

**Unitarian Universalist Congregation of Lakeland
Board of Trustees Agenda
February 15, 2016**

6:00 p.m.	Call to order/quorum check/timekeeper
	Light Chalice
	Check In
6:10 p.m.	Read Board Covenant
	Review Agenda
	Review January 18, 2016 Board Minutes and approve
	Topic Tracking
6:15 p.m.	Minister's Report
	Treasurer's Report
	Committee Reports
	RE Report
6:35 p.m.	OLD BUSINESS
	Proposed Budget
	NEW BUSINESS
	Volunteer Recruitment
	Committee on Ministry Role
	Lakeland Broadway Chorus
	Pledge Drive – Glenda Littlehale & Judi Irwin
	Money for Musician – Rev. Lynne
7:50p.m.	Review Calendar

	Announcements
	<u>Next Board Meeting: March 21, 2016 at 6:00 p.m.</u>
7:55p.m.	Check out
8:00 p.m.	Adjourn

Unitarian Universalist Congregation of Lakeland

Board of Trustees Meeting Minutes

February 15, 2016

Call to Order: Board Chair Melissa Marshall called the regular monthly meeting of the Board of Trustees to order at 6:15 p.m. Rafi Ellis recorded the minutes.

Board Members Present

Melissa Marshall

Ron Nickolas

Rafi Ellis

Deirdre Daniel

Glenda Littlehale

Joyce Bode (Ex-officio, non-voting)

Rev. Lynne Garner (Ex-officio, non-voting)

Absent

Heather Curry

Also Present

Jeannette Manning

Judi Irwin

Quorum: A quorum was present.

Agenda: The agenda was approved by consensus.

Approval of Minutes: Approval of January 18, 2016 minutes was tabled until the next meeting.

Minister's Report: Rev. Lynne Garner gave the minister's report.

Treasurer's Report: Joyce Bode gave the treasurer's report.

COMMITTEE REPORTS

Membership Committee report was given by Melissa Marshall. She issued a new Membership List, based on recent revisions; it shows 67 members. The new website is still under construction; Carol Clark will be compensated for her efforts in constructing the site.

Worship Committee report was given by Ron Nickolas. Planning for Rev. Lynne's summer absence is underway.

Personnel Committee report was given by Ron Nickolas. We have a volunteer to play piano for the next two weeks; we are still seeking a pianist/music director to replace Adam Hargrove.

Social Justice Committee report was given by Ron Nickolas.

The Lifespan Committee report was given by Deirdre Daniel. The first Chalice Circle will take place on Tuesday, Feb. 16; the Art Chalice Circle will meet on Saturday, Feb. 20. Building Your Own Theology course starts on March 16.

Stewardship Committee report was given by Judi Irwin. The Grounds Work Group plans to meet on the second Saturday of every month.

Endowment Fund report was given by Judi Irwin. The group is planning to meet shortly.

Pastoral Care Team report was given by Rev. Lynne. She is building a core of care associates.

OLD BUSINESS

Proposed 2016-2017 Budget: Treasurer Joyce Bode presented a proposed 2016-2017 Budget, based on reports and requests from committee personnel. The Board made minor adjustments and will send the revisions to Carol Clark.

NEW BUSINESS

Minister Contract: Ron Nickolas moved that we retain the services of Rev. Lynne Garner for the 2016-2017 church year. Glenda Littlehale seconded. The motion passed unopposed.

Volunteer Recruitment: Melissa Marshall proposed that each Board member review the membership list to see who is currently volunteering and who might be recruited or trained for specific volunteer opportunities.

Committee on Ministry Role: The committee is meeting regularly and establishing its role of reviewing the Congregation's ministries. The group is currently studying how the UUCL mission statement can serve as a guideline for ministry evaluation. Melissa Marshall shared guidelines from the UUA for evaluating the effectiveness of the mission statement.

Facilities Use: Ron Nickolas moved that the Lakeland Broadway Chorus be permitted to use our facilities for practices on Wednesdays from 9-11 am at a rate of \$50 per month. Melissa Marshall seconded. Judi Irwin will open and close the Sanctuary for these rehearsals. Deidre Daniel noted that she found the facilities unlocked last Saturday. Deirdre also brought up a use request that raised liability concerns; the Board discussed changes to the safety policy.

