

## Meeting Minutes

Date/Time:	Wednesday, June 13, 2018 at 7:30 PM
Meeting:	O-Team Meeting
Participants:	Jeanette Anders, Tracy Hall, Joyce Duncan, Larry Magder, Jane D'Ambrogi, Monica Sweidel, Kai Aiyetoro, Todd Robertson, Rev. Clare Petersberger, Jen Larson, Patty Barry
Absent:	Scott Shane, Neil Porter, Janet Schollenberger, Andrew Hager
Guests:	Casey Mashburn
Location:	Towson Unitarian Universalist Church
Objectives:	
Next meeting:	TBD

### Pre-meeting Action Items:

Activity	Owner	Target Date

### Scheduled Agenda

Activity	Owner
Chair Opening	Neil
Accounting reporting	Monica
Guest presentation – Roof issues	Casey Mashburn
Roof Estimates	Todd

### Open Action Items:

Activity	Owner	Target Date	Completed On
Safety Congregation	Joyce/Andrew		

### Completed Action Items:

Activity	Owner	Target Date	Completed On
Implementation of New Website	Kai/Scott	March 2018	March 1, 2018

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Meeting called to order at 7:30 pm by Rev. Clare announcing that Neil is not available for meeting tonight and she will chair as requested. Chalice lighting per Rev. Clare. Icebreaker: Name one of your blessings.

Thank you to outgoing O-Team members (Janet Schollenberger, Outreach; Jen Larson, RE; Scott Shane, Communications) and welcome to new O-Team members (Jane D'Ambrogi, Outreach; Larry Magder, RE; Patty Barry, Communications.)

Monica discussed financial report – see below.

Todd presented roof estimates received and some of the issues with the roof replacement; such as no ventilation between roof and ceiling. Eliminated one out of the

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four. Will review other proposals more thoroughly to determine best selection. In the meantime, Todd will contact the estimators with more questions and decide which company to work with in the interim for temporary tarp placement option (if applicable) by the end of the month.

Todd is seeking estimates for many areas of need in the church in order to develop a comprehensive capital campaign proposal. Areas include roof, windows, fascia, painting walls on first floor, floor replacement and more.

Casey presented her concerns and findings regarding funding approach scenarios to pay for the roof replacement. 1) Funding acquired through the Endowment Fund for Capital Improvement; 2) Borrow from bank and 3) Borrow from the Endowment Fund. Mentioned UUA loan but Rev. Clare reminded all that TUUC is not a full paying member of UUA and that this funding is reserved for full members. Casey agreed to be a member of the House Committee and will make plans with Todd in the near future.

Jen updated group on what the Committee on Ministry was doing regarding Endowment research. The TUUC Board appointed two people from the COM and two people from the Endowment Committee to research Endowment policies of other UU churches.

Monica discussed Global Sight Donation project (used glasses collected from the congregation and donated). Project approved unanimously.

Todd updated all regarding electrical project in conjunction with TUUC signage and new security. Trenching to begin June 18, 2018.

Clare mentioned there would possibly be a Leadership Retreat in August.

Jane motioned to close the meeting.

Larry second.

Meeting adjourned at 8:41 PM.

Submitted by Kai Aiyetoro, Church Administrator

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### ADMINISTRATION REPORTS

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#### Church Administrator Report

The month of May was the beginning of new and improved systems... and a few old "ouches."

- The annual report process went smoothly and was distributed in a timely manner. Thanks to all that got their reports in on time.
- Breeze database system initiated on May 30, 2018 with total rollout scheduled for July 1, 2018. Breeze monthly fee is \$50. Breeze staff imported all information

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from Fellowship-One free of charge. This database system appears to be more user-friendly. Fellowship-One will discontinue July 31, 2018. Early cancellation charge will be \$178.20.

- QuickBooks financial software updated to 2018 on May 31, 2018. The plan is to start a new set of books for TUUC on July 1, 2018 with new chart of accounts, item and class lists in place making reporting much easier to create.
- The rains have caused a great hardship on the church with leaks in old and new locations. The carpet is looking very bad and needs shampooing but we are holding back until the rains stop. Scheduled estimates from four companies regarding roof replacement starting next month.
- Handicap commode in women's bathroom continues to back up. Bruce Solomon Plumbers called this time to unclog. Cost \$178. Since the blockage always seems to be from toilet paper and stool, he suggested installation of commercial commode that utilizes more pressure when flushed. He could not find any other reason for clogs. Cost for new commode \$1000 per unit.

