



Channing Memorial Church
Governing Board 2007 – 2008
“The Year of Action”



Meeting Agenda
June 10th, 2008, 7 PM – 9:30 PM, Parish Hall

Honor, Courage, Commitment

The Core Values of the United States Navy and United States Marine Corps.

- I. Check-in (15 min.).
- II. Chalice Lighting and Spiritual Reflection (5 min.).
- III. Appointment of Process Observer (1 min.). *Tom Beall*
- IV. Approval of Minutes (4 min.). *Barb Nowicki*

- V. Current Business (120 min.).
 - A. Description of Board Member Duties (30 min.). *Outgoing Board*
 - B. Membership in Interfaith Power and Light (20 min.). *Don Mallinson*
 - C. Auction Results (15 min.). *Barb Nowicki*
 - D. Property Update (15 min.). *Dennis Greene*
 - 1. Insurance Update.
 - 2. Master Plan Update.
 - E. Treasurer’s Report (15 min.). *David Banister*
 - F. Minister’s Report (15 min.). *Rev. Amy Freedman*
 - 1. Board Nominee to Committee on Ministry.
 - 2. Summer Service Schedule.
 - G. Schedule of Summer Meetings and New Board Business. *Chris Yalanis*
 (10 min.).

- VI. Evaluation of Meeting and Adjournment (5 min.). *Process Observer*

Upcoming Events

- 1. Soulful Supper / Sundown, 5:45 PM, Parish Hall. 13 June
- 2. Summer Worship Set-up, 10 AM – 2 PM, Parish Hall. 14 June
- 3. Soup Kitchen, 3:30 – 6 PM, Parish Hall. 16 June
- 4. Shake Your Soul, 7 PM, Parish Hall. 17 June
- 5. Mindful Parenting, 7 PM, Library. 18 June
- 6. Book Group, 11:15 AM, Library. 29 June
- 7. Sanctuary Floor Renovation Begins. 30 June

Channing Memorial Church
Approved Governing Board Minutes
May 13, 2008

Attendance: Don Mallinson, Rev. Amy Bowden Freedman, Bill Hawkins, Maryellen Doherty, Tom Beall, Barbara Nowicki, Chris Laudon, Chris Yalanis, Halcyon Westall, Dennis Greene, David Banister, Kelly Bailey, Ruth Jernigan, Richard Webb, Holly Grosvenor

Process observer: Dennis Greene

Approval of April 8, 2008 minutes:

A few members of the Board felt that changes were needed in the wording of some sections of the April 8, 2008 minutes to clarify and accurately reflect the Board's previous discussion. Since the minutes were several pages long, the Board agreed to defer approving the minutes from the last meeting until everyone has had a chance to review them.

Strategic Plan Review and Approval (Maryellen Doherty)

Since the last board meeting the Channing Strategic Plan (SP) has been sent out for board review and the Board's comments have been incorporated. The SP was placed on the Channing web site for congregational review, and a congregational meeting, with 31 attendees, lasting 3 hours, generated a good discussion of the document. The SP Committee recorded discussion points from the Congregational meeting, and extracted 33 comments with the potential to change the document. These comments have been adjudicated, and the document has been changed accordingly. The SP Committee intends to post the revised document (the version to be voted on at the Annual Meeting) on the web site in the next few days along with a summary of all comments. Maryellen pointed out that the SP is a living, changing, document, with the potential to be changed, however we will vote on a "current snapshot" of it now.

Maryellen reported that one issue that the SP Committee felt needed further discussion was the possibility of adding environmental responsibility objectives to the SP for our property stewardship. Maryellen proposed wording that would reflect that our congregation is aware of, and participates in, making policies involving environmental responsibility in our property stewardship and investment strategies, although specific decisions regarding environmentally sustaining practices have not yet been made. Maryellen suggested that the specifics will come out through the Green Congregation process.

Don Mallinson expressed the opinion that the congregation's position on environmental sustainability should be included in the SP even though statements specifically about the environment were not included in the Vision Statement. Others on the Board pointed out that the SP is a living document that can be modified in the future, the current plan can suggest what we can do in the future but doesn't specifically limit it. Tom Beall expressed concern that environmental sustainability was not thoroughly talked about and

vetted during the Year of Decision process. The Green Congregation initiative came up at the very end of the Year of Decision discussion and was not thoroughly vetted. Maryellen added that some member of the SP Committee felt that while we do need to develop green initiative policies, saying that we will be an environmentally responsible congregation is too broad and undefined a statement. Holly suggested that, after approval of the SP next month, there would be nothing to prevent the Congregation from adding something later about environmental responsibility after it had been fully vetted. Don Mallinson pointed out that the reference to a Green Congregation has been in the Vision Statement and SP documents from the very beginning. In further discussion the Board agreed that since the SP document includes a specific statement about the Green Congregation initiative, this will allow for the development of environmentally sustainable objectives in the future. Based on this discussion the Board moved to approve the SP and to submit it to the Congregation with the Board's support.

