with about \$117,000, which is 46 days of keeping the doors open without any income. Historically, Eliot Chapel had no cash equity in 2018-19. In recent years we had as much as \$400,000 in cash equity.

Camille said she has not yet investigated using Venmo.

Rev. Barbara updated the board with additional financial information.

Looking at the budget for next year, if the canvass goes well, the church will be \$160,000 short for 22-23. This is for restoring expenses for a full year. We are talking about economic recovery at Eliot.

In the past five years we have dropped 94 pledging households, which is down about 1/3 from where we were 5 years ago. The pandemic slowed down the number of visitors and new members.

We lost \$56,000 from non-pledged income from rentals and in-person fundraisers.

Options- We could withdraw from board-restricted funds, endowment and Bergfried.

We could use cash equity funds.

We could do another ask for money.

We need to have conversations about sustainability. Everything would need to be on the table, including staffing, property and programming.

Sara wondered whether we could host some fundraisers.

Consent Agenda

- Approve January 2022 Meeting minutes
- Accept Policy Monitoring Reports: ([See Policy Compliance Record](#))
 - 2.2.4 Investment performance review (Sara, Chuck)
 - 3.2 Lead Minister Accountability (Toni, Kalen)
 - 4.10 Gifts and planned giving (Barbara)
 - appendix A&B (Sara)
- Affirmation of New Eliot members (Bylaws, Article III, Part A): None to report.

The board unanimously approved the consent agenda.

Ad Hoc January Committee: Claire, ?Peter, Paula, Sara, Barbara

- The committee met and identified plans to look at two existing board policies and see if our current practices are upholding the current policies.

The new ends

- Chuck wrote up the executive summary and sent it out in TWAE.
- Kalen will post the full survey on the website. The board voted unanimously to have Kalen do that.

Board Development and linkage

- UU Palooza will be April 9
- Leadership development event new tentative day July 16 or 23. Thomas Killman model of conflict resolution.
- NomCom: New members being approached soon.

- Ongoing Board education.
- Winter retreat: What should it be about? Freewheeling open-discussion with a loose structure? Potluck idea? Everyone throw an idea on there. David Pyle? Could we ask him to do a presentation or work beyond. Change in transition management- how does that work? Straddle policy governance. Practical conversations around the financial situations. Communication plan or strategy. Visioning the transition.
- Steve Harvey will get in touch with Ken to coordinate set up for the winter retreat. Claire Wyneken will chat with the front office staff to let them know we will hold the board meeting there.

Interim ministry progress [Steve]

- Steve Harvey and Claire are meeting with people from the UUA to advise us on this process
- Chuck moved and Kalen seconded to approve the formation of the Interim Search Committee Charge. The board unanimously approved the formation of the board. The members of the committee will be decided on or before the March board meeting.

Lead Minister's Incidental Report. - [Barbara]

Rev. Krista Taves is going to take on some of tasks that Barbara typically does so she can cover the interim, such as attending some board meetings.

There was no unfinished business.

Meeting Summary, and looking ahead:

Decisions/Actions Taken/Follow Up

- Claire will email Debby about adding the survey summary to the board bits.
- Kalen will reach out to Debby to have the survey posted.
- Steve Harvey will get in touch with Ken to coordinate set up for the winter retreat. Claire Wyneken will chat with the front office staff to let them know we will hold the board meeting there.
- Chuck moved and Kalen seconded to approve the formation of the Interim Search Committee Charge. The board unanimously approved the formation of the committee. The members of the committee will be decided on or before the March board meeting.
- Steve and Claire will reach out to David Pyle regarding the winter retreat. We will include a discussion about what we are going to do about finances and communication.
- Kalen will bring an air purifier to the winter retreat.

Monitoring assignments for March 8, 2021 Meeting

- 3.3 Delegation to the lead minister (Chuck/SteveS)
- .4 Monitoring Lead minister performance (SteveH/Claire)
- Lead minister evaluation and compensation review (SteveH/Claire)

- Lead minister discretionary fund review (Sara)
(See [Policy Compliance Record](#))

Adjourn

Reminder Dates

- (February 12 2022 Leadership development event *cancelled*)
- February 19 2022 Winter retreat
- Circa April – Select next Chair-Elect (to be chair beginning 7/1/2023)
- April 9, 2022 – UU Palooza event (Board/Canvass event)
- May 15 2022 -- Congregational meeting.
- June 14, 2022 – Incoming Board members invited to visit June meeting.
- June 18, 2022 – Tentative day of onboarding event for incoming Board.
- July 1, 2022 – New church year begins.
- July 12, 2022 -- First meeting of new Board
- July 16 or 23 – Tentative day of Leadership Development event.
- August 19-20 2022 -- Next year's Board retreat.