

Thomas Jefferson Memorial Church
Board of Trustees
July 8, 2010
Minutes

Goals for the Board of Trustees
2009-2010

- Support the Ministerial Search Committee.
- Encourage participation of the broader congregation and make ourselves available and recognizable, especially at council meetings.
- Evaluate the council structure.
- Clarify the roles and responsibilities of the church staff, board, and councils.

Attendees: Donna Baker, Karen Shaffer, Doug Webbink, Ian Sole, Paul Fritz, Liz Benzinger, Raven Long, Dan Grogan, Jen Lucas; Guests: Alex McGee, Lois Brown, Pat Millman, Bob Kiefer, Ann Salamini

- I. Opening Meeting (10 minutes)
 - A. Devotion/opening words (Donna)
 - B. Check-in (optional)
 - C. Acceptance of Agenda – approved unanimously with amendment
 - Date should read July 8, 2010
 - D. Approval of Minutes – approved unanimously with amendments
 - Trash Service – part C should read Allied
 - Treasurer’s Report – Cathy Polly (C, not K); delete line about support
 - Treasurer’s Report - Expressed concern about music budget – a lot of the money spent late in the year, no concern about the computer budget
 - Thanks to Raven for taking minutes
 - E. Public Comment
 - Finance committee member shared concern that the Board did not take the recommendations of the Finance Committee to pay the member bonds; question the purpose of the Finance Committee if the Board ignores the Committee recommendations
 - Question: There is a history of the Finance Committee recommendations not being heeded; For Example, minister salary Response: recommendation that a range be set for the incoming minister rather the offering the top of the range
 - Question: reason for the bonds being paid; Response: we are past the commitment of when we are supposed to pay them, there is a cost to us of interest; this is the first time we will not have paid them in 10 years; when the bonds were sold, those who sold them set up a schedule for repayment, this was then altered a few years ago to extend the time; we are continuing to not meet the revised schedule; the endowment contribution is based on the operating contribution; \$16,082 being paid in interest off of \$10,000 that the Committee suggested be paid this year – fiscally smart to drop that amount in interest for the amount being paid off; in long-term planning, the debt should be considered
 - There is money in other funds that could be used to pay off our obligation from the past fiscal year
 - Question: if the congregation votes on the budget, are we breaking any by-laws by not paying the bonds that were in the budget; Response: no, the budget is a working document that changes based on the needs as the year continues; Response: the

budget should only be adjusted in very specific circumstances; while the congregation can ask questions about line items, they are approving the total budget as compared to line item by line item

- Comment: new member of the Finance Committee stated that he was involved in the Board at a time when it was decided not to pay off the originally planned, when money was not available outside of using the reserves; it makes sense to him to hold off on the decision to pay off bonds to the end of the year as the operating budget does not have items outside of staff salaries where bond payoff money could be pulled from if needed; it is also his understanding that the bond holders are not asking for the bonds be paid off and that many of them prefer to keep them as is due to the higher interest rate than they can otherwise get
- The Finance Committee had a discussion previously this year regarding paying off the bonds prior to the end of the fiscal year, the Treasurer was advised that we wait until near the end of the year
- Comment: recommend that the Board publish the agenda and/or topics of conversation for the congregation to view prior to the Board meeting – possibly as part of the Friday email that precedes the meeting; recognition that things arise during Public Comment that would not be listed on the agenda

F. Vice President's Report (Jean) – not present at meeting

G. Treasurer's Report (Doug)

- Endowment fund has dropped in the last month along with the stock market
- Revenue and expenses are pretty accurate but the books have not been closed; likely to have a small deficit, just over \$1,000; expenditures came under budget, revenues lower including revenue below what was pledged by nearly \$40,000
- We showed an increase from last year in Social Action, including relief for Haiti
- Pointed out reserve and capital budgets; not a lot available in reserves, should be careful in our decisions in this coming year
- \$405,000 in pledges for 2010-11 which meets the priority for full funding ministerial support for 2010-11
- Question: where are pledges paid in 2009-10 for 2010-11 shown in the budget; Response: shown in both budgets, in FY 11 will show as income in July
- Question: do we contact those who pledged but did not pay; Response: members receive a status letter showing what they have pledged and what they have paid; Comment: should we have a more direct letter asking folks to fulfill their pledge; can the Stewardship Committee take on this role, perhaps near the end of the fiscal year or immediately following the fiscal year; suggested that one be sent in the next week or so, stated that it will take more time

