

MINUTES
Board of Trustees Meeting
Emerson Unitarian Universalist Church
March 21, 2017

Board Members in Attendance:

- Barbara Crotty (President), Nancy Lipp (Vice-President), Mike Condit, Linda Condit, Jane Zachritz, Mark Andersen, Ben Withers, Kenny Jones, Ruth Alkons-Wolinsky, Beth Hammer

Staff/BoardPlus in Attendance:

- Rev. Becky Edmiston-Lange (Senior Minister), Karen Van Horn (Business Administrator) Katy Carpmann (DRE), Rebecca Smith (Secretary)

6:30-7:00 pm

Dinner: Thank you Barbara for providing the meal.

7:00 pm

Chalice lighting and opening reading done by Rev. Becky.

Approval of minutes from the February meeting and the retreat

- Acceptance of Retreat minutes, as amended
- Motion: Ruth; Second: Mark
 - For: Unanimous
 - Against: 0
- Acceptance of February minutes, as amended
- Motion: Beth; Second: Nancy
 - For: Unanimous
 - Against: 0

Welcome new congregation members: Kim (Paisley) Thermond, Dr. Veronica and John Harvey

Consent reports:

- President
 - No report
- Minister
 - Report given by Rev. Becky (see attached). Rev. Becky would like to draw attention to Americans United for Separation of Church and State and the Interfaith Ministries information in her report.
 - [excerpt from report] Attended meeting with Bill Metford, Faith Organizer for **Americans United for Separation of Church and State (AU)** - very active right now in opposing 'religious liberty' legislation; focus of Bill's visit was how to leverage AU strengths for local social justice efforts; much of conversation centered on Trump's travel ban and deportation orders; AU is dedicated to preserving the constitutional principle of church-state separation as the only way to ensure religious freedom for all; won many victories on behalf of church-state separation – opposing religious right, keeping religion out of public schools and health care, marriage equality, etc.; also does voter and advocacy training, voter registration.
 - [excerpt from report] Attended **first Interfaith Ministries Board Meeting** – interesting parallels – suspension of Refugee Resettlement by Trump administration creates somewhat of a void in IM's work; beginning process of discernment re. public stance on

the suspension and what IM's role should be in response to stepped up deportation of immigrants; expanding Meals on Wheels into Galveston

- Rev. Becky shared letter of thanks from Interfaith Ministries for our support of the Meals on Wheels program. It's not just the food, it's someone going and checking on them daily so there's human contact with the seniors receiving the meals. Rev. Becky showed us a sample meal that is delivered and informed us that many seniors will eat half for lunch and half for dinner.
- RE Director
 - Report given by Katy (see attached). Katy emphasized that this is a very busy time of year for her with many important events coming up. Specifically, the Coming of Age retreat, Youth Sunday, and Coming of Age Sunday in April.
- Business Administrator
 - Report given by Karen (see attached). Karen informed us that the roofing project starts April 4th or 5th, Westwood hall doors have been replaced and rekeying has taken place; we still need to paint them, and the sanctuary doors need to be finished. February income was \$64,650 with February expenses at \$48,533 leaving a monthly surplus of \$16,117 in the operating account with an YTD surplus of \$124,622 and a pledge income YTD total of \$208,150. Emerson Players \$5,714 were transferred to the operating account. Fundraising expense of \$500 was used to retain the 2018 Auctioneer. Water Utilities - requested leak adjustment from City of Houston due to the City side meter leak in January 2017. Current member numbers, not including children, are 346 active members and 30 special members for a total of 376.
- Treasurer
 - Linda Condit, Treasurer, provided an analysis of 2017 pledges to date (\$545,910) in response to discussion at the recent Board Retreat. Of the 177 pledges, the average pledge is \$3,084 and the median pledge is \$1,500. Currently, 68 units have not pledged. Ten units have pledged \$10,000 or more and account for over 30% of the pledge amount.

