

UUCR Board of Trustees Meeting

Tuesday, January 12, 2021

6:30 - 8:00 pm via Zoom

In Attendance:

Board of Trustees: President Elsa Strong, Vice President Betsy Wilder, Treasurer Don Helton, Secretary Brian Haugen, Mary Carvajal, Glenn Griffin, Larissa Johnson, Reverend Rebekah Savage, Kendall Watson

Lay Ministry Council: Karl Irikura

Opening words

Recitation of 8 principles

Check in

Thorn and Rose

Discernment and decisions - Canvass

The board discussed the history, complexity, and benefits of the Canvass. A long term goal is to develop a standing Canvass committee that can be grown over time with institutional knowledge. As we approach the 2021 Canvass (Sunday, March 7), there is an immediate need, requiring board leadership.

Next steps:

- Gather the two teams
- Articulate the roles that need to be staffed
- Recruit for gaps
- Brainstorm alternatives to traditional canvass

BH, BW, and GG will staff the Canvass, along with EPS and volunteers mentioned.

LJ, KW, and MC will focus on exploring stewardship questions and the balance of funding, volunteerism, and sharing of talents. A key point for this balance is that the Bylaws place fundraising under the auspices of the Board, while Stewardship is an activity of Lay Ministry.

Treasurer's Update

The November Treasurer's update was shared with the board and is attached to these minutes. During the meeting, the board reviewed the long term maintenance and upgrade plan. Recommendations around non-brick and mortar needs such as the sound system are also being planned for by the Finance committee.

Urgent request for roof repair

- The board commends Karl, Dan, Bill, and Nancy for rapidly gathering information related to due to water damage.

- Water was leaking through the main Sanctuary roof and (beginning to damage interior) and also through flat part of Bldg 5 roof near elevator (already damaged drywall).
- Due to the urgency of the need, the board followed up via virtual votes.

Secretary's Updates

Meeting minutes for November were distributed December 8th and were reviewed and approved. Motion by BH, second by DH, motion carried unanimously. Service schedule was distributed by email.

Review of virtual board votes held in between meetings:

- UUCR Policy for Building and Ground Usage During the COVID Pandemic –Facilities use policy. Following the November board meeting, the board developed and reviewed a policy on building access and grounds use. BW motioned for approval, seconded by DH, with the motion passing unanimously. The policy has been [posted](#) in several locations on the UUCR website, including the [policies page](#).
- Motion by DH to approve the funding request presented to the Board via email on November 27th, which authorizes the use of \$7,761 (combined) from the Site Beautification Operating Fund and the Remembrance Fund, split evenly. These funds will be used by the Landscaping Committee for a contract with Fine Earth to refurbish the Memorial Garden, as further described in the funding request package. This package has been reviewed by the Finance Committee and Treasurer DH. Seconded by LJ, and the motion passed unanimously.
- The board developed and reviewed a ELECTRONIC MEMBER DIRECTORY POLICY, describing the use of Realm to share congregational information with staff and among congregation members. Data accessible to all UUCR Realm users will include Name, Home Address, Phone Number, Email address, barring opt out. Motion by BW to approve, second by LJ, and the motion passed unanimously.

Minister's Update

The Minister's report is attached to these minutes.

Closing words were offered by Betsy Wilder

Meeting Adjourned

Attachments:

Minister's Report for December 2020

Treasurer's Report, December 12, 2020

Greetings and Salutations beloved Board of UUCR:

Our worship theme for the month of December is “Stillness”, which invites us to a time of reflection and quieting our spirits as we wait for the rebirth of the sun with the Solstice, and for hope reborn with the lights of Chanukah and the birth of a prophet.

And yet, we are as engaged as ever as a spiritual community in our theme of the year of Love, Serve, Grow. Since Water Communion and Ingathering, almost every single committee and group have pivoted successful to online platforms and other forms of engagement. So I wanted to share with you just some of the tremendous programs that have taken off at UUCR.