Motion: that the Board accept the Strategic Plan as submitted by the Strategic Planning Committee, support adoption of the plan, and recommend that the Congregation adopt the plan by formal vote at the annual meeting.

(Motion: Chris Yalanis, Second: Ruth Jernigan)

Canvass Update (Chris Yalanis)

Chris reported that as of Sunday, roughly 96% of the pledge contacts had been completed. A total of \$166,370 was pledged from 133 pledge units; there are still 9 pledges outstanding. For financial planning purposes, it is reasonable to expect to receive approx. \$3,000 from 7 of those 9 outstanding pledges based on last year's contributions. Thus we are expecting to raise approximately \$170,000 from this year's canvass. From the 133 units that did pledge this year, the pledged amount increased by approx. \$16,000.

Budget Update (David Banister)

David reported that the FY 07-08 budget projection depends on how much pledge money actually does come in, and this is tricky to predict. As of last Sunday, income from pledges was \$133,600 or about 82% of the pledged amount. David noted that some members make last minute payments that are included in this year's budget. He pointed out that we currently have a surplus of \$7800 projected, so we have some flexibility. We could come up short on pledges and still balance the budget, however this will depend on raising \$12,250 at the May Service Auction.

Richard Webb and Dave Banister presented a final version of the FY 08-09 budget to the Finance Committee and they approved it. It is based on a gross pledge income of \$170,000. They have cut some expenses. They have doubled the hours for the RE director (30 hours x \$15.00 per hour x 42 weeks) but were unable to include health insurance. Tom Beall noted that we will need to re-negotiate our contract with the DRE. We could offer to either spend the money paying her salary or spend it to buy her health care coverage. Part of the negotiation should include what options we can offer her to allow her to obtain health benefits. To make the FY 08-09 budget balance, we will need to do a fund-raiser next year to net \$6,000. The Rev. Amy has agreed to forego her cost of living increase next year, and the Property budget will remain flat. All other

committees took budget cuts. The one exception was an increase in publicity funds in order to try to bring in more weddings since they generate a significant portion of our income. The budget includes rental income for the Parish Hall apartment, but this may not happen. This budget reflects the fact that one of the Board's top priorities is to substantially increase the compensation of the DRE in order to grow the RE program as much as possible. Tom summarized by adding that the Board has indicated repeatedly that support for RE is of primary importance next year, and thus the DRE compensation is where emphasis has been placed in this budget. Dennis noted that the budget does not include any increase to our liability insurance because Mr. Wert from Emery and Webb (who made a presentation to the Board in March) has not gotten back to us. Following this discussion the Board moved to approve the FY 08-09 operating budget.

Motion: The Board moves to approve the FY 08-09 operating budget for submission to the Congregation at the Annual Meeting with a recommendation that the Congregation approve it.

(Holly moves, Chris seconds)

Capital Budget Update (Dave Banister)

Dave reported that the proposed FY 08-09 capital budget, comprised of primarily grant-based projects, was developed from extensive conversations with Dennis Greene. The budget reflects the fact that they anticipate working on drainage problems and the furnaces, among other projects in the next fiscal year, with a loan from the Baum fund. Dennis noted that there are grant funds left over due to our judicious use of the grant money, and he remarked that he anticipates that the funding agencies will not ask that this money be returned, but rather that it continue to be used for ongoing projects.

Motion: That the Board approve the proposed capital budget for FY 08-09 for submission to the Congregation with a recommendation that the Congregation approve it.

(Richard moves, Don seconds)

Auction Update (Barbara Nowicki & Holly Grosvenor)

Barbara reported that the service auction booklets have been printed, mailed, and received by the Congregation, (however donations are still being accepted), and that the auction is being publicized in the local papers. Holly reported that 38 paintings by local artists have been hung in the Parish Hall in preparation for the Steeplechase Painting Exhibition opening on May 17th. It is hoped that the publicity and attention drawn by the painting exhibition will bring more folks out to the auction.