H. Minister's Report – no report

I. Board Liaisons to Councils' Report

- Administrative Council (Jen Lucas)
 1. Met on June 28
 2. Recommended not to file for demolition permits as there is a cost and it has to be paid regularly
 3. Council requests of the Board to direct the Leadership Development Committee to find a Co-chair for the Administrative Council; Response: it is not the role of the Leadership Development Committee to find committee chairs, the Committee will make recommendations, the Committee is going to put a lot of emphasis in the next year in training and developing leaders who will be able to fill the various leadership positions throughout the church; the

Board will not be directing the Leadership Development Committee to find a Co-chair

- None of the other Councils have met other than Personnel (Board liaison was not at that meeting)

II. Discussion Item: Preparing for Board Goal-setting (Donna) (10 minutes)

- There will be a Board retreat on August 20 at 7 pm at Ian's house
- We will discuss the Board covenant and goals
- Our new minister will join us
- Dinner is not provided, our work will begin at 7 pm
- Donna will provide information at the next Board meeting about expectations regarding homework prior to the retreat

III. Consent Agenda (5 minutes) – unanimously approved

- A. Update of Building Use Policy: Add *“The minister has the discretion to modify or cancel non-contracted but scheduled building usage in order to accommodate Memorial Services or other last-minute church related activities of high priority.”*

IV. Old Business

A. Ministerial Search Committee Report (5 minutes) (Ann Salamini)

- Committee has met several times to meet one another and review previous information
- Special thanks to Anne Clark for leading a session on the Meyers-Briggs Type Inventory
- Don Landis and Ann are co-chairs, Shannon Redmond Secretary, Jim Rotherham Treasurer
- Communications are being set up and the bulletin board in hallway is in process
- The Committee is trying to meet every 2 weeks and dividing up into small groups to complete the work of the committee
- Board offered thanks to the Committee as well as our support
- The top priority of this Board is completing the search for a called minister and the Board will support this process as needed
- Question: Does the Committee need support from the Board at this time regarding the Associate Minister position in order to be successful in bringing in a called minister? Response: the Committee has not discussed this at this point, but there have been updates to the membership since the last search and an update has been made to the booklet regarding the “hyper-active” church to clarify the activity of the church and the role of the minister(s) within that activity; do not believe we are different from other churches in our finances, it would be helpful to have the support of the Board to provide the necessary support for the called minister (e.g. hiring as a senior minister and working towards providing additional minister support); candidates responded differently regarding when they needed this support; salary package will be re-examined during the process
- First priority is getting a settled minister; it is difficult to making a timed commitment regarding supporting ministerial staff at this time; concurrently, we need to focus the congregation on financially supporting additional ministerial staff
- In the package we offered to the settled minister came from the UUA guidelines which may be changed on a regular basis; ministers are aware of the UUA guidelines and those will potentially impact whether a settled minister will accept a package that does not abide by those guidelines

- Previous Board member commented that the Board was not aware that it was a possibility that we would end the process without having a settled minister and wanted to make sure the Board is aware that this could happen again; it was suggested that the Committee and Board both have more information as we move forward this year
 - Suggested that we need to have more exact metrics in describing the membership numbers, pledge units, budget, monthly attendance, etc.
- B. Summit House mold elimination expenditure – proposed from Building Reserve account (5 minutes) – approved unanimously
- There is mold currently in the Summit House which needs to be eliminated; it is an issue for staff and children who would use the building and cannot be deferred
 - Proposal includes removing and disposing of existing insulation, replacing with foam insulation; removing current mold; adding a vapor barrier; total cost: \$9,800; 2-week timeframe; includes warranties
 - One bid from the company that handle our HVAC; Dick Somers is comfortable with this company and their work having worked with them previously
 - Insurance will not cover this
 - We will pay for this expense through building reserves and/or operating budget line-items
- C. Administrative Office Key update (10 minutes)
- The Administrative Council has set up a task force to come up with a solution for the office key situation
 - A survey has gone out to those who currently have keys
 - The Council is looking into it and will report back to the Board
- D. Demolition Permit update (2 minutes)
- Demolition permits have to be renewed every six months and involve a fee
 - Administrative Council recommended that we not pursue demolition permits
- E. Trash Service follow-up update (5 minutes)
- Pam spoke with Karen and Ned Michies who reviewed the contract, but are not contract lawyers
 - Their conclusion is that it would be cheaper for us to take the buy-out as we might otherwise be responsible for legal fees, the one question is the effective date of the contract
 - Suggested that a letter be sent asking them to let TJMC-UU out of the contract before moving to the payout
 - Clarification: we have a contract with Allied that runs through July 2011; we have a no cost option and would like to end the contract, it has been suggested that we write a letter asking to end the contract prior to July 2011; this has been done via phone, but not in writing; the buyout is currently set at 6 months of the monthly fee
 - Motion to buy-out of contract with 6 months of the monthly fee - approved 7, opposed 1
- F. Administrative Council recommendation on Building Use Policy regarding Director of Music use (10 minutes)
- Current policies were read
 - It was determined that the staff need to follow the policies as determined by the Board and if there are concerns within the staff, their supervisor (the Minister) should assist in resolving these concerns
 - The question on the table is whether or not we have the right policy in place for the staff to then follow

