

# Northwoods Unitarian Universalist Church

*Monthly Board Meeting – July 14, 2013*

## Minutes

**Submitted by Darbi Hamilton, Secretary**

Location: Northwoods Unitarian Universalist Church – Garden Room

Attended: Stephanie Coleman – President

Shari Wood-Merriam – Past President

Keith Armstrong – Treasurer

Dorothy Kennedy – Trustee At Large

Bob Long – Parliamentarian

Michele Buselli – Trustee At Large

Darbi Hamilton – Secretary

Rev. Ellen Cooper-Davis – Minister (non-voting)

Absent: Larry Loomis-Price – President Elect

**Call To Order** 1:03pm

## Check In

### **MOTION - Approval of June Minutes**

Discussion: Updated new member of the Endowment Committee from David Shontz to David Sherwood.

Motion Passed.

### **Building Priorities Task Force**

The task force is looking to build excitement and momentum for the Capital Campaign by recommending General Fund expenditures for smaller \$10-50k improvements. The report is almost ready and should be completed for the next Board meeting.

\*Aside – Ellen reminds the Board to remember that there are other large expenditures coming up including staff changes and her sabbatical fund.

**FUTURE AGENDA ITEM: Building Priorities Task Force Report**

### **Policy & Procedure Update**

Darbi, past Parliamentarian, has finished updating the Policy and Procedure electronic file with the last meeting's changes. She will be sharing this file with Bob, new Parliamentarian, and Stephanie, President. Bob will take over monthly maintenance and Stephanie will keep this item on the agenda. The Committee on Ministry (COM) is working on updating their portions of the policies and there is a recommendation for a Church Governance Procedure which will encompass the Board, COM, and their co-relationship.

**FUTURE AGENDA ITEM: Policy & Procedure Update**

### **Music Director Position**

Ellen is working with the Committee on Ministry as the staff liaison to the Spiritual Life Ministry and Worship Arts. She believes this may not be an immediate need. While the new choir director is not certain how long he will hold this position, out there are more options. Michele recommends finding a pianist first.

### **Pledge Drive Update**

As of June 1, we had 94 pledges for \$206,932.24. Last year's number at the same point was 95 pledges at \$226,079.68. Keith reports that this includes 19 new pledging units. Projected current close is \$222k. Keith reviewed the preferred pledge process where the Treasurer works more closely with Stewardship and the quarterly pledge letters will come out from the Treasurer going forward.

### **Treasurer's Report**

**MOTION** - Keith would like to transfer \$5000 from the Operating Account to the Sabbatical Account.

Discussion: We reviewed Ellen's contract for direction on the amount that should be saved. With no information specified, we accepted Keith's recommendation and will review again after Human Resources and the Keith estimate the amount needed for a six month sabbatical and plan accordingly.

Motion Passed.

Keith is working on the reconciliation process in the office and will have a budget narrative forthcoming.

Keith and HR have discussed the possibility of contracting with Mary Chimarusti to work with Diana, the contract bookkeeper, to learn about the electronic accounting procedures and develop training for the next Church Administrator in the event that Diana cannot continue her contract until the new individual is hired. In order to continue transitioning Diana out of the contract role, more clerical accounting work will transition to Tony as the contract Church Administrator.

Keith is reviewing an issue with the Endowment fund where we are missing a paper record of a deposit made in early 2013. Reporting requires a separation of the Capital Gains Dividends contributions from regular deposits.

**FUTURE AGENDA ITEM: Keith will offer an Endowment Fund follow up.**

Keith is recruiting a Finance Committee and is looking for volunteers. He has one person and would like for the next Board Treasurer nominated candidate to start on the committee as soon as possible.

**ACTION ITEM: Keith will discuss this with the Leadership Development Committee.**

### **Congregational Co-sponsorship of Americans United Event**

Northwoods was invited by the Houston AU Chapter to co-sponsor, at no cost, an upcoming event featuring retired Episcopalian Bishop Gene Robinson.

