

Shawnee Mission Unitarian Universalist Church
 Board of Trustees Meeting
 January 9th, 2017 6:00pm
 Board Room

INVITE everyone into a caring community
 INSPIRE the search for spiritual growth
 INVOLVE all in working for a peaceful, fair, and free world

Voting members	
Marjorie Rice, President	X
Don Skinner, President-Elect	X
Adam Koehler	X
Tiffany Johnson	X
Brian Nelson	X
Gaby Kusko	X
Jo Ella Hoye (from 6:00-6:45pm)	X
Non-voting members	
Rose Schwab, Minister	X
Randy Burdge, Treasurer	X
Zach Irwin, Past President	X
Gail Robertson, Secretary	X
Others	
Kim Enyart	X
Deb Markum	X
Adam Wathen	X
Rachel Wathen	X
Mike Paget	X
Bernie Norcott-Mahany	X

Call to Order (Marjorie) 6:00pm
 Chalice Lighting and Moment of Reflection (Reverend Rose)
 Check-in (All)

New Business:

Research projects

- I. Equitable rental policies and guidelines (Jo Ella)
 - a. Reported on research into how the church utilizes space and rental policies (See policy draft)
 - b. Proposed elimination of “friends rate”
 - c. Proposed free member use for: 1 small space/month and 1 large space/year
 - d. Discussion of rates – Maintaining hourly rate
 - e. Jay Hetz to remain primary scheduler

- i. Discussion of limiting rooms at Jay's discretion – informally agreed one primary scheduler best at this time to balance resources and need
 - ii. Concept first come first served discussed and informally agreed upon
 - iii. Informally agreed to flexible member needs and priority at minister's discretion
- f. QUESTIONS raised today:
 - i. How does the draw on the HVAC system impact policy?
 - ii. Can members use space for non-church events?
 - iii. How are larger events handled?
 - iv. Is use and accountability based on honor system?
 - v. Possibility of rezoning property and building?
 - 1. Yes, possible but utility to be determined (Jo Ella)
 - 2. Property not considered "old town Lenexa"
 - vi. Can all events be placed on member-accessible calendar?
 - vii. What is considered a church vs. non-church event?
 - viii. How will seasonal changes impact this policy? (snow budget as example)
 - ix. Does rental policy include outdoor space such as backfield? (nothing in current fee structure)
 - x. Free vs. rented space – how will conflicts be resolved?
- g. ISSUES raised in review of other church policies:
 - i. Lack of respect for space when expanded to non-member groups
 - 1. Is this solved by requiring member "sponsorship"
 - ii. Clarification re: non-profit status and events held
 - 1. Determined events cannot "do business," but could hold free events in space
- h. Policy changes tabled at this time pending further investigation to answer questions, adjust wording, and provide the board with both the old and new policies side-by-side

II. Donate the Plate/Share the Plate (Zack)

- a. Discussed various structural options available and variables:
 - i. Increasing frequency of donation, lowering % of plate
 - ii. Increasing frequency of donation, maintaining % of plate
 - iii. Number of groups discussed: 12 currently vs. possibility of 52/36/24
- b. Changes to Donate the Plate would need to be approved in June 2017
- c. Discussion of larger churches = larger donations (question raised: Did congregation size or donation size increase first?)
- d. Discussion of mechanism for direct pay pledges to contribute to donated plate
 - i. Possible to designate pledge vs. plate
 - ii. Current mode: cash offering not designated or checks designated to DTP (envelopes currently available in sanctuary)
- e. Discussion of how to report back to congregation on donations/effect
 - i. All Souls UU has 3 individuals present to members: 1) member, 2) worker in the group, and 3) one who receives benefit from donation
- f. Discussion of delegating to Social Justice Council

- i. Adam reported that SJC is currently at maximum capability with available resources, but possibility still available in future
 - ii. Value in connecting DTP to sermons and groups through thematic ministry discussed
 - iii. Discussed delegating a subcommittee from SJC in future
- g. Jo Ella raised concern about budget impact – need clearer understanding of variables
- h. No determinations or DTP structural changes made at this time

III. Year-round/On-going stewardship (Don)

- a. Review and discussion of report provided
- b. On-going stewardship team to be created this spring (2017), canvassing group
- c. QUESTIONS raised:
 - i. What is on-going stewardship?
 - ii. Are there any cons to this method of stewardship?
- d. Discussion of stewardship as including financial contribution, time, and other commitments
- e. Discussion of how stewardship can be linked with broader programs in the church
- f. Payment/contribution/pledge discussion
 - i. Can current technology be used to make payments?
 - ii. Allowing ongoing payments unless intentionally stopped
 - iii. Assuring budget approved prior to initiation of next year’s board
 - 1. NEEDS TO BE APPROVED BEFORE TERM ENDS AT MAY MEETING
 - iv. Idea of re-evaluating pledges “regularly” – not defined today
 - v. Credit card billing – Deb can set this up
- g. Idea for a “Pledge Party” or “Budget Party” raised
 - i. Layout, connecting the congregation to stewardship
 - ii. Should be scheduled early in the year – in annual stewardship campaign period of March 12th to April 23rd
 - iii. Budget (or at least draft budget) needs to be available to take to congregation at that time
- h. Don to create initial draft budget to discuss at next month’s board meeting: February 13th, 2017
 - i. Direct questions to Don

IV. Green Guitar (Mike)

- a. Kim and Randy met with Mike Paget prior to board meeting to discuss questions raised
- b. Financially:
 - i. Green guitar is meant to be self-sustaining program, not a money-raising/balance raising endeavor
 - ii. Funds raised pay musicians playing
 - iii. Green guitar has own bank account
- c. QUESTIONS raised:
 - i. If no funds available and event has low turn-out, how is the cost of the artist funded?