- Question: were we asking the Administrative Council to review the policy rather than how it should be enacted/implemented; the Administrative Council believed that they were asked to resolve how it should be enacted/implemented rather than reviewing the policy
 - The Board should revisit this policy at a future meeting and the Personnel Committee initiated this aspect of the policy
 - The policy may not be clear for the staff to be able to interpret and act upon
 - Motion to continue current policy through the end of this calendar year and will be reviewed during this time – approved unanimously
- G. Report on repair from tree damage (5 minutes)
- Insurance company has been contacted and should be approved

V. New Business

A. Member Bonds Payoff (5 minutes)

- The Board needs to vote on whether or not to complete the payoffs from the 2010 FY
- Treasurer suggested redeeming bonds from FY 2010, recognizing that it would have us at an \$11,000 deficit, reducing the reserve by that amount
- Clarified that this is the end of FY 2010
- Motion to pay the \$10,000 member bonds plus the \$5,000 from Endowment – approved 5, abstain 2
- Discussed possible issues that could need to be covered by reserve, including external stairs to the lower level of the church

B. Pastoral Care Contract (Alex) (5 minutes) – approved unanimously

- Alex and Janet met to discuss ministerial support; the proposed agreement is attached
- Question: previously (agreement with Tony) paid separately for time in the pulpit versus pastoral care, is that reflected in the agreement? Response: if not using time across the week for other duties, this could be included in the salary; otherwise it would be an honorarium out of a separate line item
- Question: TJMC-UU will be paying the salary, Alex will be responsible for paying insurance and other expenses
- Question: is vacation included in the agreement; Response: time off and vacation will be worked out between Janet and Alex
- Question: are we paying FICA or is that going to be Alex's responsibility; Alex understands that her salary is \$20,000, is not clear on the tax status
- Alex shared her thanks in being invited to serve in this role and will follow up with Cathy regarding tax status, housing allowance, etc.; asked that the Board communicate this role with the congregation – Donna and Alex will work on this together

VI. Closing Activities (5 minutes)

A. Process evaluation

- If we have more business to conduct in the time allotted, we need to make adjustments (e.g. preparing prior to the meeting, condensing conversation as needed, using time between the meetings more efficiently)
- Councils can do business electronically, are there things the Board can do electronically? This can be up for discussion on August 20
- Is there a point in the agenda when an issue can be brought up that could be added? During the acceptance of the agenda is when that would happen.

- Public Comments could potentially have a set amount of time. Discussed that they are rare and that the Board does not want to limit this time.
 - The Executive Committee needs to allot time carefully, knowing that time can change during conversation.
 - Timekeeper will assist with the group being conscious about our time.
 - When people speak, they need to share their names for the minutes.
- B. What do we need to communicate to others?
- Stewardship Committee – add to planning process to send a letter near the end of the FY asking folks to fulfill their pledge commitment (from either Stewardship or Finance) – Karen/Pam
 - Donna crafting a response to Administrative Council regarding Leadership Development Committee role
 - Dan will communicate building use policy
 - Donna and Karen will work on getting the Board meeting agenda available to the congregation prior to the meeting; Donna will work on getting the calendar of Board meetings in the bulletin
 - Doug will follow up with folks regarding the bond decision
- C. Closing words (Donna)
- D. Adjournment

