

UUS CONGREGATIONAL MEETING AGENDA

SUNDAY, DECEMBER 17, 2023, 11:15 AM

OPENING

Call to Order	Jeff Walberg, President
Validation of a Quorum	Christine Etler, Secretary
Chalice Lighting and Opening Words	Rev. Diana Smith, Minister

ACTION ITEMS/DISCUSSIONS

Approval of May 21, 2023, Meeting Minutes	Jeff Walberg
<i>Motion and second, each by a member present, corrections/discussion (vote online after meeting)</i>	

Recognition of Outgoing Committee Members	Jeff Walberg
--------------------------------------------------	--------------

Board of Trustees

Hazel Seaba, Trustee

Jerry Wetlaufer, Finance Trustee

Endowment Committee

Liz Swanson, Chair

Presentation of Leadership Nominees	Ron Pile, Nominations Chair, Leadership Development Committee
--------------------------------------------	------------------------------------------------------------------

Board of Trustees (1)

Trustee: Ian Cawley (replacement term through June, 2025)

Ron Pile motion, second by a member present. Nominations from floor? (vote online after meeting)

Endowment Committee (1)

Jane DeWitt (replacement term through June, 2025)

Ron Pile motion, second by a member present. Nominations from floor? (vote online after meeting)

Report from the President	Jeff Walberg
Report from the Minister	Rev. Diana Smith
Report from the Treasurer	Mike Pavelich, Treasurer
Approval of 2024 Budget <i>(vote online after meeting)</i>	Mike Pavelich, Treasurer
Questions and Answers/Announcements	Jeff Walberg, President

CLOSING

Closing Words and Extinguishing the Chalice	Rev. Diana Smith
Adjournment	Jeff Walberg

Unitarian Universalist Society

Congregational Meeting Minutes, May 21, 2023

(Multiplatform meeting via Zoom and in-person)

President Rochelle Honey-Arcement called the meeting to order at 11:27am. Rev. Diana Smith provided opening words as the chalice was lit. Christine Etler reported a quorum was established with 76 members present at the start of the meeting, including both in person and online attendees. (3 additional members joined after the initial count. Total attendance was 68 in person and 11 on-line.) Materials for the meeting were distributed to members by email or USPS 10 days prior to the meeting. Voting is being conducted using Election Buddy online for 5 days following the meeting and through Absentee voting on paper. Voting will remain open until 5 pm, 5/25/23.

Motion for the approval of the May 22, 2022 Congregational Meeting Minutes

Honey-Arcement asked for a motion to accept the December 19, 2022 minutes as distributed prior to the meeting. Miriam Kashia made the motion; Sue Otto seconded.

Christine Etler made a motion to amend the main motion with two minor corrections; Sue Salzberger seconded. The amendment to the main motion was voted upon at the meeting. The majority in favor, 0 against, 0 abstain.

Voting on the amended motion to take place after the meeting (Election Buddy).

Voting results added to these minutes at the closure of online voting on 5/26/23: Motion passes (100%; 136 in favor, 0 against, 8 abstain)

Motion for UUS to Amend its Bylaws

Honey-Arcement asked for a motion to accept the Proposed Bylaws Amendments as distributed prior to the meeting. Sue Salzberger made the motion; Mary Kathryn Wallace seconded.

Russ Lenth made a motion to amend the main motion. The following sentence will be added to Article VII, A. 1. "The President shall ensure that a clear agenda is set for each board meeting."

Dave Tokuhisa seconded. The amendment to the main motion was voted upon at the meeting. The majority in favor, 1 against, 0 abstain.

Discussion: Honey-Arcement commented that the Board acknowledges that changes to policy will be required to align with the bylaws if they pass. Decisions have not been made on the exact changes that will be required.

Voting on the main motion to take place after the meeting (Election Buddy).

Voting results added to these minutes at the closure of online voting on 5/26/23: Motion passes (96%; 132 in favor, 5 against, 7 abstain)

Recognition of Outgoing Committee Members

Members completing their term in leadership positions were recognized. *Board of Trustees:* Alan Swanson & Julia Audlehelm; *Leadership Development Committee:* Susan Salterberg & Sue Otto; *Endowment Committee:* Jamie Sharp

Presentation of Leadership Nominees

Dave Gallaher and Ron Pile from the Leadership Development Committee presented the nominees.

