

ANNUAL MEETING MINUTES
Unitarian Universalist Fellowship of Manhattan
Sunday, April 24, 2016

The annual meeting of the membership of the UUFM was held on April 24, 2016. Shirley Hobrock, Membership chair, conducted a sign-in of members present and declared that a quorum was present and met the requirements for voting. The proposed slate of officers and budget had been published in the April 2016 edition of The UUFM Voice, which was delivered to members no later than March 31, 2016.

The meeting was opened at 12:15 pm, by Katie Kingery-Page, Executive Board Chair. Katie gave thanks to the members of the Executive Board who had served during the past year.

Rev Jonalu Johnstone read a selection from Heather Janules, exploring fellowship and covenant, and offered an abbreviated review of the Developmental Minister's Annual Report (*see attachment*).

Immediate Past Chair and Nominating Committee chair Kathleen Tanona presented the **SLATE OF OFFICERS**. Matthew Campbell, currently Chair-elect, will become Chair; Chris Bailey continues as Board member-at-large; Jessica Sievers continues as Board Secretary; and Katie Kingery-Page, currently Chair, continues as Immediate Past Chair and assumes leadership of the Nominating Committee for the coming fiscal year. Those standing for election were:

Chair Elect -- Courtney Albin
Treasurer -- Kathleen Oldfather
Board Member-at-Large -- Linda Kroeger

Larry Weaver moved that nominations be closed and ballots cast. Betty Banner seconded the motion. The slate of incoming officers was unanimously confirmed by voice vote.

Scott Tanona, **STEWARDSHIP** Chair, shared a PowerPoint presentation reviewing previously discussed and approved plans to finance a full-time developmental minister over the course of three years (*see attached*). Scott expressed satisfaction at the Fellowship's accomplishments in achieving the necessary funding at this point in time. It has not yet been necessary to tap the \$70,000 in endowment funds set aside for this goal after receiving a Chalice Lighters' Grant totaling \$12,000, and \$55,000 in contributions and continuing pledges to fund our developmental ministry. Based on currently available funding, the Fellowship will need to draw about \$30,000 from the endowment over the next two years.

Steffan McBee asked about the disposition of the \$70,000 in endowment funds set aside, if it is not used toward the developmental ministry. Scott explained that any unused funds would be returned to the endowment.

Katie Kingery-Page thanked Betty Banner, Sandy Nelson, Kathleen Oldfather, and Scott Tanona for their dedicated work in Fellowship finances.

Treasurer Kathleen Oldfather presented the **PROPOSED BUDGET FOR FY 2016/2017**, and offered a brief report (see attached). Kathleen noted that the biggest change in the coming year is the payroll line, as the coming fiscal year will be the first in which the Fellowship will support a full-time minister.

Chris Bailey moved acceptance of the FY 2016/2017 budget as presented. Sabrina Bowker seconded the motion. The budget was accepted with a unanimous voice vote.

Katie Kingery-Page called for any New Business. Larry Weaver reflected on the Fellowship's history and growth over many years, and Katie commented on our on-going adaptation to membership

growth. Coffee and Greeting team coordinator Harriette Janke called for additional volunteers to serve regularly, or as occasional substitutes, on Sunday morning teams.

Larry Weaver moved adjournment of the meeting, which was seconded by Kristan Corwin. The meeting was adjourned at 12:56 pm.

Respectfully submitted,

Susan Turner, UUFM office administrator

DEVELOPMENTAL MINISTER ANNUAL REPORT

UU Fellowship of Manhattan, Kansas

April 24, 2016

Rev. Jonalu Johnstone

The three goals stated as you sought Developmental Ministry were:

1. Turn our vision of being a strong, visible, and socially active presence in the community into strategic action.
2. Move to a full-time ministerial leadership model for the fellowship.
3. Grow in ways needed to support both 1 and 2.

I have tried to focus my work with you in these areas. For the time being, we have intentionally eliminated the Committee on Ministry. The evaluation of effectiveness of ministry will be by the Board and myself, through the goals established for the Developmental Ministry.

Of course, the work is not mine alone. Each of these goals includes participation by leaders and members in order to make the changes that need to happen. One way that the congregation is contributing to its role in accomplishing these goals is through the re-convening of a Strategic Planning Committee, chaired by Kathleen Tanona. You will be hearing more about their exciting explorations.

Strategic Action to Create Strong, Visible, and Socially Active Presence

1. *LGBT anti-discrimination ordinance.* Early in my tenure, I was approached by other local ministers to join the effort of clergy supporting an anti-discrimination ordinance, in cooperation with the Flint Hills Human Rights Project. Ultimately, we gathered 14 clergy in support and maintained a regular presence at City Commission meetings. As you know, the Commission has approved the concept and is working out the details. A great victory, even though we are not quite done. I was very pleased and impressed with the turnout of UU supporters at the Commission meeting where the ordinance was formally discussed; this is exactly how we live into "being a strong, visible and socially active presence."
2. *Manhattan-Riley County Coalition for Equal Justice.* I serve on the steering committee for this group, chaired by our own John Exdell. We have the attention of the Law Board, as well as the Riley County Police Department. Again, UU's came through with turnout at the Charles Epp lecture. I also appreciate that when I was unable to appear before the Law Board, Molly McGaughey came to read my statement. People in the congregation are clearly ready to serve.
3. *Building coalition on State of Kansas issues.* Our pulpit exchange helped build connections with UU congregations in Wichita, Lawrence, and Topeka. Through some small projects, we worked with the newly minted Kansas Interfaith Action. We joined with various partners, especially UU's around the state in the Building Beloved Community event hosted by the Topeka UU Fellowship.
4. *Manhattan Alliance for Peace and Justice.* I have been elected to the Board of MAP-J.

