Beacon Unitarian Universalist Congregation

Annual Meeting Minutes - June 9, 2019

Call to Order

The meeting was called to order by Board of Trustees President Dora Harrison at 11:40 am with the lighting of the chalice. Secretary Diana Roy confirmed that a quorum (25%) of the membership was present in person or by proxy: 52 of 101 members.

Approval of the Minutes

Copies of the Congregational Meeting minutes from 6/03/18 and 7/29/18 were distributed to the members, and also previously had been made available by email to the members. Dora apologized that notice of the minutes from 6/03/18 had gone out later than 15 days prior, but there were no objections from the congregation to this. Holly Taylor moved to approve the 6/03 minutes, Roz Clark seconded, and the congregation approved them unanimously. Dru Monroe moved to approve the 7/29 minutes, Gus Millor seconded, unanimously approved.

Budget for 2019-2020

Copies of the proposed budget were passed out; this had also been sent out by email to members. Most of the discussion about the budget occurred at the Town Hall meeting on May 19.

The stewardship campaign results were below goal, so the proposed budget had to be revised. The following changes were implemented to the budget due to the shortfall:

- We will increase the amount of monthly plate cash we keep for Beacon's operating expenses from $300 to $350.
- We will use any-fifth Sunday plate cash for Beacon's operating expenses (rather than for the minister's discretionary fund).
- Training and travel expenses for staff have been cut, except for the minister. The DRE's professional association dues are also maintained.
- There will be no music director for the summer.
- The lead teacher has been decreased to 6 months. We will need volunteer coverage if we need more than one class teacher.
- We will not be paying our UUA ("Fair Share") dues ($9400). We hope to use possible past (2018-2019) and future (2019-2020) savings in budgeted expenses to apply to UUA dues.

However, there are increased expenses for the janitor (increased weekly hours from 3 to 5, due to the increased space) and office manager (increased weekly hours from 15 to 17 in order to provide some coverage on the weekends, *if needed*).

Among our unfunded priorities in the proposed budget are UUA dues and the building-expansion contingency fund, which has already been used up.

We have budgeted for annual income shrinkage of 4% (from unpaid pledges), which is accurate based on past years.

Kay Johnson expressed strong disappointment that expenses for RE and the DRE are being cut, and "what this says about the priorities of this congregation."

Roz Clark moved to approve the budget, Holly seconded, and the congregation approved it, with one member dissenting.

Joanne Parkes commented that she would like to see the balance sheet in future discussions to track the current state of the church's finances. Incoming President Dennis Spurlin noted this.

Proposed By-laws Revisions

Summary of changes: Update membership status, Secretary's and Treasurer's duties, terms of office, list of committees, calling of Board meetings, use of search committees, and role of minister in hiring staff**.** See full text appended at the end of these minutes.

One set of revisions was simply "clean-up" of language for grammar and clarity. Joanne Parkes moved to approve these changes, Carleton Sheppard seconded, members unanimously approved.

Membership, Article IV, Sections 1 and 2. Changes requirements for membership: a pledge is required, but with no minimum amount (was $100 previously). Grace Ditsworth asked what the purpose of this change is. Carleton (Membership committee) clarified that we don't want to imply that $100 is a sustainable pledge; one should pledge according to their conscience and ability. Roz asked what the procedure would be to change the minimum age of a member (currently 16). Dora replied that this would need to be considered by the Membership committee and the Board in future (not today), then presented at the next annual meeting. (There was some confusion among the membership about the 16 year-old age qualification; Donna Russell thought this meant families with teenagers would be expected to make pledges for them. The presence of teenagers in a household does not affect its status as a pledging unit.) Joanne moved to approve the revised Article IV, Barry Brenneman seconded, members unanimously approved.

Non-Discrimination, Article V. Updated. Eric Burns moved to approve changes, Rich Clark seconded, members unanimously approved.

Roles and Responsibilities of the Board of Trustees, Article VII, Section 6. Allows for the President to be able to call a meeting with 24 hours' notice when there is an urgent need. Holly moved to approve, Susan Bischoff seconded, members unanimously approved. Section 7. Updates that the publicizing of Board decisions can be via electronic means (website, newsletter), rather than by physical posting. Carleton moved to approve, Barry seconded, members unanimously approved.

Duties of Officers, Article VIII, Section 5. Allows the Treasurer to designate tasks to the bookkeeper, and clarifies that the proposed operating budget must be approved by the Board. Dru Monroe moved to approve, Kevin Parkes seconded, members unanimously approved.

