**All Souls Church Unitarian Board of Trustees Meeting Minutes**

**April 26, 2023**

**Trustees**

|  |  |  |
| --- | --- | --- |
| Name | Present | Absent |
| Cait Clarke | x |  |
| Joe Feuer | x |  |
| Sophia Fisher, Secretary | x |  |
| Gretta Goodwin | x |  |
| Maya Hermann | x |  |
| Traci Hughes-Trotter, ex officio | x |  |
| Neil Manzullo, President | x |  |
| Bernard Mustafa, Treasurer | x |  |
| Clair Null | x |  |
| Bill Sinkford, ex officio | x |  |
| Justis Tuia | x |  |
| Chuck Wooldridge | x |  |

**Staff Present**

Louise Green

**Guests Present**

Megan Foley

Allison Denny

Amanda Coraglia

Carol & Alan Falk

Charlotte Selton

Danielle Kurtzleben

Donna Olson

Elizabeth Zitelli

Erika Landberg

Eva Newbold

Fred Katz

Hubbard

Julia Moran Morton

Jan Smart

Jennifer Keller

Judy Fisher

Kate Saylor

Libbie Buchele

Mark Savage

Marilaise Pastore

Nancy Simon

Owen FItzherald

Pam Coukos

Peter Montgomery

Kyla Dixon

Sarah Raymond

Suzanne McGann

Taryn Wilgus Null

Thea Holcomb

Tracy Zorpette

Tricia Peavler

Macana Toungara

Micah Watson

Brian Petruska

Mara Cherkasky

Brad Johnson

Amanda Hanlin

Wesley Hoy

Dara Schumaier

**Reports Received**

* Quarter 3 Financial Report
* Executive Team Report

**Convening**

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

Chalice Lighting

Neil lit the chalice

**4-1 Approval of Agenda**

* Neil gave an overview of the agenda and process for the meeting
* *Motion to approve agenda*
  + Approved without objection

**4-2 Consent Agenda**

* Items on the consent agenda
  + Approve credentialing the following delegates to the UUA’s General Assembly: Erika Landberg, Kathy Mulvey, Pam Sparr, Justis Tuia.
  + Approve the Bylaws Review Team’s draft bylaws update for distribution to the Congregation for vote at the Annual Meeting.
  + Approve February 2023 minutes
* *Motion to approve, seconded, approved without objection*

**4-3 Centering Practice**

* Kyla Dixon offered a centering practice to help ground us as we navigate through choppy waters.

**4-4 Quarter 3 Financial Review**

* Bernard gave an overview of the 3rd quarter finances
* Is the share the plate program that started in January impacting revenue?
  + $15-20K shared
  + Big driver was the campaign regarding the deficit
* If we end up with a budget surplice, where does it go?
  + Retained as earnings on the balance sheet
  + Want to have a positive cash flow
  + Rolls over to the next fiscal year
* Is there any surplus available for next year’s budget?
  + Offsetting losses
  + Want to be close to $0 every year

**4-5 Budget Review**

* Traci and Rev. Bill gave an overview of the draft budget
  + Expenses outpace income
  + Budget process is easier because of fall fundraising
  + $1.6 million aspirational goal pledge income; ~$1.45 actual pledge income
  + Remarkable success—increase in pledges of 30%
  + For the first time there’s a provision for shrinkage (aka unrealized pledges)
* The Board expressed their appreciation for the stewardship work to the stewardship committee and everyone who volunteered to make phone calls
* Can there be a comparison of the actual numbers vs last year’s budget?
  + Not a side by side comparison, but can provide % increase/decreases
* How do we deal with uncertainty in the budget (staff turnovers, etc)?
  + Only way is through carefully monitoring ant tracking
  + Would necessitate a Board conversation if shortfalls are identified
* Do we have an idea of what would be cut first to adjust more fluidly?
  + Largest part of the budget is personnel; also operational (building and facilities)
  + Personnel is 70% of the budget
* Is there flexibility to realize cost savings with staff turnover?
  + All the existing staff are within UUA bands; not included any impact of recent departures except for Gary
* Substantial increases in revenue-expenses—church is taking in more from endowment
* Deficit is cause in part by increase in staff compensation
* Concerns
  + 17% increase in income comes from increased pledges—non pledge contributions are reduce
  + Capital repairs can’t be covered in the budget – need ~$2.5 million; $800,000 grant for water infiltration
  + Capital campaign probably needed
* 4th deficit budget in a row—need to try to find a way to balance the budget
* Congregational budget hearing?
  + May 9th
* COLA?
  + 3%, not the 7% indicated by inflation
* New facilities staff—any way to get needed work out of existing staff?
* Balancing budget shouldn’t come at the cost of staff raises
* Will Rose’s new duties come with a raise? Can she accommodate the additional workload? (Rose will be taking over some of Gary’s duties after he leaves)
  + Yes, she will get a raise and workload will be rebalanced
* Like/intrigued by cost sharing data and coordinating with other UU congregations in the area
* What will staffing be like for the next year?
  + Budget has all the positions funded plus $7,000 for recruitment; Jubilee Singers director already in process
* Finance committee hasn’t seen the budget—special meeting of the finance committee planned
* Confirm ½ time person—would that be part of the cuts?
  + Traci would recommend keeping in the budget because the Board did just adopt language regarding part time development position
* Are there potential savings for gaps in salary?
  + Yes, but keep the salaries as they are because changing them would impact the salary in the advertisement.

4-6 Executive Team Report

* There was no discussion of the executive team’s report

Kyla provided a closing and invited the guests to a facilitated zoom chat for processing recent events

4-7 Executive Session to discuss recent events

* Motion to enter executive session
  + Approved without objection
* Motion to come out of executive session
  + Approved without objection

**Motion to adjourn**

* Approved without objection
* Meeting adjourned at 10:10 p.m.