Full-time Ministerial Leadership Model

1. *Getting to know members and friends.* My partner Jane and I have felt welcomed by the Fellowship members. I have bragged many times to colleagues about the wonderful introduction you gave through the notebook the teen class created. I have attended social events such as Women's Coffee, Beer and Theology and Game Night, as well as meeting individually with almost half of the members of the congregation. If we haven't had a chance yet for a one-on-one conversation, please drop by a Radina's Coffeehouse time, or touch base with me to set an appointment.
2. *Sunday Services.* A significant part of the move to fulltime ministry is what happens on Sunday mornings. It is both our central gathering of members and the main way that new people come to us. Yet, interestingly, several members have told me that it's not a significant part of their connection to the congregation. Our Program Committee has evolved to become the Sunday Services Committee, which I have chaired this year. We have revamped committee and convener roles, held a convener's training and developed a cadre of more than a dozen members prepared to convene. We look forward to another training in the fall. We have introduced additional music into the service and implemented Feedback Circles to evaluate services. I have been present on Sundays, even when I am not preaching, often either convening or playing some other role in the service. Attendance at services does seem to be increasing.
3. *Staff supervision.* I took on the role of staff supervisor and reinstated monthly staff meetings.
4. *Regular Meadowlark Hills programs.* Monthly, I have led a small group at Meadowlark Hills, often with support from our Music Director Michael Oldfather. I also stop in on members who live there but do not make it to our monthly meetings.

5. *Spirituality.* One of my goals is to increase our comfort with conversation across the range of theological and spiritual understanding, so we can truly support one another in our individual spiritual journeys. This affects our Sunday morning worship service, but other gatherings as well. I hear some members and friends express that they would like more acknowledgement of spiritual life, while others want services to be fairly secular in orientation. This tension needs to continue to be explored.
6. *Adult Religious Education.* At the Growth Workshop, interest was expressed in increasing options for adult religious education. We initiated 9:30 classes twice a week to learn more about UU history and theology ("What Moves Us"); attendance has ranged from 1 to 10; discussion has been rich. I offered a Saturday working "Owning Your Religious Past," which 5 members attended. Also, I worked with Linda Kroeger to offer, "Conversations on Death and Dying," identified informally as a need. About a dozen people attended the first session, and a second is planned.
7. *Participation in leadership.* I have worked actively with the Board, Strategic Planning Committee, and chairs of various committees.
8. *Pastoral Care.* Though commonly seen as a major role for ministers of small congregations, I have not focused much on pastoral care, though I have done some. The congregation cares well for its members, and I am available on request.
9. *Rites of Passage.* We dedicated two children – Jen and Matt Campbell's children Cade and June. I officiated a memorial service for a friend of the UUFM, Julie Ivy. I plan to do a wedding for non-members in a couple of weeks.

Grow in Ways to Support Our Goals

1. *Growth Workshop.* I led a growth workshop October 21, examining the whole process of membership from attraction to the fellowship to retention of existing members. Some of the strengths noted included the improved website, the fact that members invite their friends, and that we have a strong program of religious education for children. A few of the identified needs were coffee hour congestion, the lack of capacity of the building, the need for better signage. Recommendations included moving coffee hour to the Alsop Room, addressing the signage issue, developing more adult religious education, getting T-shirts to provide visible way of being together, and reactivating the Long Range Planning Committee (now Strategic Planning). I will provide the full report from that workshop to anyone who requests it.
2. *Path to Membership.* Classes following the Sunday service in series of three were offered twice during the year. A mix of newcomers and long-termers attended.
3. *8 new members* joined through the course of the year.
4. *Sermon series on vision* offered people a way to relate to the various aspects of vision that they had identified previously.
5. *Moving coffee hour* to Alsop Room may seem like a small change, but it symbolizes what is going to be required of us as we move forward – from a small group who can gather informally in a limited space to a larger group, requiring more structure and organization, and yes, more work. We're also working at shifting how to evaluate such and fine tune such changes.