Congregational Meetings, Article IX, Section 3. Elucidates how to call meetings, including email. Unanimously approved. Section 8. Clarifies that excess expenditures requiring congregational approval are those exceeding 2% of operating budget. Barry moved to approve, Terry White seconded, members unanimously approved.

Leadership Succession Planning Team, Article X, Section 2. Sets term limits. Mark James moved to approve, Grace seconded, members unanimously approved. Section 5. Clarifies that selection of members for a search committee for an interim minister does not require congregational approval (unlike a search committee for a settled minister). Theresa deBoer moved to approve, Dru seconded, members unanimously approved.

Committees, Article XIII. Stewardship was added to the list of functions of committees. Kevin Parkes moved to approve, Susan seconded, members unanimously approved.

The Minister, Article XIV, Section 5. Clarifies the role of the minister in hiring and supervision of staff. Grace moved to approve, Gus seconded, members unanimously approved.

Election of the Board of Trustees and the Leadership Succession Planning Team

Slate of Officers for the Board of Trustees for 2018-2019:
President: Dennis Spurlin (2nd year of office, 4th consecutive year on Board)
Vice President/President-Elect: Wendy Bruun (1st year)
Secretary: Lynda Dorweiler (1st year of office; 2nd consecutive year on Board)
Treasurer: Barry Brenneman (1st year of office; 3rd consecutive year on Board)
Member at Large: Char Tarashanti (2nd year of 2-year term, 2nd consecutive year on Board)
Member at Large: Diana Roy (1st year of 2-year term, 3rd consecutive year on Board)
Member at Large: Steve Zeldes (1st year of 2-year term)

There were no new nominations from the floor. Dru moved to approve the slate of officers as presented, Char Tarashanit seconded, the members unanimously approved.

Leadership Succession Planning Team Nominees (aka nominating committee):
Andrea Sinclair: 1st year of first 2-year term
Carleton Sheppard: 1st year of second 2-year term
Dora Harrison: 1st year of first 2-year term
Theresa deBoer: 2nd year of first 2-year term
Jeremy Young: 2nd year of first 2-year term

There were no new nominations from the floor. Terry moved to approve the slate of officers as presented, Mark seconded, the members unanimously approved.

Annual Report from the Board of Trustees

The President's written summary of the year's work by the Board is available on the Beacon website and by link from the President's message in the newsletter of June 27.

President Dora reminded us that, although it has been a stressful year, "We are still moving forward".

This fiscal year, the congregation approved Plan B for the building expansion and renovation. The Board was authorized to approve construction planning and financing. Building concerns comprised a very large part of the Board's work, including dealing with an unexpectedly large increase in the construction cost estimate. It was a noteworthy achievement, after decades of consideration, to implement a construction plan within our budget.

Our settled minister, Kevin Lawson, resigned unexpectedly after 2.5 years, to be effective June 30. We quickly organized a search committee, which found a mutually satisfying match with our new interim minister, Robin Zucker, who introduced herself at today's service. We signed an employment contract in May, and she will begin work on August 1.

The congregational aspirations that Dora hoped to work on this year had to take a backseat to the above priorities.

Dora extended special acknowledgement to Vice-President Dennis for all his efforts setting up Beacon's website and uploading congregational documents and updates to the website. Dora also acknowledged the work of those Board officers (Dennis and Lynda) who covered for the departed office manager and janitor before those positions were filled. She also called out special recognition to the Worship Associates committee, which

heroically stepped up to the task of planning services for May and June, when Rev. Kevin unexpectedly accelerated his departure.

All in all, this year has been a "a roller coaster, ending on a positive vibe."

Adjournment

The meeting was adjourned at 12:45 pm.

Minutes submitted by Diana M. Roy, Board Secretary

Appendix: By-Law Revisions

ARTICLE IV. Membership

Section 1. Any person who is 16 years of age or older and is in accord with the ~~purpose~~ mission of Beacon may become a voting Member by completing a Path to Membership class or Orientation, and signing the Membership Register. Members agree to participate in and to help Beacon ~~through financial support and volunteer efforts~~ by volunteering and providing financial support. Members are required to make and pay a ~~minimum annual contribution of record of at least $100 each fiscal year~~ monetary pledge each fiscal year (July 1 –June 30). ~~If appropriate, the first year may be prorated.~~ A person must be ~~Members~~ a member for at least 28 days to vote at a called meeting of Beacon.

Section 2. Annual Membership Certification for the UUA. Beacon Members who contribute financially ~~at least $100 annually (as of December 31 of each year)~~ in the prior fiscal year will be counted toward the Unitarian Universalist Association ~~and Pacific Southwest District~~ annual certification.

