

Unitarian Universalist Fellowship of Manhattan  
Executive Board Meeting Minutes  
May 12, 2015

The regularly scheduled meeting of the Board was held on May 12, 2015 beginning at 7 P.M. Present were: Kathleen Tanona, Chair  
Katie Kingery-Page, Chair Elect  
Tom Phillips, Past Chair  
Jane Pelletier, Member-at-Large  
Mark Clarke, Member-at-Large  
Sandy Nelson, Director of Religious Education (DRE)  
Susan Turner, Office Administrator  
Rev. Michael Nelson  
Kathleen Oldfather, technical assistant to the Board on personnel matters  
Scott Tanona, Stewardship Chair

The meeting began with everyone checking in followed by a reading and chalice lighting by Rev. Nelson.

The minutes of the January 18, 2015 special Congregational meeting and the April 14, 2015 Board meeting minutes were presented. Katie moved to approve both of these minutes and Kathleen T. seconded. The motion was passed by voice vote.

The minutes of the Annual meeting had been submitted in draft with need for two clarifications. These were resolved and the minutes were corrected. Kathleen T. moved and Jane seconded approving the minutes as corrected. Passed by voice vote.

Kathleen then stated that Nathan Albin, the treasurer, had submitted his resignation. Kathleen T. recommended that Betty Banner be selected to fulfill the remaining one year of the treasurer's term. Betty was previously the treasurer for FY 13 & FY 14. Kathleen T. moved and Katie seconded that Betty assume the treasurer duties. This motion was passed by voice vote.

Religious Education Report:

Sandy highlighted our large group of upper grade school children and stated that we may need to break this group of children into two groups next fall. This will require an additional teacher. The annual Bon Voyage end of spring term event will have connectivity to the departure event for Rev. Nelson. A written report was also submitted.

Kathleen T. stated that Sandy's annual review would be due this summer. Katie and Molly McGaughey, RE Committee Chair, will be responsible for the completion of this evaluation. Sandy is encouraged to start working on her input for this review.

Minister's Report:

Rev. Nelson reviewed the goals that had been established when he assumed his ministry at UUFM. He stated that we have accomplished many of those goals and there has been a lot of growth in the Fellowship. One area that he pinpointed as needing additional work is in developing a stronger UU identity both within the MidWest Region and the UUA. Our ties to these groups are weak and we are somewhat isolated from the larger UU community. He stated that being linked into both of these levels of organization strengthen our UU identity and provide support and assistance to our members. The decision to send three members to the MidWest Leadership school this summer is a good step to begin to develop these linkages.

He further stated that the separation of the treasurer duties and stewardship was a good step. We should further evaluate the stewardship work, especially the non-financial aspects of stewardship.

He thanked all the members of the Board for their generosity and service to UUFM.

Building Use: Kathleen T. stated that we have lacked a coordinator for and a coordinated policy for building use. As she leaves her duties as Chair she will assume responsibility for coordinating building use. All planned use, including but not limited to, committee meetings, scheduled work, special events, private use by outside groups such as weddings, recitals etc. will also be placed on the UUFM calendar.

Financial Report: The update of our financial situation was addressed by Sandy Nelson, who is the UUFM volunteer bookkeeper, and Scott Tanona, Stewardship Chair. The absence of a treasurer somewhat complicated our reporting but the pertinent issues are included here.

- At the current time it appears we may end the year with between a \$4,000 - \$9,000 deficit. Income figures as of May 10 show that pledge income is \$9,319 less than actual pledged amounts. Normal first of the month pledge income, either by auto pay or first of the month payers, is included in these figures. Sandy will review the pledge status and send out letters to folks who have not yet fulfilled their pledge for FY 15.
- Expenses are somewhat less than budgeted but the final payroll amounts have not been deducted at this time. Also, typically some committees do not spend all that they requested.
- Scott recommended that we wait until the end of May/fiscal year to get a better picture on the end balance of operating funds. If there is a deficit he recommends that it be taken from the endowment funds set aside to cover this potential by the vote at the Congregational meeting on January 18, 2015.
- Sarah Lott/Alex Stinson are moving out of state. They have made a generous donation to the Fellowship which should cover most/all of the cost of the marketing video that was contracted for this spring.
- \$445.00 was received in memorial funds for Robert/Bob Patterson
- We participated in the Manhattan Community Foundation Grow Green donor day. A total of \$5286.63 was received in donations to our endowment. Additionally we will receive \$2325 in matching funds. We have requested the match money be distributed to the Fellowship rather than being placed into the endowment.
- A motion was made, seconded, and passed that both the Patterson memorial funds and the GroGreen match money be placed in our recently developed Capital Fund.
- We have committed to sending three people (Mark Clarke, Jessica Sievers and Katie Kingery-Page) to the UU MidWest Leadership School in July. Total cost is \$2570. This was to be paid for from several areas of our funding. Kathleen T. will contact the former treasurer to get the exact details of the accounts from which the funds will be taken.

#### Ministerial Transition:

- Scott provided an update on the three year funding plan for moving to full-time ministry.
  - \$70,000 in endowment funds are being held to cover the increased cost
  - A fund drive is underway to get another \$60,000. At this time \$50,000 has been pledged and between \$20,000 and \$25,000 is on hand now. With the money collected up front we will not need to tap into the endowed funds during FY 16.(first year of the three year plan)
  - We have been approved for a Chalice Lighters grant and that is expected to be in the range of \$10,000.
- Katie provided a report from the Search Committee. This committee has reviewed all the relevant materials on the match candidate referred by UUA, and conducted an interview with the candidate. The search committee unanimously recommends that we offer a contract for a Developmental Minister to the applicant with a beginning date of Aug. 14, 2015. The written report from the committee is on file.

- A thorough discussion was conducted regarding the fit between the candidate and the congregation. At the completion of the discussion Katie moved and Betty seconded that we offer the contract as recommended by the committee. This motion was passed by voice vote.
- It was announced that Sarah Oglesby-Dunegan, UUFT minister, will be in our pulpit on June 14. Following the service she will conduct a workshop for everyone who wishes to attend on the subject of making successful transitions from one minister to another.

This completed the regular business. The meeting was adjourned at 8:45 P.M. An executive session was held following this meeting to discuss:

- \* changes in the federal health care law and its impact on our employees
- \* details of the contract to be offered for the Developmental Minister.

Respectfully submitted,

Betty A. Banner, Secretary