

# CHANNING MEMORIAL CHURCH

## BOARD MEETING MINUTES

**January 13, 2009**

**PRESENT:** Russ Milham, Chris Yalanis, Kim Shute, Don Mallinson, Coles Mallory, Susan VanDerhoof, Kelly Bailey, David Pedrick, Bill Hawkin, Chris Laudon

**STAFF:** Halcyon Westall

**GUESTS:** John Burnham, Ruth Jernigan

**PROCESS OBSERVER:** Kim Shute

**SECRETARY'S REPORT:** Minutes of the December meeting were approved with changes made by David Pedrick.

**FINANCE COMMITTEE:** In addition to distributing the new wedding brochure, Coles reported the following regarding recommendations for the Steeple Project:

- **Investment of Funds** – in FDIC banks (under 250K) or treasury notes by the Treasurer.
- **Pledge Accounting** – The Assistant Financial Secretary would track pledges for the 3-year pledge cycle using the same computer tracking software, but in a separate account. This person will be separate from the annual pledge secretary.
- **Expenditure Approval** – would be by the property chair and the architect
- **Invoice payment and accounting** – These would be part of the Church accounts by the Treasurer.
- **Grant Reporting & Compliance** – We would need a separate person(s) for the grant cycle to track this.
- **Audits** – The financial audit would be off all the Church accounts/funds. Details of grants would be done as required (Feds will probably set standards).
- **Temporary debt until pledge payments** – This would be internal if possible (Baum and endowment Funds, otherwise bank line of credit).

Chris requested a follow-up on other bank lines of credit. Coles said he is already working on it. There was discussion regarding the necessity of developing a 5-year budget plan. The Finance Committee's recommendation is that we should not have a 5-year budget plan. The Finance Committee thinks it will be misleading and not accurate.

**PROPERTY:** David & Chris L.

Chris said that Holly is working on getting the bid documents ready. When ready it will immediately go out to contractors which should be in the next couple of weeks.

David reported on the Channing House lease. They are on the 3<sup>rd</sup> and final year, but would like to extend to another 3-year lease cycle which would take it out to March of 2013. Several people said that they have been great tenants and we wouldn't want to lose them, but at the same time concern was expressed that offering a 3-year lease would limit our budget flexibility. Russ pointed out that it would be \$10,000 free and clear. It was decided to offer a 2-year lease.

**MOTION:** Coles made a motion for the Board to approve extending the tenant's lease an additional 2 years at \$800 per month through March of 2012. The motion passed with Chris Y. abstaining.

**FEASIBILITY STUDY:** John Burnham

The Pre-Capital Campaign Committee (PCCC) made a recommendation to the Board to call a special meeting of the congregation to vote on the following:

1. to set a goal of \$400,000 to complete the steeple project through individual contributions made since the feasibility study interviews (and to be added to the approximately \$50,000 donated by members prior to the study.)
2. to run the campaign in conjunction with the annual canvass for 2009-2010 pledges and recruit approximately 35 visiting stewards (canvassers) to make one-on-one visits to members, friends, and community members.
3. to hire Rev. Patricia Hart as campaign consultant to advise on organization and process, train visiting stewards (canvassers), and assist the campaign committee as needed with a fee not to exceed \$6,000.
4. to authorize the Governing Board to set a campaign budget for publications, events, administrative assistance, mailing, promotional materials, and other office supplies.

**MOTION:** Coles made a motion to have the board approve the above recommendation by the PCCC to hold a special congregational meeting. The motion passed unanimously.

John also reported that the final cost of the feasibility study will come in at about \$12,500, well below the \$18,000 approved by the congregation. The PCCC requested approval to hire Tricia for one or two extra days this month to meet with committee chairs and assist the committee, as well as with people who are going to plan events and assist on other issues related to launching the Capital Campaign. The cost would be about \$3600. There was some concern expressed that the \$3600 to hire Tricia for the two days should not come from the already approved money for the feasibility study since it is not part of the study.

**MOTION:** Coles made a motion to approve the recommendation of the PCCC to spend \$3,600 to hire Tricia to assist with the preparation of the Canvass and Capital Campaign. The motion passed unanimously. Many thanks to John and the committee.

There was discussion about what the length of the campaign should be, 3 or 5 years. David reminded us that Tricia recommended a 5-year campaign reluctantly. Coles said that there are two kinds of slippage associated with a longer campaign. First is that people are less likely to pay their pledges at the end of a longer campaign and secondly, there is the factor of borrowing money over a longer period of time. Coles strongly suggests we conduct a 3-year Capital Campaign. Russ agreed that the 5-year option should be taken off the table. It was agreed that no timetable would be stated in the Warrant.

The PCCC has been working on budgeting for the campaign. The summary went out via email. It will also be distributed through the order of service, through the Catalyst and will be sent out along with the Warrant for a special meeting. The full report is on the Channing web site.

John asked if there is anyone he needs to ask before extending Michele's hours to work on the Capital Campaign. John's biggest concern is recruiting stewards and asked our help in recruiting them. Barbara Baum has agreed to co-chair events. The kick-off event, the thank you breakfast for the stewards and the wrap-up event. We need a publication chair. Betsy Leersen has agreed to chair Leadership Gifts. John also asked about parties--how much money should we spend on parties? Should we run an event that is catered? How do we make these events special without spending money?

#### **TREASURER'S REPORT: Russ**

Russ requested and moved that the Board authorize him to cover a shortage in the amount needed to pay Michele's first month Health Insurance. The motion was voted down by a tie vote. David abstained.

Russ suggested people review Cole's finance summary. The summary projects that the Church may be facing up to a \$20,000 shortfall in income. There was discussion regarding the current shortfall in collections at church services. Bill suggested that it may be down because people who are coming are now pledging instead of putting money in the collection plate and

that's a good thing. We have control over the fundraising shortfall. Ideas will be discussed at the February Board meeting.

### **STAFF PERFORMANCE REVIEWS: Don**

Don has met with each of the staff and their respective committee person. There are 2 people under contract—Halcyon and Janet and then 2 not under contract – Pat. P. and Michele. The respective committee chairs should include any increases in compensation in their budget requests. Don will try to implement staff meetings every 8 weeks. Pat wants to increase hours to care for Sanctuary floor. For weddings or other events the sexton fee should be \$125 instead of \$100. Three issues came up in discussions with Janet; 1. she would like to have the right of first refusal for music for weddings. 2. Janet feels that guest musicians should be paid \$150 instead of \$135. Janet also requested that she have 7 Sundays off during the year, rather than the current 4 with no reduction in pay. Don will check Janet's contract.

The Master Plan will continue into next year. The \$30,000 figure in projected wedding income will not be met this year. It will be more like \$20,000. It will be more difficult to estimate for next year because of the steeple construction. It was down this year due to the floor work.

### **UUA - RUTH**

Ever year we send in a certification of how many members we have and attendance to UUA. Also, the average RE attendance. This year the UUA is voting on a statement about peacemaking/statement of conscience that is on the web site. Ruth asked the Board if she should vote on the statement and if so, how should she vote. Kelly suggested we read it and let Ruth know. Need to know by February 1<sup>st</sup>. Ruth will send a link to the Board. Please send thoughts to Ruth. Ruth will have discretion on voting.

### **FINAL THOUGHTS**

Chris Y. reminded everyone to pay attention to calendar issues for when the Master Calendar is put together. Russ said he thought that Amy had done an outstanding job putting everything together during her maternity leave. Bill reported that pledges are going very well, to date, 32 people have paid completely.