New Business:

- Interfaith Ministries Gala
 - We're invited to send people to the gala; there is a table of 10 for us. We get listed as a sponsor in program for the event which will be held on Wednesday, 05/03 at the Hilton Americas. It was noted that priority should be given to those participating in the board that have not attended.
- Status reports from task teams created at the retreat
 - Staffing – Ben, Beth, Holly and Becky
 - Rev. Becky: Contract Assistant Minister Job description was handed out by Rev. Becky. Items in yellow must be decided upon by the board. We need to move quickly to have good prospects. Ben: Kenn Hurto informed him that if we go as low as 50% no one will move here, at 75% it wouldn't be as big a pool as full time but it will still be respectable. Discussion took place regarding the amount of time spent on sermons and other items. Rev. Becky: worship services are all encompassing and take quite a bit of time to prepare the sermon, chalice lighting, music, visual aids, etc. so consider that when deciding on a ½ or ¾ time minister. Ben: will give call to Keith Kron at UUA about ¾ time minister information. Mike: When are we going to get the congregation's thoughts in on this? We can make the decision for the minister as a board but need to involve the congregation in the discussion. People need to know that we are making the decision to hire a second minister in September. Secondly, the money for this is not going to just appear, so we have to find new ways to make this happen. Jane:

in agreement with having a congregational information meeting, not a voting meeting.

- Decision was made to move Join Emerson Sunday to April 2nd; Congregational Information Meeting about additional ministerial staffing will happen April 9th.
- Discussion about the job description: Items in yellow: decided upon ¾ time; opportunity to renew at the end of the two year commitment? Are they eligible for the settled position? Yes, if it's possible with the UUA; Ben to get with Keith Kron about job specifics required by the UUA.
- Barbara: requested motion to accept drafted job description proposal affirming ¾ time minister and follow UUA guidelines for compensation. The person will be eligible for full time position. Staffing committee needs delegation of specific guidelines for UUA terms regarding the position.
 - Motion: Mark
 - Second: Ben
 - For: Unanimous
 - Against: None
- Mission – Jane, Kenny and Katy
 - Jane and Kenny have discussed the mission committee. All three have not met yet. There is currently a rough draft in progress and they need Kenn Hurto's mission statements and suggestions.
- Membership – Mark
 - Information from retreat passed on to Doug Mohn. He has not received response from the committee.
- Stewardship – Nancy and Mike
 - Nancy: emailed finance committee to get specific figures for stewardship. Mike: talked to Larry and David about stewardship and stewardship needs to be redone. After this year, Larry no longer wants to remain the chair. Mike does not want to remain there after his commitment is complete. The committee needs younger and newer people. The committee was put together last year and did its job; however, it will not get us over the hump of the second minister cost. Larry is talking to Kenn Hurto about doing things differently to enhance and increase stewardship.

Old Business:

- BOT support for the auction – Ruth: needs additional people to volunteer. She spoke with Andrew, the auctioneer, who suggested having a gift card scramble auction with donated gift cards to get the auction going. Come up with creative way to announce it in church. We need heavy promotion of the event during service and in conversation. Board members will donate a wine pool for the auction. Each board member was asked to bring two bottles of wine in bags to the next board meeting.
- Outreach – contacting people to get involved in church with priority being stewardship committee, worship, auction help, building and grounds, ushers, and greeters. Phone calling assignment and list was sent to board members. Basic phone script provided in meeting packet. The list looks like 10 to 15 people are assigned to each board member.
- Worship group – Ken McLeod, Bill and Laurie Hammons, Mary Ann Rusk, and Janet Meininger met on Sunday, 3/19, and had plenty of ideas with lots of energy. Rev. Becky thinks it's going to be okay.
- ESL – Kenny met with Katy and Karen and took storage tour with Deborah Landis and a couple people on her leadership team. ESL will no longer be using 205 and 206 forever. They have commitments with their grant through January 18th for a certain number of classes. They are

concerned about meeting this requirement on their grant. Kenny made a point that the grant was handed to the board without adequate notice and the board agreed to it. New grants need to be submitted 30 days before approval is needed. Storage is going to be an ongoing issue for ESL. Kenny said they will set up and take down furniture every time from now on. Space issues and storage issues will be handled by the fall.

- Council for Social Action – Jane: Houston Food Bank volunteering went well. Backpack buddies group had an amazing day. The Rusks took the food that was donated at the church to the temple since the Houston Food Bank does not take donations on Saturday.

Closing Reading done by Rev. Becky at 9:05 pm.

Respectfully submitted,
Rebecca Smith

Report of the Minister for the Board of Trustees

March 21, 2017

Highlights

Participated in **Kenn Hurto Workshop** – several consults with him beforehand; very gratified at the turnout and the spirit of the event

Participated in **Board Retreat** – consulted with Barbara and Nancy beforehand; very pleased with the directions the Board is taking; probably one of the most productive Board retreats in recent memory! Now let's build on it!