Attachments:

Treasurer's Report
 Membership Report
 Consent Agenda Item
 Agreement Letter
 Meeting Dates

Upcoming dates:

July 22 – Executive Committee Meeting, 7 pm in Social Hall
 August 12 - Board Meeting, 7:00 pm in Social Hall
 August 20 – Board Retreat, 7:00 pm, Ian's House (set Board covenant and goals)
 September 11 – Leadership Retreat

August 2010 Meeting

Welcome of new interim minister; Re-covenanting Committee (Pam) – possibly begin at leadership retreat;
 Endowment Committee appointments; Re-assign Board liaison's to Councils

September 2010 Meeting

Policy Manual

November/December 2010 Meetings

Approve plans for Summit House structural repair, stone walls and staircase repair, etc.;

Spring 2011

Board and Ministerial Search Committee retreat to set minister priorities

Attachment: Treasurer's Report

June 2010 Adjusted Preliminary Treasurer's Report Thomas Jefferson Memorial Church Unitarian Universalist

Attached are the adjusted preliminary versions of the spreadsheets for the June 2010 Financial Report. This version is updated from the version presented to the Finance Committee on July 1, but it is still not a final version. The major issue involves obtaining permission from the Board of Trustees to redeem \$15,000 worth of member bonds. In addition, the figures for the Endowment Fund and the Remembrance Garden do not yet include June 30 data.

In June, 2010 after 12 months or 100% of the fiscal year, our total revenues were \$538,711 and our total expenses were \$539,983 so for the 12 month period, expenses exceed revenues by \$1,271. For just the month of June, expenses exceeded revenues by \$15,953. This does not yet take into account the budgeted redemption of member bonds, which would add another \$10,000 to expenses and thus increase our deficit by \$10,000.

Note that our total revenues only amount to 93% of the amount budgeted, and in particular current year pledges only amount to about 92% of the amount budgeted. Of \$420,000 budgeted for pledge receipts (less \$5,000 for pledge "shrinkage,") only \$383,365 had been received by the end of June. In the past we have received additional pledge revenues for past pledges in the one or two months following the end of the fiscal year.

Fundraising income and prior year pledges significantly exceeded the amount budgeted. On the other hand, unpledged donations, plate cash, building user fees, B&B income, grocery scrip profit (including rebates), Great Lakes Scrip income, coffee money, and bank interest all amounted to significantly less than the amount budgeted. Except for Great Lakes scrip income, those items were all significantly lower than the amount received in the previous fiscal year.

With respect to expenses, Security Service, Hospitality/coffee expense, church electricity, church trash and cleaning supplies, Summit House Maintenance and member bonds interest all exceeded the amount budgeted. [The expense amounts budgeted for Security Service, church electricity, and church trash and cleaning supplies were increased in the FY 2010-2011 budget]. U-House Tenant Utilities shows a large unbudgeted expense, because the agreed upon charge to the tenants did not cover the costs of their utilities.

Community Outreach or Social Action Disbursements and receipts significantly exceeded the numbers in the budget, because far more was raised through Social Action Collections than had been anticipated.

The Ministerial Search Committee spent slightly less than one half of their budgeted amount. Thus, in the new fiscal year, significantly less has been budgeted for Ministerial Search, and that money will come from reserves on our balance sheet.

If you look at the spreadsheet that compares this fiscal year with the previous fiscal year, you will note a number of differences. On the one hand, prior year pledges were more than twice as much as in the previous fiscal year, and current year pledges are higher than they were in the previous year. On the other hand, unpledged donations, plate cash, building user fees, B&B income, Fund Raising income, Grocery Scrip profit, coffee money and bank interest were significantly lower than they were in the previous fiscal year.

With respect to expenses, many of the utility and maintenance costs were lower than in the previous year. This is also true of a number of the other expense categories. Computer maintenance was nearly twice the cost in the previous year, but this reflects upgrades in the computer network system, some of the computers

and computer software. Note also that this year Community Outreach or Social Action Collections and disbursements were slightly over \$24,000 compared to a little over \$17,000 in the previous year.

Because a number of adjustments still need to be made in the balance sheet, it is really too early to comment on most of the balance sheet. However, it should be noted that we have now received \$46,327 in future year pledge payments (for the fiscal year 2010-2011).

