

EAST SHORE UNITARIAN UNIVERSALIST CHURCH  
Board of Trustees Meeting Agenda  
Sunday January 16, 2022 — 2 p.m. via Zoom

Item

Chalice Lighting  
Centering: Reverend George Buchanan  
Check In  
Agenda Updates  
Monitor:

Secretary's Report  
Minutes – December 19, 2021 Board Meeting

Reports

- A. Chair
- B. Minister
- C. DRE/Faith Development
- D. Building and Grounds
- E. Membership
- F. Treasurer
- G. Financial Secretary
- H. Committee on Ministry
- I. Ad Hoc Committee on Re-Opening

Unfinished Business/Action Plan  
Review Action Plan

New Business

Old Business

Action Plan  
Add action items from today's meeting

Extinguish chalice  
Reading for leaving: Reverend George Buchanan



East Shore UU January 16 2022

Minutes

**Board of Trustees**

Mary Mason	x	Mary Stewart-McGovern	x
Kristine Burkwood	x	Bree Byrd	x
Shirley Hairston	x	Minna Zelch (late)	x
Mark Guizlo	x	Clark Waite	x
Maggie Calkins	x		

**Attending**

Halcyon Domanski	x	Marten Schreiber	
Patrick McGovern	x	Rev. George Buchanan	x
Nancy Tozer	x		

Meeting called to order by 2:07. Check in with Rev George reading from Amanda’s Gorman’s poem a New Year’s Lyric. Check in.

**Motion made by Shirley to dispense with reading of the November 21, 2021 Minutes; Clark seconded and motion passed. Shirley moved and Mary SM seconded to approve the minutes from December 19, 2021**

COM report moved to top of agenda: Met Wednesday last week. Rev Joe said the ministers are happy that Rev Meg is joining the team. All MOUs are signed. Rev Meg is supporting WA, Rev Joe is doing more pastoral care. Great feedback re: Blue Christmas service. Some challenges with morphing back into virtual services- though Rev Meg has some experience with this. Some feedback re: opening portion of service being on Facebook- since some congregants choose not to be on facebook. → Nancy to send COM minutes to Halcyon. There is a way for people to participate in Facebook activities without an account (one person does meditation this way without an account). The ministers want to make sure we feel “held” during these times. → Shirley offered to host social BnB gatherings (Shirley

to contact Rev Joe first to work out details). Now that agreements are set for 6 months we can dig in more to what needs to be done.

### Reports:

- A. Chair – no report sent. Chair is appreciative for Kristine helping with the work to find a replacement for Linda Work. Reviewed membership list with names of donors, culled some names but → still needs to review this with past chairs and Patrick/membership chair and then will reach out to them to see if they want to continue being a member. New minister search team has posted new congregational record.
- B. Minister – no written report. Ministers met last week. They are all appreciative of the efforts by people- particularly Halcyon- when we moved back to virtual services just before Christmas. She did an AMAZING job. Discussed “being held” and they will incorporate that into services.
- C. Faith Development – Report sent, attached. Halcyon is editing most of the Sunday services. Ad Hoc on reopening meeting won’t be until Jan 27<sup>th</sup> – wants to confirm that we will stay closed in Feb. (answer is yes). Halcyon can do the newsletter as a transition between Linda and new person. Will ask Rochelle if she can help. Kristine suggested someone else take this on and → Mary said she would ask the congregation to step up and volunteer to take this on.
- D. Building and Grounds: no written report. The Ad Hoc committee on Building our Future did meet and is gathering information to move forward.
- E. Membership – report sent. Membership 145. Patrick is working on congregational certification report to UUA – but that is based on numbers from last July (not current list Mary M is working on. Probably won’t have great Chili cookoff in February- maybe April, or maybe work on pancake breakfast in June.
- F. Treasurer Report – In good shape. Have 75% of pledge income in for the year – which is great. BJ Roberts does our W2’s and tax returns – and this is an amazing blessing for us. Thanks to her. Loose offerings down. (correction: 4<sup>th</sup> bullet should say January). **Maggie moved and Clark seconded to approve treasurers report as corrected. Passed unanimously.**
- G. Financial Secretary: Report sent- attached. DRE amount is high because of contract changes. Electricity costs seem to be running high – might need to look at that. Mortgage is running low b/c mortgage was renegotiated. Grounds maintenance includes removing the trees, which wasn’t part of the budget.
- H. Committee on Ministry: See above.
- I. Ad-hoc committee on reopening: Committee will meet again on January 27th. Continuing to follow CDC Guidelines. Positivity rates for all 3 counties are still very high – so we will likely stay closed through Feb.

