

MINUTES
Monthly Meeting of the UUCA Board of Trustees
September 27, 2011

Meeting called to order at 7:02 p.m. by Ellen Beattie.

In attendance: Ellen Beattie, Lyn Conley, Jimikius Harris, Cindy Hoffner, Pam Kilmer, Conrado Marion-Landais, Grier Page, Joetta Prost, Rev. Anthony David, Rev. Marti Keller, Exec. Dir. Scott Howell

Absent: Jerry Moore, Walter Overby, Beth Valentine, Clarke Weeks

- Meeting Host: Pam Kilmer
- Chalice lighter: Ellen Beattie
- Process observer: Pam Kilmer

Spirit & Community

Chalice Lighting

Ellen Beattie read words from Bishop Oscar Arnulfo Romero.

Circle of Connection

Attendees reflected on personal (s)heroes of generosity.

Our Quest

Reflections on the Fair Compensation workshop

Ellen began the conversation by reviewing the recent Fair Compensation [FC] workshop. She asked the Board to reflect on the information received and implications drawn from the results of the examination of UUCA's position with regard to Fair Comp.

In this context, the Board raised, considered and discussed:

- The Atlanta Progressive Preschool [APP] teachers are UUCA employees and we need to be mindful of what it will take to make their entire compensation package, including all benefits, fall within FC guidelines.
- The BOT has developed policies which essentially commit the congregation and the Exec to FC. It is the duty of the BOT to evaluate and monitor the Exec within that framework.

The workshop provided criteria which allow us to judge where we are now and to have mutual understanding about the direction we are going.

- There have been plans to reach FC presented to the BOT in the past. These were later put aside due to monetary conditions. Actions taken this year, including consultations with Laura de Castro, the Bob Day workshop and the budget draft are part of the current plan to move UUCA towards FC.
- The Finance and Planning/Monitoring/Evaluating BOT committees are charged with monitoring the policies that relate to FC and the budget. The full BOT reviews the budget which includes compensation.
- There was some surprise that some staff salaries were under FC minimums. There was some concern about choosing the correct “comparison” standard between UUCA job descriptions and the titles used in the UUA FC guidelines.
- It was noted that many employees’ wages meet the FC minimum, but experience, knowledge, skills and abilities should move them up in the range.
- UUCA needs a common language and understanding about FC. The UUA guidelines provide a sensible, unbiased framework.
- This is part of a larger conversation of Stewardship and Generosity.

Need to Know

Finance Report

Scott Howell distributed preliminary summary reports of the August financial statements. (The final reports will be sent electronically once bank reconciliation is finalized.)

- Revenue is tracking nicely to budget. Rental income continues to be down.
- Expenses are basically in line with budget. Building & Grounds has taken a hit with HVAC and gutter repairs and the fence replacement.
- APP revenue is ahead of projections.
- The year end is projected to break even.

Budget 2012

Notes:

- This budget reflects real struggle with implementing FC.
- If we were to fully implement FC according to UUA guidelines we would need an additional \$200K. [to move people from minimum to mid-range and provide all proscribed benefits]
- 2012 budget is starting over in the plan to be FC and the focus is on salary first.
 - Get all staff, except for APP teachers, at the minimum of the salary range. It is hard to establish a fair comparison in the guidelines for APP teachers, so it is unclear if they are at or below FC wages.
 - Reduce some full-time positions to 2/3 or ¾ time [same salary, fewer hours) in order to comply with FC minimums by hourly rate.

- The Exec presents this draft budget aware that it does not contemplate funding reserves.
- We need more pledge income to fund this budget, despite cutbacks in staff hours.

Scott's presentation:

Income

- Assumes \$943K in pledges. Applying a 5% loss results in \$896K budgeted pledge income, an 11% increase over 2011..
- No general fundraising activities planned, due to lack of lay-led initiatives.
- APP income up to \$375K. This represents a 4.7% increase over FY11, due to reconfiguration of class sizes, not to a tuition increase.

Expenses

Personnel:

- Total compensation expense increased by \$4,229 from FY11
- APP teachers' total compensation increased by \$38,685. Teacher hours have been more accurately projected to cover all instructional, preparatory and clean-up time. This is not a change in pay rate, but a more accurate estimation of hours worked.
- Compensation detail was reviewed: changes we made in professional expenses to provide them for more staff members; health insurance rate increased due to projected increase in cost of policy in 2012.
- Proposed budget included zero expenses to Emergency Capital and Restricted reserve accounts. Bylaws require adding until minimum requirement is met. **BOT instructed Exec to put required reserve expense in next draft.**

Board comments:

- This budget was not run by the Finance Committee prior to BOT meeting, so it was not possible for Finance Com to make informed observations and recommendations to the BOT at this time. Discussion will continue in October.
- Stewardship Campaign starts 10/2. We need \$1M in pledges, an increase of at least 10%.
- Scott will present "How Much Should I Give" sessions following each service in October. It was suggested to also put it on the web. YouTube?

Executive Report

Rev. David sent his report electronically. There were no questions raised.

Updates from Board Committees

By-laws

- Joetta Prost handed out lime green copies of current Bylaws amended thru May22, 2011. Replace December 2010 version in BOT notebook.

- She distributed the committee’s work plan and stated they will work with the Exec. to make current UUCA policies accessible in writing and electronically, including Board policies.

Congregational Life

- Conrado Marion-Landais distributed copies of the results of the last listening session.
- The committee plans on continuing the meetings, look into improving the BOT website, and improving BOT messaging in general.

Planning, Evaluation, and Monitoring

- Lyn Conley reported that the Executive Limitations [ELs] to be reviewed for Sept. were C. (Compensation) & D (Budget). The Finance Committee may make recommendations for amendments.
- The ELs for October are E.6. (Purchasing Policy) & F. 2. (Protecting Intellectual Property, Information & Records)

Updates from Board Liaisons

Stewardship

- Grier Page reported that the BOT has been requested to serve sundaes on Celebration Sunday [10/30] following both services.
- Social events have been planned:
 - An adult oriented gathering – comedy/roast
 - An open mike/coffee house afternoon suitable for all
- There will be no 1-on-1 phase (no volunteer coordinator).
- John Guyton will once again coordinate the clean-up phase.
 - BOT has been asked to help in this phase
 - Campaign will be concluded by Nov. 20th.

LRP

- In Beth’s absence, Lyn reported that Sat., Oct. 29th a.m. there will be a large meeting of all LRP groups to test the work products. BOT should plan to attend.

NLDC

- In Beth’s absence, Ellen reported the NLDC has met once and is developing a plan to implement the new 3yr. terms for Trustees, phasing in the “classes.”
- Trustees should start thinking of names to suggest to NLDC for leadership positions.

Board Care

Review of 4th quarter dates

Ellen Beattie announced that the BOT has been asked to serve the Sundaes on Celebration Sunday, October 30, 2012.

The November BOT meeting is confirmed for the 4th Tues., 11/22, pre-Thanksgiving. If necessary there will be an additional meeting scheduled in preparation for the December 11th Congregational meeting

Decisive Action - none

Go in Peace

Announcements

To be sent electronically.

Observer's insights

Pam Kilmer delivered the Observer's report.

Closing words

Anthony David quoted Rev. John Murray, early American Universalist Minister

"Give them not hell, but hope and courage...."

Meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Lyn Conley, acting Board Secretary