

All Souls Church Unitarian Board of Trustees Meeting Minutes

August 24, 2022

Trustees Present

Cait Clark
Joe Feuer
Sophia Fisher, Secretary
Gretta Goodwin
Maya Hermann
Traci Hughes-Trotter, ex officio
Neil Manzullo, President
Clair Null
Bill Sinkford, ex officio
Cathy Tortorici, Vice President
Justis Tuya
Chuck Wooldridge

Trustees Absent

Bernard Mustafa, Treasurer

Guests Present

Brian Petruska, Assistant Treasurer

Reports Received

- June 2022 Treasurer's Report
- July 2022 Treasurer's Report
- Transformative Justice Initiative Report
- Bylaws Review Team Work Plan

Convening

Neil convened the meeting at 7:03 p.m.

Chalice Lighting and Reading

Justis lit the chalice and shared a reading

8-1 Approval of Agenda

- Added 6/15/2022 minutes to the consent agenda
- *Motion to approve agenda*
 - Approved without objection

8-2 Approval of Consent Agenda

- Items on the consent agenda:
 - Appoint Maya Hermann and Gretta Goodwin to the Governance Committee
 - Approve Executive Limitation monitoring schedule
 - Approve Finance Resolutions
 - Approve Minutes from 6/15/2022

- Two modifications: added Justis to the list of people in attendance and corrected the spelling of Gretta's name
- *Motion to approve, seconded, approved without objection*

8-3 Quarterly Finance Report

- Fourth Quarter review
 - \$313,000 under budget expectations
 - under budget on expenses
 - lower than expected contributions
 - actual deficit of \$305,000
 - Some of the money came from cash position which is now low and needs to be higher
 - Cost savings over the summer
 - Some of the money came from the endowment
- How much are we in the hole for the last fiscal year?
 - Church's assets outweigh debts but cash is diminished and there is a need to match the amount of money going in with what's going out
- Is it sustainable to draw from the endowment?
 - Generally have tried to take less than 5% from the endowment per year, but has been over that for the past couple of years
 - A 3% draw from the endowment would be an ideal amount
 - Recently the draw has been higher than we want it to be
- How close are we to having to make a painful decision about finances?
 - Not immediate; the beginning of the fiscal year brought in cash bumps from the endowments but not yet operating in the black
 - Investments lost significant value over the past year concentrated in Q4, Spring, which coincides with the stock market tumble
- Discussion about falling under \$250,000 in the mortgage account—was to be resolved by 8/25 with a deposit into that account
- Are we paying the UUA fair share for our congregation?
 - No, only paid 40% for FY22
- Do we know if donations per pledge unit are up or down?
 - Considerable analysis needs to be done to develop a plan to increase donations

8-4 Staff Survey Follow-Up

- Motion: set a revised deadline of October 19 for (1) the written interpretations of the ten policies in Executive Limitation 2(B) (Hiring, Retention, and Treatment of Staff) and (2) the Executive Team's identification of areas for staff improvement (related to the "Group 2" questions in the survey) and their plan for working on those areas during calendar year 2022.
 - *Moved, seconded*
 - Discussion:
 - Is there work the Board needs to do to clarify different conflict policies?
 - Yes, working toward clarity with staff and clarifying their roles as a starting point
 - Parking lot issue
 - *Motion passed*

8-5 Executive Team Report

- Current financial situation is not sustainable
- Plan is to increase income first before cutting expenses
 - Plan is under development and will be data driven
- Reorganized priorities—focus areas will be addressed
- What is the timeline for the plan?
 - Would like to have August 2022 data (available mid-September) before putting together specifics
 - Regathering/homecoming will set the foundation for fundraising
- Board committed to a financial review in December
- Multiple factors contribute to data picture
 - Outreach to people who consider themselves part of the community but haven't made a financial commitment
 - Request to pledging members to increase their pledges
 - Visitors
- Of pledging units, how many are members?
 - Can get that number
- Board approves draft budget and the congregation approves the final budget, but the Board can review and adjust the budget if necessary
- Stewardship and Fundraising Committee—how does it relate to the Board?
 - Traci leads it and it includes the Treasurer and the senior minister, plus lay leaders
 - It is currently working on creating a development plan
 - The Board's job is to support the Committee's work but it doesn't make decisions
- Has the church engaged development and fundraising consultants? What did we get from that?
 - Hired Campbell & Co in 2019 and they performed a wealth analysis and capacity for giving
 - Don't know if the report is still valid – there's been a change in giving patterns since Covid and the online/hybrid services
 - There is considerable work to do in this area, and it will take a couple of years to get it done
- Are we going back to 2 services?
 - Not yet—there's not the pressure on capacity that would trigger 2 services
- Are Covid protocols changing?
 - Masks likely for the sanctuary through September
 - Bringing back coffee in Pierce Hall after service
- Audit for FY22 underway
- Paperwork mix up led to high property tax bill; Traci is in the process of sorting that out

8-6 Create Search Committee Negotiation Team

- *Motion: create a Negotiation Team with the following members: Mark Ewert, Neil Manzullo, Georgia Yuan. Ask the Negotiation Team to report back to the Board on the development of a draft ministry agreement and a compensation package at the October Board meeting.*
 - Discussion:
 - Is there anyone else interested in being on the team? No
 - How do we square having to create a compensation package when the church is facing budget shortfalls? It's complicated, but there's a need to live with uncertainty

- UUA settlement process centers around calling 1 minister but there's energy for alternatives
- Prospects for an associate minister?
 - The culture around associate ministers has changed—moved towards having one senior minister and other specialized ministers, not a called associate minister
- *Motion passed*

8-7 Retreat and Next Meetings

- Upcoming September meetings:
 - September 9 – Board retreat
 - September 10 – Board retreat
 - September 24 – Board business meeting