The costs of a number of expected repair expenses in the new fiscal year, especially mold removal, will exceed the amounts budgeted for building maintenance and repair. Consequently, it is worth noting that we currently have \$17,595 in the building reserve account, \$45,780 in the capital fund and \$40,913 in the cumulative operating fund.

If the Board of Trustees agrees to go ahead and redeem the \$15,000 of member bonds that was a line item in the FY 2009-2010 budget, we will end the fiscal year with a deficit of \$11,271. It is important that the Board make a decision, because we will be unable to close the FY2009-2010 books and open the FY 2010-2011 books until a decision is made concerning the budget. At this time the Controller has not yet written any checks for the new fiscal year.

Regardless of the Board decision concerning the member bonds, we will end FY 2009-2010 with a deficit and we can anticipate unbudgeted expenses in FY 2010-2011 that would lead to a deficit in this year, unless expenses are reduced or revenues are increased beyond those expected. While the church has some reserves, everyone will need to be careful about spending money in this new fiscal year.

Doug Webbink, Treasurer
July 6, 2010

	June Actual	Year to Date Actual	Year End Budget	Remaining Budget	%Total Budget	>\$200
Revenues						
Current Year Pledges	24,182.20	383,365.94	415,000.00	31,634.06	92%	
Current Yr Unpledged Donations	895.00	7,348.45	20,500.00	13,151.55	36%	
Prior Year Pledges	0.00	17,273.50	7,000.00	(10,273.50)	247%	Over
Plate Cash	518.01	7,270.65	11,500.00	4,229.35	63%	
Building User Fees	0.00	4,254.00	6,500.00	2,246.00	65%	
B&B Income	70.00	520.00	850.00	330.00	61%	
Mollie Michie Rent	(650.00)	5,850.00	5,850.00	0.00	100%	
U-House Rent	1,075.00	22,750.00	22,000.00	(750.00)	103%	Over
Endowment Income	0.00	0.00	5,000.00	5,000.00	0%	
Fund Raising Income	147.00	30,802.69	26,000.00	(4,802.69)	118%	Over
Grocery Scrip Profit	1,322.50	16,592.03	25,000.00	8,407.97	66%	
Scrip Rebates	0.00	6,093.00	0.00	0.00	0%	
GL Script Income	67.75	2,016.01	5,000.00	2,983.99	40%	
Book Table Sales	0.00	0.00	0.00	0.00	0%	
Coffee Money	39.64	1,241.49	1,700.00	458.51	73%	
Community Outreach Collections	1,049.01	24,018.11	18,000.00	(6,018.11)	133%	Over
Bank Interest	33.06	547.23	1,450.00	902.77	38%	
Special Gift Donations	0.00	500.00	0.00	(500.00)	0%	Over
Sabbatical Fund Transfer	0.00	0.00	0.00	0.00	0%	