Discussion: Darbi reminds the Board that the Bylaws require a Special Congregational Meeting before making a Public Advocacy statement of this kind. After lengthy discussion, General Consensus determined that this could be considered a Public Advocacy Statement and that we should recommend to the COM that the SEE Justice Ministry develop a list of possible advocacy issues that Northwoods would like to support as a congregation for a one-time Special Congregational Meeting for approval of these issues.

**ACTION ITEM: Dorothy will take this to the COM for action.**

### **Review of PowerChurch compared with Other Church Database Software**

Ellen found some examples of church management systems at GA that had better tools for current mobile-technology standards. Tony, contract Church Administrator, is reviewing the functionality for a possible recommendation to switch software packages.

### **Capital Campaign**

Mary Jo O'Neal has surveyed 5 or 6 lay leaders regarding a capital campaign and is gathering results for the Campaign Consultant. All were advised to put the weekend of September 21-22 on their calendars as the dates for the Consultant's visit and to plan to be available for meetings.

**Closing Words** – Rev. Ellen

**Adjourn**      2:55pm



## NORTHWOODS Unitarian Universalist Church

## Balance Sheet (UNAUDITED)

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Funds 01-06, June 2013

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	Current Year
<b>ASSETS</b>	
<b>BANK ACCOUNTS</b>	
Amegy-Operating Account	\$60,979.24
Discretionary Account	233.61
Amegy Millbend	2,322.56
Amegy Sabbatical Account	4,500.00
Amegy Capital Reserve Acc	14,400.00
Capital Expansion Account	2,000.00
Subtotal Bank Accounts	84,435.41
<b>INVESTMENTS</b>	
Endowment Fund	
Vanguard Fund	37,032.30
<b>FIXED ASSETS</b>	
Building, Land & Contents	1,186,716.00
<b>TOTAL ASSETS</b>	<b>\$1,308,183.71</b>
<b>LIABILITIES</b>	
<b>CURRENT LIABILITIES</b>	
Payroll Taxes	-\$38.73
Federal Withholding	351.56
Social Security	464.95
Medicare	120.41
Subtotal Payroll Taxes	898.19
Other Payroll Deductions	
Health Insurance Withheld	1,858.37
Dental Insurance Withheld	183.72
Subtotal Other Payroll Deductions	2,042.09
Other Current Liabilities	
Key Deposits	920.00
Subtotal Current Liabilities	3,860.28
<b>TOTAL LIABILITIES</b>	<b>3,860.28</b>
<b>ACCOUNT EQUITY</b>	
<b>MEMBER'S EQUITY</b>	
Minister Equity	\$233.61
Millbend Equity	2,322.56
Endowment Contributions	29,431.90
Members Equity	1,272,335.36

*NORTHWOODS Unitarian Universalist Church*

**Balance Sheet (UNAUDITED)**

Funds 01-06, June 2013

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	Current Year
TOTAL EQUITY	1,304,323.43
TOTAL LIABILITIES AND EQUITY	\$1,308,183.71

NORTHWOODS Unitarian Universalist Church  
**Income and Expense Statement (UNAUDITED)**  
Consolidated - June 2013