Pledge Drive: Judi Irwin has made assignments for canvassers Glenda Littlehale, Ron Nickolas, Don Wallace and herself; they will begin contacting members immediately. Rev. Lynne has created a pledge letter to include in pledge packets; Judi distributed samples of the pledge pamphlet that will also be included. The plan is to have the canvass completed before March 15, after which we will have a Canvass Completion Celebration on Saturday, April 9, 2016, at 6 pm.

Annual Meeting: The Board set the annual meeting for Sunday, May 1, 2016, at 12:30 pm.

Safety Policy: Rev. Lynne presented a copy of our current safety policy, noting that it is incomplete, not being implemented on Sunday mornings, and impossible to enforce. The Board concurred that the policy needs revision and safety equipment must be inspected and replaced. In the interim, ushers will be asked to step in if needed.

Next Board Meeting: Scheduled for Monday, March 21, 2016 at 6 p.m.

Adjournment: Meeting was adjourned at 8:06 pm.

Rafi Ellis
Acting as Secretary

Melissa Marshall
Chair, Board of Trustees

Minister's Report

February 12, 2016

Another busy month has come to an end. The year is rushing by quickly. Where has the time gone?

I have had the usual lunches with members, although not as many as earlier in the year. It continues to be a fruitful way to meet with people

Ron Nickolas and I continue to hope for more donations for a musician for the rest of the year. A visitor called today and offered to help out with the hymns until the end of the month, so I will take him up on that, unless Adam returns and wants to play. I have contacted both of them and no doubt will know more at our meeting. In the meantime, I will help out with the music, but it is time-consuming, including on my days off, and since I don't really like playing in front of people, I will welcome a replacement. Hopefully, it will all fall into place soon. The time I planned to spend doing more time organizing on pastoral care has gone to the music issue.

Attendees seem to have appreciated the worship, even while it is a bit disruptive for me to go back and forth.

The most recent book discussion group was well-attended, and over half of the people had actually read the book. We discussed *Just Mercy* by Bryan Stevenson. I have announced the next two months' titles. Next month we will be discussing *The Selma Awakening: How the Civil Rights Movement: How the Civil Rights Movement Tested and Changed Unitarian Universalism* by Mark Morrison-Reed. I plan to continue with book discussions as long as there's interest.

Pastorally speaking, I am hearing much less dissension and much less about people being out of covenant, so we are moving right along in that regard, I think. I have often chosen my sermon topics with that goal in mind. I am concerned about developing a safe campus plan following the very disturbing call from a man who was suicidal and may come to church. That's why I asked that the topic be put on our agenda for this meeting. We want to be available to people who are hurting, but we also want everyone to be safe.

Deirdre and I met to begin planning for the Building Your Own Theology curriculum, which we will start next month.

Rafi, Joyce, and I will be meeting with prospective members this Sunday for a brief orientation. We should soon have two new members, although neither wants to get up in front to sign the book. I guess there are still some shy UUs, even though it's often hard to find them in the pandemonium.

The committee on ministry continues to meet regularly, with substantive conversation about church life. It's a good group.

I continue to attend the NAACP general and executive committee meetings. I joined many members in the King Day parade. It was a great day, and I was pleased that so many showed up to march with us, including some of our young people.

I attended the installation of the Rev. Patrice Curtis in Clearwater a couple of Sunday afternoons ago and processed with the ministers. It was a moving service and there was a lot of great food and hospitality.

Melissa Marshall and I attended the West Central Cluster workshop in Tampa last Saturday. The workshops I attended were well-done, and it was another opportunity to meet other UUs and see what they're up to.

I will be missing this month's minister's cluster meeting to attend the Friends of the Library session in Winter Haven next Wednesday and review David Brooks' book *The Road to Character*.

My father just got out of the hospital after being there over a week. To my surprise, he is still planning to come here beginning February 18, unless his doctor tells him otherwise. It's hard to keep these nonagenarians down. When he arrives, I will be taking some time out of the office.