**Reviewed Action Items List from November 2021 (not discussed in December) meeting**

Person Responsible	Action/To Do	
<b>OLDER ISSUES</b>		
Shirley Hairston	Paypal on the website	I
<b>NEW</b>		
BOARD and Maggie	Do welcome and thanks after offertory AND close up church: Dec 5th Mary M Dec 12th Shirley Dec 19th Minna – during service, Mary M will close Dec 21st – Blue Service Bree Dec 24th Christmas eve: Kristine Dec 26th - Halcyon	c
Mary M	Follow-up with Marvin and tree people to make sure the tree stumps are cut to the ground.	c
Shirley & Clark	Set up full time minister compensation fund at bank/financial institution, and send letters to donors reminding of their pledge.	i
Mark G and Shirley	Will figure out how to report ministerial expenses each month. Shirley might add to treasurer's report.	c
Mary M	Move COM report up to top of agenda	c
Mary M	Ask Patrick (and Jan and Dee?) how to handle reaching out to congregants who aren't yet coming back in person/engaging with the church. Also add to announcements at church/or put in order of service.	i
Mary M	Contact Jan about new ad hoc committee from Leadership retreat.	c
Mary M	Reach out to people identified as potential members of the search committee.	c
Halcyon	Take fundraising ideas revolving lego's to Finance Committee.	i
Mary M	Review the membership roles to determine who might not still be a member, by the January Membership meeting.	i

*STATUS: C = Complete, I = Incomplete*

**New Business**

- 1) None

**Old Business**

1) Action Plan- see above

Shirley moved and Mary SM Seconded we move into Executive Session started 2:52pm

Executive Session ended 3:00

**Shirley moved that we offer the position at \$15.00 rate for part time position of administrative position, at max of 16 hours/week during year, and 12 hours/week during summer. Emphasize flexibility of hours worked. Mary SM seconded.** Motion passed unanimously.

Rev George offered, and Maggie read, a closing from Amanda Gorman's poem A New Year's Lyric

Shirley moved to adjourn Board Meeting & Mary SM seconded. Meeting adjourned at 3:03.

Next Meeting: Feb. 2, 2002 2:00 via Zoom.

Submitted by Maggie Calkins

Love, Revere, Discover, Connect

## **RE Faith Development Report to the Board**

*Love, Revere, Discover, Connect*

### **EAST SHORE UNITARIAN UNIVERSALIST CHURCH**

Director of Developing Our Faith – Halcyon Domanski

Developing Our Faith Chair – Minna Zelch

January 2022

*~And how is the congregation?*

#### **CURRENT ISSUES**

- Does the Ad-hoc committee on reopening need to have board approval to remain virtual for the month of February? The committee does not meet until January 27, 2022.
- While virtual Circle of Mom will be held twice on Zoom
- Who will be doing the newsletter until we find a new office assistant? I can with the support of someone else.

#### **WORSHIP**

Christmas Pageant Sunday. Solstice candle lighting. Edited and posted Christmas Eve Candle Light Vigil and 1/8/2022 service. Wrote, Created, edited, and delivered 12/26/2021 and MLK service.

#### **FAITH DEVELOPMENT CLASSES**

Class restarted on 1/8/2022. There was an all-ages meeting with members from the Search Committee to learn what our youth were looking for in a minister.

#### **OUR WHOLE LIVES**

Will be starting on 1/23/2022. Halcyon will be delivering materials for this class to each of the students and teachers so they may have them in hand.

#### **FIELD TRIPS / CHURCH GATHERINGS**

On hold until Spring

#### **RE CLASSES OR GROUPS**

Faith Development Class

1 Circle of Mom

First Wednesday Night – missed

Art of Spirituality – canceled due to Christmas

#### **MEETINGS**

Board meeting

Developing Our Faith Meeting

Phone Meetings with Rev. George

Weekly meeting/phone call with Mary Mason

Meetings with Minna Zelch

#### **OTHER**

Beacon Article

Continuing to develop “Developing Our Faith”

Cleaning and reorganizing DOF wing

Chaplain members of the congregation

Homeless Stand Down – has been moved to April, FD worked out how to participate in lockdown

**MINISTORIAL**

Roadside Pulpit

Sanctuary Set up / clean up

Check in with congregation members

EMAIL / Facebook communications

Chaplain members of the congregation

Wrote and edited worship services

**SERVICES**

Christmas Pageant, Winter Solstice, Christmas Eve, Dec. 26, Jan. 9, MLK Service

# **Membership Committee Report**

January 16, 2022

- ⊕ Our membership count is 145.
- ⊕ We are working with the Treasurer to complete the Annual Congregational Survey for the UUA.
- ⊕ We are always looking for people to help with our normal Membership functions as well as help online.
- ⊕ We are no longer hopeful that the Great Chilly Chili Cookoff will take place 6<sup>th</sup> of February, 2022. Depending on how things play out we'll look to reschedule it for the Spring or shift our focus to hopefully having a Pancake Breakfast in June.

