

**First Unitarian Church of Toledo Board of Trustees
Monthly Meeting Minutes, February 11, 2021
7:00 pm, via Zoom**

Meeting called to order by President Sandra Kosek-Sills

Opening Words - Rev. Tim Barger

Roll Call by Tom Sheehan, Secretary

Other board members present at the start: Colette Córdova, Treasurer Hydie Ralston, Mary Souther, and Krista Schneider

Arun Nadarajah arrived a little later.

Quorum: yes

Rev. Tim attended as a non-voting member.

Bookkeeper Teresa Langenderfer attended as a guest.

Approval of the Minutes moved by Hydie, seconded by Mary.

⇒⇒ **Motion:** Minutes approved unanimously.

Treasurer's Report – Hydie Ralston

Total year to date pledge income is \$13,1513. Over budget \$16,344.

Total year to date income is \$156,459. Over budget \$23,065.

This includes a distribution from the Endowment fund of \$7,789.94 representing 2.50% of the value of the fund. The remaining 2.5% will be transferred in spring 2021.

Total year to date expenses \$136,006. Under budget \$7,907.

Huntington checking account \$87,814.78.

TEALL balance is \$19,729.

Trust accounts: Endowment \$356,519, Capital Campaign \$53,954, Restricted \$28,366.

Teresa Langenderfer, Bookkeeper, will attend this board meeting to present to options for crediting pledge payments, possibility of sending pledge payment reports electronically and clarify the purpose of the 90000 accounts.

Hydie Ralston

Treasurer, First Unitarian Church of Toledo

February 10, 2021

In discussion: The apparent big increase for medical costs was because January and December are both included.

Visit by Bookkeeper Teresa Langenderfer

Teresa told the board that when she receives a check from a donor, she tries to make a judgement about which fiscal year to put it in according to the donor's history. This is complicated; at the beginning of the current fiscal year, Teresa was receiving money for three different fiscal years.

Some congregants pay their pledge at the same time they fill out their pledge forms in the fall, even though the fiscal year starts on July 1. Many congregants are not aware of the fiscal year; they go by calendar year.

When a check comes in, Teresa uses the actual check deposit date to be sure that the check shows up in the tax year.

Regarding the "Other Expenses" (the 90000 lines on the P & L): Teresa said that these lines are accounting tools that allow her to keep track of monies that are not in the budget. Board members should not worry about them, but they should feel free to ask her about any of them at any time.

Regarding the idea of sending donors their statements electronically: This is not an easy thing to put out, and the question was punted for a later date.

Minister's Report -- Rev. Tim ([Click here](#) to see the full report in the attachments at the end of the minutes.)

New Staff Position: Social Media Coordinator

Rev. Tim says we need help getting social media more active and more consistent, especially the new website, which we haven't been able to do much with since it went up. Music Director Mickey Emch has background in this type of thing.

Rev. Tim looked into the number of hours that we might hire Mickey for this. Our church has set a limit of 14 hours / week for 52 weeks / year for employees who do not receive benefits. Mickey's agreement is for 40 wks / yr, so she could increase her workload for us by as much as the equivalent of 12 weeks at 14 hours. (= 172 more hours / year) Rev. Tim is thinking that 5 hrs / wk is what he is hoping to give Mickey for Social Media.

Whatever Mickey does for us, she must not surpass the 740 hours specified by the UUA, or she will need to receive benefits.

Sandra pointed out that Mickey is currently working 560 hours, so she can work another 180 before we would need to pay benefits according to the UUA.

Krista said paying attention to social media is essential for bringing younger people to our congregation, and that Mickey and her husband are the type of people we need in the church.

⇒⇒**Task:** Mary & Krista will write up a job description for the position of Social Media Coordinator. They will also inform the board of the figures necessary, including where the money would come from in the current budget.

President's Report -- Sandra

As usual, Sandra has been helping out with coffee hour, and she did a Spiritual Adventures on widening the circle.