Treasurer's Report (Dave Banister)

Dave updated the Board with respect to our investments with Smith-Barney. Nuveen has redeemed another \$25,000 of our notes. The Church still has another \$50,000 left invested in Nuveen securities. Nuveen is redeeming notes at the end of May so it's possible that ours will be redeemed then. The Church also has \$100,000 in the Calamos Fund. Calamos is actively redeeming notes right now and Dave is optimistic that ours will be redeemed shortly. Dave reported that he had briefed members of the Congregation

on Sunday about this situation. He has also taken steps towards obtaining independent council. Dave talked to Matt Leys and was referred to Robert Duffy of Duffy, Sweeney and Scott in Providence, a firm with considerable experience with this type of thing. Richard spoke with Mr. Duffy, and reported that Mr. Duffy must do a conflict check prior to talking with us.

Tom asked that Dave update the Congregation about this issue at the annual meeting.

Capital Campaign – First Steps (Tom Beall)

Tom reported that we have accomplished the following as first steps in anticipation of a capital campaign at Channing:

1. He has approached John Burnham and Mary Alice Smith to be leaders in this effort.
2. He has explored the idea of hiring a consultant for professional support and advice. Specifically, Tom contacted Dan Hotckiss, a consultant with experience with congregation fundraising, and Dan will meet with Amy, Chris, John and others next week.
3. He contacted the president of the South County UU congregation since they have just completed a huge capital campaign where they raised \$825,000 in a year to buy a new building. He found that much of the groundwork that the South County congregation did, the Channing congregation has already completed, including our vision statement and strategic plan. The South County UU congregation did their capital campaign in conjunction with their canvass, and were very successful.

The first step for the Capital Campaign Committee will be to figure out when and how we do this at Channing.

Steeple Job Specifications - Update (Dennis Greene)

Dennis reported that he has received the steeple job specification documents from the engineer at Structures North. The drawings of the steeple that are part of the construction specs are very interesting, and will be presented at annual meeting. The engineer has sent the job specs to 2 contractors to obtain early bids for the cost of the job. This information will be helpful to include in our upcoming grant applications. Dennis reported that 4 grant applications have been recently completed and are ready to be sent out. He warned that if we ask for \$600,000 from the Save America's Treasures then we will need to be ready to match this amount with non-Federal sources.

Aquidneck Island Energy Conference (Don Mallinson)

Don reported that he has lined up a steering committee for the Aquidneck Island Energy Conference, and that they are planning to invite Al Gore as the keynote speaker. Don reported that the conference facility at Salve University is outstanding. Their goal is to have 350 people attend the conference. They would like it to be a revenue neutral conference. They will charge admission, and they will charge exhibitors for space, but they would like it to accrue no costs to the hosts. The hosts are Salve, Channing, and the Aquidneck Island Planning Commission.

Personnel Management Manual (Tom Beall)

As the Board has had the chance to read and comment on the proposed Personnel Management Manual over last 3 months, the Channing staff has vetted and approved it, and Maryellen Doherty has consulted an HR person at NUWUC who approved it, Tom asked that the Board adopt the manual as church policy. He noted that the new policy will require that the Board designate a “staff management officer”.

Motion: the Board adopts this personnel management manual as church policy.

(Don moves, Dennis seconds)

Unsung UU Award

The Board unanimously approved awarding this year’s Unsung UU Award to Coles and Marcia Mallory for their many years of service to Channing.

Motion: to award the Unsung UU Award to Coles and Marcia Mallory

(Dennis moves, Richard seconds)

Minister’s Report

Rev. Amy highlighted the fact that Channing welcomed 12 new members on Sunday, and noted that many of our new members are already very committed members to Channing. A Welcome Brunch will be held on June 1st.

Plans are underway for summer services. The theme for summer services will be “This I Believe”, based on the popular public radio series. Linda Beall is the summer service chair.

The meeting adjourned at 9:35 pm.

Respectfully submitted,

Barbara Nowicki , Channing Clerk

Minister's Report

Rev. Amy B. Freedman
Channing Memorial Church

This report covers the period of May 13- June 10, 2008

Minister's Summer Schedule

I will attend General Assembly June 23- 30 in Fort Lauderdale, FL. July is my month of Vacation/Study Leave. I will return to church on August 5. Both Michele Dubuc and Nickie Kates will always know how to reach me in case of emergency.

Summer Church Office Hours

PLEASE NOTE!

July Office Hours:

Wednesdays and Thursdays, 9:00AM-1:00PM

August Office Hours:

Tuesday, Wednesdays, and Thursdays, 9:00AM-1:00PM

Michele Dubuc has agreed to check voice mail daily and email periodically through out the summer.

Church Calendar 2008-9

On Sunday, June 1, lay leaders and staff gathered in the Ladies' Parlor to plan for the 2008-2009 Church year. Michele will prepare a draft calendar for all church leaders by late August. Any scheduling changes or additions should go through the church office.