- First Friday Concerts: Sarah Jebian has welcomed tremendous musicians and this past Friday with Lea Morris was no exception. Sarah shared that due to robust outreach, the attendance and participation was doubled from last month.
- Monday Night Meditations: Justin Furnia has created a beautiful space to share his ample gifts. Members and friends near and far have tuned in.
- Thanksgiving Basket and Gift Card Massive Success! With the option of virtual coordination, the outpouring for this outreach led to 25 baskets from UUCR and over \$2k in grocery store gift cards. The largest achievement to date!
- Memorial Committee: With Kent Hancock and Bruce Basket’s leadership, the Memorial Committee has taken shape, providing more ability for us to honor our Beloveds who have died and care for their families. With the addition of Sherry and the Planned Giving Committee, we have identified smoother communication in order to fulfil memorial gifts.
- Pastoral Care Committee: With over 20 lay pastoral care leaders, pastoral care continues to thrive. Each week the ministry team and PCT connect with those in need, as well as send cards and include “Thinking of You” notes.
- Family Faith Formation: The Grow Garden project is taking off! Soon bulbs will be planted and Carla Miller shared that new/new-ish folks are participating in the project, which is a wonderful way for them to connect more deeply with UUCR. Also, Carla recruited a group of people to deliver the monthly RE bags to our families, which has been a huge success! Our drivers love to wave “Hi” to our families, and our families stay connected to our faith formation interactive activities. A big win all the way around.
- Small Group Ministry: Thanks to Marsha Luce and Bonnie Bloomquist, we have seven robust SGM circles going. They meet twice per month, once to check in and once for the Soul Matters materials. Many have shared that their SGM is a special life line in this challenging time. AND, we have now added a SGM at Asbury! Retired UCC minister and Asbury resident, Donna Schramm shall be leading the existing group that was seeking more support and structure.
- One on One Project with the Rev: Thanks to Margie Henry and Marianne Miller, I have now been able to meet with close to three dozen UUCR members and friends. We have spent from half an hour to a full hour together, and been able to talk about everything and anything they wish. It has been an honor and delight to get to know so many people better, and connect them with areas of UUCR they are interested in.

In this time of Stillness, may we pause to appreciate the generous souls that contribute to the health and well-being of UUCR.

With gratitude,
Rev. Rebekah

Unitarian Universalist Congregation of Rockville
STATEMENT OF FINANCIAL POSITION
November 30, 2020 and June 30, 2020

	Current Balance 11/30/2020	Prior Year-End 6/30/2020	Increase (Decrease)
ASSETS			
Current Assets			
Cash - Checking Accounts	188,480	195,478	(6,998)
Investments			
Schwab			
Cash & donated stock	32,083	11,695	20,388
SWCGX - General Investment	146,642	136,024	10,619
SWSSX - Endowment Fund	260,213	205,001	55,211
Total Schwab	438,938	352,720	86,218
Vanguard			
Vanguard MM fund	155	155	0
VDIGX - Endowment Fund	263,753	215,165	48,588
VFTAX - Site Beautification Fund	120,245	111,258	8,986
VWIAX - General Investment	187,789	175,834	11,955
Total Vanguard	571,941	502,412	69,529
Total Investments	1,010,880	855,132	155,747
Other Current Assets			
Giant grocery coupons	540	740	(200)
Prepaid expenses	0	2,114	(2,114)
Total Other Current Assets	540	2,854	(2,314)
Total Current Assets	1,199,899	1,053,464	146,435
Property and Equipment			
Total property and equipment	2,837,605	2,837,605	0
Less accumulated depreciation	(1,307,185)	(1,270,179)	(37,005)
Total Property and Equipment, Net	1,530,421	1,567,426	(37,005)
Other Assets			
Loan refinancing costs, Net of Amort.	6,213	6,566	(353)
TOTAL ASSETS	2,736,533	2,627,456	109,077
LIABILITIES & NET ASSETS			
LIABILITIES			
Current Liabilities			
AP/Credit card payable	358	1,146	(788)
Payroll liabilities	(555)	297	(852)
Accrued expenses	0	2,798	(2,798)
Deferred pledges	2,100	63,915	(61,815)
Rental security deposits	8,660	8,660	0
Pass-through accounts (see Page 6)	10,429	17,524	(7,095)
Total Current Liabilities	20,991	94,340	(73,348)
Loans Payable			
Loan payable - M&T Bank	338,953	354,952	(15,999)
Payroll Protection Program	95,800	95,800	0
TOTAL LIABILITIES	455,744	545,091	(89,347)

Unitarian Universalist Congregation of Rockville
STATEMENT OF FINANCIAL POSITION
November 30, 2020 and June 30, 2020