The most important thing Sandra did this month was with the COVID Subcommittee. Sandra believes that there is still a lot of resistance to opening up too soon. The subcommittee discussed whether the Annual Meeting on May 16 could be in person or over Zoom. It seems likely that we will end up doing it over Zoom.

When Lucas County goes back down to Orange Level for COVID, we can open the church up for small groups. So being prepared for the small groups is the main concern right now.

Sandra reminded Tom that he must call the Annual Meeting 30 days in advance.

⇒⇒**Task:** Tom and Sandra will work together to devise some sort of notification about the Annual Meeting.

⇒⇒**Task:** Sandra will ask Administrator Carol Slomka to inform committee chairs that their reports will be due soon.

Tom asked if there might be some way to allow congregants to opt for an electronic version of the Annual Report instead of a paper one, with the goal of saving paper. Sandra responded that it was logistically less challenging for the staff to just send everyone a paper copy. Rev. Tim commented that paper Annual Reports are more likely to get read than PDF ones. No action was taken.

Stewardship Final Report

Note: Mike Davisson, who chaired the stewardship campaign, was not able to attend the meeting. ([Click here](#) to see a report that he sent out to the Board after the meeting.)

Some points in discussion:

- Right now, the church is running about \$23,000 over on income and about \$8,000 under on expenses, making a cushion of about \$30,000. However there will be little auction income, and the auction is budgeted for \$10,000.
- Sandra pointed out that budgeting is coming up soon. While we usually base a new budget on the previous year, that will be very difficult because COVID made this year so unusual.
- The idea of taking a larger draw on the endowment came up.
- The idea came up of making a special appeal to make up the \$20,000 difference between last year's pledge drive and this year's pledge drive, but no action was taken.
- This is going to be a difficult budget season, and we will need to have more than one special meeting. Budget considerations will begin next month.

Proposed Honorary and Legacy Membership Categories

Tom & Arun drew up a proposal for a bylaw amendment which would add two new membership categories. Some minor tweaks were suggested to the proposal. This proposal will need to be approved by the congregation before it can be incorporated into the Bylaws. The vote will be during the May 16 Annual Meeting.

[Click here](#) to see the memo, including revisions that were suggested during the meeting.

Tom pointed out that he has searched through the Bylaws and that he had not been able to find anything in them about how to amend the Bylaws. Sandra said that there are Ohio laws that can provide guidance for nonprofit organizations.

Sandra pointed out that these questions need to come up for congregational approval at the Annual Meeting:

- The Native Americans Land Statement
- Inclusion of the word "inclusive" in the church's Vision
- Budget
- Honorary and Legacy Members

⇒⇒**Task:** Tom and Arun will tweak the proposed bylaw amendment regarding honorary and legacy members and bring it back to the board when we discuss the Annual Meeting.

New Business/Other

Committee Liaison Reports

Colette talked with Elliot of the Spiritual Adventures committee, and she got a speaker to talk about the proposed 8th principle on the 2nd Sunday in March. The speaker may be able to return for more visits.

In response to a comment by Colette, Sandra suggested that any recommendations for the website should go to Dominic Wilson.

Rev. Tim said that no one has stepped up to chair the Caring Circle. Sandra suggested that the role of the chair of the Caring Circle should be simplified. The role is really just to be a point of contact, to take in concerns and make sure that information gets out to the Caring Circle. A second person could take responsibility for calling and running Caring Circle meetings when they are necessary.

⇒⇒**Task:** Rev. Tim will have a Zoom meeting by the end of February with Caring Circle members to discuss how the Caring Circle might continue its work.

Miscellaneous

Sandra told Hydrie that she cc'd her on the question she sent to the bank about the Payroll Protection Program. She said she would follow up on that.

Sandra made contact with Food Not Bombs. Her contact is taking our message to his board. They are interested in exploring the use of our kitchen.