Rites of Passage

Wednesday, May 14, 5:00pm, Vow Renewal~ Tina and Michael Moss, Channing Church

Friday, May 16, 6:00pm, Blessing Ceremony~ Elizabeth Benson, Channing Church

Friday, June 6, 4:30pm, Wedding~ Joseph and Jennifer Gillis, Channing Church

Worship

Sunday, June 1, ***Rumi's Divine Madness***

Sunday, June 8, ***RE Celebration and Flower Communion***, Halcyon Westall

On Saturday, June 14, 10-Noon, we will do a trial set-up of the Parish Hall. All are welcome to lend a hand!

Treasurer's Report

Just like in the old days, I'm emailing my report to everyone. Sorry its too late for the agenda copies that Michelle does... today was a little chaotic.

The fundraiser brought in about \$16,545 in Gross revenue with about \$1,500 in projected expenses. We also have to pay some commissions to artists and apportion money to paintings. Richard and I figure the Fundraising line item net will end up around \$10,500 plus or minus for the year--- a bit off our \$12,250 goal--- but good nonetheless.

Wedding revenues are \$20,000 for the year, above our \$15,000 projected

Pledges are around \$141,000---- need another \$20,000 to hit our goal.

Auction Rate Securities Update:

WE got back \$75,000 from Calamos Funds for the Barrows Fund late last week, leaving only \$25,000 left to redeem from Calamos

We got \$50,000 from Nuveen 2 weeks ago, leaving all of the \$75,000 redeemed now.

ING just today announced they plan a redemption by late August of the note we hold, and hopefully ours will get called in at that time.

All around good news.

See attachment for the YTD budget numbers

Dave

12:30 PM
06/09/08
Accrual Basis

Channing Memorial Church
Profit & Loss Budget vs. Actual
July 2007 through June 2008

	Jul '07 - Jun 08	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 - Oper. Income			
4001 - Pledges	140,486.84	160,500.00	-20,013.16
4003 - Donations-Sunday Collections	11,952.97	12,000.00	-47.03
4004 - Donations-All Other	6,955.89	5,000.00	1,955.89
4005 - Donations-Christmas	1,995.20		
4006 - Fund Raising	14,182.73	12,250.00	1,932.73
4009 - Interest Income	1,879.00	2,000.00	-121.00
Total 4000 - Oper. Income	177,452.63	191,750.00	-14,297.37
4010 - Endowment Income			
4011 - CCHC Mtge Interest	0.00	0.00	0.00
4012 - Interest & Dividends	5,577.60	6,500.00	-922.40
Total 4010 - Endowment Income	5,577.60	6,500.00	-922.40
4020 - Rental Income			
4021 - CH Apt-2nd Fl	16,900.00	18,000.00	-1,100.00
4023 - CH-Office-Correia Law Office	8,400.00	8,400.00	0.00
4024 - PH-2nd Fl	6,850.00	13,800.00	-6,950.00
4025 - PH-Daycare- Nelson's Nursery Sc	0.00	0.00	0.00
4026 - PH-Other Rentals	0.00	250.00	-250.00
4027 - Sanctuary-Weddings	20,325.00	15,000.00	5,325.00
4028 - Sanctuary-Other	400.00	0.00	400.00
4029 - Rental Vacancy Allowance	0.00	-3,000.00	3,000.00
Total 4020 - Rental Income	52,875.00	52,450.00	425.00
Total Income	235,905.23	250,700.00	-14,794.77
Expense			
6000 - Admin. Exp.			
6001 - Administrator	11,840.27	15,000.00	-3,159.73
6002 - Telephone	1,419.15	1,400.00	19.15
6003 - Postage	1,129.76	2,000.00	-870.24
6004 - Office Supplies	2,529.00	2,500.00	29.00
6005 - Copier	2,401.24	2,645.00	-243.76
6006 - Fidelity Bond	107.00	110.00	-3.00
6007 - Payroll Taxes	6,457.31		
6008 - Payroll Expenses-Paychex	1,310.58	1,500.00	-189.42
6100 - workers comp insurance	1,112.00	1,200.00	-88.00
Total 6000 - Admin. Exp.	28,306.31	26,355.00	1,951.31
6010 - Minister's Exp.			
6011 - Salary	35,661.89	39,335.00	-3,673.11
6012 - Housing Allowance	20,251.00	22,082.00	-1,841.00
6013 - Health Insurance	3,694.34	3,987.00	-292.66
6014 - Dental/Disability	898.43	1,010.00	-111.57
6015 - Profess'l Exp	0.00	3,500.00	-3,500.00

