

Unitarian Universalist Congregation of Charlottesville
BOARD OF TRUSTEES MINUTES
April 24, 2024

Meeting hosted on Zoom at 6:30pm.

In attendance – Pam McIntire, President; Bev Ryan, Vice-President; Kay Frazier, Treasurer; Hayley Owens, Secretary; Renee Brett, Achsah Carrier, Jimmy Gorham, At-Large Members; Tim Temerson, Lead Minister

Absent – Chris Little, John Griffith, At-Large Member; Rev. Leia Durland-Jones, Minister of Faith Development (On Sabbatical); Sean Skally, Director of Admin and Finance

Guests – N/A

I. Opening - (20 mins)

- Opening and Closing Words: Jimmy
- Reporter: John
- Time Keeper: Hayley
- Process Observer: Bev

1. Opening Words
2. Check-In: one to two minute check-in
3. Community Time / Public Comment
4. Acceptance of Agenda

MOTION: The Board unanimously approved the agenda as written.

5. Written Correspondence
 - a. Bev Ryan shared an inspiring article with the board about Cedar Valley UU in Cedar Falls Iowa, and how they were able to meet their staff equity goal. [How One Congregation Met Its Staff Equity Goal](#)
 - i. This instance uses staff equity as an example, but could be another specific goal. An example of how setting a concrete goal can help you reach the monetary goal.

II. Electronic Motions (1 minute)

1. Approval of the March minutes happened electronically.

III. Reports (20 min) 6:50-7:10 - Written reports can be found at the end of the minutes. *Votes mentioned in reports will be taken in the business portion of the meeting.*

1. **President's Report** (Written) - Pam McIntire

- a. Tried to summarize what everyone had written for the draft of the long range plan. Here is the new updated link for the meeting this Sunday:
<https://uucharlotteville.org/uucvilles-long-range-plan/>
2. **Vice President's Report** (Written) - Beverly Ryan
3. **Treasurer's Report** (Written) - Kay Frazier
4. **Lead Minister's Report** - (Written) - Rev. Tim
 - a. Looking for a representative from the board for the newcomer class this Saturday - at this time, no board member is available.
5. **Minister of Faith Development's Report** (On Sabbatical) - Rev. Leia Durland-Jones
6. **Director of Administration and Finance Report** (No Report) - Sean Skally
7. **Building Use Task Force** - N/A
 - a. Covid rates are very low.
8. **Membership Report** (N/A) - Beth Jaeger-Landis
9. **Board Liaison Reports**
 - Nom Committee: (N/A)
 - Personnel Committee (Written) - Beverly Ryan
 - Communications Committee (Oral) - Achsah Carrier
 - Working to book a meeting to go over the communications policy draft that the committee is working on. Hope to have something to share with the board in the May meeting (or later if May is a full agenda)
 - Building Committee (Oral) - Hayley Owens
 - The next Building Committee priority is to understand and prevent the main building basement flooding.
 - Met with Kay last week to confirm appropriate budget numbers for Buildings.
 - Music Committee (Oral) - Renee Brett
 - We have about 30 regular choir members now, with 20 showing to perform on any given Sunday.
 - We have 5 or 6 volunteers for the Music Committee, and a great new edition, Georgina Todd, who is a professionally trained vocalist and is helping with warm-ups.
 - Holding monthly social gatherings.
 - Was there a recruitment strategy for the choir? Scott would say that the service fair helped recruit folks.
 - The choir came to the IMPACT Nehemiah action.
 - There are also many Young Adults involved in the choir.

IV. Business (65 min) 7:15-8:20

- **Planned Giving** (10 min) - Kay
 - *For the written report, see the "Stewardship Steering Committee - Planned Giving Progress Report" in the packet following the Treasurer's Report.*
 - The SSC is at the point where they have done a lot of work and research and would like to get feedback from the board.
 - Why is planned giving so important? With legacy giving the gifts typically go to our endowment. If we have a healthy endowment we can draw from this help to fund operating budget, facility repairs, management, and maintenance. The endowment is growing so we are able to draw more from that now. When you think about the long term financial health of a congregation, having a strong endowment can really help.
 - The SSC's research included a survey of our own historic practice. People have some memories of attending educational programs and think that it might have influenced some of the gifts we received recently. The group reached out to other faith communities to learn what they are doing. The take-away from this is that those communities are working on researching this too and wanted us to share our research when we were finished. The UUA was the best source of information and the group gleaned a lot from the webinar they attended. The UUA laid out basics, policy, forms, and who is doing it well and how they are doing it.
 - Next Steps: the group proposes the creation of the Planned Giving Committee that would be associated with SSC. They have a draft charge. The group met briefly with the communications committee because there is so much overlap and wanted to start the discussion early so both groups can work together to produce the material we need. Once the charge of the Committee is finalized we may need to re-write the bylaws to support what we are trying to do.
 - One of the things the committee will need to do early on is to set a goal.
 - It is important that we receive our 5013C status because many organizations require this number that comes along with the status.
 - Will develop educational materials to share with the congregation. One of the big things the group learned from the UUA is that planned giving "is not just for old people, it is for everyone." People who are just starting their careers should learn how to participate.
 - The committee would have 3-5 members with diverse thinking.
 - How do we recognize people who gave a legacy gift? How do we remember people who have given if they wish to be publicly remembered?
 - It really is a gift for this generation.

- **Pledge Drive** (10 min) - Jimmy
 - Pledge Drive is over! Raised a total of \$501,925 - had a celebration during the sustainability potluck.

- Feel great about:
 - Of those who pledged last year, 58% raised their pledge from last year. This shows a level of enthusiasm and messaging reaching folks.
 - Set a lofty goal of \$550K and it is okay that we didn't reach it.
- SSC met and we talked about what we want to do in the post-pledge period. Some years we have sent out a survey, this year we surveyed specific people (15 people) with the question of why did "YOU" participate in the pledge drive and only have a few responses so far.
- This year we noticed we were not getting a lot of new people involved in the Pledge Drive. Want to think about how we can get new people involved in the future.
- Fewer number of pledgers this year. About 20 people who pledged last year did not pledge this year.
- While we are improving with our data, we realize we have deficits. What are the ways that we can make sure our data is as good as it can be? Our data in Breeze is better than it was 3 years ago, but there is room for improvement. We want to have a role to help with this called a "Congregational Data Steward." Will be a slow and steady wins the race kind of role.