Closing Words by Viola Abbitt -- Rev. Tim

Summary of Next Tasks

- Mary & Krista will write up a job description for the position of Social Media Coordinator. They will also inform the board of the figures necessary, including where the money would come from in the current budget.
- Tom and Sandra will work together to devise some sort of notification about the Annual Meeting.
- Sandra will ask Administrator Carol Slomka to inform committee chairs that their reports will be due soon.
- Tom and Arun will tweak the proposed bylaw amendment regarding honorary and legacy members and bring it back to the board when we discuss the Annual Meeting.
- Rev. Tim will have a Zoom meeting by the end of February with Caring Circle members to discuss how the Caring Circle might continue its work.

----- Attachments -----

MINISTER'S REPORT

FEBRUARY 2020

Rev. TK Barger

In the few weeks since our January meeting, I preached on January 24 (on Jesus' social justice), then "yielded" the pulpit to Melissa Jeter for January 31, and Judy Trautman for February 7. I'll be preaching the three remaining Sundays in February, on Valentine's Day the 14th, then on the 21st which is four days before Purim begins, and the 28th (another Jesus sermon, on solitude kind of as a sabbatical prep for the congregation). I attended some meetings—for our congregation's COVID-19 task force and for the Committee on Shared Ministry; as a Toledo Unitarians representative for the monthly universal worship service led by Judy Trautman for the MultiFaith Council of Northwest Ohio and at the MultiFaith Council's annual faith leaders breakfast which this year was by Zoom, and a city Community Development Block Grants meeting.

We have received the stereo transmitter which we plan to use for some "parking lot" services, but have not yet tried it.

I'll be on sabbatical for the month of March. The standard for a time of sabbatical is that the minister is relieved of all congregation responsibilities and has no contact except for major circumstances, such as a member's death. Carol Slomka, our office manager, will be able to contact me if there is a need. David Strickler, our Commissioned Lay Minister, will be the contact for pastoral needs, and he can refer to our Student Minister, Melissa Jeter, at his judgment. Sunday services will be on social Justice March 7, led by Judy Trautman—an annual lay-led service—then led by David Strickler March 14, and twice-a-year services the other Sundays, for religious education and led by Interim Religious Educator Saroya King on March 21 and the Palm Sunday all-music service led by Music Director Mickey Emch on March 28. I will return for the April 4 service.

In general, sabbaticals are times of refreshment, being relief from the norms of ministry. Thanks to imperfect scheduling, I will be taking part in a larger-community commitment, as a member in my final year of a three-year commitment to serve on the City of Toledo's Citizens Review Commission for deciding how to award federal Community Development Block Grants.

While my original plan for the sabbatical when I requested it a year ago was for it to be a writing time, the circumstances of the COVID-19 pandemic precluded some preparation for the intended, so I expect to do more reading than writing, but I will be developing a different writing project as well.

And when we're back to more "normal" times, I'll plan a longer sabbatical. I appreciate the congregation's commitment to ministerial renewal.

Respectfully submitted,

Rev. Tim

TK

----- Stewardship Report Sent by Email to the Board by Mike Davisson, who was not able to attend the meeting -----

Hello everyone.

I'm so sorry I missed the meeting. I'm glad you still had a quorum though!

I'm pretty sure Sandra shared the final stewardship campaign report, but I wanted to add a couple of notes.