Look Forward to

As we move towards a second year of Developmental Ministry, I look forward to a deepening relationship with the fellowship and its members. Additionally, I am pleased to be involved in or aware of some specific areas of change:

1. My role with MAP-J will add a new dimension to my continued involvement with the community.
2. Programming, including but not limited to Sunday morning services, around themes. An increasingly popular idea in UU congregations, we're exploring a trial in the fall. Themes will be addressed in services, in religious education, on the website, in the newsletter, and in some kind of adult small group programming.
3. Children's religious education, one of our star areas, will have changes in the way teaching is organized and administered. Sandy Nelson, DRE, has planned a meeting to discuss these changes and more the first of May.
4. Continued work with the Strategic Planning Committee. Both short and long-term goals will be considered, with our focus primarily around building.
5. I'd like to review the recommendations from the October growth workshop with the Board to see where we are and if there are other actions we might wish to take.

It's been a great pleasure to serve you for the past eight months!

Our **ANNUAL MEETING** will be held following this morning's service. Members are urged to stay and take this opportunity to participate in the future of our Fellowship, as we discuss our hopes for fiscal year 2016/2017 (June 1, 2016 thru May 31, 2017). Please review the information provided below, to familiarize yourself with items to be discussed and voted upon.

PROPOSED FY 2016/2017 UUFM BUDGET

UUFM Budget	2016-17 Budget
Income	
Ministerial Transition	6,400
Contributions-Cash	3,000
Contributions-Non-pledge	3,000
Contributions-Pledges	125,000
Fund Raising	4,000
Interest	5
UUA Common Endowment Distrib	500
Other Income (mostly rental)	500
Total Income	142,405
Expense	
Administration	2,700
Building Contingency Fund	2,000
Caring	100
Communications/Publicity	4,500
Developmental Ministry Consulting	500
Dues (based on 111 members)	9,435
Facilities	4,565
Green Sanctuary	100
Insurance	3,700
Leadership Development	1,000
Legal Fees	40
Membership	450
Minister's Discretionary Fund	250
Music	610
Payroll	128,860
Religious Education	1,960
Sitter	400
Social	840
Social Action	2,720
Stewardship	200
Sunday Services	900
Utilities	7,000
Welcoming Congregation	100
Total Expense	172,930
Net Income	(30,525)
Transfer of Ministerial Trans. Savings	30,525
Net Income after Transfer	0

BOARD OFFICER NOMINEES

Kathleen Tanona, Nominating Committee chair, and committee members Jane Pelletier and Shirley Hobrock, present the slate of Executive Board officers. Candidates standing for election appear in **BOLD ITALICS**. Officers continuing their terms from the previous year appear in plain text:

- Chair - Matthew Campbell
- Chair-Elect - **COURTNEY ALBIN**
- Treasurer - **KATHLEEN OLDFATHER**
- Secretary - Jessica Sievers
- Member-at-Large - Chris Bailey
- Member-at-Large - **LINDA KROEGER**
- Past Chair - Katie Kingery-Page

NOTES ON PROPOSED 2016/2017 BUDGET

The UUFM Board recently recommended this budget for your approval. Various committees and individuals submitted budget requests based on the Congregation's vision and plans for the coming year while mindful of current costs. Total expenses are estimated to be \$172,930. This is an increase over last year's approved budget of \$166,537.

Payroll makes up about 75% of our budget, or \$128,860. This includes our Developmental Minister, for the entire 12 months this year. The rest of the staff of DRE, Office Administrator, Janitor, Pianists, and Sitters is included in this number. It also includes \$1,800 toward some new Classroom Coordinators to help with RE. The service our staff provides is essential to carry out our mission every day of the week.

Social Action is requesting an increase of \$1,220 to provide increased monetary support to the Happy Kitchen breakfast project--now requesting \$100 a month rather than \$30. In addition it would like to provide more support to other community projects.

Music Committee, in coordination with the minister, has requested an increase of \$1,350 to provide more special music and increase pianists' hours and rates. But Sunday Services Committee, formerly known as the Program Committee, is actually requesting \$1,450 less in funds, since having a full time minister reduces the cost to pay outside ministers and speakers.

How to pay for this? Give generously. We hope to increase pledged money by about 14%, through new pledges and increases. Previous pledges to help with the ministerial transition are still expected over the next two years. Favorite fundraising activities will continue. And the deficit will be covered using funds set aside, at last year's Annual Meeting, in a ministerial transition savings account.

Contact Fellowship Treasurer Kathleen Oldfather with questions, or for clarification, on the proposed budget for Fiscal Year 2016/17 (June 1, 2016 thru May 31, 2017). Kathleen may be reached at 537-3738 or kjoldfather@gmail.com.