Ministerial Search Money	0.00	8,268.51	8,300.00	31.49	100%	
Total Revenues	28,749.17	538,711.61	579,650.00	\$ 40,938.39	93%	
Gross Profit	28,749.17	538,711.61	579,650.00	40,938.39	93%	
Expenses						
Ministers Salary	0.00	0.00	0.00	0.00	0%	
Co-Minister Salary	0.00	0.00	0.00	0.00	0%	
Ministers Housing	0.00	0.00	0.00	0.00	0%	
Interim Minister Salary	3,741.92	44,903.04	44,903.00	(0.04)	100%	
Interim Minister Housing	3,500.00	42,000.00	42,000.00	0.00	100%	
Ministers Benefits	133.34	1,600.08	1,600.00	(0.08)	100%	
Ministers Pension	724.17	8,690.04	8,690.04	0.00	100%	
Co-Minister Pension	0.00	0.00	0.00	0.00	0%	
Ministers Health Insurance	863.62	10,083.72	9,804.00	(279.72)	103%	Over
Ministers FICA	554.00	6,648.00	6,648.00	0.00	100%	
Ministers Professional Expense	724.17	8,690.04	8,690.00	(0.04)	100%	
Pastoral Care Minister	1,516.68	18,200.16	18,200.00	(0.16)	100%	
Interim Moving Expenses	0.00	0.00	0.00	0.00	0%	
Pastoral Minister's Prof Expen	0.00	540.05	900.00	359.95	60%	
DRE Salary	4,410.34	52,924.08	52,924.00	(0.08)	100%	
DRE Life Insurance	0.00	301.60	350.00	48.40	86%	
DRE Professional Expenses	0.00	3,000.00	3,000.00	0.00	100%	
DRE Pension	529.25	6,351.00	6,351.00	0.00	100%	
DRE Health Insurance	458.86	5,203.62	5,400.00	196.38	96%	
DRE FICA	674.76	4,048.56	4,049.04	0.48	100%	
RE Assistant Salary	1,030.00	12,360.00	12,360.00	0.00	100%	
RE Assistant FICA	157.60	945.60	946.08	0.48	100%	
DOM Salary	2,999.18	32,990.98	32,990.00	(0.98)	100%	
DOM Professional Expenses	82.00	1,500.08	1,501.00	0.92	100%	
DOM Pension	329.92	3,959.04	3,959.04	0.00	100%	
DOM Health Insurance	635.99	7,150.02	7,300.00	149.98	98%	
DOM Health Contribution	(138.92)	(1,667.04)	(1,850.00)	(182.96)	90%	
DOM FICA	458.84	2,523.62	2,524.08	0.46	100%	
Cong Administrator Salary	3,182.76	38,193.12	38,193.00	(0.12)	100%	
Cong Administrator Development	354.19	722.25	1,000.00	277.75	72%	
Cong Administrator Pension	381.92	4,583.04	4,583.04	0.00	100%	
Cong Administrator Health Ins	635.99	7,150.02	7,300.00	149.98	98%	
Cong Administrator FICA	487.00	2,922.00	2,922.00	0.00	100%	
Cleaning Service	1,300.00	15,910.00	16,000.00	90.00	99%	
Security Service	310.00	3,310.00	2,900.00	(410.00)	114%	Over
Employer's Cont. to FICA	0.00	0.00	0.00	0.00	0%	
DRE Sabbatical Staff Salary	0.00	0.00	0.00	0.00	0%	
DRE Sabbatical Staff FICA	0.00	0.00	0.00	0.00	0%	
Ministerial Search Committee	0.00	5,831.37	12,055.00	6,223.63	48%	

Workers' Compensation	230.00	230.00	1,250.00	1,020.00	18%	
Health Insurance	0.00	0.00	0.00	0.00	0%	
Emp Contrib Family Health Ins	258.21	0.00	0.00	0.00	0%	
Worship Council	250.00	3,531.15	3,450.00	(81.15)	102%	
Covenant Groups	0.00	0.00	200.00	200.00	0%	
Hospitality/Coffee	348.87	1,411.69	1,200.00	(211.69)	118%	Over
RE-Youth	1,335.32	6,396.02	8,000.00	1,603.98	80%	
Music	0.00	3,471.82	3,540.00	68.18	98%	
Pianist	1,015.00	6,260.00	6,840.00	580.00	92%	
Instrument service	0.00	991.13	1,000.00	8.87	99%	
Community Life Council	23.33	634.49	1,250.00	615.51	51%	
Volunteer Awards	105.50	105.50	100.00	(5.50)	106%	
UUpitties	0.00	72.40	75.00	2.60	97%	
Social Action Council	1,500.00	627.49	1,000.00	372.51	63%	
Pastoral Visitors	0.00	98.50	110.00	11.50	90%	
History	81.24	81.24	100.00	18.76	81%	
Childcare	147.50	2,984.46	3,200.00	215.54	93%	
Communications	0.00	489.77	1,500.00	1,010.23	33%	
Book table Purchases	0.00	0.00	0.00	0.00	0%	
Lay Leadership Training	0.00	339.80	1,500.00	1,160.20	23%	
VUUS	0.00	0.00	350.00	350.00	0%	
Board Discretionary Fund	20.00	620.00	600.00	(20.00)	103%	
Office Expense and Supplies	843.44	4,843.02	5,000.00	156.98	97%	
Computer Maintenance	8.94	2,511.22	3,000.00	488.78	84%	
Photocopies and Printing	252.86	5,940.11	7,500.00	1,559.89	79%	
Bank Charges	0.00	0.00	0.00	0.00	0%	
Telephone	173.65	2,225.72	2,200.00	(25.72)	101%	
Postage	197.35	1,189.47	3,000.00	1,810.53	40%	
Canvass	73.18	548.99	1,500.00	951.01	37%	
Stock Transaction Fees	0.00	606.88	1,200.00	593.12	51%	
Fund Raising Expense	45.10	438.78	600.00	161.22	73%	
B&B Expense	0.00	20.00	50.00	30.00	40%	
Energy Saving Maintenance	0.00	3,869.49	6,124.00	2,254.51	63%	
Church Gas, Water & Sewer	408.08	7,677.66	11,000.00	3,322.34	70%	
Church Electricity	608.03	5,807.24	5,400.00	(407.24)	108%	Over
Church Trash/Supplies	159.81	4,691.20	3,675.00	(1,016.20)	128%	Over
Church Ongoing Maintenance	35.18	6,123.66	7,325.00	1,201.34	84%	
Church Grounds Maintenance	32.44	1,387.09	2,000.00	612.91	69%	
Church Capital Maint/Improvement	200.00	2,146.23	5,008.00	2,861.77	43%	
Summit Gas, Water & Sewer	34.10	523.73	750.00	226.27	70%	
Summit House Electricity	0.00	3,338.27	4,500.00	1,161.73	74%	
Summit House Maintenance	0.00	2,160.42	2,000.00	(160.42)	108%	
Summit Capital Improvements	0.00	0.00	0.00	0.00	0%	
Summit House Property Tax	0.00	0.00	0.00	0.00	0%	
U-House Tenant Utilities	(171.14)	1,901.54	0.00	(1,901.54)	0%	Over
U-House Church Utility Use	300.00	300.00	300.00	0.00	100%	