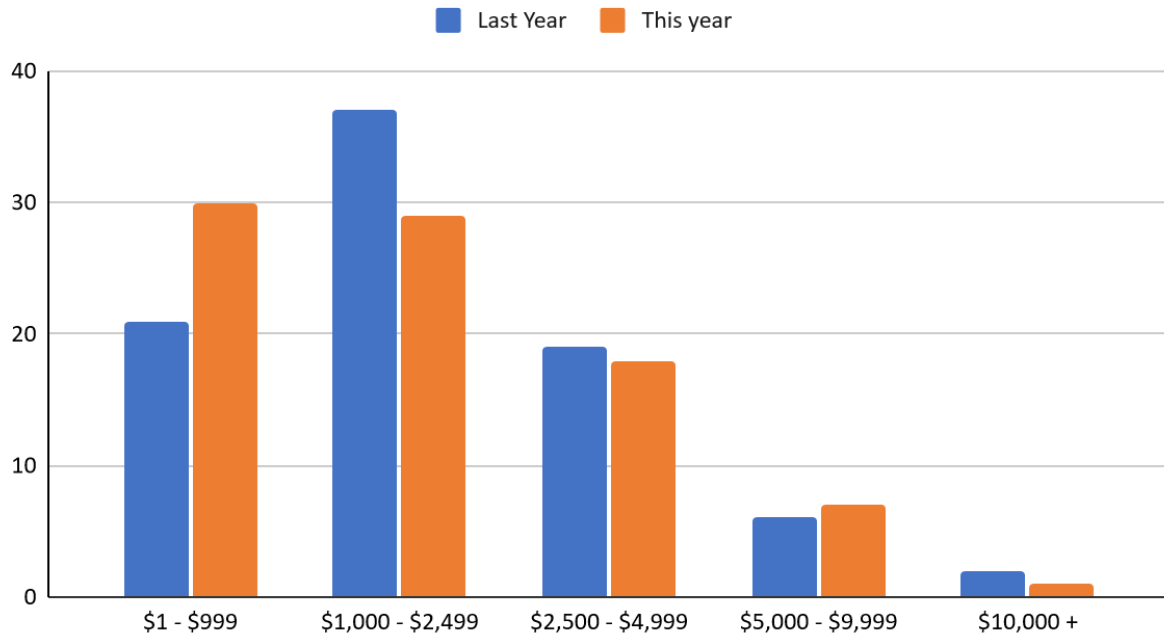
First, the final report said that there were 87 respondents - 85 who made a pledge and two who were unable to pledge this year. That number, as it turns out, is incorrect. There were 86 respondents and only one who was unable to pledge.

For comparison's sake, last year's stewardship drive resulted in 87 respondents - 85 of whom made pledges

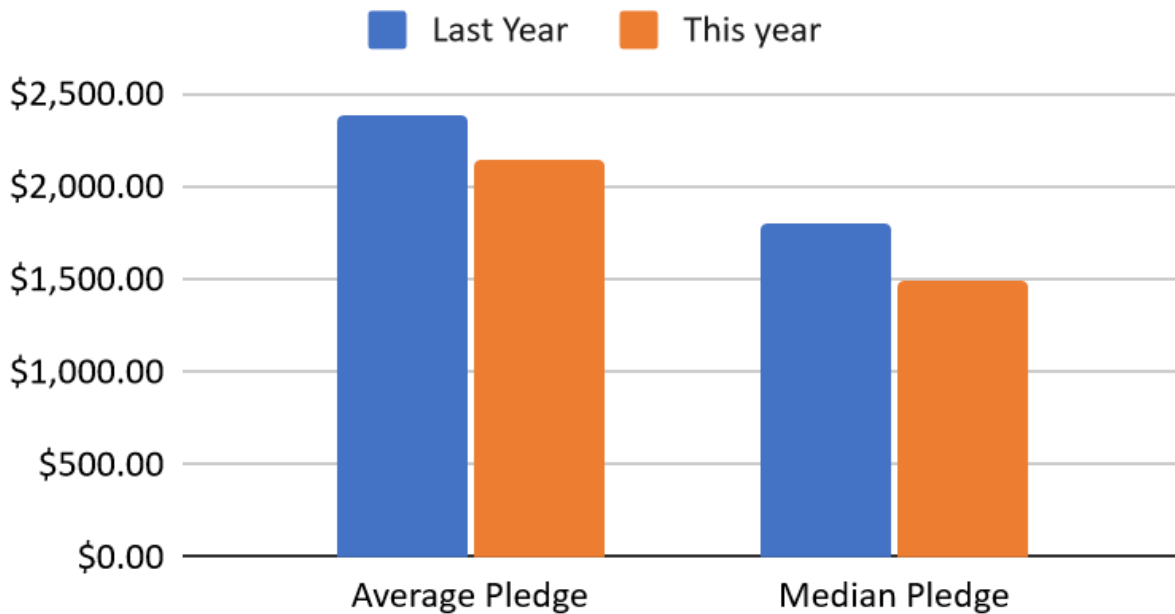
This year we brought in \$182,271.08, roughly 90% of last year's \$202,371.00

The breakdown of the amounts pledged along with comparisons of the average and median pledges between last year and this year are below:

Pledges



Average Pledge and Median Pledge



Finally, in regards to pledge churn, there were 17 people or families who responded to last year's pledge drive who did not respond this year, but 16 people or families who responded for the first time this year.