UUFM Annual Meeting April 24, 2016

Agenda

Opening words—Rev. Jonalu Johnstone

Remarks by the chair—Katie Kingery-Page

Reminder of our planning for developmental ministry, three goals, overview of previous year

Minister's report— Rev. Jonalu Johnstone

Milestones and accomplishments of the previous year

Our first year of developmental ministry

Action Items

1. Presentation of slate for board—Kathleen Tanona

Discussion

Call for voice vote

2. Presentation of budget for FY 2016-2017

Steward presentation—Scott Tanona; *synopsis of the scenarios from last year; recap of projections for developmental ministry and where we stand*

Budget presentation—Kathleen Oldfather

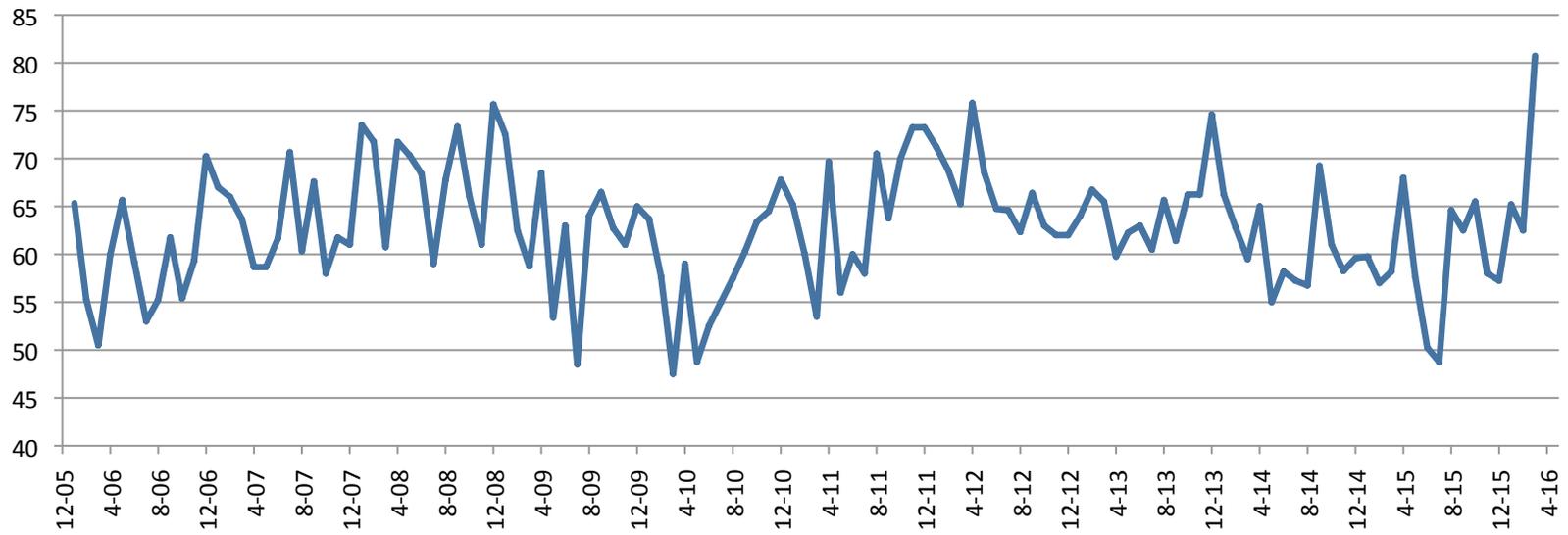