BREAK AND GRATITUDE CARDS (5 min) 7:40 - Please think of people the Board should recognize for their recent contributions to our church community.

- **Budget Update (30 min) - Kay**
 - *Budget Memo and Budget at the end of the reports section.*
 - Role of the board tonight is to pass the budget.
 - This year we started the Budget process early and also engaged groups early to share their priorities together. It was particularly helpful to have the personnel committee in the process early to have their perspective on values and priorities.
 - A little bit of a difficult budget to put together because our budget revenues only grew 2% which meant that the budget only could grow 2%. Despite this, it is a balanced budget.
 - Highlights:
 - Revenue
 - Grew by 2%, pledge donations are flat and count for 82% of our revenue. Non pledge and plate donations are down and have been decreasing overtime.
 - Fundraising and user fees has increased so we increased that modestly.
 - Able to pull from endowment a little more this year than last year.
 - Plan to finish this year in the black so can share that revenue into the coming year.
 - Expenditures
 - Staff Salary increases are from 1-6% and that is because we wanted to address gender equity and to take steps to bring lowest paid staff closer to living wage.

- This 1-6% increase is only possible because Rev. Tim offered not to take a raise this year.
- The health insurance costs are also increasing. All benefits numbers need to be verified by Sean, so these numbers may change.
- Mid year we can do a review to reestablish professional expenses if we have the money.
- Worship
 - Cost of tuning the piano is higher and happening more often.
 - Worship service expenses, had hoped to fund diverse voices in the pulpit - including guest speakers and ministers that we would be able to pay. Last year Rev. Tim paid for these folks outside of the minister's discretionary fund. Had hoped to have this as a line item so pledgers could know that their pledge money covers this. However, this will continue to need to come from the minister's discretionary fund.
 - Sunday 2nd hour is very popular and needed to increase funding by \$3,000 to cover childcare.
- Administration
 - Buildings and grounds were a priority to increase the budget. This budget now includes three gutter cleanings and pest control for both summit house and main sanctuary. Mowing, leaf removal, and tree work needs to be addressed.
 - Will make a payment on our unsecured loan for \$5,000.
 - UUA contribution stays the same at \$5,000.
 - It is a good budget, maintained or added funding for the areas of the church that feel especially important (young adults, ministry for the earth). It is a lean year, every 3rd or 4th year is typically a lean year.
 - A lot of hands have touched this including: Marian Wendelin, Bev, SSC and Kay.
 - **MOTION:** Kay made the motion for the Board of Trustees to approve the budget for adoption at the congregational meeting.
 - Renee seconds. The Board of Trustees unanimously approves.
- **Slate Walkway and Edgewood Lane Parking Lights Repair** (10 min) - Hayley and Sean
 - Parking lot lights repair is scheduled for May 7th or 8th.
 - Did we ever get a price on timers vs dimmers? People wanted to use the timers.
- **Long Range Plan Task Force Update** (5 min) - Pam
 - Pam has included a summary in the president's report, with a more extensive document on the website.
 - Two congregational meetings are planned to review and give feedback.
 - The plan is for people to speak at a mic and share notes on index cards.

- This plan will not list all the specifics that the taskforce as heard. The feedback the taskforce is looking for at this stage is on important priorities that are not represented.

V. Review Agenda Items for Next Meeting 8:20-8:25 (5 min)

VI. Closing Activities 8:25-8:30 (5 min)

1. Process Review
2. Things to do / communicate
 - a. Attend and give feedback on strategic plan
3. Closing Words

Dates to remember

Next UU Charlottesville Executive Board Meeting: May 9, 2024

Next UU Charlottesville Board Meeting: May 22, 2024

*Minutes respectfully submitted,
Hayley Owens, Board Secretary*

Reports to the Board

President's Report to the Board: April 2024

The Long Range Task Force has been hard at work preparing a draft three year plan for review by the congregation and board. I am amazed at how this is all coming together. The process has certainly been an example of how a community can operate at its best - with everyone listening to each other with open minds and respect, with the celebration of new ideas, and with caring and kindness leading the way.

The first draft plan will be presented to the congregation on Sunday, April 28 after the service. The task force will review the congregation's feedback and prepare a second draft to present to the congregation for additional discussion in May. The final draft will be presented to the board for approval at the board meeting May 22 and to the congregation for a vote at the annual Congregational Meeting on June 9.

During February and March of 2024, the task force held conversations around the four key areas of the mission with interested members and friends and stakeholders/leaders. The results of those conversations played a key role in the formulation of the long-range plan. The task force has focused on developing goals that are specific, actionable, achievable, and measurable for each of the four key areas as defined in our Mission Statement. Although the

plan will not include every idea suggested in the congregational conversations (or the plan would be 100 pages long!), the plan will include most of the ideas and intentions that were discussed and it will include avenues for additional specific suggestions to be instituted. Although the first draft is still being developed, I want to give you an idea of how it is coming together. Below are some of the goals for each of the four areas of our Mission Statement.