Voting on all nominees to take place after the meeting (Election Buddy and absentee ballot).

Voting results added at to these minutes at the closure of online voting on 5/26/23. See below each nominee.

Board of Trustees

President: Jeff Walberg (two-year replacement term)

Ron Pile made the motion; Tom McMurry seconded.

Elected with 98% of the vote (138 in favor, 3 against, 3 abstain)

Trustee: Monique DeCarlo (two-year term)

Ron Pile made the motion; Diana Henry seconded.

Elected with 99% of the vote (141 in favor, 1 against, 2 abstain)

Treasurer: Mike Pavelich (one-year term extension)

Ron Pile made the motion; Jerry Wetlaufer seconded.

Elected with 100% of the vote (141 in favor, 0 against, 3 abstain)

Discussion: Chris Rode asked Ron Pile why we are doing an extension of Mike Pavelich's term. Michael Honey-Arcement has agreed to accept a nomination for Treasurer next year. He chose to delay his service until his partner, President Rochelle Honey-Arcement finishes her term.

Leadership Development Committee

Peg Bouska (three-year term)

Ron Pile made the motion; Carol Johnson seconded.

Elected with 100% of the vote (142 in favor, 0 against, 2 abstain)

Jodi Linley (three-year term)

Ron Pile made the motion; Sue Otto seconded.

Elected with 100% of the vote (142 in favor, 0 against, 2 abstain)

Endowment Committee

Dave Martin (five-year term)

Ron Pile made the motion; Steve Brokaw seconded.

Elected with 100% of the vote (143 in favor, 0 against, 1 abstain)

Dan Cummins (one-year replacement term)

Ron Pile made the motion; Liz Noyes seconded.

Elected with 99% of the vote (140 in favor, 1 against, 3 abstain)

Report from the President

Rochelle Honey-Arcement

Honey-Arcement reviewed how we have lived into our current vision of ministry as we connect with ourselves, each other, and the wider community.

We have been connecting and reconnecting with old friends and new, and with our own purpose. Our world has changed immensely over the course of the last three years and the impact of the pandemic has had a damaging effect on the well-being of ourselves, our community, and the entire world. However, in addition to reconnection, our experience at UUS over the last year evokes other words: resilience, resistance, reorganization, recovery, and rejoicing.

Our resilience is demonstrated in how we have continued to support each other during the pandemic and kept our community and continued to grow; and in our response to the political turmoil and injustices occurring around us. Our congregation has shown resistance to the political actions taking place in Iowa and beyond. Last year, we endorsed the 8th principal, and we continue to take action to resist racism, marginalization, and oppression of those most vulnerable among us. Some ways we have affirmed our commitment to resistance include our support of our local immigrant and refugee population, our celebration of the earth with our first Earth Festival, and our creation of the Safe Learning Space for LGBTQ youth. We have worked on the reorganization of our congregational administration through further refinement of our new Shared Governance structure. We continue to recover from the pandemic as the world opens up from the pandemic, as our members share their gifts and volunteer to support increased programming, and as we welcome new friends and visitors to UUS.

Report from the Minister

Rev. Diana Smith

We have had a busy year. Many congregations across the country are struggling with identity, mission engagement, and finances. Relatively we are doing well. We have kept our vibrancy and connection while keeping our mission and vision clearly in our forefront. Rev Diana is grateful for the support during her medical leave from our community and our affiliated community minister Rev. Lois Cole. They took on new and expanded roles to support our ministries. A bit of a review of our year was presented with some slides. Much of this content is to be included in the annual report. Some examples of activities this year include new programming events, reinvigoration and growth in our RE program under the direction of Nic Kaplan, vibrant worship services with increased attendance that exceeds prepandemic levels, and the establishment of the Little Free pantry.

Report from the Finance Committee

Jerry Wetlaufer, Finance Trustee

Jerry Wetlaufer spoke about our plan to amend the balance budget mandate that was previously adopted in 2021. A commitment was made to achieve a balanced budget by 2024. The board is proposing an extension of that we extend our timeline and that "UUS will adopt a balanced budget for 2026 or sooner".