Kai Aiyetoro, Church Administrator

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### **Communications Report**

Turns out I have a conflict next Wednesday night and won't be able to make next week's O-Team meeting, which would be my last as communications chair. I've reached out to my replacement, Patty Barry, and hope we can chat before the meeting. As I told her, I'm happy to keep helping out with the website and other technical things and may come up with other ideas to pursue.

But in the meantime, thanks to Rev. Clare all my fellow O-Teamers over the last four years for the fellowship and progress. And thanks to Kai, my teammate on the website and lots of other stuff. Great summers to everyone.

Scott Shane, Communications Chair

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### **Financial Report for O Team and Board**

**July 1, 2017 – May 31, 2018**

92% of the fiscal year

#### ***Income***

We are up on the plate general fund at \$17,116– over 110% of the budgeted amount.

We are still up on pledges. We have received over \$302,332 already, 101% of our budgeted amount. We have over \$17,000 in unpaid pledges. I have contacted those who still have open balances to remind them of the amount and that our fiscal year is coming to a close. I have received many responses and I am expecting a large percentage of these to be fulfilled soon.

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The balances in the two accounts we can use to pay our bills are as follows:

PNC Checking - \$24,151.93

Schwab MM - \$51,099.67

This totals over \$75,000.

### ***Expenses***

We are on target or under in almost every category of expenses except one: House and Grounds. We are over in two areas in this category: service contracts (103%), and grounds (215% due to tree work). Because we are at or under our target for the other categories, total operations is just over 90%.

In summary, at this point in the fiscal year everything looks fine.

2018-19 Stewardship Campaign and Budget

Right now we have almost \$308,000 in pledges for next year. The budget for the next fiscal year was passed by a large margin with little discussion on June 3, 2018.

Submitted by Monica Sweidel, Financial Council Chair

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### **Roof Issues/Capital Campaign Discussion from Casey Mashburn, TUUC congregant**

I was distracted by other things this week but am back to asking questions about how we get the roof fixed. Catherine, I had asked if I could send you some questions about capital campaigns, but I have decided to send them to everyone. Some are questions you will be best able to answer.

FYI - "New roof" generally means a new layer of shingles. It also generally includes repairing whatever damage is found when the shingles are taken off. There will surely be at least some damage found under TUUC's roof.

To date I have identified several options for financing, none of which is ideal.

1. We withdraw funds from the endowment fund. This option requires a resolution by the congregation. Because it would be very unpopular with the Endowment Committee, it would require a major PR campaign.

2. We borrow money to repair the roof. I expect that TUUC would not be able to borrow from a bank. We can, however, borrow funds from the endowment fund. This can be done by a decision of the Board and has the advantage of not permanently compromising the endowment fund. The problem is that the loan would have to be repaid, whether by monthly payments or by a balloon payment. As of today the budget has no provision for roof repair or for loan repayment.

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3. If it appears the only option for raising money is a "capital campaign," I have questions about how that works:
- a) Is there another method for raising money for a specific purpose?
  - b) How long has it been since TUUC did a capital campaign? Would TUUC members be receptive to another one?
  - c) How much money was raised by the last cc, and how long did it take?
  - d) What paperwork is required to start a capital campaign?
  - e) Can we make an educated guess about how long it would take to raise enough money, after we get cost estimates from roofers? If we state a deadline and don't raise enough, what happens?
  - f) Is the roof going to leak further and cause more damage to more things - carpet, piano, roof plywood, walls, beams, etc. - before we raise enough to pay for a new roof?
  - g) What is the process for a capital campaign, and is anyone willing to take the lead?
4. Is it possible to combine options 2 and 3 by borrowing money from the EF and making repayment of the loan the first priority of the capital campaign? This option has the advantage of being able to repair the roof without waiting for the results of a fundraising campaign. It is, however, based on spending money we don't yet have. Are we confident that a fundraising campaign will be successful?
5. Is it possible to specify raising enough funds for other things, such as new carpet, handicap bathroom on the main level, repair of broken windows - as the goal for the capital campaign? Or would the larger dollar amount be too daunting for the congregation to accept?

I look forward to discussing these questions at the meeting on Wed, June 13.

Regards,

Casey Mashburn