I. Together, we cultivate a safe and welcoming place for all.

In order to cultivate a place that is safer and more welcoming, including and especially those who have been historically marginalized in our congregation, in Unitarian Universalism, and in society at-large, the UU Congregation of Charlottesville sets the following goals:

- Make our Building and Grounds more accessible, inclusive, cohesive, and inviting. To that end, we will:
 - Develop a Comprehensive Building and Grounds Plan(s)
 - Create a board-appointed task force that will recommend and prioritize improvements to the accessibility of our building and grounds
 - Replace the “Marriage Rights” banner on the outside of the sanctuary and consider erecting a second banner and/or other signage that makes clear and transparent our safe and welcoming message
 - Intentionally engage with the history of the land we reside on in order to move us beyond weekly acknowledgements to concrete actions that help repair relationships with historically marginalized communities
- Grow our Ministry of Welcoming and Membership
 - Enhance our Sunday morning Greeter program, both in person and online.
 - In an effort to help new members get connected and feel at home, we will:
 - Create more opportunities to build relationships through such things as New Member potlucks, follow up calls and classes, etc.
 - Explore creating a new member mentoring program that would match a new member with an existing member.
- Cultivate and Sustain A Vibrant Young Adult Ministry
 - Grow the number of young adult members and friends by engaging in targeted outreach to UVA graduate students and other communities.
 - Provide young adults with staff/lay leadership and support,
 - Encourage young adults to connect with the wider UU denomination.
- Creation of a board- appointed Safe and Welcoming Team charged with assessing and developing a plan to make our congregation safer and more welcoming for historically marginalized communities, including those who are BIPOC, LGBTQ+, gender-expansive, differently-abled, etc.
 - Undertake and Complete a wide-ranging Inclusivity Audit of all UUCville ministries and programs.
 - Based on the findings of the Inclusivity audit and in consultation with staff, relevant church committees, and historically marginalized communities within and beyond UUCville, develop a Safe and Welcoming Plan.

- Development of a UUCville Marketing Plan whose objective is to share our mission and message with the wider Charlottesville/Albemarle County community.
 - To that end, the Board of Trustees will appoint a 2-3 person marketing team that will work closely with the Communications Committee to develop and implement a marketing plan that will raise our profile in the local community.
 - The Marketing Plan should be especially focused on how to raise awareness of UUCville with communities that have been historically marginalized in our congregation, including young adults, BIPOC, LGBTQ+, seniors, and those who are differently-abled.

II. Together we nurture mind, heart, body and spirit.

- Deepen and Expand our Caring Ministry by strengthening existing communities. Three types of care that are woven through the Caring Ministry are *direct services* (like meals and rides), *companioning* (meaning spending time with those who are lonely or isolated), and *pastoral care* (being a listening presence for those who are struggling).
 - Expand **CareNet** to support additional caring needs
 - Strengthen and expand support and service opportunities (e.g., rides, chores/handyperson, run errands)
 - Strengthen support for organizational leadership (e.g., transportation coordinator position, technology support, etc)
 - Conduct landscape analysis of other UU churches and local churches and organizations to identify ways we could expand and sustain a broader CareNet.
 - Develop guidance to define the appropriate scope of services we can provide and a directory of external resources for additional support.
 - Expand **Pastoral Care** Programs & Support Groups
 - Provide workshops or programs for all ages on important life issues including aging, death and dying, caregiving, and holding difficult conversations
 - Create Support Groups to provide companioning for needs and concerns that are present in our congregation and not easily accessed in the local community, such as the connection between UU spirituality and emotional well being
- Grow our Lifespan Faith Development Ministry by building on our strengths.
 - Increase the breadth and depth of its faith development ministry for all ages, including classes, workshops, retreats, trainings, and affinity groups relevant to important demographics within our congregation, including young adults, elders, LGBTQ+, and BIPOC, and that dovetail with key ministries and programs, including social and environmental action, and anti-racism and LGBTQ+ outreach.
 - This work will prioritize our need to raise the next generation of UUs by centering the children in the congregation, supporting parents, and providing more connections across generations.
 - Strengthen our Labyrinth Ministry. We have 4 labyrinths that can be used as part of a spiritual practice and as a community resource.

- Expand Opportunities for Embodied Spiritual/Physical Healing such as Tai Chi, Afro-Flow Yoga, and Kundalini Yoga
- Sunday Morning Worship & Music. Make our music and worship life reflective of diverse spiritual paths and sources and inclusive of those seeking non-traditional worship and music experiences. These changes should include greater embodiment in worship, more guest speakers and musicians, and increased multigenerational involvement in Sunday services.
- Engagement Beyond the Service through periodic conversations about the service/sermon theme
- Develop a Multigenerational Family Ministry
 - Recognizing the yearning for community and connection that brings so many to our congregation, we will build a multigenerational, Family Ministry that brings people of all ages (both within and beyond our congregation) together for friendship, fun, learning, and service. A Family Ministry “Council” (FMC) will include but not be confined to representatives from faith development, hospitality, worship, and social action.
 - Expand support for parents and families. Create opportunities for family get-togethers and potlucks at the church at times convenient to families with all ages of children, and include childcare.
 - Connecting parents and children with congregational elders in building a true multigenerational community through regular social events
- Establish a Multigenerational Fun and Friendship Ministry that builds on popular church events and programs, like the Douthat Retreat and Game Nights.
 - Create a Fun and Friendship Committee charged with planning, organizing, and publicizing regularly scheduled social events, including things like dances, game nights, open mic nights, movie nights, and all-church picnics.
 - Establish Intentionally Elder Ministry and Programs that will build friendships, provide connection and companionship, center the needs of congregational elders into the broader life of UUCville and throughout all of our ministries
 - Building on the highly successful Elders Brunch, create more special events that celebrate the commitment and wisdom of elders.
 - Honoring milestones (birthdays, years of membership) of elders during Sunday morning worship and Social Hour
 - Explore creating an Elder’s Odyssey program in which congregational elders would be invited to share their life stories on video

III. Together we work for equity, justice, and peace for all people.

In order to promote equity, justice and peace for all people, with a focus on antiracism and justice for members of the LGBTQ+ community, the UU Congregation of Charlottesville sets the following goals:

- Educate the congregation
 - Establish a series of opportunities for members of the congregation to learn about the following topics
 - Existence of inequities – with examples locally, nationally, globally

- Sources of inequities
 - Magnitude of inequities and impact
 - Work that has been done to achieve equity, justice and peace – Bryan Stevenson et al
 - Potential antiracist and LGBTQ+-supporting interventions
- Use multiple venues for education
- Proximity - Increase degree to which UUCville members are proximate with people whom we want to be in relationship with, mostly in marginalized communities.
 - Define proximity for our congregation, which includes metrics
 - Assess where we are and then agree on a target
 - Educate our congregation on proximity, its many benefits to all parties, and its inherent necessity if we're to work for equity, justice, and peace for all people. Advocacy for people vs causes. Emphasis on mutual benefit - educational, transformational, bias reduction, credibility
 - Learn through Bryan Stevenson's four pillars: get proximate, change the narrative, stay hopeful, learn to be uncomfortable
 - Invite and inspire through stories close to home and afar illustrating the joy and richness of proximity
 - Create opportunities that best fit subgroups (youth, elderly, LGBTQ+, etc)
- Partnerships - Leverage partnerships for almost all of our community engagement to achieve a "whole is greater than the sum of the parts" impact and to learn from those who are already proximate or complimentary in other ways.
 - Commit to a short list of primary partners, which aligns with our agreed-upon list of "equity, justice, and peace" priorities listed at top.