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	Current Period	Year to Date
GENERAL FUND REVENUE	\$0.00	\$0.00
ACCOUNT REVENUE	0.00	0.00
ACCOUNT REVENUE		
PLEDGES		
10/11 Pledges	0.00	0.00
11/12 Pledges	0.00	6,165.00
12/13 Pledges	14,581.79	190,225.65
13/14 Pledges	720.00	2,420.00
Subtotal Pledges	15,301.79	198,810.65
CAPITAL CAMPAIGN		
Minister Contributions	0.00	10,571.18
Coffee House Revenue	3,627.12	19,561.62
Sabbatical Income	0.00	3,500.00
Capital Income	0.00	9,600.00
Capital Expansion Revenue	0.00	8,800.00
Subtotal Capital Campaign	3,627.12	52,032.80
CONTRIBUTIONS		
Minister Interest Income	0.00	0.00
Sunday Plate Collections	2,111.21	25,644.70
Service Auction	0.00	31,541.00
BOT General Fund Raising	0.00	653.00
Cash Retained Earnings	0.00	0.00
Millbend Coffee House	0.00	10,908.50
Share The Plate	612.00	6,470.56
Minister Discretionary Ex	0.00	0.00
PROM		
Prom Grant	0.00	0.00
Prom Cash Donations	0.00	0.00
Prom Ticket Sales	0.00	839.00
Subtotal Prom	0.00	839.00
Northwoods Green	0.00	0.00
Committee Events Rev	0.00	0.00
Fair Trade Coffee	0.00	1,179.75
Winter Boutique	0.00	0.00
Subtotal Northwoods Green	0.00	1,179.75
BOT Fund Raiser	0.00	0.00
BUILDING & GROUNDS		
Rentals	0.00	0.00
Rental: SDA	0.00	1,050.00
Rental: Toastmasters	0.00	450.00
Rental: OA	80.00	920.00
Rentals: Misc	0.00	1,680.00
Subtotal Rentals	80.00	4,100.00
Rummage & Misc Sales	25.00	3,567.31
Recycling	0.00	224.29
Groc Rebates	0.00	801.78
Funding Factory Rev	0.00	133.10

**NORTHWOODS Unitarian Universalist Church**  
**Income and Expense Statement (UNAUDITED)**  
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	Current Period	Year to Date
Subtotal Building & Grounds	105.00	8,826.48
STEWARDSHIP		
Good Search Rev	0.00	120.74
Good Shop Rev	0.00	0.00
Subtotal Stewardship	0.00	120.74
Kitchen Angles	0.00	0.00
Sunday Coffee Donations	41.29	523.39
Soda Machine Rev	0.00	282.16
Subtotal Sunday Coffee Donations	41.29	805.55
Ewe Ewe Knitting Ministry	0.00	0.00
RELIGIOUS EDUCATION		
Adult Income	0.00	150.00
Summer Camp	1,330.00	1,330.00
RE Income	0.00	50.00
YRUU Income	0.00	0.00
Subtotal Religious Education	1,330.00	1,530.00
GRANT CONTRIBUTIONS		
Grants Received	0.00	600.00
Subtotal Grant Contributions	0.00	600.00
Other Contributions	0.00	0.00
Gorilla Sunday Revenue	0.00	0.00
Zinn Mind Revenue	0.00	250.00
Subtotal Gorilla Sunday Revenue	0.00	250.00
Misc Income	0.00	609.00
Interest Income	4.89	98.47
Capital Gains/Dividends	0.00	5,649.75
EFTPS refunds	0.00	0.00
Subtotal Misc Income	4.89	6,357.22
Subtotal Contributions	4,204.39	95,726.50
TOTAL INCOME	23,133.30	346,569.95

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Income and Expense Statement (UNAUDITED)

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	Current Period	Year to Date
SPIRITUAL LIFE EXPENSE	\$0.00	\$0.00
MINISTER ACCOUNT EXPENSE	0.00	0.00
ACCOUNT EXPENSE		
MINISTER		
MINISTER SALARY		
M Salary	4,231.76	50,781.12
Subtotal Minister Salary	4,231.76	50,781.12
BENEFITS		
M Housing	1,833.00	21,996.00
M-In Lieu of Fica	464.00	5,568.00
M Retirement	606.42	7,277.04
Health Ins	0.00	11,360.01
M Disability	0.00	333.36
M Dental	0.00	1,191.65
M Life	0.00	125.01
Subtotal Benefits	2,903.42	47,851.07
Professional Expense	1,068.84	7,149.76
Sabbatical Escrow	500.00	2,500.00
Subtotal Professional Expense	1,568.84	9,649.76
Subtotal Minister	8,704.02	108,281.95
MUSIC MINISTRY		
Piano Tuning	0.00	250.00
Traditional Choir	0.00	0.00
Folk Choir	0.00	0.00
Music Supplies	0.00	511.99
Music Accompanists	0.00	0.00
Equipment Repair	0.00	0.00
Equipment Purchases	0.00	285.82
Minister Discretionary Ex	514.58	11,065.61
Coffee House Expense	3,239.12	18,758.06
Minister Bank Fees	0.00	0.00
Millbend Bank Fees	0.00	0.00
Subtotal Music Ministry	3,753.70	30,871.48
SUNDAY SERVICES		
Speakers	0.00	1,000.00
Gorilla Sunday Expense	0.00	0.00



