

May 27, 2019

For the meeting of June 5, 2019

To: Board of Trustees

From: Endowment Committee

Subject: Proposed Amendment to UUCB Governance Manual

Purpose:

- 1) Terms: To encourage interest in serving on the Endowment Committee by laying out expectations for prospective/new members. The three-year term length gives a prospective member an understanding of the commitment; stating a term limit, but with flexibility, is intended to encourage diversity of participation while allowing for continuity when warranted.
- 2) Market/withdrawal advice: Adding this clause will close a current gap about the role of the Endowment Committee is advising about timing of withdrawals when there is congregational approval to withdraw funds. Since the Endowment Committee has roles and responsibilities in the investment of funds, it is in the appropriate position to provide this advice. This intention is to offer grounded advice in considering market conditions and trends when scheduling non-time sensitive withdrawals (i.e. funds not needed immediately for expenditure or other purpose).

Proposed amendments to Governance Manual in red:

AUTHORITY

The UUCB Endowment Committee reports to and gets its authority from the UUCB Board of Trustees (BOT). The Endowment Committee is composed of at least three members recruited by the CT and approved by the BOT. The remaining three may be recruited by the existing committee. **Each member is appointed to a three-year term which may be renewed for a total of six years. In the absence of qualified members, a current member may exceed the 6 year terms until the committee is able to both train replacement members and/or function effectively.** In addition, the current Treasurer serves *ex officio*. The committee may make use of outside financial management to implement the following investment policy with the approval of the Board of Trustees. In addition, the UUCB Endowment Committee has the authority to use the Unitarian Universalist Association Common Endowment Fund (UUCEF) for management of the Endowment Fund and other UUCB reserve funds. The Endowment Committee will make recommendations for modifications and implementation of this investment policy as needed. **Last, the Endowment Committee will make recommendations regarding the state of the market should the Board or Congregation elect to withdraw money from "Reserve Funds", also referred to as Board-Designated or Quasi-Endowment funds.**