Revamped **Transgender Identity** Pamphlet and consulted on bathroom signage

Attended meeting with Bill Metford, Faith Organizer for **Americans United for Separation of Church and State (AU)** - focus of his visit was how to leverage AU strengths for local social justice efforts; much of conversation centered on Trump's travel ban and deportation orders; AU is dedicated to preserving the constitutional principle of church-state separation as the only way to ensure religious freedom for all; won many victories on behalf of church-state separation – opposing religious right, keeping religion out of public schools and health care, marriage equality, etc.; also does voter and advocacy training, voter registration

UUSC call regarding the status of - and how UUSC might be of use and support to - local UU social justice efforts, particularly in regard to deportation orders, criminalizing sanctuary cities, suspension of refugee program; wait and see approach

Conducted **two memorial services**: Jinni McClelland; Polly Delaney

Attended **first Interfaith Ministries Board Meeting** – interesting parallels – suspension of Refugee Resettlement by Trump administration creates somewhat of a void in IM's work; beginning process of discernment re. public stance on the suspension and what IM's role should be in response to stepped up deportation of immigrants; expanding Meals on Wheels into Galveston

More Routine Matters of note

Staff meetings – Met with individual staff and as group 9 times

Pastoral – Had 17(!) significant (in length) pastoral visits/conversations/email exchanges

Consults with Emerson leadership and UU colleagues - 15

Meetings: HUUMA, COM, Faith Leaders of Houston Coalition

COA Lunch

New Members: Veronica and John Harvey, Kim (Paisley) Thermond

Respectfully submitted.

Becky Edmiston-Lange

Director of Religious Education Report to the Board March 2017

Triumphs and Projects:

- Shared the story for all ages with the congregation on February 26th
- Preparing for Coming of Age Retreat this weekend. May we have sunny skies!
- Attended Emerson Campus Cleanup, working with ESL team to better utilize some storage space –ongoing issue, consulting with Kenny
- Hosted COA lunch with Becky – great conversations and dessert nabbing!
- Attended Kenn Hurto workshop and Board retreat
- Attended meetings of Communications Committee, Adult Religious Education, HARE (colleagues)
- Learnings: Colleague book group, UU Theology course, enrolled in a social media and membership course online (also sent info to Doug Mohn and Ale)
- Worked with volunteers on Spring Break Sundays – garden day 3/12 had us releasing 1500 ladybugs in the pocket prairie, and chapel 3/19 was about luck!
- Gearing up for April’s many important events!

Upcoming Dates of Note:

March 25-26: Coming of Age retreat (offsite)
 March 25: UU Music Fest @ Unitarian Fellowship
 April 7-9: Regional meetings – locally at Bay Area UU
 April 9: Youth Sunday
 April 23: Coming of Age Sunday
 April 29: Auction!



Weekly attendance:

DATE	10 AM Youth	10 AM Adults	11 AM Youth	11 AM Adults	Total Youth	Total Adults	Notes
2/26	14	8	21	12	35	20	
3/5	16	9	23	12	39	21	
3/12	2	5	9	8	11	13	Spring Break
3/19	3	5	8	8	11	13	Spring Break

Respectfully submitted,
 Katy Carpman
 Director of Religious Education

Business Administrator's Report

Board of Trustees

March 21, 2017

Discussion Item:

Sanctuary Roofing Project start date April 4th or 5th.

Feb. Operating Account total income and expense figures:

○ Feb. 2017 Income	\$ 64,650
○ Feb. Expenses	48,533
○ Feb. Surplus	16,117
○ 2017 YTD Surplus	\$124,622

Pledge income during the month of Feb.

○ 2017 Contributions	\$ 30,354
○ 2016 Contributions	20,900
○ New Member Con	453

YTD Contributions **\$208,150**

2016 Year to Date % of Budget Used:

○ <u>Ministry</u>	16
○ <u>Congregational Support</u>	11
○ <u>Religious Education</u>	18
○ <u>Music</u>	16
○ <u>Denomination</u>	15
○ <u>Social Action</u>	9
○ <u>Facilities</u>	15
○ <u>Administration</u>	16

Line Item Budget Summary variance explanation:

Line item 4160 Fundraising-Emerson Players \$5,714 transferred to Operating account

Line Item 4180 – Fundraising Exp - \$500 retainer for 2018 Auctioneer

Line Item 5620-002 – Water Utilities- Paid \$957.64 in February and \$889.44 of it was reversed by the City. I am looking into the reversal, and have requested a leak adjustment due to the City side meter leak in January.

