

UUC-S
ANNUAL CONGREGATIONAL MEETING
JANUARY 7, 2024
12:00 PM

AGENDA

| | |
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| Call to order | Sherry |
| Determination of Quorum | Susie |
| Lighting of the Chalice/Remembrances | Sherry /Karen |
| Minutes of January 8, 2023 | Susie |

REPORTS/INFORMATION

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| Minister's Report | Karen |
| President's Report | Sherry |
| Treasurer's Report | Jan |
| Stewardship Update | Janet |

NEW BUSINESS:

| | |
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| Nomination's Committee Report | Rich |
| Nominees for Nominating Committee | |
| Congregational Vote | |
| Nominees for Board of Trustees | Rich |
| Congregational Vote | |
| Introduce New Nominating Committee and Board | Sherry |
| Presentation: Proposed 2024 Operating Budget | Jan |
| Congregational Vote | |
| Bylaws Amendments - VI (Minister) and VII(Finance) | Sherry |

ANNOUNCEMENTS:

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| Legacy Gifts | Sherry |
| Name Change Choice - | |
| Top 5 chosen/Next steps | Brooke |
| Volunteer of the Year Award | Brooke |

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| RECOGNITION/ADJOURNMENT | Sherry |
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CLOSING: It is our work with each other in covenant that creates and sustains this beloved community. We extinguish this chalice, but its light lives on in the directions we have chosen and in us, together, in our hearts, minds, bodies and spirits . Amen and Blessed Be

CONGREGATIONAL MEETING VOTING INFORMATION

The Board of Trustees has called the Annual meeting for January 7, 2024, 1:00 pm, in the Sanctuary of UUCS. The purpose of this meeting will be to report on the state of the congregation, the election of trustees for the Board and members for the nominating committee as well as passage of the proposed 2024 Budget. We will also be voting on amendments to the Bylaws. Voting will be done by raising a paddle to be distributed before the meeting to all members.

Please review the attached documents. They include the information you will need when voting.

The following items will be voted on during the meeting.

- The Minutes from the January 8, 2023, meeting
- The New slate of Board Members for 2024
- The New slate for the Nominating Committee
- The 2024 Proposed Budget (Jan. 7, 2024)
- Bylaws Amendments Article VI and VII

In accordance with our bylaws, only the items on the meeting agenda will be considered for voting. Motions will be made and seconded from the floor prior to each vote. Please remember that, although we welcome our friends to attend the Annual Meeting, our Bylaws clearly stipulate that only members may vote. And each member has a vote.

MINUTES OF UUCS ANNUAL CONGREGATIONAL MEETING JANUARY 8, 2023

Minutes of UUCS Annual Meeting

Present: President Sherry Robinson, Vice President Brooke Gaunt, Treasurer Janet Murphy, Secretary Susie Cole, Interim Minister Sam Schaal, Trustees Patricia Balfour, and Liz Thomas. Unable to attend, Trustee David King.

The meeting was called to order at 12:03 p.m. Sherry Robinson lit the chalice. Reverend Sam Schaal read the Roll of Remembrance of the congregants who passed away in 2022. It was determined that a quorum was present at the meeting. The minutes from the January 9, 2022, annual meeting were approved as corrected for the spelling of Lee Ormsbee's name.

Reports/Information:

Sherry expressed how incredibly proud she is of how well this congregation has come back from the Covid shutdown. It has been slow, but steady. Today we had 105 members and friends at our service, surpassing the 100 mark for the first time. Not all congregations have done as well

or have survived. She issued a special welcome to those who lost their church home and have found one with us. Specifically, she said to the former members of the West Valley Unitarian Universalist Church that they are so welcome here.

Sam sent out his **Minister's report** prior to the meeting. He thanked the staff – Lisa, Judy and Maggi, the Acting Director of Music. He also thanked the Ministerial Search Committee for their work behind the scenes to bring us a new settled minister. He suggested we begin to reimagine the congregation to allow us to blossom in new ways. He pointed out that we are more than the Surprise area. We have a larger area, or reach. As part of this examination of our wider reach, it is appropriate that we reexamine the name of our congregation. As the search process is entering the later phases, he will be stepping back more. He thanked us for all we have done and will be doing this coming year.

