

## UUCSV Council on Committees (CoC)

Wednesday, August 14, 2013

6:30 p.m. – 8:35 p.m.

Joe Schad, UUCSV Board Vice-President, presiding

The meeting began with introductions and everyone “checking in.” Joe Schad read the CoC promises. The secretary will email the promises to CoC members. (See attached.)

Attendees were Joe Schad, Dick Dugan, Teri Merrill, Katie Mack, John Elrick, Tammy Bjelland, Kelsey Wilkes, Robert Hurt, Mary Dale Jackson, Ken Goodwin, Cory Neff, Paul Britner, Willy Hayes, Norma Riley, Zelda Zadnik, Karin Gettings, Robert Gettings and Judy Miller.

Absent Committees: Stewardship, Worship, Concert, Memorial Gardens, Socials and Sharing Suppers, and Committee on Ministry

## UUCSV Board of Directors

### UUCSV President of the Board – Katie Mack

Katie stated that the UUCSV FY 2013-14 Board will hold their retreat on Friday evening, August 23, and Saturday, August 24. Dorothy Lowe will inform the congregation about the FORTH program in the near future. The next regular Board meeting will be Wednesday, August 28. The Board will resume their third-Wednesday meetings on September 18.

### UUCSV Board Vice-President – Joe Schad

In the next month Board liaisons to committees will be named. Board members should consider which committees would be best served by their expertise.

Joe reported that the “Yard Crawl” on August 10 was a success and that UUCSV had its most successful yard sale to date. The results are listed below.

### **Summary of Yard Sale Financial Results:**

<u>2013 Yard Sale Income</u>	<u>Amount</u>
Grill Sales-Distabor	\$ 625.55
Bake Sales-Distabor	430.75
Yard Sale Receipts	4,678.25
Yard Sale Late Receipts	<u>8.77</u>
Total Income	\$ 5,743.32

Yard Sale revenue was \$4,687.02 and Fundraising revenue for Distabor was \$1,506.30.

<u>2013 Yard Sale Expenses</u>	<u>Amount</u>
Johnny Blue	189.00
Grill Supplies	<u>228.37</u>
Total Expenses	\$417.37

**Net Income for the August 10, 2013, Yard Sale was \$5,325.95.**

**UUCSV Treasurer – Robert Gettings**

He reported that operating expenses for FY 2012-13 were \$333,995 and that operating revenues totaled \$322,773. Due to a shortfall in budget-projected pledge revenue of \$8,415 the church's net deficit was \$11,222. Expenditures that exceeded budget projections were in the categories of administrative expenses, which include telephone, postage, office equipment and office supplies, and building maintenance, which cost over \$6,500. The over-expenditures were offset by lower than anticipated expenditures in other budget categories.

Bob G. reported that pledge payments were received from 103 pledge units out of the 111 submitted pledge cards. Thirty-three (33) pledge units paid less than the full pledge, which totaled \$18,178. Twenty-two (22) pledge units offset the underpayment with overpayments of totaling \$5,248. Net shortfall in pledge payments totaled \$13,330.

He also noted that committee chairs are responsible for managing expenditures within the amount allotted for their committees. Chairs should keep track of their committee's expenditures. Members of a committee should seek prior approval from the chairman before making any financial obligations on behalf of the committee.

The new reimbursement-expense form will be emailed to CoC members by Bob G. and a training session about the form will be held at a later date. (See attached form.) The form will accomplish three objectives which are:

1. Ensure that the office staff has the information needed to process the reimbursement incurred by committee members;
2. Underscore the importance of documenting purchases;
3. Assure that the appropriate person has approved the expenditure before the commitment was made.

New church credit cards called Community Unity have been issued to the minister, director of religious education, and church administrator. The Church Treasurer will no longer have a credit card.

Paul, Bob G, Katie, Willie, and Teri will meet on Saturday, August 17, 2013, to determine how unexpected expenses will be handled through a cash management policy.

**Minister's Report****Paul Britner**

On August 25 the service sermon will be "Am I a Racist?" Paul will discuss the difference between racism and race consciousness. Special guest will be Guss Morrison, a veteran of the March on Washington 50 years ago who lives in Winchester and currently serves as the vice president of the NAACP's area chapter. Guss will join Paul in the Message for All Ages and then Guss will visit with our youth. Paul suggested that a second collection for the NAACP be taken. After the service, the Social Action and Justice Committee will host a reception for Mr. Morrison.

