

**All Souls Church Unitarian Board of Trustees Meeting Minutes
May 18, 2022**

Trustees Present

Libbie Buchele
Cait Clarke
Joe Feuer
Judy Fisher
Traci Hughes-Trotter, ex officio
Erika Landberg
Erika Loke, Assistant Secretary
Neil Manzullo, President
Kathleen Rolenz, ex officio
Justis Tuia

Trustees Absent

MJ Crom, Secretary
Cathy Tortorici
Bernard Mustafa, Treasurer

Staff Present

Ebony Peace

Reports Received

Draft Annual Report
Executive Team Report

Convening

Neil convened the meeting at 7:01 pm.

Chalice Lighting and Reading

Justis opened the meeting with a reading.

5-1 Approval of Agenda

- *Motion to approve the agenda.*
 - *Amendment: Change item 5-6 from 1 minute to 10 minutes.*
 - *Amendment: Move Paula Cole Jones award to end for 5 minutes of discussion.*
 - *Seconded.*
 - *Agenda as amended approved without objection.*

5-2 Approval of Consent agenda

- Items on the consent agenda:
 - (a) Approve Kirk Freeman and Elizabeth Coit as ASC delegates for General Assembly.
 - (b) Approve Rev. Bill Sinkford's contract.
 - (c) Approve updates to policy governance.

- (d) Move Transformation Team report to the anniversary of the adoption of the 8th Principle, December 5.
- *Motion to approve, seconded, approved without objection.*

5-3 Annual Meeting and Annual Report

- Need to choose in-person or Zoom.
 - UUA doesn't recommend hybrid.
- Many older members are not attending church in person.
- Need 75 for quorum - we can probably reach that, but it would be nice to have more.
- Annual meeting won't get folks in person who aren't already coming.
- Also, many are travelling for the summer.
- *Motion to hold the Annual Meeting on Zoom.*
 - *Seconded.*
 - *Approved.*
- Time: 1:30 pm on June 5th would give folks time to get home, eat, and set up a giant tv.
- *Motion to hold the meeting at 1:30 pm on June 5th.*
 - *Seconded*
 - *Approved*
- *Motion to keep agenda the same as last year's*
 - *Seconded*
 - Discussion
 - Paula will be honored during the service prior to meeting
 - *Approved*
- Annual report:
 - Currently updated from last year's template.
 - Board members' names should be alphabetized.
 - On page 52 add Neil as chair, Cathy as VP.
 - Reword Libbie's contribution later.
 - Add Kathleen and Tracy's messages.
 - Specifically mention pandemic more as a source of grief.
 - Would like to add something about the spirituality of giving.
- *Motion to approve Annual Report with changes as discussed.*
 - *Seconded*
 - *Approved*

5-4 Budget

- Pledge fulfillment was up in April and tracking so far for May.
 - Currently over on projected FY22 general contributions, under on pledges.
 - Exceeding FY21 donations.
- Last year the board wanted to keep deficit under \$100k
 - The FY22 budget had an \$87k deficit, versus a \$163k deficit in actuals.
 - Based on projections, plus a 3% increase in donations.
 - General contributions includes stock donations, non-members, etc.
 - Treasurer recommended being more conservative.
 - Traci increased some of the estimates for revenue to reduce deficit to \$97k.
 - Budget includes 6% draw of endowment, compared to 7% this year

- Estimating less non-pledge for FY23 than this year too.
- Any further cuts to budget would have to be to staff.
- National Capitol Security Grant covers fence and cameras and will reimburse next year.
- New revenue ideas for reducing deficit: adding new pledging members, service auction, development consultant for grants
- Current challenges:
 - Still haven't gotten FY23 pledges from some big donors.
 - PPP loan helped FY21-22, but won't contribute to FY23.
 - Increased energy costs
 - Drop in membership
- Telling folks the deficit might be more hopeful than presenting a doomsday budget.
 - Not the year for huge cuts with the search happening
 - Could give congregation three budgets to vote on.
 - According to bylaws, board can modify budget during the year; could schedule check in
 - Need to face reality that church has shrunk
- *Motion to approve modified budget and meet again in December about budget*
 - *Seconded*
 - *Approved*

5-5 Proposed Bylaws Changes

- Assistant Treasurer description was modified and changed to an elected position.
- Assistant Secretary will be appointed by the board rather than being an LDNC responsibility.

5-6 Exec Team Report

- Rev. Rolenz signed letter supporting community conversations for Mt. Pleasant neighborhood.
- Shared commentary on new goals.
- 8th Principle Advisory Team will be cochaired by Bill Rice and Rev. Keithan.
- Adult Spiritual Development staff member is in budget.
- A specific building endowment was suggested.

5-7 Paula Cole Jones award

- Language change around Rev. Susan's departure.
- Name it "Paula Cole Jones Transformation Award"
- *Motion to accept edits.*
 - *Seconded.*
 - *Approved.*

5-8 Rev. Sinkford scope of work

- Modify wording of contract.
- *Motion to accept edits.*
 - *Seconded.*
 - *Approved.*

5-9 Next month

- June 22 - Board meeting

5-10 Meeting Summary

On May 18th, 2022, the Board of Trustees:

- Decided annual meeting will be held on June 5th at 1:30 over Zoom.
- Budget for FY 23 is conservatively based on the FY 22 numbers; will need congregation to step up on pledges to fill deficit; board will meet in December
- Discussed bylaw changes.

Closing

Adjournment

- *Motion to adjourn at 9:17.*
 - *Seconded.*
 - *Approved.*

Respectfully submitted,

Erika Loke,
Assistant Secretary