Discussion

Call for voice vote

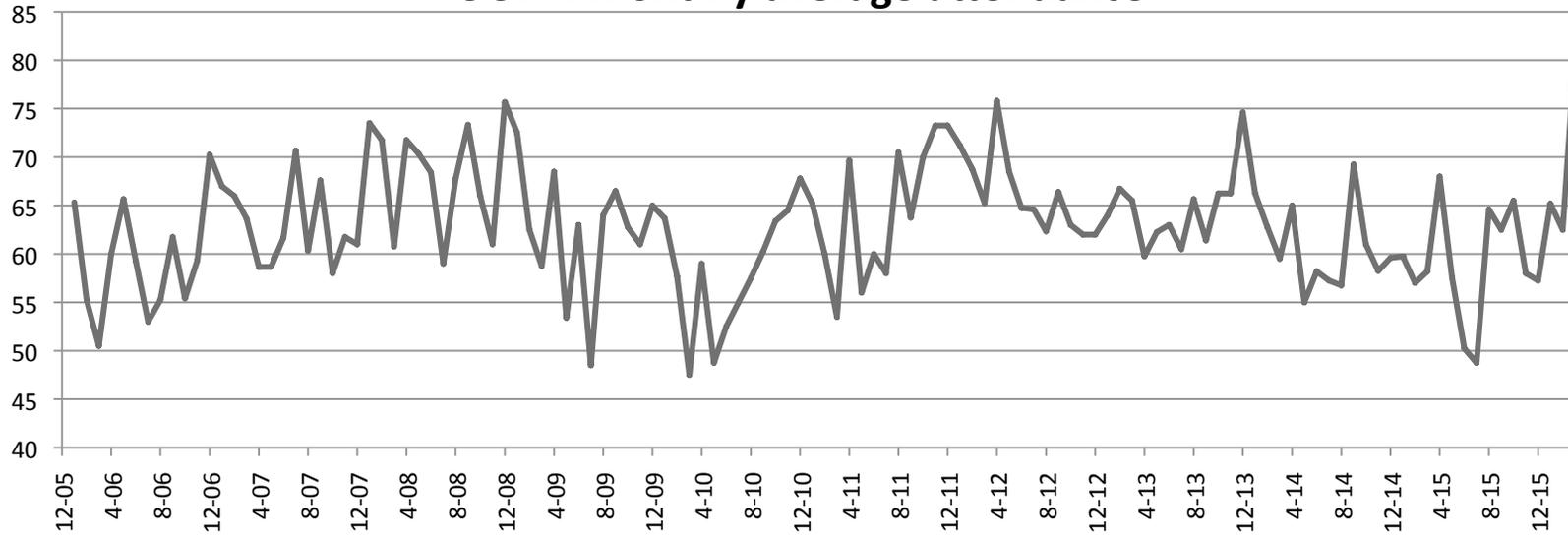
New Business

Adjournment

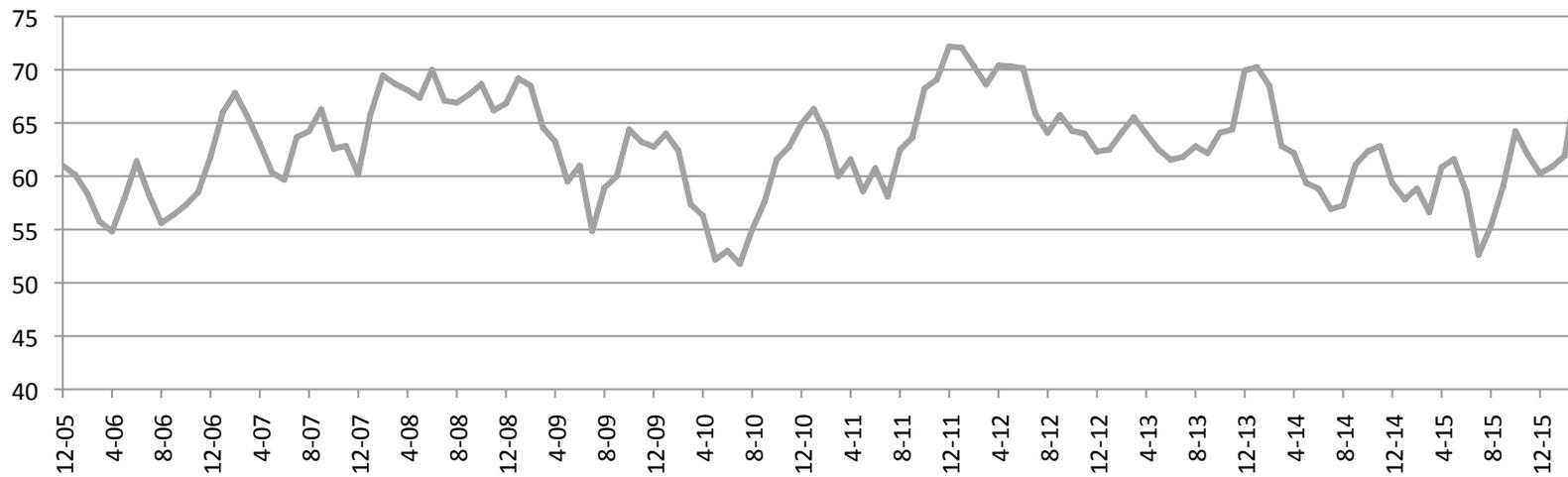
UUFM monthly average attendance



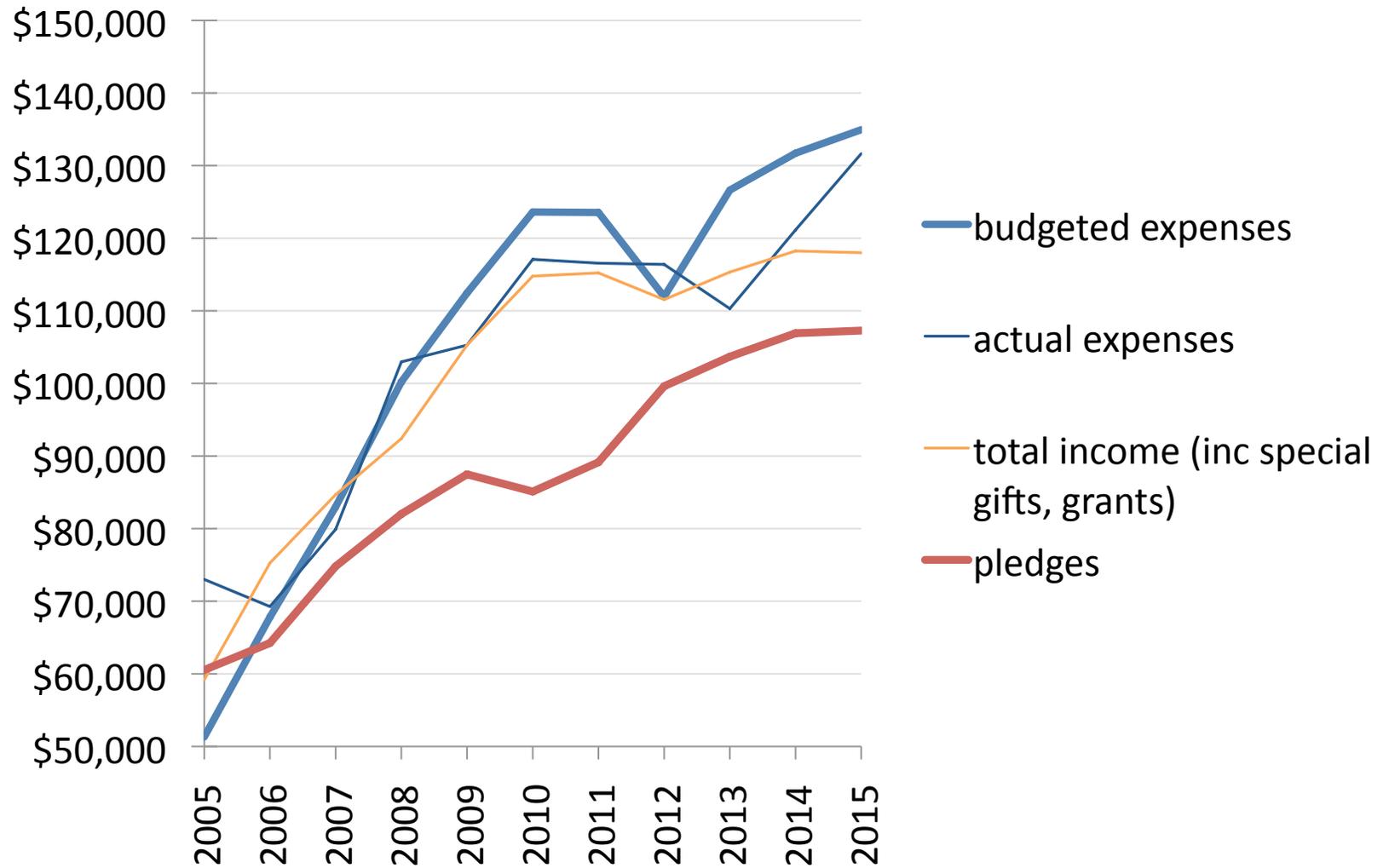
UUFM monthly average attendance



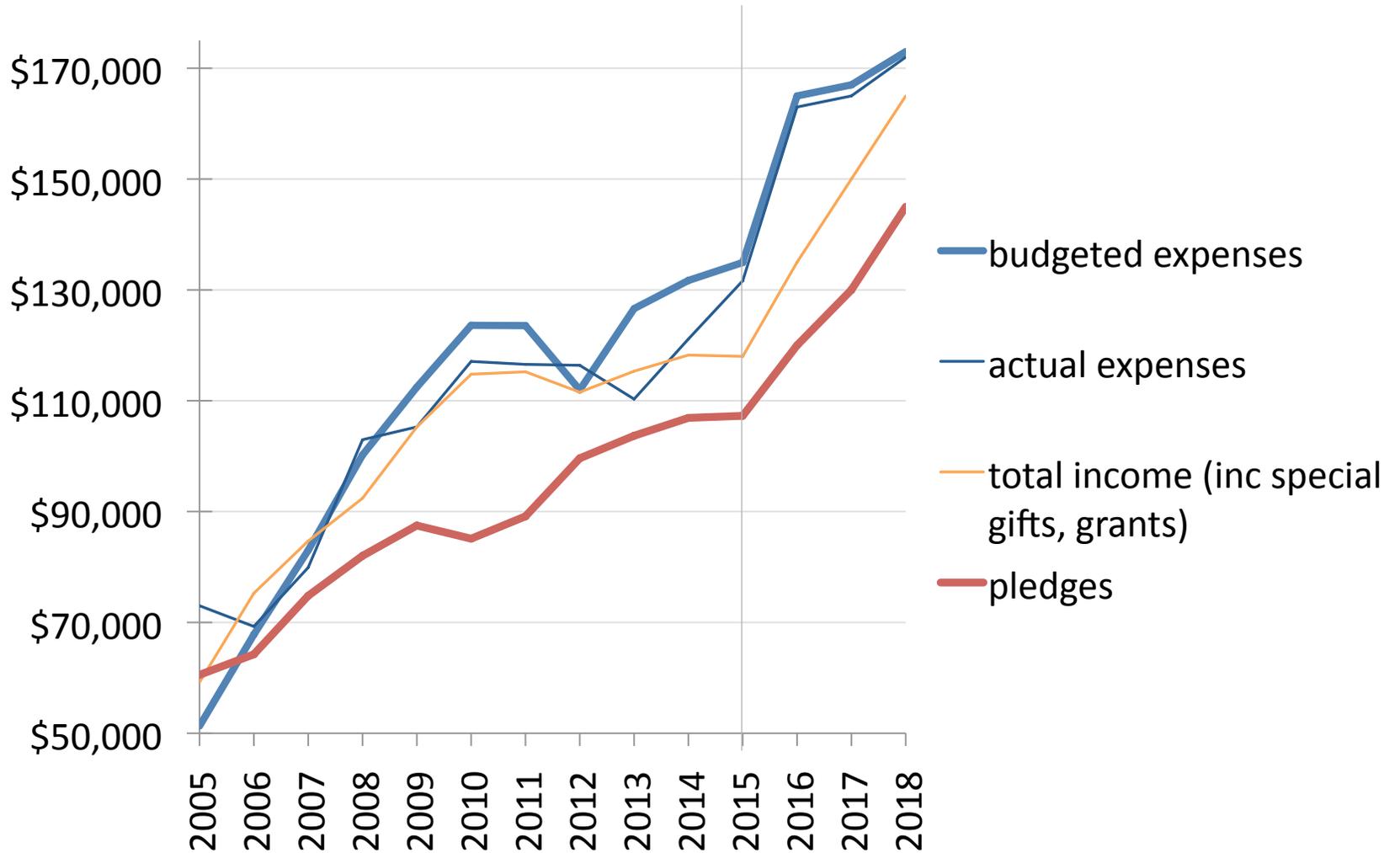
UUFM 3-month rolling average attendance (calc. at end of each month)