IV. Together we work for equity, justice, and peace for all people and the planet.

In order to help create equity, justice and peace for all people and the planet, UU Charlottesville will commit to:

- Engagement of our Congregation and our Community by:
 - Leveraging relationships we currently have ie: IMPACT for mass transportation
 - Renewing our commitment to UUA Green Sanctuary Program
 - Development of a strong ongoing partnership with at least one local environmental group to strengthen the bond congregants have to the local community (ie: Rivanna Conservation Alliance)
 - Participate in at least one community/congregational environmental project per quarter
- Continued education of our congregation by:
 - Holding sustainable eating potlucks quarterly
 - Developing Adult Faith Development and Young Adult/YRUU classes on how to help congregants create a more environmentally friendly living space/lifestyle - offered twice yearly
 - Participating in our annual Earth Day Service (held in April)
- Making our building and grounds more environmentally friendly by:
 - Evaluating our building and grounds in order to be more efficient by:

- Having an energy audit completed (scheduled for June 2024)
 - Evaluate recommendations made by the energy audit
 - Prioritize steps we can take in the short term that will be most impactful
- Reaching out to local conservation groups (ie Thomas Jefferson Soil and Water Conservation District) to see how our grounds can utilize more native plants more sustainable and environmentally friendly
- Research grants that may be available through the Inflation Reduction Act to utilize funds that may help UUCville achieve their goals
- Providing ways for our congregation to be environmental advocates by:
 - Joining the VA Interfaith Power and Light organization
 - Offering opportunities to sign petitions and write to legislators at least twice a year

I look forward to hearing your comments on all of this at the board meeting and at the Congregational Meeting on April 28!

Submitted by, **Pam McIntire**, President

Vice President's Report to the Board: April 2024

Personnel Committee: Recent business included discussions of yearly staff evaluations: the process, assignments, and next steps.

Fundraising Events: The in person silent spring auction will be on May 4th from 3-5 pm. This auction will include services, experiences, meals, and food to go. There will be an online catalog, but no online bidding for this auction. Donations are being solicited with an extended deadline of April 26th. This event will include a picnic with grilled items and potluck sides. Family friendly activities will be offered.

The Connie Cheetham Award Committee has accepted nominations and will be meeting next week to discuss the nominees and select the winner. The award will be presented at the Sunday service on May 19, 2024.

Annual Reports: A notice will be sent out to committee chairs in early April, and be completed by May 15th for posting on the Web and included in the Congregational meeting in June 2024.

Respectfully,, **Beverly Ryan**, Vice President

Treasurer's Report to the Board: April 2024

Finance Report Review

Financial reports for March were not provided for review.

FY 24-25 Budget

After review and discussion, the Finance Committee unanimously voted to recommend the Proposed FY 24-25 Budget to the Board of Trustees for consideration. Please see the Proposed Budget and accompanying memo.

Planned Giving

Please see the summary report.

Submitted by: **Kay Frazier**, Treasurer

Stewardship Steering Committee Planned Giving Progress Report April 2024

Over a year ago, the Stewardship Steering Committee (SSC) was formed by the Board of Trustees to address Developmental Goal 3: We want to strengthen our Stewardship Ministry to manifest passionate support of our mission with time, wisdom, and finances.

The SSC developed goals to direct our work:

- Nurture a culture of giving through the responsible development, planning, and management of the congregation's resources.
- Care for our human, physical, and financial resources.
- Envision and enact a planned giving program for our congregation.
- Build awareness of the opportunities of planned giving, contributing to the UUCville Endowment, reserve funds, and trusts.

The purpose of this report is to give the Board of Trustees, Finance Committee, and the congregation a summary of the vision and work to date to: "Envision and enact a planned giving program for our congregation". The goal to: "Build awareness of the opportunities of planned giving, contribute to the UUCville Endowment, reserve funds, and trusts." works hand in hand with the planned giving initiative.

What is planned giving and why is it important?

Planned Giving or Legacy Giving consists of any gifts that members and supporters make to UUCville through their financial or estate plans. The gifts are typically deferred, meaning the donations are disbursed after the donor passes away. However, other types of planned gifts can be set up to benefit both UUCville and donors during their lifetimes.

A healthy planned giving program strengthens the congregation's ability to meet operational costs, provide needed resources during emergencies, and fund campus improvements. Gifts

through planned giving are legacy gifts as they have the potential to bring financial stability to the congregation and benefit generations to come.

Currently, gifts given through planned giving most often are made to the UUCville Endowment Fund. An endowment is gifted funding where the original monetary donation and the earnings from investments can only be spent following the terms and conditions set forth under the terms of the endowment fund. The UUCville Endowment, established in 1985, is invested in the UUA Common Endowment Fund and is governed by our By-Laws.

Planned Giving can take other forms through gifts to the Memorial Funds (Cheetham and Abrehamse Funds) or the Bristol Trust Fund. Unrestricted gifts to the UUCville Endowment are encouraged as they give the most generational flexibility to meet the needs of the congregation.

All gifts, including those through planned giving, are governed by the UUCville Gift Policy, found in the Policy Manual.

The SSC began work in earnest on planned giving in September 2023. The following is a synopsis of tasks completed, work in progress, and work to complete.