Pledge analysis 2017 as of March 15, 2017

<i>Member/Friend Pledge units reported</i>	
<i>As of February 16, 2017</i>	242
<i>Member/Friend Pledge units removed</i>	0
<i>New Member pledge units since February 16, 2017</i>	3
<i>New Friend pledge units since February 16, 2017</i>	0

TOTAL PLEDGING UNITS UPDATE FROM PREVIOUS MONTH 245

TOTAL MEMBER PLEDGING UNITS 234
MEMBERS--TOTAL UNITS PLEDGED 166

MEMBERS--TOTAL UNITS UNPLEDGED 68

FRIENDS 5
NON-MEMBER/FRIEND PLEDGING UNITS 6
Loftin kids and Joyce Foundations/Staff/Polly Delaney

TOTAL PLEDGING UNITS 245

2017 Pledged \$545,910.40

177 Pledges total= 166 Member units
11 for Nonmember pledging units

2017—234 Member Pledge units/177 Member and other Units pledged to date
346 Members Active/30 Special Members = 376 Members

EMERSON UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement (UNAUDITED)

OPERATING FUND 01, February 2017

		Current Period	Current Budget	Prior Year	Current Budget Difference	Year to Date	Annual Budget	YTD Budget Difference	Annual Budget Percentage
RECEIPTS	4000								
PLEDGE CONTRIBUTIONS	4010	\$51,707.68	\$37,028.00	\$18,084.93	\$14,679.68	\$208,149.96	\$565,000.00	\$13,429.96	36.84%
TENANT INCOME & RENTAL	4144	4,867.72	4,825.00	4,448.57	42.72	10,043.84	57,900.00	393.84	17.35%
FUNDRAISING	4159	5,547.85	38.89	125.12	5,508.96	5,571.34	28,000.00	5,493.56	19.90%
DESIGNATED CONTRIBUTIONS	4199	2,414.97	2,500.00	2,464.03	-85.03	5,934.02	30,000.00	934.02	19.78%
INVESTMENT INCOME	4400	31.68	0.00	29.22	31.68	65.84	0.00	65.84	0.00%
MISCELLANEOUS INCOME	4499	80.00	174.99	208.74	-94.99	214.80	2,100.00	-135.18	10.23%
TOTAL INCOME		<u>64,649.90</u>	<u>44,566.88</u>	<u>25,360.61</u>	<u>20,083.02</u>	<u>229,979.80</u>	<u>683,000.00</u>	<u>20,182.04</u>	<u>33.67%</u>
EXPENSES	5000								
MINISTRY	5100	\$13,493.42	\$13,756.07	\$19,104.49	-\$262.65	\$27,021.73	\$165,073.00	-\$490.41	16.37%
CONGREGATIONAL SUPPORT	5200	604.24	876.66	721.50	-272.42	1,154.24	10,520.00	-599.08	10.97%
RELIGIOUS EDUCATION	5300	5,390.48	6,000.57	5,109.73	-610.09	12,847.24	72,007.00	846.10	17.84%
MUSIC	5400	5,377.42	5,906.58	4,398.06	-529.16	11,417.78	70,879.00	-395.38	16.11%
DENOMINATION	5500	1,374.08	1,374.08	3,297.84	0.00	2,748.16	18,283.00	0.00	15.03%
SOCIAL ACTION	5555	0.00	2,583.33	5,072.26	-2,583.33	2,639.29	31,000.00	-2,527.37	8.51%
FACILITIES	5599	9,075.94	12,036.66	11,657.98	-2,960.72	20,837.90	148,338.01	-3,235.42	14.05%
ADMINISTRATION	5700	13,217.60	13,738.90	11,552.98	-521.30	26,691.80	166,581.21	-786.00	16.02%
TOTAL EXPENSES		<u>48,533.18</u>	<u>56,272.85</u>	<u>60,914.84</u>	<u>-7,739.67</u>	<u>105,358.14</u>	<u>682,681.22</u>	<u>-7,187.56</u>	<u>15.43%</u>
EXCESS INCOME\EXPENSES		<u>\$16,116.72</u>	<u>-\$11,705.97</u>	<u>-\$35,554.23</u>	<u>\$27,822.69</u>	<u>\$124,621.66</u>	<u>\$318.78</u>	<u>\$27,369.60</u>	<u>39,093.31%</u>