1. Answer- Most artists scheduled don't require a minimum and are based on turn-out. In addition, artists with a minimum are not guaranteed payment unless account has balance required
2. Current account has surplus ~\$2,000
- ii. Could some of the surplus in account be utilized to counter volunteer burn-out by hiring assistance/set-up crew/clean-up crew/individual?
 1. Counter question raised: How big of an issue is volunteer burnout? This is not completely clear, but at least a couple of green guitar volunteers have indicated burn-out.
 2. Green guitar is completely volunteer-based and they have attempted to solicit new volunteers with mixed results
 3. Volunteer fair raised as option to grow volunteer list
- iii. Does green guitar "grow" the church? Discussed; some consensus reached that it allows exposure, but direct link with growth is unknown.
- d. Determination made: Mike and Gaby will revisit option of Pepe as paid assistance – discussion to be had with Jay. This option has been previously discussed and determined to be unavailable due to hours allowed as part-time/qualifying hours. This concern will be reviewed once again and solutions investigated.

V. Report on Social Justice Council (Adam)

- a. Review of report provided and schedule of upcoming events
 - i. Acknowledgement that a number of Islamic groups have reached out and church is working to foster these connections
- b. Discussion of how "fulfilling the call" (Rev. Rose) aligns with the council and is an accountability check
- c. Current SJC allocation of \$1000
- d. Council meets 2nd Tuesday of each month – Rev. Rose requested this date be moved, currently undetermined
- e. Discussion of connecting SJC with social justice coordinator for Kansas (funded by Wichita and Topeka UU) and directing donate-the-plate this month to coordinator for use

Motion made to direct DTP for month of January to social justice coordinator of KS: Adam Koehler motions, Brian Nelson seconds Unanimous vote, motion carries
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VI. Consent Agenda

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| Motion made to approve consent agenda: Don Skinner motions, Tiffany Johnson seconds
Unanimous vote, motion carries |
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VII. Capital Campaign Update (Randy)

- a. Current Money Market HVAC/Roof = \$147,114.04
- b. Discussion of current Capital Campaign pledges – continues to be under original \$1,200,000 goal by approximately \$250,000
 - i. Discussion of priorities – roof and RTUs 1st
 - ii. Discussion of solar lamp posts and long-term utility/cost benefit

- c. Discussion of possible loan structures (as provided by David Woolf at Commerce Bank):
 - i. Option 1: Term Loan/"Floating" – variable rate until construction completed and then fixed rate
 - ii. Option 2: Hybrid Loan/Fixed – fixed rate during construction phase
*currently 4.70%
- d. Discussion of voting now vs. tabling
 - i. Brian encouraged tabling decision because Fed won't meet for 6 weeks more and thus rate unlikely to change in that period. Not absolutely necessary to decide today.
 - ii. Marjorie encouraged voting given known rate, changing political structure, and uncertainty
 - iii. Discussion of comparable value and past year's changing rate – determined rate may change by 0.25% (cost/benefit comparison discussed)
 - iv. Board agreed known fixed rate is ideal option so that interest over life of loan is known; only concern is possibility of changing rate between now and next time to vote
 - Motion made to sign note with Commerce Bank for hybrid loan structure:
Marjorie Rice motions, Gaby Kusko seconds
Unanimous vote, motion carries

VIII. New Database Software REALM (Deb)

- a. Report on utility and structure for both staff and members
- b. Profile, connections, and financial contribution mechanisms
- c. Run through URL
- d. Board to have initial access to explore options – link sent tonight

IX. Rev. Rose Denominational Leave

- Motion made to approve additional leave for denominational events on Feb. 26th, April 30th, and June 25th: Marjorie Rice motions, Don Skinner seconds
Unanimous vote, motion carries

X. Wednesday Night Suppers

- a. Discontinued indefinitely – in need of leadership to continue
- b. Logistics, leadership, and physical volunteers needed to continue

XI. Budget

- a. Board members have had the opportunity to review balance sheet and budget vs. actual
- b. Approximately 50% of auction remain uncollected
- c. Discussion of past budget expectations for new pledges and rental income greater than actual
- d. Discussion of other fundraising and facility usage
- e. Piano repair discussed – different fund?
- f. Overall budget vs. actual approximately 50% on-track for mid-year

- g. Group informally agrees Donate-the-plate not to be used to “makeup shorts” in budget

Motion made to adjourn January 2017 board meeting: Marjorie Rice motions, Adam Koehler seconds
Unanimous vote, motion carries

Meeting adjourned at 8:46pm

Attachments available to board and others during meeting:

Rachel’s RE Report

Dave’s Music Report

Budget vs. Actual spreadsheet for December

Balance Sheet for December

Zack report on Share the Plate programs

List of Share the Plate totals for each month of 2016

Don’s report on Year-round Stewardship

Jo Ella’s report on Equitable Rental Policies

Adam’s report on Social Justice Council proposed events for 2017

Kansas Peoples Agenda

Next Meeting:

Board Meeting, February 13th, Board Room 6:30pm