We moved into 2020 in a strong position to achieve a balanced budget. Instead, due to the pandemic, we ended up closing our doors for what would ultimately be 30 months. UUS was left with a deficit of more than \$150,000 in 2020. The congregation authorized the use of \$125,000 in non-corporate endowment funds for the 2022 and 2023 budgets. Although we have continued to struggle in those years, our deficits have consistently fallen each year with much of the approved endowment funds untouched. We currently have approximately \$350,000 in the bank and 1.2 million in endowment (with the general endowment corpus not accessible unless there are extraordinary circumstances).

In 2022 and 2023, we did not/will not use all of the endowment funds that had been authorized. We can thank the extraordinary efforts of Rev Diana, our staff, and volunteers took to weather the pandemic disruption. There are many positive signs for continued health and vibrancy for our congregation, with increased initiatives to bring people into our building and build membership, to increase rentals and to begin to offer summer camps.

Although we are operating under a deficit, we are using our own money, not money we don't have. Only if we are prepared to accept flexibility and extend our mandate for two years can we continue to bring on and support new programming. We want to avoid laying off new employees and eliminating programs just as they start.

Motion to Amend the Balanced Budget Mandate

Jeff Walberg, Vice President

Jeff Walberg spoke about his participation in a workshop with other mid-sized congregations and on his ongoing discussions with some of those congregations located in the Midwest. We are emerging from covid in better shape than some other congregations. One difficulty we have at UUS is that we have a large mortgage, and this has a large part in the disparity between ourselves and other similar congregations. Additionally, one trend that has emerged here at UUS is that our pledging has been going down. Jeff also presented a comparison between our congregation and Champaign Urbana which is a similar size. Through this comparison and an analysis of how our discretionary spending compares to theirs, it is apparent that we are not spending carelessly. If we seek to adhere to the Balanced Budget Mandate as currently written, this could lead to serious, unhealthy cuts. We should not jeopardize future stability by too hastily adopting a balanced budget. We should aim towards building a

model to support future balanced budgets by building the right staffing and pledge levels. Over the next 5 to 10 years, we can achieve some stability and we won't have to keep going through the kinds of major reorganizations and shifts that would be necessary to achieve a balanced budget for 2024.

Motion to Amend the Balanced Budget Mandate

Jeff Walberg motioned to accept the amendment to the Balanced Budget Mandate, as distributed prior to the meeting; Amy Fretz seconded.

Voting results added at to these minutes at the closure of online voting on 5/26/23: Motion passes (99%; 136 in favor, 2 against, 6 abstain)

CLOSING

Reverend Diana provided closing words. Rochelle Honey-Arcement motioned to adjourn the meeting. Chris Rode seconded, with unanimous consent to adjourn.

Minutes prepared by Christine Etler, Secretary, Board of Trustees

A recording of the meeting is available:

<https://www.youtube.com/live/C61YTG19Ymg?feature=share&t=5211>

2023 Nominees for Elected Positions

The Leadership Development Committee (LDC) is pleased to present the following nominees to complete replacement terms for open seats on the UUS Board of Trustees and Endowment Committee, with terms ending June 2025. They are currently serving by appointment.

Ian Cawley, Board of Trustees



Ian Cawley (he/him) has been a UUS member since 2018. He has been a volunteer with the RE team both as a teacher and committee member, has served on a Music Director Search Committee, and was a Hospitality Team lead. He has been active with the music program, playing cello in various ensembles and as accompaniment, and helping facilitate virtual music early in the COVID months. He lives in Iowa City with his wife Emily Johnson (a current Worship Associate) and three-year-old daughter Edie (one-time assistant Music Conductor).

Jane DeWitt, Endowment Committee



I grew up on a farm in Madison County and have lived in Iowa all my life. I moved to Iowa City in 1986 to take a position as a clinical pharmacist at UIHC. During the 15 years I was at UIHC, I earned graduate degrees in pharmaceutical socioeconomics at UI. In 2000, I joined the faculty in the College of Pharmacy Health Sciences at Drake University and taught there until retirement in 2013.

