**UUSD BOT Business & Planning Meeting Minutes- April 18, 2023**

Attendees in person: Laura Borsdorf, Kent Sprunger, Richard Wheeler, Beth Law, Paul Barnette, Rev. Heather Rion Starr, Jane Miller, Ron Schaeffer, Jean Charles, John Sykes, Susan Goekler

Attendees via Zoom: Charles Bittner, Pat Schaeffer, Dara Schumaier, Linda Marsden (late arrival)

Check Ins

Chalice Lighting and Reading

1. ***Call to Order***- Paul Barnette called the meeting to order at 10:09 AM.
2. ***Approval Agenda***- Richard Wheeler moved to approve the proposed agenda and Beth Law seconded the motion. The vote was unanimous to approve.
3. ***Items for Action:***

a. Review/Approve the March 29, 2023 business meeting minutes. Beth Law moved to approve the minutes, with Kent Sprunger seconding the motion. The BOT vote was unanimous.

b. Review/Approve February Month-End Financial Documents. Kent Sprunger provided a review of the March end of month financials. The reports are self- explanatory. Total revenue for the year to date is 82% of the budget, and total expenditures are at 63%.

Highlights for the month:

\*Income continues to run lower than expenses, but we are still net positive $43, 718 for the fiscal year

\* $180K moved from a money market to CD’s for a higher interest rate

\*Pledge statements to be sent this week from Breeze; testing and review have been completed.

Laura Borsdorf moved to approve the March financial report, with Beth Law seconding the motion. The BOT unanimously approved the documents.

c. Approval of the Addition of Linda DeFeo to the Executive Team Report- Jean Charles recommended Linda DeFeo for the Executive Team vacancy. Beth Law moved to accept the nominee, with Jane Miller seconding the motion. The board vote was unanimous.

d. Review/Approval of Updated Ministers Discretionary Fund (MDF) Policy- Ron Schaeffer and Dara Schumaier stated that there has been confusion in the past on Christmas Eve over the MDF policy. It is not Share the Plate, but 100% of the plate income collected on Christmas Eve is for the MDF, The recommended revised policy change is to clarify paragraph #1, which will eliminate confusion. The revision will state, in part “There will be no Share The Plate “ in December.

Jane Miller made a motion to approve the revision, and Laura Borsdorf seconded the motion. The board unanimously approved the revision.

e. Review/Approval of the Financial Review Report for FY 21-22- Ron Schaeffer presented the recently completed annual financial review for approval. An annual review of the financial records is required by the bylaws to ensure that the records are consistent and accurate. The review team consisted of Donna Dolce and Gwen Johnson, who worked with Pat Murdock. Results of the review were “more than satisfactory and fairly represents the books and records of UUSD”.

The co-finance officers submitted an addendum to add to the understanding of the review.

There were no questions. Beth Law made a motion to accept the report, with Jane seconding the motion. The board voted unanimously to accept the report.

f. Clarification of the Finance Committee’s Position on Donations in the Annual Operating Budget- Ron Schaeffer presented an information paper entitled “Expensing Donations to Third Parties in the UUSD Operating Budget”, dated 04-14-23. It was explained that this is not a legal, regulatory, or bylaws issue. Discussions ensued concerning the best way to handle donations in the financial management system. The specific issue is whether or not a $203 donation to the UUSC should be included in the FY 23-24 operating budget. The board previously voted in January 2023 to remove the donation from the operating budget. It was stated that a precedent could be established for future donations to third parties if the donation to UUSC was included in the operating budget.

Susan Goekler stated that there is no prohibition of non-profits to include donations to third parties in their operating budgets. Additionally, she believes that support to the UUSC is a part of the S&EJ charge. UUSD receives visibility for the support to the UUSC.

Kent Sprunger recommended treating the UUSC donation as a non-operations expense using non-operational reserves. He made a motion to approve the James Luther Adams level of contribution to the UUSC out of the to-be created non-operations budget. Beth Law seconded the motion, and the board vote was unanimous.

4.  ***Items for Discussion:***

1. Update on Preparation for Annual Meeting- Jane Miller will provide to Pat Schaeffer by May 5th all eleven documents related to the annual meeting. This will include the Invitation to Members for the Annual Meeting. An email will go out to the congregation on May 10th, which is the thirty day requirement prior to the annual meeting. A second congregational email will go out on May 20th, which will include information on voting instructions.

The information meeting is scheduled for Sunday, June 4th at 11:00 am. The proposed budgets will be discussed and there will be a Q&A.

Barb Barnette will provide a list of members who are eligible to vote in the election.

1. Linda Marsden reported that signage for the playground is being planned.

1. Non-agenda item- Gary Schmidt suggested that Amendments to the Article II Study Commission be discussed at the Annual Meeting prior to GA to gain a sense of the congregation. Paul Barnette stated that the item will be placed on the next BOT agenda.
2. The meeting was adjourned at 12:05 pm.

Executive Session

Respectfully submitted-

Jane Miller, BOT Secretary