Financial Reports
Unitarian Universalist Congregation of Lakeland
Fund Balances

	<u>November 30, 2015</u>	<u>December 31, 2015</u>	<u>January 31, 2016</u>
Checking Account - Unrestricted	\$ 22,802.89	\$ 21,894.44	\$ 23,525.98
Checking Account - Restricted Funds			
Capital Fund	1,848.68	1,848.68	1,848.68
Fund Raisers	1,793.56	1,793.56	1,793.56
HUUmanist	491.24	491.24	491.24
Music Fund			1,150.00
Settled Minister Fund	121.14	121.14	1,421.14
RE Fund Raisers	1,369.80	1,369.80	1,369.80
Adult Discussion Group	732.28	732.28	732.28
Total Restricted Funds	<u>6,356.70</u>	<u>6,356.70</u>	<u>8,806.70</u>
Total Bank Account	\$ 29,159.59	\$ 28,251.14	\$ 32,332.68
 UU Common Endowment Fund			
Endowment Settled Minister Fund	50,773.67	49,712.13	47,688.22
Minister Search	23,800.16	23,302.56	22,353.86
	4,760.03	4,660.51	4,470.77
Total in UUCEF	<u>\$ 79,333.86</u>	<u>\$ 77,675.20</u>	<u>\$ 74,512.85</u>
 TOTAL LIQUID ASSETS	 <u><u>\$ 111,533.46</u></u>	 <u><u>\$ 110,725.01</u></u>	 <u><u>\$ 114,706.55</u></u>

* November report not available yet.

Property Troy Avenue (9/3/2015)

Land	32,539
Buildings	265,544
Misc	500

TOTAL PROPERTY VALUE

\$
298,583.00

Board meeting 2/15/2016

Joyce L. Bode
Treasurer

Unitarian Universalist Congregation of Lakeland

Budget vs Actual Month - 2015-2016

January 2016

	Actual	Month Budget	over Budget	% of Budget
Income				
305 Pledges	8,649.00	5,583.00	3,066.00	155%
310 Donations (Plate & Other)	712.55	416.00	296.55	171%
310B Donations - Plate checks	165.00		165.00	
310C Donations - Other than plate	105.00		105.00	
310D Special collections		100.00	(100.00)	0%
Total 310 Donations (Plate & Other)	\$ 982.55	\$ 516.00	\$ 466.55	190%
320 Donations - Facilities Use	80.00	166.00	(86.00)	48%
330 Service Auction	721.00	250.00	471.00	288%
333 Retained Earnings Income		1,318.00	(1,318.00)	0%
400 From Reserves		1,500.00	(1,500.00)	0%
Total Income	\$ 10,432.55	\$ 9,333.00	\$ 1,099.55	112%
Expenses				
505 Administration	207.30	100.00	107.30	207%
510 Insurance	493.64	466.00	27.64	106%
515 Payroll	1,340.33	1,333.00	7.33	101%
520 Telephone & Internet		125.00	(125.00)	0%
525 Utilities	425.78	291.00	134.78	146%
526 Copy Machine Maintenance		44.00	(44.00)	0%
543 Music	23.60	83.00	(59.40)	28%
545 Worship Committee	250.00	125.00	125.00	200%
546 Forum and Adult Education	91.31	8.00	83.31	1141%
550 Religious Exploration	59.48	125.00	(65.52)	48%
555 Training		83.00	(83.00)	0%
576 Minister's Package	88.86		88.86	
576A Salary	3,161.14	3,250.00	(88.86)	97%
576B Housing	1,550.00	1,550.00	0.00	100%
576C Expense		250.00	(250.00)	0%
Total 576 Minister's Package	\$ 4,800.00	\$ 5,050.00	\$ (250.00)	95%
590 Membership		41.00	(41.00)	0%
591 Caring		16.00	(16.00)	0%
595 Hospitality	380.69	100.00	280.69	381%
601 Treasurer Supplies & Accounting		48.00	(48.00)	0%
605 UUSC Dues		5.00	(5.00)	0%
615 UUA Annual Fund	530.00	441.00	89.00	120%

621 UULMF Dues		5.00	(5.00)	0%
625 Cluster Dues		5.00	(5.00)	0%
630 Visibility	83.11	83.00	0.11	100%
635 Social Concerns		8.00	(8.00)	0%
637 Special Collections		100.00	(100.00)	0%
645 Building		250.00	(250.00)	0%
650 Cleaning	215.00	216.00	(1.00)	100%
655 Grounds		75.00	(75.00)	0%
6560 Payroll Expenses	102.53	100.00	2.53	103%
		\$	\$	\$
Total Expenses	9,002.77	9,326.00	(323.23)	97%
		\$		
Net Operating Income	1,429.78			
		\$		
Net Income	1,429.78			

