

AUUC Board Meeting Minutes

April 4, 2018

Meeting called to order at 7:08 pm.

Present: Connie Diamant, Jan Forsyth, Rev. Linda Olson Peebles, Dick Robison, Peter Campbell, Brenna Clanton, Kristina Watts, Bruce Griffin, Dean Wanderer.

Brenna gave opening readings.

Members Time: None present

December Meeting Minutes: **Moved approved as written by Dick, seconded by Peter and accepted unanimously.**

Board Thanks: **Connie will write a note to John Hall**

Minister's Report: See report and calendar. Manassas, Sterling and Silver Spring are also looking for ministers

Bylaws: JoAnn Flanagan suggests taking up the proposed changes after the coming congregational meeting to approve the covenant, which will require a separate meeting later. This item is tabled till then. Online voting discussed. Tabled till future.

Pledge Drive: John Hall sent a message: \$252k pledged so far. Expect \$260k. Dick will talk with John about contacting the remaining holdouts as he has done in the past.

Leadership Development and Nominating Committee: See Julie's preliminary report of nominations. She is suggesting reorganizing governance, starting with a groundwork study. Julie is recognized as an expert in this. However we will not take action until the new minister as per Rev Peebles. This reorganizing would be expected to take a year. **Kristina will confer with Julie about this issue after receipt of a memo on it from Connie.** There will be firm slate offered in May for ratification 5/15. Endowment, Budget and COOM will also present at that time. Possible candidates were discussed: Rev Peebles suggested reporting the conversation to the nominating committee. Jan offered to stay on until taken up by search committee work in October, Kristina will decide this in the new Board. Brenna said we have only two candidates for Youth Board members. Nonattendance has been an issue: committed youth will be chosen.

Pledge Campaign: By email from John Hall: "Currently we have \$252,000 in pledges from 92 units. For comparison, we had 108 pledges for last year, and \$255,000 but at the end of the drive, we had 99 pledges for 245k. We have 19 units who pledged last year, and from whom we have not heard. Those pledges totaled 24,766 – so we could still make or come close to our goals. In an initial discussion with Dick, Connie and Joe, we discussed planning on total pledges of 260k but hopefully we will exceed that. The pledge team is drafting thank you notes to all who pledged."

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Treasurers Report: See report as of 3/31/2018. Overall, we are in very good shape for this year, and I expect we will end the year on target. The following deviations, however, need attention:

- Income will finish above the target, primarily due to 1) auction income and 2) windows donations. We have still not received the sewer line easement payment, but the builder says he expects to be able to pay this in the coming month. It is only awaiting County approval.

- Several expense items are over budget: Office expenses are already above the target. We need to minimize these for the remainder of the year. Utilities are higher than expected. This is primarily due to issues with incorrect initial setup and operator errors which, I believe, have been corrected. We will end slightly higher than programmed but are moving the right direction. Security and fire protection costs have risen due to changes in fees. Depreciation expenses are running above programmed amounts because of unprogrammed enhancements. We felt it essential to take advantage of opportunities to fix the parking lot lights and enclose the lawn mower area while we had the resources available. The depreciation overages include the light conversions and doors for the enclosure, although not the construction costs yet for the enclosure. The only other expense item which is over budget are DSD professional expenses.

I am concerned that we will not be able to achieve our goals for next year. Pledge income will probably end up at about \$260K. Although this is better than this year, it is \$10K short of requirements for next year. We will need to adjust the minister's income more in line with competitive rates for our area, and will incur additional search expenses. We would like to increase the DSD hours and retain support from the coordinator, and are taking actions to obtain a Chalice Lighters Grant to support this, but as things currently stand, I do not see a way to achieve this unless we are willing to commit to an additional significant fund raiser. We would need to raise about \$25K. This seems unrealistic, given our prior performance on such efforts.

We will continue to refine the budget in the coming month. I will be scheduling a replacement training/budget discussion meeting with the Executive Committee and Joe Tuggle later this month. If you are interested in attending, please let me know and I will include you in the meeting announcement.

The yard sale possibility was mentioned to the Steeles: they plan to do it the 12th of May. 10% donation from the proceeds will be requested. Dick would like to use the new auction software for this program. **Connie will contact the Steeles.** A second ask is not practical: we must make up the shortfall from the remaining uncollected pledges.

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Capital Campaign: Dean met with the committee on Saturday. The draft Long Term Plan and Next Steps were reviewed. **See copy of LTP.** An earlier attempt at designing a campaign was canceled with Scott's departure. The campaign should last 15 yrs. Dean suggested setting a definite date, first by reviving the Plan and finalizing it, which includes the Capital Campaign. The parking lot expansion will cost around a million over time. The county bylaws are being violated by the overflow already. New chairs are among the other items under consideration. Connie suggested this new committee coordinate with COOM, LTP and Search to avoid redundancy. Bruce suggested there needs to be more accountability through numerical goals for each committee. Congregation numbers have been stable for years: do we need to grow? This will come out of a dialogue with the members, with costs explained. Jan stressed we need at least 5 on the COOM; Connie has volunteered; Julie will be consulted about one more member. Connie suggested a definite date for completion. Congregational support will determine whether or not a campaign will be required. A project such as the lot will need prior planning before a campaign. A first draft of the LTP could be done by Dec or Jan, with results from survey awaited for completion. Three members to join Moe and Stan on COOM are planned. **Connie will talk to Julie about these plans.**

Minister's Report: See report.

DSD Report: See Lara and Ali's reports.

Council Report: no meeting last month.

ACTIONS: See bold type.

Closing: Brenna

Meeting Adjourned at 8:53 pm

Respectfully submitted,

Peter Campbell, Secretary