The tasks completed to date include:

- Researched past efforts to ensure the past is honored as well as explore lessons learned. There is some recollection of a past Legacy Giving program in our congregation. The files were searched and individuals were contacted who we thought may have information on past programs. Those individuals remembered past presentations on planned giving but we could find little in the files to support an ongoing program. We do believe that the most recent estate bequeaths may be connected to the earlier programs and discussions encouraging planned giving.
- Researched and contacted other congregations' Planned Giving Programs to glean ideas and best management practices. UU and other denomination congregations were contacted and interviewed about their planned giving programs. An extensive web search was also conducted to gather ideas and resources of what appeared to be successful and well-managed planned giving programs. We learned that there are good examples of planned giving programs, but many UU congregations were interested in strengthening their programs and hoped that we would share information once we established our own.
- Researched UUA resources to glean ideas and best management practices. The UUA became the richest source of information. Several members of the SSC attended a UUA Legacy Giving webinar and subsequently followed up with the UUA contacts to request additional information. We have in hand examples of policy, forms, and educational materials. The webinar provided information and advice on establishing a planned giving program, governance of giving programs, and much-needed advice on sustaining a program. The webinar helped us to better understand and consider the administration of a planned giving program, the role of a committee vs the role of financial advisors, the recognition of legacy givers, communication, and thoughts on how to incorporate

planned giving through ministry. Once we absorbed the information from the webinar we felt better informed to take the next steps.

- We created a proposed structure of a Planned Giving Committee as a subgroup of the SSC. The SSC seeks Board approval of this structure. A draft charge for the committee is under consideration by the SSC, which includes the following:
 -
 - Mission Statement: The Purpose of the Planned Giving Committee is to communicate the importance of caring for the Unitarian Universalist Congregation of Charlotteville through legacy gifts in support of the General Endowment and other funds, to educate a broad age demographic of the congregation in ways to make legacy gifts, to recognize and honor those who have made a gift commitment, to keep careful records of contacts made and gift commitments.
 - Planned Giving Committee Membership: The committee shall consist of 3-5 members, appointed by the Stewardship Steering Committee (SSC) to renewable 3-year terms. Attributes that should be represented among the committee members are knowledge of the congregation, ability to talk about legacy matters, age diversity, organization skills, and creativity. Leadership shall be decided by the committee membership.
 - Authority: The Planned Giving Committee will work in close association with the Steward Steering Committee (SSC) to develop and carry out its goals. It will communicate regularly with the SSC, at least quarterly.
- We also met with the Communication Committee to discuss the vision for planned giving and how we can collaborate on the website, printed materials, and communication in general.

Work underway:

- Finalizing the charge for the Planned Giving Committee.
- Reviewing the current By-Laws and Policy and rewriting if needed to support a planned giving program. If needed spearhead approval of the policy and By-Laws.

Work to complete:

- Form the Planned Giving Committee. Support the committee as they enter the forming stage.
- Receive nonprofit status from the IRS. Having a 5013c nonprofit status is essential for some types of planned giving and donations.
- Revise forms from the UUA for our purposes.
- Develop educational materials needed by the committee and create a web presence.
- Work with the Director of Administration and Finance to ensure processes and systems support planned giving, including maintaining secure files.
- Launch the program.

The SSC seeks input from the Board at this juncture in developing a planned giving program and welcomes questions, comments, and suggestions.

Lead Developmental Minister's Report to the Board: April 2024

It's hard to believe that the 2023-24 church year will be winding down in the next couple of months. We have accomplished so much this year and I can't wait for the congregation to read the initial draft of the long-range plan, which will be shared this week and discussed after the service on Sunday, April 28. I believe the task force has put together a plan that is bold and ambitious. I must say that if we accomplish most of what is in the plan over the next three years, the UU Congregation will most assuredly be turning love into action.

My report will be a little briefer than usual because I'm recovering from a bout with the flu, which forced me to miss the Earth Day service on April 21.

Below is a summary of some important ministries and upcoming events followed by a few thoughts about the recently concluded pledge drive.

Worship – I cannot say enough good things about the services in April. Rev. Susan and I collaborated on a multigenerational service on April 7 which was a joy to lead and which also included an inspired Social Action Collection testimonial about the Blue Ridge Abortion Fund. The services on April 14 and April 21 were, in my view, exceptional thanks to the lead roles played by lay voices in both services. Greg Townsend preached what I thought was the most outstanding sermon of the church year on the 14th and I know the congregation was moved and inspired. Ellie Syverud and Kim Grover combined to deliver a powerful Earth Day message and the service did a wonderful job of connecting action, commitment, and hope. Plus it had a really tall tree, which is always a good thing!

Future services include Music Sunday on May 12, New Member and Volunteer Appreciation on May 19, and Youth Bridging on June 2.

Membership – the next New Member and Friends class will be held on Saturday, April 27 and I'm pleased to report that we are expecting 12-14 people. We added 11 new members from our last class in January and its possible we may come close to matching that number at the class. I'm also happy to share that Sarahfina Wipf, who is on the membership committee, is going to head up our Sunday morning greeter program, which will make a big difference. Thank you, Sarahfina!

Spring Auction – I look forward to seeing many of you at the auction on Saturday May 4. I am offering an event called "Coffee, Tea, and Theology," at my house in Crozet. Don't be shy. I'm sure many on the Board would like to talk religion and theology over a good cup of Joe!

Pledge Drive Thoughts – Let me conclude with some very preliminary thoughts about the recently concluded pledge drive. Of course, we set an overly ambitious goal, \$550,000, and missed it by almost \$50,000. While not meeting a goal can feel like a failure, I don't see this year's pledge drive as a failure. In essence, we came in at the same basic level we did last year and added approximately 20 new pledgers. Death and people moving took away some of our

larger pledgers from past years and, along with the rising cost of living, made growing the pledge a pretty tall order. Having said all that, I want to do some reflecting with the pledge team about how we are framing our message. More specifically, Bev Ryan sent a really interesting article to several of us about a UU congregation that dramatically increased their pledge commitment over one year by focusing their message on one very specific, tangible goal. While the specific goal is not one I would set, the point is having one big goal provided the campaign with a very concrete aim. While I've always stressed the importance of mission when I think about pledge campaigns, perhaps that's too general and not concrete enough. Needless to say, I'm still puzzling my way through this and welcome your thoughts.