U-House Electricity	0.00	0.00	0.00	0.00	0%	
U-House Maintenance	182.50	726.53	3,000.00	2,273.47	24%	
U-House Capital Improvements	475.00	640.00	1,500.00	860.00	43%	
U-House Property Tax	0.00	5,383.66	5,400.00	16.34	100%	
Multi-Peril Insurance	0.00	5,737.50	6,500.00	762.50	88%	
Building Reserve Fund	0.00	0.00	0.00	0.00	0%	
MM Pre-School Scholarship	250.00	1,000.00	1,000.00	0.00	100%	
IMPACT	0.00	2,800.00	2,800.00	0.00	100%	
Interfaith Ministries	0.00	750.00	750.00	0.00	100%	
MLK Sunday	0.00	0.00	100.00	100.00	0%	
UUA Annual Program Fund	0.00	27,104.00	26,880.00	(224.00)	101%	Over
TJ District Dues	997.50	10,164.00	10,080.00	(84.00)	101%	
Community Outreach Disburse	1,274.01	24,018.11	18,000.00	(6,018.11)	133%	Over
UUA Partner Church	0.00	0.00	150.00	150.00	0%	
UUA UN Dues	0.00	100.00	100.00	0.00	100%	
UUA Loan Principal	1,041.67	12,500.04	12,500.00	(0.04)	100%	
UUA Loan Interest	66.08	929.10	1,577.00	647.90	59%	
Member Bonds Principal	0.00	0.00	15,000.00	15,000.00	0%	
Member Bonds Interest	2,511.90	10,279.89	9,775.00	(504.89)	105%	Over
Bond Trustee Fee	0.00	0.00	100.00	100.00	0%	
Contingency	(649.52)	(313.52)	0.00	313.52	0%	
Total Expenses	44,702.71	539,983.58	580,801.32	\$ 40,817.74	93%	
Net Income	(\$ 15,953.54)	(\$ 1,271.97)	(\$ 1,151.32)	\$ 120.65	110%	

Attachment: Membership Report

To: Board members

Re: June, 2010 Membership report

TOTAL MEMBERSHIP as of May 31, 2010: 458

Add:

Haley Arata, joined June 12, 2010, Youth Member

Emily Baxter, joined June 12, 2010, Youth Member

Katie Bowles, joined June 12, 2010, Youth Member

Morgan Fogler, joined June 12, 2010, Youth Member

Kevin Anders Eichenberger, joined June 12, 2010, Youth Member

John Irving, joined June 12, 2010, Youth Member

Travis Tiezzi, joined June 12, 2010, Youth Member

Drop:

Fred Smyth, inactive archive, email request, June 6, 2010

Kathy Smyth, inactive archive, email request, June 6, 2010

Smithwick-Twomey, Sallie, inactive member, change to supporter, email request, June 6, 2010

Smithwick-Twomey, Thomas, inactive member, change to supporter, email request, June 6, 2010

TOTAL MEMBERSHIP as of June 31, 2010: 461

Sally Taylor

Membership Tracking Committee

Attachment: Consent Agenda Item

For the Consent Agenda at the July 8, 2010 Board of Trustees Meeting

The following suggestion by Betty Warner to modify our policy on rental space to avoid scheduling conflicts has been approved by the Administrative Council and the Finance Committee.