Respectfully submitted,

Patrick McGovern

Membership Committee Chair



East Shore Unitarian Universalist Church  
 Treasurer's Report to the Board  
**January 16, 2022**

Name of Account	Balance as of 12/31/2021
First Nat. Bank Checking Account <b>per Bank</b>	\$45,366.08
Fidelity Account	\$27,198.62
Building Fund (3768)	\$162,553.96
Memorial Garden (1844)	\$14,998.32
Kluth Fund (1847)	\$ 7,935.59
Ropog Fund (1850)	\$ 6,630.37
Fahr Fund (6078)	\$ 20,208.97
Music Fund per books 01-2313	\$ 4,775

The following major bills and transfers will be paid and/or completed later this month:

- Building fund donations December 2021; \$ 2.635
- January 2022 payroll – \$6,250 (estimate)
- December Loose offerings:
  - Women Safe \$186.50
  - Afghan Refugees: \$100.00
  - Old South Church Food Pantry: \$20
- November mortgage payment - \$2,485.26 (\$1,100 principal) Balance \$354,584.72,

Current Projects as of December 31, 2021

- House Next Door (authorized \$15,000) Spend \$7,540.00
- \$2000 was allocated to Emergency Lighting 6-13-21, \$168.24 spent.

For the financial statements: Ministers Total Expense July 1, 2021 thru December 31, 2021

BUDGET YTD	31,964.10
EXPENSED YTD	25,916.41
Under:	6,047.69

BJ Roberts, CPA is preparing the year end payroll documents.

FY21 Financial Review will occur in January 2022

Respectfully submitted,  
 Shirley Hairston, Treasurer

## EAST SHORE UNITARIAN UNIVERSALIST CHURCH

## Income and Expense Statement

December 2021 Statement - Operations Fund

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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
<b>INCOME</b>					
<b>CONTRIBUTIONS</b>					
<b>PLEDGES</b>					
Pledges 2021-2022	\$18,855.00	\$122,099.50	\$85,086.48	\$170,173.00	71.75%
<b>LOOSE OFFERINGS</b>					
Loose Offerings	186.50	1,354.50	1,500.00	3,000.00	45.15%
<b>GIFTS</b>					
General & Memorial	0.00	0.00	9,724.98	19,450.00	0.00%
Subtotal Contributions	19,041.50	123,454.00	96,311.46	192,623.00	64.09%
<b>RENT</b>					
Church Rental Misc.	0.00	0.00	400.02	800.00	0.00%
<b>FUND RAISING</b>					
Auction	0.00	0.00	0.00	6,000.00	0.00%
Spec. fundraising events					
St. Pauly Textile	50.00	300.28	349.98	700.00	42.90%
<b>Environmental Action Grp</b>					
Amazon Smile Donations	64.88	178.41	39.99	80.00	223.01%
Misc. Fund Raising	0.00	41.69	0.00	0.00	0.00%
Subtotal Environmental Action Grp	64.88	220.10	39.99	80.00	275.13%
Subtotal Fund Raising	114.88	520.38	389.97	6,780.00	7.68%
<b>OTHER</b>					
Interest earned	5.33	73.52	49.98	100.00	73.52%
Other	0.00	0.00	600.00	1,200.00	0.00%
Subtotal Other	5.33	73.52	649.98	1,300.00	5.66%
<b>TOTAL INCOME</b>	<b>19,161.71</b>	<b>124,047.90</b>	<b>97,751.43</b>	<b>201,503.00</b>	<b>61.56%</b>