Respectfully submitted, **Rev. Tim**, Lead Minister

Proposed Budget FY 2024-2025
Budget Memo
April 2024

The Finance Committee unanimously supports this proposed budget and recommends affirmation by the Board.

This budget reflects a collaborative effort by the Personnel Committee, Finance Committee, and staff, with input from committees and groups active in our congregation. This year's budget process began with an early kick-off meeting with members of the Finance and Personnel Committees, Ministry, and staff. In addition to the collaborative meeting, the Board Vice-President, Bev Ryan, again made an inclusive outreach to groups and committees active in our congregation. The early discussion led to a broad discussion and understanding of the ministry priorities, the Personnel Committee's values and goals for staff salaries and benefits, inflationary operating costs, and the congregation's requests to fund the committees and group work. These early and defining conversations help to set priorities and provide an overview of the financial needs and direction of the congregation.

As revenue numbers were honed and understood, and additional information was gathered, funding decisions were made to best meet the needs of the congregation. In some line items historical spending informed decisions. In other areas, the priorities set in January and February influenced final decisions. With the combination of nearly flat revenues and increasing costs and needs, this was not an easy budget to prepare. In the end, the budget addresses our fundamental needs, reflects our values, and meets our priorities as best as we can.

Importantly, this proposed budget is balanced with projected revenues slightly exceeding proposed expenditures. The Proposed FY 24 -25 Budget is \$584,984, an increase of \$11,456 from the Adopted FY 23-24 Budget, which is a modest 2% increase in both revenues and expenditures.

In January and February, the Finance Committee and Board approved the budget assumptions and funding priorities.

- The Board of Trustees and Ministry will continue to emphasize the Developmental Goals, building off of the new mission statement, and developing a Long Range Plan. The proposed budget should support this work.
- The need for building and grounds maintenance and repairs is increasing. A significant amount of work has been deferred over the past years and there is an increased need to make immediate repairs and improvements.
- The Racial Justice line item will change to Justice Ministries to broaden the impact and reflect the inclusivity of the congregation's work in all justice work. i.e. racial, LBGTQ+, environmental, immigration, etc.
- Continue to support Sunday Second Hour to provide childcare for families after Sunday services. This ministry is proving to be of high value in supporting parents and families, enabling a fuller engagement with congregational programs and activities.
- Expand and diversify the voices in Sunday services by increasing resources for guest ministers, faith leaders, and speakers.

- The cost of staff salaries and benefits is increasing. Continue to align staff pay and benefits to our values of fair and equitable pay emphasizing gender equity, providing a living wage, and moving towards fulfilling the recommendations from the UUA.
- Increase funding for the UUA Annual Program Fund.
- Reduce debt by making a payment on the no-interest loan.
- Increase reserve funds.
- Propose a balanced budget.

Revenue

Revenue projections increased from \$573,571 (Adopted Budget FY 23-24) to \$585,037 in the Proposed FY 24-25 Budget.

The following are important notes on revenues:

- Revenues from pledge donations are flat. Pledge donations are 83% of the projected revenue.
- Non-pledge projections donations are decreased. There has been a decrease in one-time donations over the past several years.
- Ongoing Fundraisers for FY 23-24 exceeded projections, so were increased for FY 24-25.
- Building User fees are exceeding revenue projections for FY 23-24 and are expected to continue to see a modest increase for FY 24-25.
- The Endowment Fund has increased, which allows for a larger contribution from the Endowment Fund to support the operating budget.
- FY 23-24 is projected to finish with excess revenue which allows for carry-over revenue from FY 23-24 to support FY 24-25.

Budget Expenditures/Priorities

Expenditure projections increased from \$573,528 (Adopted Budget FY 23-24) to \$584,984 in the Proposed FY 24-25 Budget.

The priorities funded in the proposed budget are:

- **Staff salary increases range from 1% - 6%. This budget also supports an hourly rate increase for Media Services to support online worship services. This is a contracted service paid at an hourly rate. Reverend Temerson offered not to receive a pay increase this year to enable us to meet other funding priorities, most notably, to address gender equity and to take further steps to bring the lowest-paid staff closer to a living wage.**
- An anticipated increase in the cost of health insurance is funded.
- The funding for worship, music, support of the beloved community, and faith witness is flat, excluding additional funds for Second Hour childcare and piano tuning. The budget also includes small amounts of funding for the Young Adult Ministry, Ministry for Earth, and the Women Spirituality group.
- Expenses for congregational administration increased. Contributing factors include the rising costs of utilities for the sanctuary and increased funding for buildings and grounds maintenance. This budget breaks out contractual services for both buildings and grounds maintenance to enable better tracking of costs and maintenance schedules. Specifically, increased costs for buildings and grounds include additional gutter cleanings, minimal funding for tree maintenance, mowing services, and additional pest treatments for Summit House.
- A \$5,000 payment on the unsecured loan.
- Minimal funding for Operation Reserves, Buildings and Grounds Reserves, and the Sabbatical Fund Reserve.

Priorities reduced and items not funded in the proposed budget are:

- Funding to fully support the guest ministers, faith leaders, and speakers. The Ministry Discretionary Fund will continue to be used to support this need.
- Staff Professional Expenses were decreased. The Board should consider reinstating Professional Expenses, based on need, after conducting a mid-year review.
- UUA Program Contribution remains at \$5,000, the same level as in FY 23-24.