I move its adoption by the Board of Trustees.

Doug Webbink

“The minister has the discretion to modify or cancel non-contracted but scheduled building usage in order to accommodate Memorial Services or other last-minute church related activities of high priority.”

Attachment: Agreement Letter

LETTER OF AGREEMENT BETWEEN ALEXANDRA McGEE, THE BOARD OF THE THOMAS JEFFERSON MEMORIAL CHURCH, UNITARIAN UNIVERSALIST, AND REV. JANET E. NEWMAN, INTERIM MINISTER

We enter into this agreement to serve the mission of the congregation, the calling of our shared ministry, the spiritual needs of the community, and in the service of truth, love and justice.

Ms. McGee agrees:

To serve as Transition Ministry Associate during the period beginning July 1, 2010 and ending June 30, 2011.

To work with Rev. Morris Hudgins, her supervisor during July, 2010, and with Rev. Janet Newman, her supervisor thereafter in the performance of her duties.

To oversee the Pastoral Visitors' Program, to visit congregants in the hospital when asked by Rev. Newman, to attend to other pastoral care matters as needed in cooperation with Rev. Newman.

To collaborate with Rev. Newman in teaching courses in faith development for adults, consulting with the Director of Lifespan Religious Education program and taking into account their schedule.

To preach sermons at TMJC, UU, in collaboration with Rev. Newman, and to accept preaching engagements in other congregations at her convenience. The honorarium for preaching at TJMC, UU, is to be determined.

To work with Rev. Newman in congregational administration from time to time, and to pursue community networking as the occasion arises, especially in social justice areas.

To attend courses in continuing education as agreed, beginning with a course July 11-18 at the Graduate Theological Union.

To keep track of her hours working in this capacity, generally around 10 per week, and to meet with Rev. Newman weekly to discuss her ministry, more often if needed. She will attend Board meetings when relevant matters come up and with the rest of the staff at least twice a month.

Ms. McGee agrees to use part of her salary to cover her health insurance premiums, retirement contributions, Social Security (FICA), and professional expenses, which include continuing education, mileage to places of professional work, office supplies, and cell phone costs, until otherwise negotiated.

Ms. McGee will take responsibility for her professional growth in ministry through consultation with Rev. Newman and other mentors. She also agrees to set appropriate goals for ministerial growth and for professional development.

The Board of the Thomas Jefferson Memorial Church, Unitarian Universalist, agrees:

To compensate Ms. McGee a salary of \$20,000 for the fiscal year 2010-2011, payable monthly or as agreed.

To regard her participation in District, UUA, and interfaith events as part of her professional responsibilities.

To treat Ms. McGee as a professional, and to respect her personal and professional boundaries, as she is expected to do with the entire congregation.

To provide Ms. McGee with sufficient time during the year for her own renewal.

To understand that her workload may vary from week to week and that she will keep in contact about her workload with Rev. Newman.

Rev. Janet Newman agrees:

To mentor Alexandra McGee to the best of her ability in the ways of parish ministry and offer resources to her so that she can make the most of her skills and follow up on her growth areas.

To respect her personal and professional decisions and boundaries and to treat her as a colleague.

We agree to proceed in good faith with the best interests of the church and its mission uppermost in our minds.

For the Board of Trustees (signature and date):

Ms. Alexandra McGee, M. Div. (signature and date):

Rev. Janet E. Newman, D. Min. (signature and date):

Attachment: Meeting Dates

Meeting Schedule 2010/2011

Meeting Date	Opening and Closing Words	Snacks
July 8	Donna	Paul
August 12	Raven	Dan
September 9	Paul	Raven
October 14	Jen	Jen
November 11	Doug	Jean
December 9	Ian	Doug
January 13	Dan	Ian
February 10	Leia	Pam
March 10	Bill	Donna
April 14	Jean	Karen
May 12	Karen	Liz
June 9	Liz	Bill