## EAST SHORE UNITARIAN UNIVERSALIST CHURCH

## Income and Expense Statement

December 2021 Statement - Operations Fund

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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
<b>EXPENSES</b>					
<b>MINISTERIAL</b>					
<b>MINISTER</b>					
Salary	\$1,460.00	\$9,826.88	\$17,051.22	\$34,102.38	28.82%
End of contract bonus	0.00	0.00	1,000.02	2,000.00	0.00%
Housing	1,340.00	6,160.00	5,448.84	10,897.62	56.53%
Min Health Ins Allowance	0.00	335.09	2,010.54	4,021.08	8.33%
Professional Expenses	0.00	-0.30	2,250.00	4,500.00	-0.01%
Pension	0.00	750.00	2,250.00	4,500.00	16.67%
MINISTER, OTHER EXPENSES	0.00	0.00	1,721.28	3,442.50	0.00%
Minister - Workers Comp	0.00	74.24	107.22	214.40	34.63%
Contract Pastoral Care	0.00	0.00	124.98	250.00	0.00%
Subtotal Minister - Workers Comp	0.00	74.24	232.20	464.40	15.99%
Ministerial Services	672.40	2,657.20	0.00	0.00	0.00%
Subtotal Ministerial	3,472.40	19,803.11	31,964.10	63,927.98	30.98%
<b>ADMINISTRATION</b>					
<b>OFFICE EXPENSES</b>					
Office Expenses	0.00	121.88	250.02	500.00	24.38%
Copier Expenses	106.56	1,139.14	1,150.02	2,300.00	49.53%
Postage	0.00	116.00	75.00	150.00	77.33%
Bank Fees/Supplies	0.00	0.00	150.00	300.00	0.00%
Subtotal Office Expenses	106.56	1,377.02	1,625.04	3,250.00	42.37%
<b>SECRETARY</b>					
Sec Compensation	238.50	3,345.63	5,167.50	10,335.00	32.37%
Sec FICA Employer Exp	18.25	255.95	395.34	790.63	32.37%
Sec Worker's Compensation	0.00	18.15	46.62	93.20	19.47%
Subtotal Secretary	256.75	3,619.73	5,609.46	11,218.83	32.26%
Subtotal Administration	363.31	4,996.75	7,234.50	14,468.83	34.53%
<b>ORGANIZATION</b>					
<b>EXTERNAL</b>					
UUA /CRE Prog Fund Pledge	0.00	3,190.00	3,190.00	6,380.00	50.00%
<b>INTERNAL</b>					
Board Discretionary Fund	0.00	132.16	49.98	100.00	132.16%
Subtotal Organization	0.00	3,322.16	3,239.98	6,480.00	51.27%
<b>WORSHIP</b>					
Worship Arts	16.99	386.99	925.02	1,850.00	20.92%
Music & Musicians	0.00	950.00	1,000.02	2,000.00	47.50%
<b>Worship Experience</b>					
Audio	0.00	0.00	49.98	100.00	0.00%
Artwork and Podium Decor	0.00	0.00	100.02	200.00	0.00%
Subtotal Worship Experience	0.00	0.00	150.00	300.00	0.00%
Subtotal Worship	16.99	1,336.99	2,075.04	4,150.00	32.22%
<b>REL. EDUCATION</b>					
<b>D R E</b>					