Russ Lenth and I joined UUS in 1994 and were married in the church. In the years since then, I have served as a Worship Associate, belonged to a Covenant Group, and assisted with the Transition Task Force as we moved from 10 S Gilbert. I was a member of the New Facilities Committee that worked with the architects and contractors as our new church was built. And I served on the Board for three years, including a year as president.

2024 Simplified Budget (Draft for 12-17-23 Congregational Meeting)

Income			2023 Budget	2024 Budget
Pledges & Donations				
4100	Operating Pledge Donations		\$410,000.00	\$ 400,000.00
4200	Non-Pledge Operating Donations		\$1,000.00	\$ 500.00
Total Pledges & Donations			\$ 411,000.00	\$ 400,500.00
Other Revenues				
4600	Fundraising			
	4610	Consignment/Rummage Sale	\$3,000.00	\$ 500.00
	4620	Auction	\$18,000.00	\$ 10,000.00
	4690	Other Fundraising & comm engagement	\$7,300.00	\$ 8,000.00
	Total Fundraising		\$ 28,300.00	\$ 18,500.00
4700	Rental Income		\$20,000.00	\$ 10,000.00
4900	Camps & Preschool Income			
	4910	Summer Camp Income (profit after expenses)	\$ -	\$ 17,000.00
	4920	Nature Preschool Income	\$ -	\$ -
Total Other Revenues			\$ 43,300.00	\$ 45,500.00
Total Income			\$ 454,300.00	\$ 446,000.00
Non-Income to Support Budget				
	N/A	Endowment ASA	\$ 50,000.00	\$ 50,000.00
	N/A	Deficit covered by extra bank funds	\$ 57,000.00	\$ -
	N/A	Deficit covered by extra Gen Endw earnings	\$ 44,000.00	\$ -
	N/A	Carryover from Learning Space		\$ 8,852.00
	Total Non-Income to Support Budget		\$ 151,000.00	\$ 58,852.00
Total Monies to Support Budget			\$ 605,300.00	\$ 504,852.00

Expenses			2023 Budget	2024 Budget
5100	Worship Expenses			
	5101	Worship Supplies	\$400.00	\$ 250.00
	5102	Worship Programming Materials/Curriculum	\$200.00	\$ 200.00
	5110	Guest Worship Speakers	\$650.00	\$ 650.00
	Total Worship Expenses		\$ 1,250.00	\$ 1,100.00
5150	Music Expenses			
	5151	Music Supplies		\$100.00
	5152	Music Maintenance & Repair	\$1,000.00	\$ 1,200.00
	5153	Music Equipment		
	5160	Guest/Substitute Musicians	\$1,000.00	\$ 1,500.00
	5170	Choir & Ensemble Music	\$1,700.00	\$ 600.00
	Total Music Expenses		\$ 3,700.00	\$ 3,400.00
5200	Lifespan Religious Education/Programming Expenses			