Sherry sent out her **President's Report** prior to the meeting. Rather than repeat all the activities in the report, she suggested people read it to see all that was done and what opportunities are available for volunteers. It has been an exciting year. It is gratifying to be on the downside slope of the new minister transition. We have had many memorials, a marriage, and a baby dedication. Since this is the final year of Sherry's two terms as President, she said there are things she wants to accomplish and may be pushier than usual. She wants us to become more financially stable. We will start the discussion around a name change to see if there is a name that reflects who we are and what we want to be. She pledged that she and the Board will carefully guard the trust given to them by the congregation.

Janet Murphy sent the **financial reports** prior to the meeting. She pointed out that Margaret Leahy managed most of the previous Treasurer duties by herself, and she still volunteers time to assist. Jan thanked the team that now manages these duties: Mary Ellen Baker pays the bills and manages QuickBooks, Judy Gilmore updates the financial information in Breeze and manages the money and deposits, and Margaret generates the financial statements. She also thanked those who count the Sunday collection. Final numbers for the year 2022 will be known when all financial reports and transactions are received. We will end the year with receipts more than expenses. Janet is chair of the Finance Committee and Steve Shanklin is the acting chair of the Investment Committee. She asked anyone interested in serving on the Investment Committee to contact her. She asked that people look at the quarterly donation reports you receive and notify the church office if you see any errors.

Janet Jeffrey reported on the status of the 2023 **Stewardship campaign**. The 2023 pledge goal is \$225,000 – the same as the 2022 goal. Pledges are the single largest source of support. As of the meeting, pledges for the year 2023 total over \$141,000 from 57 households. The committee is looking at 111 potential pledging households. She reminded everyone that while the active drive will end January 31, pledges can be made anytime during the year.

Brent Garrett reported that the **Ministerial Search Committee** has been meeting monthly. They are now at Phase 5 for the search process. This year, there are 35 churches looking for ministers

and 53 applicants for the positions. As of the meeting, we have five applicants. Next, the MSC will select the candidates for Zoom meetings in the next couple of weeks followed by pre-candidate meetings and interviews. The congregation will not be involved in the steps of the process for the next couple of months. When a final candidate has been identified, the congregation will be involved in meetings and interviews during the candidate week of April 24 – May 1. At the end of that week, the congregation will vote to call the minister. Brent thanked Sam for his service to our congregation and noted that he will be remembered for a long time.

Under **Program Reports** Lisa Lawrence, Director of Family Ministry, picked a few of her favorite moments from the year to talk about rather than cover everything that was included in her written report. She spoke of the Eco Olympics, the return of the White Tanks Cookout after a 2-year hiatus, and the New Member Welcoming ceremony that contributed to expansion of the RE program to two classes. She noted that this was the moment she realized that we are whole again. Maggi Mahan, Acting Music Director said, as the song points out, when a door closes a window opens. When Paul resigned, the reaction of the choir was to say let us go for it, let's sing! Maggi acknowledged Mary Anne Poggenburg for all her work for the music program. She is looking at new ways of doing music which may involve bringing in a special music consultant. Maggi is in conversation with a classical guitarist who is good at bringing together community music. Sherry thanked Maggi for stepping in and volunteering for the position.

New Business:

Maggi Mahan, co-chair with Reggie Johnston, reported on the work of the **Nominating Committee**. She presented the slate of nominees for the 2023 Nominating Committee:

Cheryl Garrett – 2nd term
Glen Grant – 2nd term
Rich Manalis – 2nd term
BJ Martindale – new member
Claudia Yeager-Smith – new member

Ruth Halpert moved, Marilyn Kuge seconded, and the congregation voted to approve the slate.

Maggi presented the slate of nominees for the two open Board positions:

Susie Cole, Secretary – 2nd term
Emily Whitmore, Trustee – 1st term

Lynn Melby moved, Claudia Yeager-Smith seconded, and the congregation voted to approve the slate.

Sherry introduced the new members of the Nominating Committee and Board and thanked the returning members.