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	Current Period	Year to Date
Spiritual Practice Groups	0.00	0.00
Audio Visual Consultant	0.00	0.00
Subtotal Sunday Services	0.00	1,000.00
Subtotal Account Expense	12,457.72	140,153.43
CONGREGATIONAL LIFE MINIS		
BOARD OF TRUSTEES EXP		
Retreats	0.00	375.00
NLC (DBLE)	0.00	1,800.00
Unbudgeted Board Expense	76.82	2,518.77
NLC Northwood's	0.00	0.00
Subtotal Board Of Trustees Exp	76.82	4,693.77
COMMITTEE ON MINISTRY		
Books For Study	0.00	0.00
Other Expense	0.00	0.00
MINISTERIAL SEARCH COMMIT		
Expense	0.00	0.00
MEMBERSHIP COMMITTEE		
Member Welcome Lunches	0.00	0.00
Supplies Cost	0.00	74.19
Subtotal Membership Committee	0.00	74.19
LAY MINISTRY		
Flowers	200.00	576.60
Meals	0.00	0.00
Other Supplies	0.00	0.00
Minister Discretionary AC	0.00	0.00
Subtotal Lay Ministry	200.00	576.60
EWE EWE KNITTING MINISTRY		
Knitting Supplies	0.00	53.91
Subtotal Ewe Ewe Knitting Ministry	0.00	53.91
KITCHEN ANGELS		
Sunday Service Expense	277.25	1,728.21
Soda Machine Beverages	0.00	0.00
Misc Small Equipment	0.00	0.00
Subtotal Kitchen Angels	277.25	1,728.21
STEWARDSHIP COMMITTEE		
Supplies	0.00	450.73
Meetings with Congregants	0.00	0.00
Subtotal Stewardship Committee	0.00	450.73
LIBRARY COMMITTEE		
Library Expense	0.00	0.00
SERVICE AUCTION EXPENSES		
Service Auction Exp	0.00	141.67
Email Marketing Exp	0.00	0.00



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	Current Period	Year to Date
Subtotal Service Auction Expenses	0.00	141.67
CHILD CARE		
Sunday Services	240.00	4,658.39
Other Church Functions	0.00	0.00
Subtotal Child Care	240.00	4,658.39
VARIOUS DUES		
UUA Dues	0.00	10,962.00
SWUUC Dues	0.00	3,780.00
TXUUJM Dues	0.00	378.00
Woodlands Interfaith Dues	0.00	1,000.00
AUUA Dues	0.00	0.00
UU Networking	0.00	0.00
Dues	0.00	189.00
Advertising	0.00	0.00
Subtotal Uu Networking	0.00	189.00
Subtotal Various Dues	0.00	16,309.00
Subtotal Congregational Life Minis	794.07	28,686.47

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	Current Period	Year to Date
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RE MINISTRY		
DIRECTOR		
DRE Salary	3,750.00	29,095.95
Benefits	0.00	0.00
DRE Payroll Taxes	286.88	2,228.62
Health Insurance	0.00	2,850.35
Retirement	0.00	0.00
Subtotal Benefits	286.88	5,078.97
DRE Professional Expense	376.11	2,384.63
Unbudgeted Moving Expense	0.00	4,094.27
Subtotal Director	4,412.99	40,653.82
RE EXPENSES		
RE Program Expense	693.16	2,647.31
YRUU Expense	161.83	429.02
Adult RE Expense	74.19	683.61
Summer Camp Exp	0.00	150.00