Expenses and income 2005-2015



A projection w/full-time minister assuming rapid growth



Scenario 1: Cautious Estimate, Mixed Sources

With some upfront donations and some growth in second and third years, we can afford a full-time minister if we are willing to spend some of the endowment.

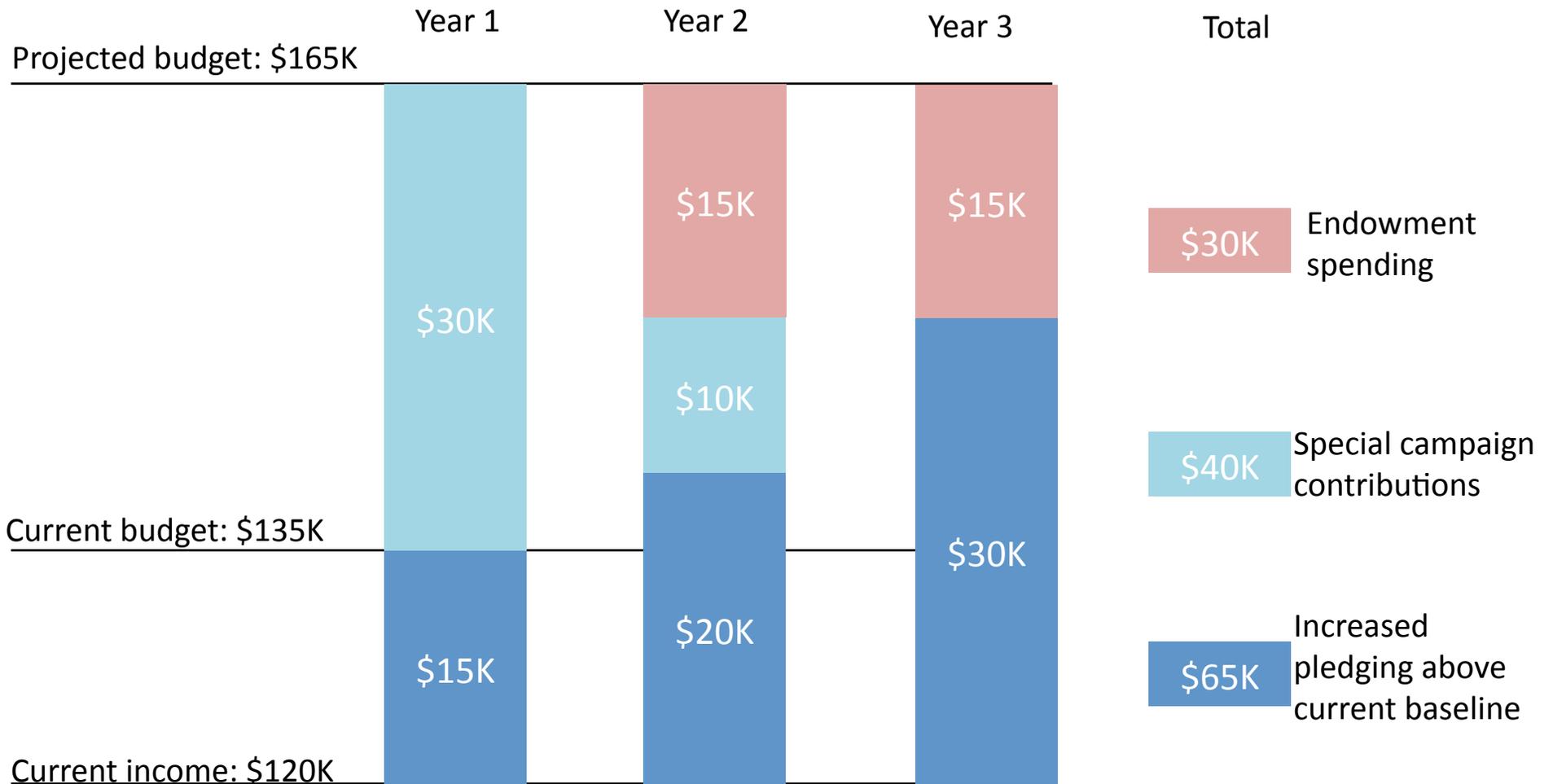
We may be able to do much better than this, but we should be ready for this



Scenario 2: Optimistic Estimate, Mixed Sources

With more upfront contributions and increase in pledging, some use of endowment still will be required.