Presentation of the **Proposed 2023 Operating Budget**: Janet reported that 17 people participated in the Zoom town hall meeting to discuss the proposed budget. There was a lot of

discussion at that meeting. She will be glad to answer any other specific questions after this meeting. Before the budget discussion, she suggested people volunteer to spearhead specific buildings and grounds projects to help spread around the work and responsibility. Judy Gilmore manages much of the day-to-day coordination with vendors. The 2023 budget is slightly smaller than the 2022 budget. There is a committee that is trying to schedule and plan for long term projects.

Lois Bartels moved, Rich Manalis seconded, and 65 congregation members voted to approve the 2023 Budget as presented.

Brooke pointed out that the congregation would not survive without volunteers and thanked everyone who gives time to the congregation. She announced that the **Volunteer of the Year Award** goes to David and Janet King, who, unfortunately, were unable to attend due to illness. Shortly after joining the church, the Kings started working in the kitchen providing refreshments and a time for socializing after services and for special events. These opportunities for connection are important in building our community.

The meeting was adjourned at 1:06 p.m.

Respectfully submitted,

Susan Cole, Secretary

NOMINATIONS 2024

Rich Manalis - Chair

You will be asked to vote on two groups – the first being the Nominating Committee for 2024 and the Second for the New Board Members for 2024.

1. For the Nominating Committee you will be voting for all 5 members; three are returning and 2 are new. Their names are below:

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| Claudia Yaeger -Smith | Returning for second term. |
| BJ Martindale | Returning for second term. |
| Sierra Rose | (New) |
| Beth Malmgren | (New) |
| Ray Mahoney Jr | (New) |

Rich Manalis, Cheryl Garrett and Glen Grant are retiring. We thank them for their work and for their support of our community.

2. For the Board of Trustees, you will be voting for 5 members as only two are returning for the second year of their 2-year term. Since no one else was nominated to run for these positions – this is an uncontested vote, and you will be voting for all of the candidates at the same time.

The names and positions are below:

Brooke Gaunt – President

Emily Whitmore – Vice President
Jan Murphy - Treasurer (Second two-year term)
Rich Manalis - Trustee - New
Juliet Gustavson – Trustee - New
Barry Linden - Trustee - New

PROPOSED BUDGET FOR 2024

(January 7, 2024)

Janet Murphy, Treasurer

Notes on 2024 Budget

1. We have hired an accounting firm to manage bill payment and payroll. DeMar Consulting Group will begin in January 2024. Their cost will be \$500 per month, which will be offset by the \$125 we pay our current payroll clerk, who is retiring. Their service will also include preparing financial statements and reconciling all bank, credit card, and investment accounts.
2. We are amending our copier lease to manage our need for more color and less B/W printing; this should prevent costly overage charges.
3. The budget for speakers allows for 9 outside speakers; we may spend less if more congregation members are speakers.
4. Our property insurance is up \$623 to \$7890.
5. Our Homeowners Association cost is up \$821 to \$9464.
6. Our electric budget is higher because the extreme heat is depleting our solar credits earlier each year.
7. We did not increase our water budget because we redesigned our irrigation in 2023.
8. Our fire protection costs are down drastically because we removed the suppression system from the stove hood. We will no longer have 2 required inspections per year. Our costs will drop from \$3000 to about \$400 per year.
9. We have hired a new Director of Music who starts in January. The new music hire has experience with a UUA congregation and therefore is immediately eligible for retirement benefits; he will also be using health care benefits. Our total costs for the music professional are higher because our previous music person had neither of those benefits. The budget allows for a few choir rehearsals where an accompanist may be hired.
10. The Board of Trustees voted to pay our student aides the Arizona minimum wage rate. That accounts for the \$500 increase in the Children Religious Education budget line.
11. Religious education training is budgeted for OWL training for another adult to teach children. We are also arranging CPR and Childcare classes for our new student aides.
12. We need to begin replacement of 7 aging HVAC units over the next several years. Other than the two new ones replaced the last two years, all are original to the building. These costs will be paid from our Capital Reserve Fund, so they do not appear in the yearly budget.
13. The Cost-of-Living Adjustment is currently 3.2% but we could not fit that into the budget. The Office Administrator will receive a COLA of 1.5% for 2024. At her request, Judy was reclassified with a new title, and she is now paid on an hourly basis. Our other employees are salaried as program directors.