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	Current Period	Year to Date
U-Bar-U Scholarship	0.00	200.00
Subtotal Re Expenses	929.18	4,109.94
Subtotal Re Ministry	5,342.17	44,763.76
<b>SOCIAL ACTION MINISTRY</b>		
Coffee Donation Honduras	0.00	0.00
<b>NORTHWOODS GREEN COMMITTEE</b>		
Energy Audit	0.00	0.00
Fair Trade Coffee Purchas	0.00	573.55
Winter Boutique Purchases	0.00	0.00
Marketing & Films	0.00	35.00
Kiva Micro Loans	0.00	0.00
Veggie Village	0.00	0.00
Subtotal Northwoods Green Committee	0.00	608.55
<b>MILLBEND COFFEE EXPENS</b>		
Operating Exp	0.00	7,078.90
Millbend Charity Donation	0.00	3,829.60
Subtotal Millbend Coffee Expens	0.00	10,908.50
<b>ALTERNATIVE PROM</b>		
Alternative Prom Exp	0.00	2,636.59
Subtotal Alternative Prom	0.00	2,636.59
<b>SHARE THE PLATE</b>		
Share The Plate Expense	612.00	5,611.50
Subtotal Share The Plate	612.00	5,611.50
Subtotal Social Action Ministry	612.00	19,765.14



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	Current Period	Year to Date
<b>FOUNDATION MINISTRY</b>		
<b>CHURCH ADMINISTRATOR</b>		
CA Salary	0.00	29,458.00
Benefits	0.00	0.00
CA Payroll Taxes	0.00	2,253.68
Health Ins	0.00	2,165.67
Retirement	0.00	1,339.15
Dental	0.00	0.00
Subtotal Benefits	0.00	5,758.50
Other Professional Exp	0.00	0.00
Contract labor	1,256.87	1,256.87
Subtotal Church Administrator	1,256.87	36,473.37
<b>ADMINISTRATION EXPENSE</b>		
Bank Fees	225.80	832.78
EFT & Credit Card Fees	88.19	1,446.81
EFT For Payroll Checks	9.50	92.75
Computer Expense	0.00	0.00
Copier Expense	35.00	1,061.77
Office Furniture	84.99	162.68
Office Equipment	0.00	2,518.89
Office Supplies	188.13	1,189.31
Postage	0.00	729.05
Power Church	0.00	455.00
Telephone	177.69	1,828.36
Web Hosting	249.00	498.00
Subtotal Administration Expense	1,058.30	10,815.40
<b>HUMAN RESOURCE EXPENSE</b>		
Contract Labor	0.00	0.00
Back Ground Checks	0.00	0.00
Other HR Expenses	0.00	0.00
<b>CONFLICT RESOLUTION</b>		
Conflict Resolution Exp	0.00	0.00
<b>COMMUNICATIONS COMM</b>		
Email Marketing Exp	168.00	168.00
Worship Times Website	0.00	578.50
Interfaith Ad	0.00	200.00
Subtotal Communications Comm	168.00	946.50
<b>BUILDING &amp; GROUNDS</b>		
Capital Reserve Cost	1,200.00	13,200.00
Property, Liability Ins	0.00	4,758.00
Worker's Comp Insurance	0.00	1,153.00
Cleaning Service	740.00	8,748.28
Kitchen/Building Supplies	0.00	2,357.59
Electricity	478.41	5,391.33
Water	121.99	1,022.51
Building, Remodeling & Re	90.33	2,140.21
Maintenance Inside & Out	0.00	948.70
Pest Control	0.00	286.00
A/C Repair & Maintenance	0.00	360.00

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	Current Period	Year to Date
Landscape Maintenance	150.00	1,800.00
Unbudgeted Rummage Sale E	0.00	200.51
Subtotal Building & Grounds	2,780.73	42,366.13
FINANCE COMM/LONG RANGE P		
Long Range Planning	0.00	1,000.00
Capital Campaign	0.00	7,800.00
Subtotal Finance Comm/long Range P	0.00	8,800.00
ENDOWMENT COMMITTEE		
Thank You Cards	0.00	0.00
Printing	0.00	0.00
Congregational/Group	0.00	0.00
Gifts to Church from Fund	0.00	0.00
Subtotal Foundation Ministry	5,263.90	99,401.40
TOTAL EXPENSES	24,469.86	332,770.20
EXCESS INCOME\EXPENSES	-\$1,336.56	\$13,799.75