

# All Souls Church Unitarian Board of Trustees Meeting Minutes

## February 28, 2023

### Trustees

Name	Present	Absent
Alan Abramson		x
Pam Coukos	x	
Sophia Fisher, Secretary	x	
Gretta Goodwin	x	
Maya Hermann, President	x	
Traci Hughes-Trotter, ex officio	x	
Brian Petruska, Treasurer	x	
Clair Null, Vice President	x	
Bill Sinkford, ex officio	x	
Justis Tuia		x

### Officers Present

None

### Staff Present

None

### Guests Present

Mark Matthews, LDNC

Sam Trumbull, LDNC

### Reports Received

- FY2024 Q2 Financial Report
- Executive Team Report
- Developmental Ministry Congregational Record

## **Convening**

The meeting was called to order at 7:01 p.m.

## **Chalice Lighting**

Pam lit the chalice and shared a reading entitled “We will be renewed”

## **Monthly Theme Reflections**

Rev Bill shared a reflection on the monthly theme of “winning” during our developmental ministry (echoing the reading from Sunday service)

### **2-1 Approval of Agenda**

- *Motion to approve agenda*
  - Approved without objection

Maya announced that Danielle Henry has resigned as Moderator.

### **2-2 Consent Agenda**

- *Motion to approve agenda*
  - Approved without objection

### **2-3 Leadership Development and Nominating Committee Discussion**

LDNC will be reviewing the information provided by continuing board members about skills to assess what additional skills/assets are needed from the incoming class.

The group discussed key characteristics for incoming board members, including:

- commitment to shared leadership (shared ministry, not only governance), and the time to follow through on board responsibilities
- flexibility, willingness to compromise, and patience
- love of All Souls
- past leadership experience

The LDNC also asked helps board members to be successful in the role, and what supports would have been helpful (but weren't provided):

- a better understanding of the relationship with the UUA and the resources available
- relationships with each other - more time early on to bond with each other would have been useful (and will be especially important next year as we get to know the Developmental Minister and vice versa)
- orientation to understand roles and relationships – having consensus on the role of the board would be helpful (many people at All Souls have different conceptions of this)
- staggered terms are helpful because we don't lose all the institutional knowledge at the same time
- it would be very helpful to have an assistant secretary

The LDNC hopes that the board will have a retreat in July or August to set up for success next year. The LDNC has a long term goal to become more involved in onboarding new members and helping with the transition.

Maya expressed the Board's gratitude for all the LDNC's work.

### **2-4 Building Committee Update**

Traci reports that the building committee has been working with the owner's rep. The last update to the Board was about the areas of work the committee planned to focus on. The committee is now working on the statement of work and will invite 5 architect-engineer firms to submit bids. The committee has a draft redesign for the courtyard to make it more functional (key stakeholders incl garden committee have been engaged). Owner's rep estimates 6 months till design, a year to the start of construction (depending on permitting etc.). We're making good progress into a critical phase.

Rev Bill notes that the building team is an A team of congregants with deep experience. (Everyone expressed gratitude to them!)

How does building construction align with fundraising timeline? We have enough in grants in hand already for the design phase, plus we're already getting money flowing in through Hope Rises.

Long-range Planning Subcommittee of Finance Committee will be looking at the final results on pledges to capital campaign (at the end of April) which will determine what other financing will be needed for the rest of the repairs (and the balloon payment in 2026) as part of the long-range planning.

## **2-5 January Financial Results**

The treasurer called out a few highlights in the monthly report:

1. Core donations are still below budget (\$207k for the year) but core donations were actually pretty good in Jan. Also finally got the distributions for the 4 endowments we don't control (\$126k of investment income), which came in over budget.
2. Personnel is still under budget (\$100k for the year), building counterbalanced that a bit in Jan.
3. For the year, we're \$155k below where we want to be relative to the budget for net ordinary income. Adding in the Employer Retention Tax Credit, we get back into alignment with our budget (plus a little cushion).
4. Our cash position is really strong (esp. thanks to the endowment distributions). Investments are up a bit. We have a large accounts payable b/c of last year's payment to the UUA that we haven't paid. Board needs to decide on that. Can make that decision in June when we have a clearer sense of where we stand for the year. We're accruing the intention to make those payments (also haven't paid this year); our total expenses include these contributions even though we haven't paid them. If we were to write off last year's contribution, it would be recognized as income in this year.

Discussion:

- Several trustees are very uncomfortable with not contributing to the UUA since we're relying heavily on the UUA for support with the search.
- Rental income is not in jeopardy (from MYSA), though facilities usage is falling short.

The treasurer reviewed projections for the rest of the year. Income is likely to fall short by about \$300k, expenses likely to be about \$100k under (mostly due to personnel; projection assumes that will continue). After ERTC projecting \$45k net income for the year (recall our budget was actually to end \$36k in deficit). We could still end up either better or worse than these projections, but these are pretty conservative estimates.

Discussion:

- Since we won't have the ERTC next year, seems like we probably need to reduce our budget for next year by \$200-300k (depending on how the annual campaign goes). This is a very big conversation that the board will need to have (probably next month)

- Feb pledge fulfillment went up, but that is likely due to the outreach by ET, but that's not sustainable. At this point we've received \$854,477 out of the pledged \$1,404,720. Stewards have been trained and are ready to start making their visits.
- UUs usually fulfill pledges so we can hope that we'll come in ahead of these conservative pledges. On the other hand, seeing how pledges compare to fulfillment this year will help us figure out how to approach next year's budget.
- Non-pledge income might play a big role, but that's another element we're learn about from this year's experience.

Finance Committee's Budget Transparency sub-committee offered its recommendation at the most recent committee meeting.

Discussion:

- It's not clear enough what we really mean by All Souls' "pay bands" (could be just \$ ranges, not specific to types of roles). Best practices calls for publishing potential salary ranges in job postings, which All Souls does. Also not clear if we can publish the UUA's bands since those aren't in the public domain. We haven't identified criteria for how we decide where a person should fall within the bands. As we go into our next hires, we should articulate how we factor in past experience and other characteristics.

Motion: The Board approves the Finance Committee's recommended policy to add the following disclosure to the Church's financial practices to improve transparency with the congregation regarding the Church's budget and finances:

1. Provide quarterly budget updates to the whole congregation (not currently practice) to provide insights into the Church's fiscal management in the form of the Treasurer's Quarterly Report to the Board, together with the approved minutes from the Finance Committee's meetings from prior three months; and,

Approved by voice vote

Motion: The board supports the concept of providing the congregation with information about staff salaries in comparison to UUA guidelines but requests an example or template before voting to adopt this policy.

Approved by voice vote

Appreciation to Jason Mellon and Brad Johnson for developing these recommendations.

## **2-6 Staffing Update**

Objectives for this agenda item:

- Several board members have been participating in the "staffing table" that Rev Bill has been convening.
- Rev Bill will update the Board on recent developments.

## **2-7 Executive Session (8:30-9:07)**

### **2-8 Executive Team Report**

- Capital campaign was launched! Off to a great start in terms of pledges.

**2-9 Upcoming business**

- Maya needs help with the annual report (Pam volunteered, Gretta will contribute the governance and Brian finance) and with planning the annual meeting (Clair & Sophia)
- Next regular meeting March 27, 7pm on Zoom (budget will be a focus)
- Will need a special meeting on Weds the 20th or Sunday the 24th (mid-afternoon) to approve the ranked candidate list to give the UUA (can be joint with search committee for interview panel to update both committees)

**Motion to adjourn**

- Approved without objection
- Meeting adjourned at 9:17 p.m.