## EAST SHORE UNITARIAN UNIVERSALIST CHURCH

## Income and Expense Statement

December 2021 Statement - Operations Fund

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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
DRE Compensation	2,737.00	16,422.00	11,730.00	23,460.00	70.00%
DRE FICA Employer Exp	209.38	1,256.29	897.36	1,794.69	70.00%
DRE Worker's Comp	0.00	38.76	84.84	169.65	22.85%
DRE Pension	191.52	1,257.32	1,173.00	2,346.00	53.59%
DRE Prof Expenses	0.00	0.00	499.98	1,000.00	0.00%
<b>Subtotal D R E</b>	<b>3,137.90</b>	<b>18,974.37</b>	<b>14,385.18</b>	<b>28,770.34</b>	<b>65.95%</b>
<b>R E COMMITTEE</b>					
Curriculum/Supplies	290.07	805.45	750.00	1,500.00	53.70%
Young Adults 19-25					
Teens	0.00	0.00	300.00	600.00	0.00%
Library	0.00	0.00	49.98	100.00	0.00%
<b>Subtotal Young Adults 19-25</b>	<b>0.00</b>	<b>0.00</b>	<b>349.98</b>	<b>700.00</b>	<b>0.00%</b>
Sunday Lunch					
Event Childcare	0.00	0.00	49.98	100.00	0.00%
Adult RE	0.00	0.00	75.00	150.00	0.00%
<b>Subtotal Sunday Lunch</b>	<b>0.00</b>	<b>0.00</b>	<b>124.98</b>	<b>250.00</b>	<b>0.00%</b>
Sunday child care	0.00	732.00	850.02	1,700.00	43.06%
<b>Subtotal R E Committee</b>	<b>290.07</b>	<b>1,537.45</b>	<b>2,074.98</b>	<b>4,150.00</b>	<b>37.05%</b>
<b>Subtotal Rel. Education</b>	<b>3,427.97</b>	<b>20,511.82</b>	<b>16,460.16</b>	<b>32,920.34</b>	<b>62.31%</b>
<b>MEMBERSHIP</b>					
<b>MEMBERSHIP</b>					
Membership Coordinator					
Membership Committee	0.00	-0.06	250.02	500.00	-0.01%
Growth Task Force					
Pancake Breakfast	0.00	0.00	0.00	50.00	0.00%
<b>Subtotal Membership</b>	<b>0.00</b>	<b>-0.06</b>	<b>250.02</b>	<b>550.00</b>	<b>-0.01%</b>
<b>PROMOTION</b>					
Publicity/Promotion	0.00	0.00	75.00	150.00	0.00%
<b>CARE</b>					
Journey Committee	0.00	0.00	49.98	100.00	0.00%
Pastoral Care	0.00	0.00	49.98	100.00	0.00%
<b>Subtotal Care</b>	<b>0.00</b>	<b>0.00</b>	<b>99.96</b>	<b>200.00</b>	<b>0.00%</b>
<b>Subtotal Membership</b>	<b>0.00</b>	<b>-0.06</b>	<b>424.98</b>	<b>900.00</b>	<b>-0.01%</b>
<b>SOCIAL JUSTICE</b>					
Social Justice Com	0.00	0.00	151.02	302.00	0.00%
<b>FACILITIES</b>					
<b>SERVICES AND SUPPLIES</b>					
Cleaning Service	368.00	2,104.50	3,600.00	7,200.00	29.23%
Cleaning Supplies	0.00	15.73	250.02	500.00	3.15%
<b>Subtotal Services And Supplies</b>	<b>368.00</b>	<b>2,120.23</b>	<b>3,850.02</b>	<b>7,700.00</b>	<b>27.54%</b>
<b>UTILITIES</b>					
Electricity	612.94	5,352.57	4,500.00	9,000.00	59.47%
Internet & Telephone	149.97	899.82	850.02	1,700.00	52.93%

## EAST SHORE UNITARIAN UNIVERSALIST CHURCH

## Income and Expense Statement

December 2021 Statement - Operations Fund

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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
Waste Disposal Service	214.07	1,279.49	1,000.02	2,000.00	63.97%
Natural Gas	403.60	899.98	1,249.98	2,500.00	36.00%
Water	177.36	1,072.59	1,099.98	2,200.00	48.75%
Sewer	0.00	1,100.00	1,000.02	2,000.00	55.00%
Stormwater Management	0.00	0.00	700.02	1,400.00	0.00%
Insurance	0.00	5,940.00	2,950.02	5,900.00	100.68%
Subtotal Utilities	1,557.94	16,544.45	13,350.06	26,700.00	61.96%
BUILDING LOAN PAYMENTS					
Mortgage Payments	2,485.26	16,372.04	17,102.28	34,204.56	47.87%
Subtotal Facilities	4,411.20	35,036.72	34,302.36	68,604.56	51.07%
FACILITIES COMMITTEE					
BLDG MAINTENANCE					
Building Maintenance	180.00	517.19	1,200.00	2,400.00	21.55%
Security	6.20	265.30	199.98	400.00	66.33%
Equip Inspection/Fees	0.00	2,270.06	100.02	200.00	1,135.03%
Equipment Repair - Audio					
Pest Control	0.00	0.00	450.00	900.00	0.00%
Subtotal Bldg Maintenance	186.20	3,052.55	1,950.00	3,900.00	78.27%
GROUNDS MAINTENANCE					
Snow Plowing	1,070.00	1,970.00	2,674.98	5,350.00	36.82%
Lawn Mowing	0.00	94.84	100.00	200.00	47.42%
Grounds Maintenance	0.00	4,805.46	649.98	1,300.00	369.65%
KITCHEN					
Kitchen	0.00	0.00	75.00	150.00	0.00%
Coffee	-176.55	-176.55	160.02	320.00	-55.17%
Subtotal Kitchen	-176.55	-176.55	235.02	470.00	-37.56%
Subtotal Grounds Maintenance	893.45	6,693.75	3,659.98	7,320.00	91.44%
Subtotal Facilities Committee	1,079.65	9,746.30	5,609.98	11,220.00	86.87%
FINANCE					
Stewardship	0.00	0.00	250.02	500.00	0.00%
TOTAL EXPENSES	12,771.52	94,753.79	101,712.14	203,473.71	46.57%
EXCESS INCOME/EXPENSES	\$6,390.19	\$29,294.11	-\$3,960.71	-\$1,970.71	-1,486.47%