	Current Balance 11/30/2020	Prior Year-End 6/30/2020	Increase (Decrease)
NET ASSETS			
Endowment Funds			
General Endowment Fund			
Principal	364,914	364,629	285
Accumulated income	66,112	66,112	0
Unrealized gain(loss) - Current year	93,199	0	93,199
Total General Endowment Fund	<u>524,225</u>	<u>430,741</u>	<u>93,484</u>
Site Beautification Fund			
Principal	83,449	83,449	0
Undistributed income (loss)	368	10,151	(9,783)
Unrealized gain(loss) - Current year	19,218	0	19,218
Site Beautification - Operating	16,864	10,228	6,636
Total Site Beautification Fund	<u>119,899</u>	<u>103,828</u>	<u>16,071</u>
Total Endowment Funds	<u>644,125</u>	<u>534,569</u>	<u>109,555</u>
Donor Restricted Funds			
Ministry Enhancement Fund	2,752	3,492	(740)
Wright Elementary	2,193	2,193	0
Wright Junior High	468	468	0
Total Donor Restricted Funds	<u>5,413</u>	<u>6,153</u>	<u>(740)</u>
Group Controlled Funds			
Children & Youth Scholarship Fd	9,124	9,124	0
Ethier Music Fund	4,733	5,165	(432)
Minister's Discretionary Fund	5,198	5,248	(50)
Rainbow Youth Alliance	44,676	40,376	4,300
Remembrance Fund	10,976	8,161	2,815
Total Group Controlled Funds	<u>74,707</u>	<u>68,074</u>	<u>6,633</u>
Board Controlled Funds			
Aesthetics Fund	7,550	7,550	0
Board Initiatives Fund	10,000	10,000	0
Facilities Maintenance Fund	45,211	45,211	0
Miracle Sunday	8,396	8,396	0
Total Board Controlled Funds	<u>71,158</u>	<u>71,158</u>	<u>0</u>
Total Restricted Funds	<u>795,402</u>	<u>679,954</u>	<u>115,448</u>
Unrestricted Net Assets			
Investment in property & equipment	1,197,681	1,219,040	(21,359)
General Reserve	287,706	183,371	104,335
Total Unrestricted Net Assets	<u>1,485,387</u>	<u>1,402,411</u>	<u>82,976</u>
TOTAL NET ASSETS	<u>2,280,789</u>	<u>2,082,365</u>	<u>198,424</u>
TOTAL LIABILITIES & NET ASSETS	<u>2,736,533</u>	<u>2,627,456</u>	<u>109,077</u>

Supplemental information:

General Reserve as % of annual budget	37%	25%
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Unitarian Universalist Congregation of Rockville
STATEMENT OF ACTIVITIES
Five Months Ended November 30, 2020

	YTD Actual 11/30/20	YTD Prior Yr 11/30/19	Over (Under) Prior Yr	% Over (Under) Prior Yr	Annual Budget FY 2021	YTD Budget 11/30/20	Over (Under) YTD Bdgt
INCOME							
Contributions							
Current pledges	303,551	269,871	33,679	12%	534,708	268,137	35,414
Past year pledges	6,655	3,780	2,875	76%	6,000	5,000	1,655
Collection plate	0	5,981	(5,981)	(100%)	6,000	0	0
Nonpledge gifts	7,823	24,201	(16,378)	(68%)	18,000	7,500	323
Total contributions	318,028	303,834	14,195	5%	564,708	280,637	37,391
Rental Income							
Early Childhood Ctr.	7,918	15,606	(7,689)	(49%)	28,780	7,918	0
Rockville Co-op Nurs.	5,786	11,425	(5,639)	(49%)	26,999	5,786	(0)
MC Church of Christ	11,633	0	11,633		38,433	7,755	3,878
Other rental income	0	16,918	(16,918)	(100%)	10,000	0	0
Total Rental Income	25,336	43,949	(18,613)	(42%)	104,212	21,458	3,877
Special Events							
Action Auction	19,461	285	19,176	6,728%	10,000	10,000	9,461
Fall fundraiser	0	7,925	(7,925)	(100%)	0	0	0
Total Special Events	19,461	8,210	11,251	137%	10,000	10,000	9,461
Other Income							
Amazon bookstore	0	383	(383)	(100%)	500	210	(210)
Art sales commissions	0	30	(30)	(100%)	500	210	(210)
Grocery coupons	0	400	(400)	(100%)	450	0	0
Investment income (loss)	1,769	1,654	114	7%	10,000	1,000	769
PPP Loan Forgiveness	0	0	0		80,000	0	0
UUA Intern Scholarship	4,000	0	4,000		0	0	4,000
Miscellaneous income	405	0	405		0	0	405
Total Other Income	6,174	2,468	3,706	150%	91,450	1,420	4,754
Transfers							
Aesthetics Fund	0	3,000	(3,000)	(100%)	0	0	0
Board Initiatives Fund	0	648	(648)	(100%)	0	0	0
	0	3,648	(3,648)	(100%)	0	0	0
Total Income & Transfers	368,998	362,108	6,890	2%	770,370	313,515	55,483
EXPENSES							
Payroll							
Wages & Benefits							
Salaries	162,565	165,273	(2,708)	(2%)	402,180	166,604	(4,039)
Dental insurance	366	291	75	26%	1,182	538	(172)
Disability insurance	1,639	1,597	42	3%	4,508	1,894	(255)
Life insurance	38	155	(117)	(76%)	846	332	(294)
Medical insurance	2,854	3,130	(277)	(9%)	6,186	2,716	138
Payroll taxes	8,448	7,612	836	11%	21,941	8,826	(378)
Retirement plan	14,135	14,677	(542)	(4%)	33,180	14,118	17
Professional expenses	3,822	6,052	(2,230)	(37%)	14,167	6,030	(2,208)
Total Wages & Benefits	193,866	198,788	(4,921)	(2%)	484,190	201,058	(7,191)