This scenario is optimistic in growth predictions



Scenario 3: Wishful Estimate, Avoiding Use of Endowment

With a combination of substantial upfront donations and quick growth, it may be possible to proceed with no need to spend endowment. Here is one way that could happen.



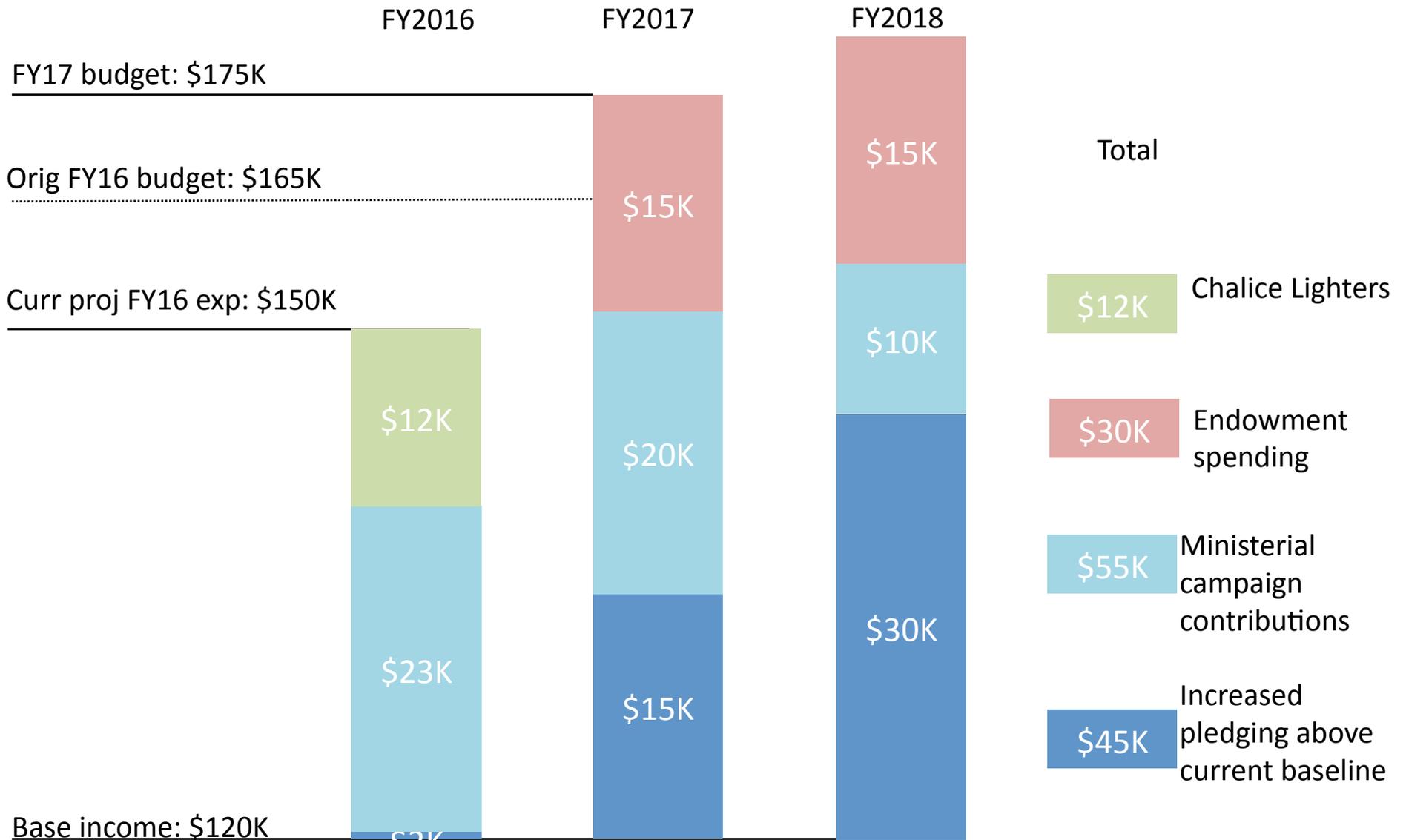
Projections vs actual

(in approx \$ Thousands)	WORST	BEST	ACTUAL
Total new ministerial transition	25	60	55
First year increased pledges	0	15	2
Other sources	0	0	12
First year transferred endowment use	20	0	0

Ministerial transition donations (approx.):

Pre FY16:	\$20,500
FY16:	\$16,500
Remaining after FY16:	\$14,000
FY17:	\$9,000
FY18:	\$9,000
Still avail for FY17-FY18:	\$32,000

How we did & new projections



Scenario 2: Optimistic Estimate, Mixed Sources

With more upfront contributions and increase in pledging, some use of endowment still will be required.

This scenario is optimistic in growth predictions



How we did & new projections

