

Coordinating Team Monthly Report to Board of Trustees
April 2016
Actions, Discussions, and Information
March 3 – April 20, 2016

End	Limitation	Topic	Action/Discussion/Information
Sustainability	Compensation and Benefits Financial Management and Planning Financial activities Asset protection Communication and Support to the Board and the Congregation	2016-17 Operating Budget Building Reserve Fund	<p>The CT approved the proposed 2016-17 operating budget forwarded by Treasurer Mary Muehlbach. The proposed budget includes pay increases for all staff (except minister, whose pay is determined by contract), brings many of the pay rates fairly close to the midpoint of the UUA’s suggested compensation rates, provides additional (temporary) teaching help for the RE program, and includes a number of other desirable adjustments to staff hours and compensation. The pledge income estimate for continuing members has been recently revised and confirmed by the Stewardship Team, and the new member pledge income estimate follows the trends we are seeing lately. The budget projects increased revenue next year (as contrasted with this year’s reductions) for facilities rentals by outside groups; and it includes a new line item for Facilities Marketing, which will cover the cost of marketing activities and improved amenities related to facilities rentals.</p> <p>We are pleased to present a budget that sets aside \$40,000 of our projected revenue for a Building Reserve Fund, consistent with the recommendation by our Fiscal Advisory Council (FAC). Our congregation has affirmed its desire to support the long term sustainability of our current buildings and grounds. The Board recently approved a schedule to increase the Building Reserve Fund contributions from our Endowment income (directing more of the Endowment income each year into a Building Reserve Fund instead of into our general operating income); this schedule requires that about \$11,000 be contributed to the Building Reserve Fund in FY 2016-17. By setting aside the \$40,000 recommended by the FAC (instead of only \$11,000), we are demonstrating our commitment to building a fund that will allow ongoing maintenance and repairs, and our willingness to take some risk in order to do so (the risk being the budgeted operating deficit).</p> <p>The Board will need to determine how the Building Reserve Fund is to be administered. The CT looks forward to discussing the operational implications of establishing this fund with the Board and the Treasurer, and to collaborating in development of clear policies and procedures for its use.</p>

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Sustainability	Financial activities Endowment and Memorial Gifts Asset protection	Policy Development	<p>CT has not completed internal discussion of its draft General Gift Acceptance Policy, but in order to have an approved policy in place before summer, comments and suggestions from both the Board and the CT will be considered at the same time. Our proposed schedule is to gather input from the CT and the Board through May 5, make revisions as necessary, and present a proposed policy for approval at the May 19 Board meeting.</p> <p>The CT will complete its review of the draft Restricted Gift Use Policy on May 4; our current plan is to provide comments in our May report to the Board (before the May 19 meeting). Since this is being proposed as a Board policy, we will try to meet any schedule the Board makes for input.</p>
Engagement Spiritual Home Community	Communication and Support to the Board and the Congregation	Worship Schedule	<p>CT has approved starting the summer worship schedule with just one Sunday worship service on May 15 rather than May 22, in order to coincide with the May 15 congregational meeting. Our worship leaders have approved this change. The calendar will be corrected to show one service on May 15, at 11:00 a.m., and the congregational meeting at 12:15 p.m.</p>
Engagement Community Generosity	Communication and Support to the Board and the Congregation	Support for Chris Morgan	<p>As mentioned in the Interim Minister's report to the Board, facilities coordinator Chris Morgan had a stroke Sunday evening. The CT will provide an opportunity for congregants to contribute to a financial gift to help Chris. Zackrie Vinczen has inserted an announcement into this Sunday's worship schedule. CT members and possibly Caring Circle members will supervise collection of gifts in atrium or social hall, on four Sundays (4/24, 5/1, 5/8, 5/15).</p>
Engagement Sustainability Community Generosity	Communication and Support to the Board and the Congregation	Appreciation for Anne Greenwood	<p>The CT is very grateful for Anne Greenwood's longtime service in support of Stewardship and the general financial management of UUCB. We are joyful that she will receive the Culture of Financial Generosity Award at the District Assembly this weekend. We recommend to the Board that she be significantly recognized at the May 15 congregational meeting.</p>
Sustainability Community Engagement	Communication and Support to the Board and the Congregation	Organizational Structure	<p>The Program Council has created a policy on Groups at UUCB (currently in revision after input from the CT). The PC is making plans for leadership changes this summer. The CT and PC are working together on finding a successor for PC Convener Joanne Wile, whose term ends in August.</p> <p>Lisa Maynard would like to continue in her position as CT Convener for a second year (her</p>

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			first term also ends in August). The CT expresses confidence in Lisa Maynard as CT Convener and requests that the Board renew her appointment now, in order to minimize uncertainty as we go through the other changes in CT leadership.