Anyway, I'd like to apologize again for missing the meeting today. If you ever have any questions about the stewardship drive, I'm always happy to talk!

Sincerely,

Mike

----- Proposal to Add Two New Membership Categories to the Bylaws -----

MEMORANDUM

To: Board, First Unitarian Church

From: Tom Sheehan and Arun Nadarajah

Date: Feb 9, 2021

Note: We have included all of Article V of the current Bylaws entitled “Membership.” Proposed changes in the Bylaws are highlighted.

Article V. Membership

A. Member. A Member is any person eighteen (18) years of age or older who is in general sympathy with the purposes, goals, and programs of the Congregation and with Unitarian Universalist principles, who signs the Membership book, and who makes an annual pledge. Only Members may:

1. Vote at an Annual Meeting or special meeting of the Church;
2. Hold elected office; or
3. Receive additional membership benefits as may be described in written policies and procedures adopted by the board (such as discounted fees for the use of facilities).

B. Legacy Member. The board may by a simple majority vote designate as a legacy member any member (Paragraph A above) who has been actively engaged in the congregation over many years and who, because of a change in life circumstances, can no longer keep up that active engagement. Legacy members will maintain the privileges of active membership, including voting. No financial contribution may be required of legacy members. Legacy members shall not be included in the annual member certification numbers provided to the UUA, nor shall they be considered in the calculation for establishing a quorum at any congregational meeting. Prospective Legacy Members, members of their families and members of the congregation and staff may submit suggestions for legacy membership to the board at any time.

C. Honorary Member. The congregation may choose to designate any person who has rendered valuable contributions to this church as an honorary member. The board shall present the name of the person being considered for honorary membership to the congregation at a congregational meeting, and a majority of those present shall determine the election of the honorary member. Honorary members will maintain all the privileges of active membership, except voting. Honorary members do not need to sign the membership book. Honorary members shall not be included in the annual member certification numbers provided to the UUA, nor shall they be considered in the calculation for establishing a quorum at any congregational meeting. No financial contribution may be required of honorary members. Members of the congregation and staff may submit suggestions for honorary membership to the board no later than sixty (60) days before a congregational meeting.

D. Youth Member. A Youth Member is any person fourteen (14) years of age through seventeen (17) years of age who has completed either a Coming of Age program or other program approved by the minister to reflect the meaning of membership and who signs the Membership Book. A Youth Member shall have a voice in the Church's proceedings, including service on committees, but shall not be entitled to vote at membership meetings and shall not count toward the quorum requirement.

E. Supporter. A Supporter is any person who is in general sympathy with the purposes, goals, and programs of the Congregation and with Unitarian Universalist principles, who makes an annual pledge, and who has paid any portion of their pledge during the preceding twelve month period but who has not signed the Membership Book.

F. Friend. A Friend is any person who is in general sympathy with the purposes, goals, and programs of the Congregation and with Unitarian Universalist principles and who attends services or participates in other activities of the congregation.

G. Membership Roll. A membership roll shall be maintained by the board secretary and shall be reviewed thirty (30) to sixty (60) days prior to the Annual Meeting. Members who have died or who have provided written resignation to a board member shall be removed immediately. If a Member has not paid any portion of their pledge during the preceding twelve (12) month period the board may suspend that membership and therefore that Member will not be able to vote until the board reinstates membership. Before a Member's name is placed on the suspended list, the minister(s), board president, or commissioned lay leaders (if any) shall notify the Member.