14. The Pastor will receive a COLA of 1.5% increase beginning in September 2024.
15. The Director of Family Ministry will receive a market adjustment as recommended by the UUA placing her in the low-mid-range for her job description and responsibilities.
16. Funding for the year continues to include the goal for pledges with the same target as 2023 - \$225,000.

Of note:

The Board of Trustees reviews reports each month that show actuals versus budget and our balance sheet; and the final 2023 report will be reviewed at the March BOT meeting. The final report as well as monthly reports are available to members from the email address of uucsaztreas@gmail.com

The actual Budget Document and Balance Sheet are in the second attachment with this message.

BYLAWS AMENDMENTS

We do not usually send the Bylaws; however, but we have minor changes that need to be made to bring our bylaws into balance with UUA practices and our policies. You are being asked to review Article VI: Section 2A- 1 and 3 and Article VII: Section 2C and Section 5. **These articles are attached, and the changes are in red.**

Article VI: Minister

We are recommending the modification of Steps 1 and 3 in the Ministerial Search Process. The steps are no longer required, and we did not use them during our search.

Section A –

Step 1 speaks to having an alternate for the committee and a board appointed member on the committee. Neither is acceptable to the UUA process.

Step 3 speaks to replacing a member of the committee if one drops out during the process. This is not acceptable nor useful to the process.

Both are recommended to be removed from Section A, making the process simpler and easier to do.

Article VII: Finance

Section 2 C - Budget - We are recommending a reduction to the percent increase a Board can make on the Operating Budget before going to the Congregation for a vote. We are recommending the Board have up to 5% 5% of the total operating budget instead of 10%.

EXAMPLE: If our budget for the Year is approved at \$300,000, and there is an emergency requiring the expenditure of dollars not in the approved budget, our Board would have authority to spend only up to \$15,000 additional dollars without going to the

Congregation for approval. This percentage would not change no matter what the total budgeted amount was. This rarely happens; however, we believe that increasing the budget by more than 5% should be a congregational decision.

Section 5 - Review of Statements

We are recommending a modification in wording to this section which describes the process for reviewing our financial documents. We are recommending that a review of records and documents be required on an annual basis with results provided to the congregation in writing. The process for performing this review has been spelled out in the new Finance Policy recently approved by the Board. We hope that when you review the document, this will be clear to you.

You will be asked to vote on each of these amendments at the Annual Meeting on January 7. The Bylaws attachment includes only the Sections of each Article being discussed. If you wish to view the entire Article for both VI - The Minister and VII - Finance, the Bylaws are posted on the Website under "About Us" - Our Organization.

Please bring this information on Sunday to the meeting and Thank you for participating in this especially important business of the congregation. We appreciate your support and your willingness to be our partner in this faith community.

MUSIC COMMITTEE:

Mary Ann Poggenburg

Music Committee Members:

New - Amelia Davis, Barry Linden and Syl Manalis

Continuing - Patricia Balfour Mary Anne Poggenburg, Chair

Exiting - Lynnette Brouwer and Jim Gaunt

This has been a busy year during which the Music Committee met 9 times to accomplish:

- Planning & coordinating a Latin American Music Concert in May with Q'iru Duet of Nico Barbaren, Gloria Orozco Dorado and Eduardo Coronado. Contributed \$95 for General Fund and \$143 for Music Budget.
- Assisting with the search process for a new Music Director by updating the job description and job posting documents, distributing the job posting, forming a Search Committee, interviewing two candidates for the position and making a hiring recommendation to Pastor Karen and Board President.
- Assisting Acting Music Director in creating a spreadsheet database of all but the holiday music within the library.
- Recruiting and training Eileen MacPherson for Permissions Monitor.
- Being thankful for our Acting Music Director, Maggi Mahan, for her outstanding contributions to our music program during 2023. She has successfully recruited instrumentalists from inside and outside of the congregation to enhance our Sunday services. Her deep love of music and people is evident in every rehearsal and service.

Goals for 2024:

- Assist with the "on-boarding" of a new Music Director, as needed.
- Recruit Sheet Music Librarian to focus on the distribution, collection and filing of hard copies of the choir music.
- Assist Stewardship Committee with the scheduling of musical fund-raising events for 2024.