Salaries and Benefits

Total Payroll and Staff Benefits decreased slightly, only because Reverend Tim is not receiving a pay increase and Professional Expenses are decreased. This category of expenditures remains at 75% of the budget. This past year the UUA once again modified salary recommendations and the Personnel Committee did an excellent job of reviewing the recommendations, assessing current salaries, and making salary recommendations to the Finance Committee. All the while, keeping our values and goals uppermost in mind. This proposed budget does not meet the goal of all salaries meeting the midpoint of the UUA recommended range but reflects an incremental approach to reaching salary goals and honoring our desire for fair and equitable pay. The salary increases vary from 1-6%. Positions receiving a higher increase have historically been the lowest paid, have experienced gender inequities, and are furthest from the midpoint. Positions receiving a lower increase are at or above the midpoint and historically have been higher paid. Also influencing this category of expenditures is the increase in health insurance. Last fiscal year the increase was 10% and this year the proposed budget funds an anticipated 5% increase.

Conclusion

This proposed budget is the culmination of the work of many people. Thank you to the Finance Committee, Personnel Committee, Bev Ryan (Vice President), and Sean Skally for their work on this budget. A special thanks to Rev Tim for his leadership and Rev Leia for her insights.

Submitted by Kay Frazier, Treasurer

Unitarian Universalist Congregation of Charlottesville			
Proposed FY25 Budget	FY25 Budget	FY24 Budget	
July 2024 - June 2025			
Revenue			
3100 Pledge Donations	483,270.00	483,802.00	
3110 Current Year Pledges	460,000.00	463,952.00	
3120 Prior Year Pledges	8,000.00	8,000.00	
3130 Pledge Match	15,270.00	11,850.00	
3200 Non-pledge Donations	20,000.00	28,000.00	
3210 Current Yr Unpledged Donations	10,000.00	18,000.00	
3220 Offering / Plate Cash	10,000.00	10,000.00	
3310 Ongoing Fundraisers	1,200.00	1,600.00	
3313 Amazon Smiles (sunsetting by Amazon)	0.00	0.00	
3314 Scrip Profit	1,000.00	600.00	
3331 Hospitality Contributions	200.00	1,000.00	
3320 Fundraising Events	17,500.00	13,500.00	
3321 Auction - Fall	6,000.00	4,500.00	
3322 Auction - Spring	5,500.00	4,500.00	
3323 Yard Sale	6,000.00	4,500.00	
3330 Other Fundraising	2,500.00	3,000.00	
3500 Other Revenue	63,067.00	43,669.00	
3510 Building User Fees	22,000.00	18,000.00	
3520 Bank Interest	300.00	25.00	
3530 Endowment Transfer	20,000.00	15,000.00	
3540 Abrahamse Fund (Music)	774.00	764.00	
3550 Bristol Fund (B & G)	3,259.00	3,144.00	
3560 Cheetham Fund (RE)	826.00	785.00	
3570 CEF (Summit House) Bonds Income	908.00	951.00	
3580 Transfer From Other Liability Account	15,000.00	5,000.00	

Unitarian Universalist Congregation of Charlottesville			
Proposed FY25 Budget	FY25 Budget	FY24 Budget	
July 2024 - June 2025			
Total Revenue	\$ 585,037.00	\$ 573,571.00	
Expenditures			
4000 Payroll and Staff Benefits			
4000-01 Lead Minister Total	126,666.21	132,708.70	
4111 Minister Salary	94,379.00	94,379.00	
4202 Minister In Lieu of FICA	7,219.99	7,219.99	
4311 Minister Health Insurance	9,033.61	11,413.32	
4321 Minister Dental Insurance	576.00	1,175.04	
4331 Minister Life Insurance	792.78	856.80	
4341 Minister Disability	1,226.93	1,226.55	
4351 Minister Pension	9,437.90	9,438.00	
4361 Minister Prof Expenses	4,000.00	7,000.00	
4000-02 MFD Total	116,233.55	112,732.38	
4112 MFD Salary	74,263.00	72,100.00	
4412 MFD FICA	5,681.12	5,515.65	
4312 MFD Health Insurance	21,169.90	18,269.87	
4322 MFD Dental Insurance	1,104.00	1,126.08	
4332 MFD Life Insurance	623.81	599.76	
4342 MFD Disability	965.42	911.02	
4352 MFD Pension	7,426.30	7,210.00	
4362 MFD Professional Expenses	5,000.00	7,000.00	
4000-03 DAF Total	103,767.94	103,508.31	
4113 DAF Salary	70,202.00	69,507.00	
4413 DAF FICA	5,370.45	5,317.29	
4313 DAF Health Insurance	17,068.96	16,119.46	
4323 DAF Dental Insurance	1,104.00	1,126.08	
4333 DAF Life Insurance	589.70	583.87	
4343 DAF Disability	912.63	903.61	
4353 DAF Pension	7,020.20	6,951.00	

Unitarian Universalist Congregation of Charlottesville			
Proposed FY25 Budget	FY25 Budget	FY24 Budget	
July 2024 - June 2025			
4363 DAF Professional Expenses	1,500.00	3,000.00	
4000-04 DOM Total	30,401.62	30,363.54	
4114 DOM Salary	24,753.00	24,508.00	
4414 DOM FICA	1,893.60	1,874.86	
4314 DOM Health Insurance	0.00	0.00	
4324 DOM Dental Insurance	0.00	0.00	
4334 DOM Life Insurance	207.93	207.91	
4344 DOM Disability	321.79	321.77	
4354 DOM Pension	2,475.30	2,451.00	
4364 DOM Professional Expenses	750.00	1,000.00	
4000-05 RE Assistant Total	22,736.14	21,544.84	
4115 RE Assistant Salary	18,980.00	17,908.00	
4415 RE Assistant FICA	1,451.97	1,369.96	
4315 RE Assistant Health Insurance	0.00	0.00	
4325 RE Assistant Dental Insurance	0.00	0.00	
4335 RE Assistant Life Insurance	159.43	147.54	
4345 RE Assistant Disability	246.74	228.34	
4355 RE Assistant Pension	1,898.00	1,791.00	
4365 RE Assistant Professional Exp	0.00	100.00	
4000-06 Office Assistant Total	21,352.57	20,273.44	
4116 Office Assistant Salary	17,825.00	17,056.00	
4416 Office Assistant FICA	1,363.61	1,304.78	
4316 Office Assistant Health Insurance	0.00	0.00	
4326 Office Assistant Dental Insurance	0.00	293.76	
4336 Office Assistant Life Insurance	149.73	147.54	
4346 Office Assistant Disability	231.73	228.34	
4356 Office Assistant Pension	1,782.50	1,143.02	
4366 Office Assistant Prof Expenses	0.00	100.00	
4600 Media Production and Management	7,725.00	9,000.00	
4703 Workers' Compensation	1,600.00	1,600.00	