Unitarian Universalist Congregation of Rockville
STATEMENT OF ACTIVITIES
Five Months Ended November 30, 2020

	YTD Actual 11/30/20	YTD Prior Yr 11/30/19	Over (Under) Prior Yr	% Over (Under) Prior Yr	Annual Budget FY 2021	YTD Budget 11/30/20	Over (Under) YTD Bdgt
Other Payroll Expenses							
Payroll service	1,154	1,017	136	13%	2,700	1,125	29
Child care services	0	1,320	(1,320)	(100%)	2,000	0	0
Recruitment	95	140	(45)	(32%)	600	250	(155)
Workers comp.	1,574	102	1,472	1,443%	3,100	0	1,574
Total Payroll Expense	196,689	201,366	(4,678)	(2%)	492,590	202,433	(5,744)
Loan Payments							
M&T principal reduction	15,999	15,321	678	4%	38,973	15,999	0
M&T interest	6,296	6,974	(678)	(10%)	14,534	6,296	0
SBA PPP loan interest	0	0	0		7,963	1,770	(1,770)
Total Principal & Interest	22,295	22,295	0	0%	61,470	24,065	(1,770)
Building & Grounds							
Building maintenance	6,255	6,523	(268)	(4%)	20,000	8,335	(2,080)
Custodial service	5,000	20,095	(15,095)	(75%)	38,000	15,835	(10,835)
Custodial supplies	705	860	(155)	(18%)	2,000	835	(130)
Electricity	6,530	8,868	(2,338)	(26%)	15,000	5,000	1,530
Gas	1,084	1,163	(79)	(7%)	7,500	500	584
Grounds maintenance	13,350	10,295	3,056	30%	16,340	13,175	175
Insurance	(373)	0	(373)		5,400	0	(373)
Snow removal	0	0	0		7,000	0	0
Trash removal	910	910	0	0%	2,400	1,000	(90)
Water & sewer	6,443	7,046	(603)	(9%)	10,000	8,000	(1,557)
Total Building & Grounds	39,905	55,759	(15,855)	(28%)	123,640	52,680	(12,775)
Office							
Equipment maintenance	0	31	(31)	(100%)	650	271	(271)
Equipment procurement	647	349	298	85%	2,200	917	(270)
Equipment rental	933	812	121	15%	2,200	917	16
Office supplies	809	1,109	(300)	(27%)	3,000	1,250	(441)
Postage	1	19	(18)	(94%)	900	375	(374)
Software & database	1,189	1,235	(46)	(4%)	3,000	1,250	(61)
Telephone & internet	3,347	2,805	542	19%	5,500	2,292	1,056
Total Office	6,926	6,360	566	9%	17,450	7,271	(345)
Committees							
Adult Faith Formation	0	100	(100)		700	292	(292)
Aesthetics Committee	0	0	0		50	21	(21)
Board of Trustees	0	158	(158)	(100%)	2,400	1,000	(1,000)
Committee on Ministry	0	0	0		250	104	(104)
Crafters	0	0	0		100	42	(42)
Decorations	0	0	0		75	31	(31)
Hospitality	0	816	(816)	(100%)	1,050	0	0
Lay Ministry Council	0	42	(42)	(100%)	1,300	542	(542)
Membership	0	108	(108)	(100%)	2,670	1,113	(1,113)
Music	3,562	2,169	1,393	64%	5,000	2,083	1,478
Pastoral Care	72	26	45	171%	500	208	(137)

Unitarian Universalist Congregation of Rockville
STATEMENT OF ACTIVITIES
Five Months Ended November 30, 2020