Section 3. A Member may terminate Membership at any time by written notice to the Secretary of the Board of Beacon.

Section 4. Membership of anyone who has not participated in Beacon as described in Article IV, Section 1, in the ~~most recent~~ prior fiscal year may be terminated by resolution of the Board at its January meeting. The Secretary will send written notice to each inactive Member before December 15 requesting a contribution to retain membership, offering Friend status, as described in Section 5 below, as an option.
To retain membership, the member must by January 20 take one of the following actions:
a. make and pay a pledge for the previous fiscal year;
b. make a payment of the previous year's pledged amount;
c. choose "friend" status in accordance with Section 5.
A non-response will be interpreted as a wish to terminate membership. If there is no response by the January Board meeting, the Secretary will send written termination by resolution of the Board.

Section 5. A person who wishes to participate in the activities of Beacon, without agreeing to the provisions of Section 1, is welcome as a Friend. Friends are asked to contribute financially, and as a volunteer. ~~as they are able~~.

ARTICLE V. Non-discrimination
Beacon affirms and promotes the full participation of persons in all our activities and endeavors without regard ~~to race, ethnicity, national origin, gender, sexual orientation, disability, age, class, or size.~~ to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information.

ARTICLE VII. Roles and Responsibilities of the Board of Trustees
Section 6. The Board shall meet as deemed necessary at least ten times per calendar year. The President may call a meeting of the Board of Trustees with a 24-hour electronic notice to the Board and the Congregation. Two members of the Board of Trustees may call a Board meeting with a 48-hour electronic notice to the Board and the Congregation.

Section 7. All decisions of the Board shall be published in a timely manner either ~~by posting in a conspicuous place at Beacon~~ by posting on Beacon's website, publishing in Beacon's Newsletter, or made available to members through other means. The Board shall maintain a permanent record of its policies.

ARTICLE VIII. Duties of Officers
Section 5. The Treasurer, as a member of the Finance Committee, shall maintain adequate and correct accounts of the properties and business transactions of Beacon, according to standard business and accounting practices. Financial records shall be open to inspection by any voting member at all reasonable times. The Treasurer, or designee, shall deposit all monies and other valuables in the name and to the credit of Beacon with such depositories as may be designated by the Board. The Treasurer, or designee, shall disburse the funds of Beacon as may be ordered by the Board and shall render to the President and Board, whenever they request it, an account of all transactions and of the financial condition of Beacon. The Finance Committee, with the assistance of the Treasurer, shall prepare a budget for the next fiscal year for approval by the Board and ~~for~~ adoption, with any Board approved changes, at the Annual Meeting. The Treasurer shall be a full-voting member of the Finance Committee, but not necessarily its Chair. The Treasurer is signatory of all financial accounts.

ARTICLE IX. Congregational Meetings
Section 3. Calls ~~to~~ for the Annual Meeting and ~~all~~ any special meeting shall be mailed (sent by mail or email) at least fifteen days in advance of such meeting to all members of Beacon. Written call to any annual or special meeting shall specify ~~both~~ the time, ~~and~~ location, purpose and agenda of the meeting. The meeting will be conducted so that business can be concluded at that time or continued to another date.

ARTICLE X. Leadership Succession Planning Team

Section 2. The terms for members of the Leadership Succession Planning Team shall be staggered two-year terms to provide continuity. Members may serve up to two consecutive terms.

Section 5. The Leadership Succession Planning Team may also be requested by the Board to qualify and present nominees for special committees and commissions, such as a Ministerial Search Committee for Settled Ministry, which requires a congregational vote in order to constitute their membership. The Board of Trustees *may* utilize the Leadership Succession Planning Team to provide names for an Interim ministerial search committee. Interim searches do not require a search committee or congregational approval.) Committees under this Section shall have 5 to 7 members.

ARTICLE XIII. Committees

The programs of Beacon shall be conducted openly, except where noted elsewhere in these bylaws, and sustained by committees to cover the following functions:

- Fundraising ~~and management of financial resources~~
- Management of financial resources
- Stewardship
- Presentation of high quality Sunday services and educational programs
- Planning and management of physical facilities belonging to Beacon
- Religious education for the adults, youth, and children of Beacon
- Attraction and integration of new members
- Development and maintenance of current member information
- Long range planning for growth, management and facilities required to support Beacon
- Personnel policies
- Ministry
- Worship
- Pastoral services
- Other key functions as determined by the members and/or by the Board

ARTICLE XIV. The Minister

Section 5. The minister shall initiate and participate in hiring staff, supervise staff either directly or indirectly, and provide ~~and in~~ staff evaluations as prescribed in the Personnel Policies.