12:30 PM

06/09/08

Accrual Basis

Channing Memorial Church
Profit & Loss Budget vs. Actual
 July 2007 through June 2008

	Jul '07 - Jun 08	Budget	\$ Over Budget
6016 - Minister Pension Contribution	0.00	6,000.00	-6,000.00
6017 - SUPPLIES-MINISTER-SERVICES	81.88	100.00	-18.14
6018 - Sabbatical Reserve	0.00	0.00	0.00
6019 - Committee on Ministry	0.00	200.00	-200.00
6107 - Special Services	1,330.35	2,000.00	-669.65
Total 6010 - Minister's Exp.	61,917.87	78,224.00	-16,306.13
6020 - RE			
6021 - RE Director	8,643.98	10,400.00	-1,756.04
6022 - RE Supplies	1,383.37	1,400.00	-16.63
6023 - Prof'l Devel.	500.00	500.00	0.00
6024 - Youth Group Dir.	1,507.50	1,500.00	7.50
6025 - Summer Program	520.00	640.00	-120.00
6026 - Youth Group Exp	32.97	200.00	-167.03
6027 - OWL/COA	474.40	500.00	-25.60
6029 - Childcare	1,356.00	1,325.00	31.00
Total 6020 - RE	14,418.20	16,465.00	-2,046.80
6030 - Music			
6031 - Organist/Choir Dir Salary	11,488.61	12,125.00	-636.39
6032 - Special Music	2,510.00	2,300.00	210.00
6033 - Piano Tuning	752.22	750.00	2.22
6034 - Music Supplies	579.30	500.00	79.30
Total 6030 - Music	15,328.13	15,675.00	-346.87
6040 - Committees			
6041 - Social Action	180.00	1,250.00	-1,070.00
6042 - James Luther Adams	0.00	0.00	0.00
6043 - Publicity	1,994.16	1,800.00	194.16
6044 - Fellowship-Income	0.00	0.00	0.00
6045 - Fellowship-Expenses	100.50	300.00	-199.50
6046 - Membership	446.37	550.00	-103.63
6047 - Canvass	419.30	1,000.00	-580.70
6048 - Adult RE	-243.00	200.00	-443.00
Total 6040 - Committees	2,897.33	5,100.00	-2,202.67
6050 - Denominational			
6051 - UUA APF	6,000.00	6,000.00	0.00
6052 - Ballou District	2,600.00	2,600.00	0.00
Total 6050 - Denominational	8,600.00	8,600.00	0.00
6060 - Property Exp			
6061 - Sexton Salary	9,522.70	11,180.00	-1,657.30
6062 - Supplies	6,032.29	6,500.00	-467.71
6063 - Contracted Repairs	17,644.77	20,500.00	-2,855.23
6064 - Fire Alarm	368.00	450.00	-82.00
6065 - Insurance	7,830.00	7,000.00	830.00
6066 - Boiler's Service Contract	530.84	500.00	30.84

12:30 PM
 06/09/08
 Accrual Basis

Channing Memorial Church
Profit & Loss Budget vs. Actual
 July 2007 through June 2008

	Jul '07 - Jun 08	Budget	\$ Over Budget
6067 - Property Taxes	4,901.38	5,000.00	-98.64
6069 - Advertising	100.00	100.00	0.00
6070 - Utilities			
6071 - Electricity	1,990.88	4,500.00	-2,509.12
6072 - Water	1,888.48	2,000.00	-113.52
6073 - Gas	2,788.95	5,000.00	-2,231.05
6074 - Heating Oil	9,835.88	10,000.00	-364.32
Total 6070 - Utilities	16,281.99	21,500.00	-5,218.01
6075 - Property Management	3,348.00	3,200.00	148.00
Total 6060 - Property Exp	88,567.95	75,910.00	-9,362.05
Total Expense	198,025.79	228,329.00	-28,303.21
Net Ordinary Income	37,879.44	24,371.00	13,508.44
Other Income/Expense			
Other Expense			
6080 - Other Expenses			
6081 - Ch loan Interest	0.00	3,500.00	-3,500.00
6082 - Bank Newport Loan Payments	14,934.59	18,300.00	-1,365.41
6080 - Other Expenses - Other	4,589.48	5,400.00	-810.54
Total 6080 - Other Expenses	19,524.05	25,200.00	-5,675.95
Total Other Expense	19,524.05	25,200.00	-5,675.95
Net Other Income	-19,524.05	-25,200.00	5,675.95
Net Income	18,355.39	-829.00	19,184.39