	YTD Actual 11/30/20	YTD Prior Yr 11/30/19	Over (Under) Prior Yr	% Over (Under) Prior Yr	Annual Budget FY 2021	YTD Budget 11/30/20	Over (Under) YTD Bdgt
Planned Giving	0	0	0		100	42	(42)
Pledge Drive	0	0	0		1,950	813	(813)
Publicity	80	95	(15)	(16%)	2,430	1,013	(933)
Quilters	0	28	(28)	(100%)	275	0	0
Religious Education	610	1,292	(682)	(53%)	4,950	2,063	(1,453)
Sound System	0	1,165	(1,165)	(100%)	255	106	(106)
Stewardship	0	0	0		0	0	0
Worship	2,330	1,419	911	64%	2,100	2,100	230
Young Adults	0	0	0		100	42	(42)
Total Committees	6,653	7,418	(765)	(10%)	26,255	11,612	(4,960)
Social Justice							
Social Justice Comm.	275	748	(473)	(63%)	6,050	2,521	(2,246)
Denominational Affairs							
UUA Annual Prog. Fund	8,520	7,879	641	8%	34,080	8,520	0
Other Expenses							
Bank service charges	2,172	735	1,437	196%	2,300	958	1,214
Miscellaneous expense	15	0	15		0	0	15
Ordination expense	1,693	0	1,693		0	0	1,693
Total Other Expenses	3,880	735	3,145	428%	2,300	958	2,922
Transfers							
Facilities Maint. Fund	0	0	0		6,535	0	0
Total Transfers	0	0	0	0%	6,535	0	0
Total Expenses	285,142	302,560	(17,419)	(6%)	770,370	310,060	(24,918)
Net Income per Budget	83,856	59,548	24,308	41%	0	3,455	80,401
Adjustments:							
Unrealized gain (loss)	21,302	9,836	11,466				
Loan principal add-back	15,999	15,321	678				
Depreciation & amort.	(37,358)	(37,358)	0				
Net Income per Books	83,799	47,346	36,452				

Supplemental information:

	Current 11/30/20	Prior Yr 11/30/19	Variance
General Reserve	287,706	295,276	(7,570)
Annual budget	770,370	789,384	(19,014)
Reserve as % of budget	37%	37%	

Unitarian Universalist Congregation of Rockville
RESTRICTED FUND & PASS-THROUGH REPORT
November 30, 2020

	Balance 6/30/2020	Inflows	Outflows	Balance 11/30/2020
Endowment Fund				
Principal	364,629	285	0	364,914
Accumulated income (loss)	66,112	0	0	66,112
Unrealized gain (loss) - Current year	0	93,199	0	93,199
	430,741	93,484	0	524,225
Site Beautification Fund				
Principal	83,449	0	0	83,449
Accumulated income (loss)	10,151	368	10,151	368
Unrealized gain (loss) - Current year	0	19,218	0	19,218
Site Beautification - Operating	10,228	10,151	3,515	16,864
	103,828	29,737	13,666	119,899
Donor Restricted Funds				
Ministry Enhancement Fund	3,492	0	740	2,752
Wright Elementary	2,193	0	0	2,193
Wright Junior High	468	0	0	468
	6,153	0	740	5,413
Group Controlled Funds				
Children & Youth Scholarship Fd	9,124	0	0	9,124
Ethier Music Fund	5,165	(200)	232	4,733
Minister's Discretionary Fund	5,248	0	50	5,198
Rainbow Youth Alliance	40,376	5,718	1,418	44,676
Remembrance Fund	8,161	3,000	185	10,976
	68,074	8,518	1,885	74,707
Board Controlled Funds				
Aesthetics Fund	7,550	0	0	7,550
Board Initiatives Fund	10,000	0	0	10,000
Facilities Maintenance Fund	45,211	0	0	45,211
Miracle Sunday 2016	8,396	0	0	8,396
	71,158	0	0	71,158
Pass-through Accounts				
Arts Connect	694	930	382	1,242
Chesapeake Climate Action Network	0	1,068	683	385
Childhood Hunger Grant	1,000	0	0	1,000
Community Reach	0	223	0	223
Food Justice Initiative	0	3,433	2,933	500
Gaithersburg Soup Kitchen	0	958	0	958
Interfaith Works	6,084	0	6,084	0
Just Neighbors	0	1,843	0	1,843
Manna Food Center	5,543	1,703	7,245	0
Other Partner Plate contributions	2,901	7,390	10,291	0
Contributions at ordination	0	2,558	0	2,558
Get Out the Vote	540	2,821	2,702	658
Other pass-through	763	2,400	2,100	1,063
	17,524	25,324	32,419	10,429