2024 Simplified Budget (Draft for 12-17-23 Congregational Meeting)

	5201	RE/Programming Supplies	\$800.00	\$ 500.00
	5202	RE/Programming Refreshments	\$500.00	\$ 600.00
	5203	RE/Programming Programming Materials/Curricu	\$445.00	\$ 600.00
	5204	RE/Programming Equipment		
	5210	RE/Programming Training & Background Checks	\$300.00	\$ 200.00
	5230	Special Events	\$800.00	\$ 800.00
	5240	Youth RE Programs	\$500.00	\$ 600.00
	5250	Adult RE Programs	\$900.00	\$ 1,000.00
Total Lifespan Religious Education Expenses			\$ 4,245.00	\$ 4,300.00
5260	Summer Camp Expenses (all offset by fees)			
NEW	5261	Scholarships		\$ 500.00
NEW	5262	T-Shirts		\$ 1,750.00
NEW	5263	Nature/Peace/Theme Camp Supplies		
	NEW	5264	Capital supplies	\$ 300.00
	NEW	5265	Consumable supplies/refreshments	\$ 375.00
	NEW	5266	Visiting Educators	\$ 700.00
	Total Nature/Peace/Theme Camp Supplies			\$ 1,375.00
NEW	5267	Musical Theater Camp Supplies		
	NEW	5268	Performance Rights	\$ 1,720.00
	NEW	5269	Costumes & Set	\$ 200.00
	NEW	5270	Refreshments for Performances	\$ 300.00
	Total Musical Theater Camp Supplies			\$ 2,220.00
Total Summer Camp Supplies (all offset by fees)				\$ -
5300	Membership Expenses			
	5301	Membership Supplies	\$350.00	\$ 150.00
	5302	Membership Refreshments	\$200.00	\$ 125.00
	5303	Membership Programs Materials/Curriculum	\$425.00	\$ -
	5310	New Member Support	\$200.00	\$ 150.00
	5320	Member Recognition	\$250.00	\$ 150.00
Total Programming & Membership Expenses			\$ 1,425.00	\$ 575.00
5400	Administrative Expenses			
	5401	Office Supplies	\$2,500.00	\$ 2,500.00
	5402	Office Maintenance & Repair	\$1,500.00	\$ 2,910.00
	5403	Office Equipment	\$500.00	\$ 2,600.00
	5404	AV Equipment	\$200.00	\$ 300.00
	5410	Software	\$6,200.00	\$ 5,000.00
	5420	Background Checks	\$150.00	\$ 150.00
	5430	Office Vendor Services	\$8,500.00	\$ 5,000.00
	5440	Bank Service Charges	\$2,000.00	\$ 3,000.00
NEW	5450	Website/Communications	\$0.00	\$ 1,000.00
NEW	5455	Publicity/Sponsorships	\$0.00	\$ 1,000.00

2024 Simplified Budget (Draft for 12-17-23 Congregational Meeting)

Total Administrative Expenses			\$ 21,550.00	\$ 23,460.00
5460	Rental Expenses (all offset by fees)			
NEW	5465	Rental Supplies General	\$0.00	\$0.00
NEW	5470	Rental Inventory (Compostables)	\$0.00	\$0.00
Total Rental Expenses (all offset by fees)			\$0.00	\$0.00
5500	Facilities Expenses			
	5501	Facilities Supplies	\$1,200.00	\$ 1,800.00
	5502	Facilities Maintenance & Repair	\$12,440.00	\$ 14,000.00
	5503	Facilities Equipment	\$200.00	\$ 200.00
	5510	Utilities	\$15,275.00	\$ 14,000.00
	5530	Inspections	\$1,800.00	\$ 2,027.00
	5550	Aesthetics & Improvements	\$200.00	\$ 200.00
	5570	Grounds Care	\$10,000.00	\$ 8,000.00
	5590	Mortgage Interest	\$ 30,000.00	\$ 30,000.00
	5591	Mortgage Principle Portion	\$ 30,000.00	\$ 30,000.00
	5595	Property & Worker's Comp Insurance	\$16,000.00	\$ 11,500.00
Total Facilities Expenses			\$ 117,115.00	\$ 111,727.00
5600	Board Expenses			
	5620	Regional & National Dues	\$28,000.00	\$ 28,000.00
	5630	Discretionary	\$150.00	\$ 150.00
Total Board Expenses			\$ 28,150.00	\$ 28,150.00
5700	Staff Benefits			
	5710	Salaries & Wages	\$277,498.24	\$ 247,025.84
NEW	5711	Summer Camp Wages (offset by fees)	\$ -	\$ -
	5715	Health Insurance Stipends		
	5720	Health Insurance	\$36,647.04	\$20,063.64
	5725	Dental Insurance	\$3,720.00	\$ 2,784.00
	5730	FICA	\$16,555.73	\$ 14,694.57
NEW	5731	Summer Camp FICA (offset by fees)	\$ -	\$ -
	5740	Disability Insurance	\$2,502.23	\$ 2,836.77
	5745	Retirement	\$24,991.48	\$ 20,194.10
	5750	Life Insurance	\$1,645.60	\$ 1,342.50
	5755	Health Spending Allowance	\$0.00	\$ -
	5760	Housing Allowance (Minister)	\$30,000.00	\$ 35,000.00
	5765	In Consideration of FICA (Minister)	\$6,967.88	\$ 6,880.40
	5780	Professional Development/Allowances		
	5781	Minister	\$8,000.00	\$8,000.00
	5782	DCCE/Membership Coord.	\$4,000.00	\$ 300.00
	5783	DLRE	\$4,000.00	\$ 4,000.00
	5784	Admin	\$2,000.00	\$ 2,000.00
	5785	Music Director	\$750.00	\$ 750.00