Monday, Feb 15, 2016 11:24:03 AM PST GMT-5 - Cash Basis

Unitarian Universalist Congregation of Lakeland
Budget vs. Actual - Budget 2015-2016
 July 2015 - June 2016

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
305 Pledges	44,190.72	67,000.00	(22,809.28)	65.96%
310 Donations (Plate & Other)	3,195.70	5,000.00	(1,804.30)	63.91%
310B Donations - Plate checks	930.00		930.00	
310C Donations - Other than plate	105.00		105.00	
310D Special collections	1,371.00	1,200.00	171.00	114.25%
	\$	\$	\$	
Total 310 Donations (Plate & Other)	5,601.70	6,200.00	(598.30)	90.35%
320 Donations - Facilities Use	1,620.00	2,000.00	(380.00)	81.00%
330 Service Auction	3,613.00	3,000.00	613.00	120.43%
330B Other Fund Raisers	142.00		142.00	
	\$	\$	\$	
Total 330 Service Auction	3,755.00	3,000.00	755.00	125.17%
333 Retained Earnings Income		15,820.00	(15,820.00)	0.00%
400 From Reserves		18,000.00	(18,000.00)	0.00%
	\$	\$	\$	
Total Income	55,167.42	112,020.00	(56,852.58)	49.25%
	\$	\$	\$	
Gross Profit	55,167.42	112,020.00	(56,852.58)	49.25%
Expenses				
505 Administration	583.02	1,200.00	(616.98)	48.59%
510 Insurance	4,249.12	5,600.00	(1,350.88)	75.88%
515 Payroll	9,447.33	16,000.00	(6,552.67)	59.05%
520 Telephone & Internet	486.98	1,500.00	(1,013.02)	32.47%
525 Utilities	3,213.58	3,500.00	(286.42)	91.82%
526 Copy Machine Maintenance	98.00	535.00	(437.00)	18.32%
543 Music	324.39	1,000.00	(675.61)	32.44%
545 Worship Committee	570.25	1,500.00	(929.75)	38.02%
546 Forum and Adult Education	112.31	100.00	12.31	112.31%
550 Religious Exploration	830.87	1,500.00	(669.13)	55.39%
555 Training	150.00	1,000.00	(850.00)	15.00%
576 Minister's Package	355.44		355.44	
576A Salary	22,127.97	39,000.00	(16,872.03)	56.74%
576B Housing	10,850.00	18,600.00	(7,750.00)	58.33%
576C Expense	230.00	3,000.00	(2,770.00)	7.67%
576D Life Ins/Long-term Dis	266.59		266.59	
	\$	\$	\$	
Total 576 Minister's Package	33,830.00	60,600.00	(26,770.00)	55.83%
590 Membership		500.00	(500.00)	0.00%
591 Caring		200.00	(200.00)	0.00%

595 Hospitality	903.68	1,200.00	(296.32)	75.31%
601 Treasurer Supplies & Accounting		585.00	(585.00)	0.00%
605 UUSC Dues		67.00	(67.00)	0.00%
615 UUA Annual Fund	3,710.00	5,299.00	(1,589.00)	70.01%
621 UULMF Dues		67.00	(67.00)	0.00%
625 Cluster Dues		67.00	(67.00)	0.00%
630 Visibility	127.75	1,000.00	(872.25)	12.78%
635 Social Concerns	100.00	100.00	0.00	100.00%
637 Special Collections	1,382.34	1,200.00	182.34	115.20%
645 Building	1,624.64	3,000.00	(1,375.36)	54.15%
650 Cleaning	1,720.00	2,600.00	(880.00)	66.15%
655 Grounds	713.69	900.00	(186.31)	79.30%
6560 Payroll Expenses	722.72	1,200.00	(477.28)	60.23%
	\$	\$	\$	
Total Expenses	64,900.67	112,020.00	(47,119.33)	57.94%
	\$	\$	\$	
Net Operating Income	(9,733.25)	-	(9,733.25)	
	\$	\$	\$	
Net Income	(9,733.25)	-	(9,733.25)	