Unitarian Universalist Congregation of Charlottesville			
Proposed FY25 Budget	FY25 Budget	FY24 Budget	
July 2024 - June 2025			
4800 Payroll Processing Fees	5,000.00	5,000.00	
xxxx Sabbatical Reserve Fund	500.00	0.00	
4000 Total Payroll and Staff Benefits	\$ 435,983.04	\$ 436,731.22	
5000-5400 Congregational Activities			
5100 Worship	7,424.00	7,214.00	
5110 Worship Service Expenses	900.00	1,200.00	
5140 Music	750.00	1,000.00	
5150 Pianist	3,500.00	3,500.00	
5160 Abrahamse Fund (Music)	774.00	764.00	
5170 Instrument Service	1,500.00	750.00	
5200 Faith Development	7,426.00	7,785.00	
5201 RE Children & Youth	6,000.00	6,000.00	
5202 Young Adult Ministry	500.00	750.00	
5210 Women's Spirituality	100.00	250.00	
5601 Cheetham Fund (RE) Expense	826.00	785.00	
5300 Beloved Community - Internal	4,575.00	3,975.00	
5301 Pastoral Visitors	0.00	75.00	
5302 Membership & Mem Tracking	500.00	800.00	
5303 Volunteer Relations	75.00	100.00	
5304 Childcare	4,000.00	3,000.00	
5400 Faith Witness - External	5,750.00	5,800.00	
5403 Interfaith Ministries	0.00	600.00	
5404 UUA Annual Program Fund	5,000.00	5,000.00	
5408 Justice Ministries	250.00	200.00	
5411 Ministry for the Earth	500.00	0.00	
5000-5400 Total Congregational Activities	\$ 25,175.00	\$ 24,774.00	

Unitarian Universalist Congregation of Charlottesville			
Proposed FY25 Budget	FY25 Budget	FY24 Budget	
July 2024 - June 2025			
5500 Congregational Administration			
Cong Admin Misc 1	4,100.00	4,700.00	
5500-00 Safety and Security	500.00	500.00	
5501 Lay Leadership Training	0.00	200.00	
5502 Communications	1,600.00	2,000.00	
5505 Hospitality	2,000.00	2,000.00	
Cleaning & Misc. Supplies	26,000.00	27,000.00	
5510 Cleaning Service	23,000.00	23,000.00	
5512 Kitchen/Cleaning Supplies	1,000.00	1,000.00	
5514 Trash/Supplies/Fire Extinguish	2,000.00	3,000.00	
Office Supplies & Equipment	13,200.00	15,000.00	
5513-00 Online Subscription Fees	6,000.00	5,000.00	
5513-01 Office Supplies	2,000.00	2,000.00	
5515 Computer Maintenance	3,000.00	2,000.00	
5516 IT Technology Upgrade	0.00	2,000.00	
5517 Photocopies and Printing	1,500.00	2,800.00	
5521 Postage	700.00	1,200.00	
Financial Services Charges	4,850.00	4,250.00	
5518 Financial Service Fees	4,000.00	4,000.00	
5519 Credit Card Fees	600.00	0.00	
5520 Bank / Stock Transaction Fees	250.00	250.00	
5523 Fund Raising Expense Total	600.00	600.00	
5522 Pledge Program Expense	300.00	300.00	
5523 Fund Raising Expense	300.00	300.00	
Insurance and Professional Fees	18,600.00	15,500.00	
5526 Stormwater Assessment	1,100.00	1,100.00	
5527 Multi-Peril Insurance	12,000.00	8,800.00	
5528 Accounting Fees	3,000.00	3,000.00	

Unitarian Universalist Congregation of Charlottesville			
Proposed FY25 Budget	FY25 Budget	FY24 Budget	
July 2024 - June 2025			
5529 Legal Expense	500.00	500.00	
5530 General Operating Reserve (Contingency)	2,000.00	2,100.00	
5550 Buildings and Grounds	26,459.00	16,448.00	
5551 Main Bldg Maintenance	1,650.00	6,500.00	
5552 Building Contractual Services	8,400.00		
5553 Bristol Fund Expenses	3,259.00	3,148.00	
xxxx Grounds Contractual Services	7,800.00		
5554 Summit House Maintenance	1,150.00	1,000.00	
5559 Grounds Expenses	1,200.00	5,800.00	
5560 Buildings and Grounds Reserve Fund	3,000.00	0.00	
5580 Utilities Total	19,250.00	17,750.00	
5581 Telephone & Internet	3,600.00	3,600.00	
5582 Church Gas, Water & Sewer	4,000.00	4,000.00	
5583 Church Electricity	8,000.00	5,000.00	
5584 Summit Gas, Water & Sewer	350.00	350.00	
5585 Summit House Electricity	3,000.00	4,500.00	
5586 Edgewood Lane Parking Lot Electricity	300.00	300.00	
5500 Total Congregational Administration	113,059.00	101,248.00	
5800 Insurance Claims Expenses	0.00	0.00	
5900 Debt Service	10,767.00	10,775.00	
5901 Payment on Unsecured 2019 Loan	5,000.00	5,000.00	
5902 Member Bonds Interest	4,859.00	5,775.00	
5903 Member Bonds Principal	908.00	0.00	
Total Expenditures	\$ 584,984.04	\$ 573,528.22	
Net Revenue	52.96	42.78	

Unitarian Universalist Congregation of Charlottesville			
Proposed FY25 Budget	FY25 Budget		FY24 Budget
July 2024 - June 2025			