2024 Simplified Budget (Draft for 12-17-23 Congregational Meeting)

		5786	RE Coord.		\$	500.00
		5790	Pianist & Music Outreach Coordinator	\$300.00	\$	300.00
Total Staff Benefits				\$ 419,578.20	\$	366,671.82
5800	Adult Programs & Group Expenses					
	5810	New Program Development		\$400.00	\$	400.00
	5820	Operating Groups				
		5821	Historical Records Team	\$175.00	\$	200.00
		5822	Stewardship Team	\$550.00	\$	550.00
		5823	Endowment Committee	\$500.00	\$	500.00
		5824	Auction Team	\$2,500.00	\$	1,000.00
		5825	Publicity Team	\$1,750.00	\$	-
		5826	Land Ministry Team	\$1,500.00	\$	1,500.00
		5827	Library Team	\$0.00	\$	200.00
		5829	Hospitality Team	\$500.00	\$	500.00
		5830	Leadership Development Committee	\$1,500.00	\$	500.00
	5860	Justice & Outreach Groups				
		5861	Social Justice Team	\$1,400.00	\$	1,900.00
		5863	Green Sanctuary Team	\$200.00	\$	200.00
		5864	Immigration Action Team	\$0.00	\$	-
	NEW	5865	Prison Ministry Team		\$	100.00
	5880	Affiliated Groups				
		5882	Buddhist Sangha	\$0.00	\$	100.00
		5883	Covenant of UU Pagans	\$500.00	\$	500.00
		5884	Secular Humanists	\$200.00	\$	200.00
Total Adult Programs & Group Expenses				\$ 11,675.00	\$	8,350.00
Total Expenses				\$ 608,688.20	\$	547,733.82
				Income Minus Expenses	\$ (3,388.20)	\$ (42,881.82)

Budget Information

Mike Pavelich, Treasurer, Board of Trustees

The 2024 Operating Budget (OB) is projected to be \$548,000 as we take a big first step to corralling our systemic OB deficit problem. This OB is \$61,000 lower than the OB for 2023. The decrease comes mainly from our decision to retire one full-time staff position in mid-2023 when Peggy moved on. The OB contains a 2.0% salary increase for two full-time staff in 2024 and has set in motion a change in health insurance sharing that will give cost reductions in 2025 and beyond.

Of note is that the UUS Congregation now owns 100% of the solar array. In 2023, the UU Solar LLC group signed over the last of the solar panel ownership to our community. This will save us about \$10,000 per year in energy costs compared to years past. We wish to thank the generous UUS members who saw to the construction of the solar panels and then gifted them to us.

Our projected regular income for 2024 of Pledges, fund raising, rents and annual supplemental allowance (ASA endowment draw) does not cover all our costs. We project a deficit of \$43,000; but this is well below the \$100,000 we projected for 2023. We will cover this 2024 deficit with extra monies in the bank account, essentially roll-over deficit coverage from previous years. No extra draws from Endowment Fund earnings, above the normal ASA, are anticipated to be made in 2024 or 2025. Again, a definite improvement from our past few years. We are getting there, folks.

As a next step in managing our budget deficit, we will begin developing an overall financial plan for the years to come. It will require a number of us discussing, researching and then planning a long-term viable path. This is exciting stuff. We will start with a workshop in January (run by a UUA expert) that will have us look at our long-term stewardship, focusing particularly on sustaining a healthy endowment. From there, the Board, Finance Committee and other interested members will explore ways to further address the budget deficit as we aim for a balanced budget in 2026. We welcome participation in various aspects of this effort. Any UUS member who might like to be a part of this work is asked to communicate that to the President or Treasurer in the next few weeks.

This email packet contains a spreadsheet that will allow you to compare the 2024 OB with that of 2023. This is a condensed form. If you have questions or want a more detailed spreadsheet before the Congregational meeting, please contact Mike Pavelich at treasurer@uusic.org or phone 319-338-5168.