

Birmingham Unitarian Church
Board of Trustees
Meeting Minutes
January 29, 2024

Present: Claudia Kocher, Tony Kubien, Tanya Nordhaus, Julia Pulver, Andrew Schreck, Brian Schandavel, Diane Slon, Amy Smalley, Craig Stroup

Visitors: Drieka DeGraff, Nancy Duffy, Terry Fitzpatrick, Donna Larkin Mohr, Marilyn Mast, Sharon Niedermaier, Cynthia Osterhage, Randy Safford, Carole and Dick Wiseman

The meeting was held on Zoom.

Andrew called the meeting to order at 7:02 PM. Amy read the Board Covenant. Andrew led the chalice lighting and check-in.

Minutes

- Andrew moved that the minutes of the December 18, 2023, board meeting be accepted. The motion passed unanimously.

Monthly Reports

1. Treasurer's Report – Craig
 - Andrew moved that the Treasurer's report be accepted.
 - Craig presented the Treasurer's report (document attached).
 - The motion passed unanimously.

Open Topics

1. Town Halls – Andrew
 - 2/11/2024 – Stewardship, planned giving
 - 3/10/2024 – Budget and finance, building needs, resiliency campaign
 - 4/21/2024 – Ask Rev. Sharon Dittmar to attend?
 - 5/19/2024 – Annual Meeting

Discussion

- It was noted that we need to send a congregation-wide email to announce the last day to sign the book (February 19) to be able to vote at the annual meeting.
- It was proposed that we talk about our working sessions and what we accomplished. That will be covered in either February or March.

New Topics

1. Article II Amendments – Andrew
 - Donna Larkin Mohr, Randy Safford, and Shawn Rooney reviewed the amendments and did not find any that adequately addressed BUC's objections.

- The task force looked at the proposal from the River Road UU Church in Maryland and proposed that BUC follow suit: Continue with the Eight Principles and Six Sources and to consider the language that comes out of the 2024 GA.
 - Chris Slon was inadvertently left out of this group and will be part of it going forward.
 - The Board and task force discussed whether we bring this proposal to the congregation to vote on at the annual meeting, or if we adopt a resolution that this is what the Board supports. Donna noted that the Board had the authority, and both Donna and Randy that Board support would add impact to the task force's work.
 - The Board decided to adopt a resolution to retain the Principles and Sources. The vote was unanimously approved. We will discuss at a later date bringing it to the congregation.
 - The task force volunteered to continue its work to provide the Board with information to present to the congregation about Article II. The Board agreed, and the task force promised to keep us informed.
 - If our delegates vote again on Article II at General Assembly, we will need to consider presenting it to the congregation again.
2. Rev. Eric Welcome – Andrew
 - Rev. Eric Posa will start at BUC on 2/1
 - Andrew raised the possibility of a Board dinner.
 - Amy is putting together a Welcome to Michigan basket with contributions from Diane and Tanya.
 3. Board Email Address – Andrew
 - We need a way to handle email queries/comments to the Board. Diane worked with Valerie to set up a Board email address.
 - The Board discussed establishing a rotation for checking for messages. Brian offered to help with this.
 - The Board will discuss in more detail on Saturday at its next working session.

Issues Arising for the Good of the Church

1. Andrew updated the Board on several facilities issues:
 - a. We are looking at replacements for the Hodas Hall water heater.
 - b. The pipes in the kitchen froze last week. No updates yet.
 - c. An issue with the exhaust fan in the Green Door is being addressed.
 - d. There were issues with the current plow company not having the sidewalks and parking lot done on the last snowy Sunday. BUC has stopped payment and asked for a refund.
2. Craig shared that he is looking at BUC's cash and money market accounts. He opened new money market accounts at First Merchant's Bank and got a retention rate added to our account at Huntington Bank. He put together a proposal for how the balances flow. This will all be in place in about a week, and then BUC will receive a good yield from these accounts.

Visitor Comments/Questions

1. Cynthia raised a concern about access from the Rose lot when it is snowy, and Drieka noted that the path closest to the main entrance is not safe. Andrew was uncertain whether Rose lot access was part of the snow removal contract.
2. Donna asked if it were correct to assume that Rev. Eric will be in charge of programming. Andrew indicated that it was.
3. Marilyn asked what will be next for ministry after Rev. Eric's time with us. Andrew state that we will be looking at a two-year interim ministry.
4. Carole Wiseman shared that she called BUC's handyman Jim Dean to discuss the plumbing issues. While a cleanout will cost \$375, she is concerned that the water heater is \$10-12k, and possibly more if the pipes burst. She also asked if we don't have a lot of parking for our size. Andrew noted that Jim Dean is involved in the discussions on the water heater.

Amy moved to adjourn. The motion passed unanimously, and the meeting was adjourned at 7:54 PM.

Respectfully submitted,
Amy Smalley, Secretary

Birmingham Unitarian Church

Treasurer's Report to Board of Trustees

January 22, 2024

- December 2023 Financial Statements are complete, and preliminary results are below.

	Month of December			FY 2023-24 Year-To-Date			Full Year
	<u>Actual</u>	<u>Budget</u>	<u>B/(W)</u>	<u>Actual</u>	<u>Budget</u>	<u>B/(W)</u>	<u>Budget</u>
Revenues	\$75,918	\$64,021	\$11,897	\$318,255	\$300,094	\$18,161	\$632,665
Adj. Oper. Exp	<u>-\$61,672</u>	<u>-\$63,005</u>	<u>\$1,333</u>	<u>-\$352,508</u>	<u>-\$356,780</u>	<u>\$4,272</u>	<u>-\$716,179</u>
Adj. Oper. Inc./Loss	\$14,246	\$1,016	\$13,230	-\$34,253	-\$56,686	\$22,433	-\$83,514

- December revenue favorable variance was primarily pledge income, as rental income was near budget for the second time this year. YTD Revenue variance is primarily the Martha Pfaff bequest of \$14,000 that was received in September and pledges, partially offset by the YTD shortfall in Rental Income
- Operating expense was close to budget in December, with favorability in Minister expenses offset by the Church Administrator bonus and timing of other payments (primarily Facility & Office). On a YTD basis, favorability in Facility & Office and RE expenses offset unfavorability in Minister and Office/Facilities Staff, resulting in expenses being roughly in line with budget.

- Estimated General Fund (unrestricted) cash at December 31 is \$171,112 (\$203,558 incl, 2023-24 prepaid pledges) Note that these amounts are higher than the amounts shown in Exhibit B of the financial statements because I have adjusted for eliminating the accrual for Minister Sabbatical (\$16,174) which is no longer a BUC obligation and the Deferred Income adjustment for ERTC Revenue (\$86,074), as we intend to use this amount to cover the current year deficit budget that was approved by the Board earlier this year.
- The Budget & Finance Committee continues to work on a framework for the 2024-25 budget, and Craig Spangler indicated in our meeting on January 15 that he has come up with proposals which would significantly reduce the deficit from the 2023-24 budget that was approved. He will be circulating the proposal for consideration soon.
- Endowment fund market values at December 31, 2023 were as follows:
 - General Endowment: \$601,061.46 (up \$26,512 from November)
 - Music Endowment: \$49,569.57 (up \$3,492 from November, including a deposit of \$1,612)
 - Memorial Glen Endowment: \$46,751.26 (up \$1,971 from November)

Respectfully submitted by Craig Stroup, Treasurer
January 18, 2024