UUCSV now has four paid professional staff. Committees and congregants are encouraged to communicate with our bookkeeper, administrator, religious education director, and minister about their concerns, ideas and the changes that are now occurring.

Paul stated that actions like pledging \$200, and giving \$100 in funds and \$100 in supplies undermine the pledge. In-kind donations of goods and services are always appreciated, but should be made in addition to pledges. All funds should be turned in at the end of each event.

UUCSV is making a transition from a small, family, pastoral church to a program church. Writing down the oral history of how everything works is an important part of a program church. This is also an informative way to know when committee chairs have changed.

On Oct 19, a 5K run will benefit Blue Ridge Hospice. UUCSV team members will receive a t-shirt when they sign up. Our participation in this event will increase our visibility in the community.

Paul stated that Cory and Carol are now sharing an office. In the next couple of months the nursery will need to be moved to a larger room. Options for the current nursery space are a craft store and the library. The nursery budget has doubled because the current nursery attendant is there for two hours so parents can come after the service. A second attendant and more volunteers will be needed in the near future.

The October 5 newcomer class will be aimed primarily at people who are new to UUism. A new format is being discussed for future membership classes.

Paul and Karen will be on vacation starting September 19 and will return on October 1.

### **COMMITTEE REPORTS**

#### **Worship Committee – Joe Farrugia**

Joe F. was unable to attend the meeting, but emailed his report to CoC members. (See attached)

#### **Newcomers Committee – Zelda Zadnik**

Zelda stated that thank-you cards were sent to those who referred people to the church, a referral line having been added to the yellow informational card. Cross training on “repelling fewer guests” will be held on Sept.7. Greeters, ushers, and Religious Education committee members received a special invitation to the event and a general invitation to the congregation will be made this week.

#### **Social Action and Justice Committee –Tammy Bjelland and Kelsey Wilkes**

Tammy distributed a draft policy to the attendees about the “Share the Plate” collections. Kelsey explained the collection procedure and said that in the beginning the collection will occur one Sunday a month. Four existing organizations and the minister’s discretionary fund will share funds. The hope is to increase congregants’ generosity, continue to reach out to new organizations, broaden who we help, and build relationships. As a regional church we give to area charitable organizations and next year Shenandoah Response will be a recipient.

CoC attendees were asked to email comments to Tammy and Kelsey about the “Share the Plate” policy. CoC will review the policy in September, and then the policy will be sent to the Board in October. There will be a yearly survey about the “Share the Plate.”

### **Nominating Committee – Zelda Zadnik for Michelle Worthing**

The Nominating Committee has emailed a questionnaire to the three former FY 2012-13 Board members. Responses are due by August 31.

### **Lifespan Faith Development (LFD) – Ken Goodwin**

A two-session workshop on Thomas Jefferson’s story of Jesus as found in The Jefferson Bible, will be held on September 22 and 29. The workshop, led by Steven Lowe, will explore who and what influenced Jefferson to write his own version of the New Testament. Members of the Shenandoah Area Secular humanists have also been invited to participate in this workshop. Attendees are asked to bring a brown bag lunch and/or snacks for donation.

### **Communications Committee – John Elrick**

The committee will attend a workshop at Shenandoah University on Saturday, August 24. Please inform John about any problems with communications or if you wish to unsubscribe to emails.

### **Other:**

- The Caring Committee will meet in September.
- Committees will not be required to have tables at the Homecoming on September, but may do so if they wish.
- Our tent will be set up for Homecoming. A new tent will need to be a budget item in FY 2014-2015.
- A “committee fair” was suggested as a future event.
- Sara Bell informed Mary Dale that the Fern Adams Building could be used by UUSCV on the weekends.

### **Scheduled Events:**

- Water Ceremony, August 18, 2013
- Board Retreat, August 23-24, 2013
- 2013 Yard Sale Follow Up, August 25, 2013
- Board Meeting, August 28, 2013
- Choir Rehearsals begin, August 29, 2013
- Grounds Workday, August 31, 2013
- “Repelling Fewer Visitors,” CD and Potluck, September 7, 2013
- Homecoming and Congregational Picnic, September 8, 2013
- New Member Orientation, October 5, 2013
- Green Sanctuary Kick Off, October 6, 2013
- Grounds Workday, October 12, 2013

- Auction Icebreaker Informational Meeting, October 13, 2013
- Holiday Bazaar, December 7, 2013
- Holiday Decorating, December 14, 2013
- Auction, April 12, 2014
- Grounds Workday, April 26, 2014

Meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Judy V. Miller