

UUCS Special Board of Directors Meeting on 2019-20 Budget

Attending:

Lynn Cardiff
Robin LaMonte
Benjahmin Boschee
John Prohodsky
Gloria Holland
Joanne Manson
Christine Ertl
Cherryl Ramirez
Julie Warnke

The meeting was called to order at 5:52 p.m.

Chalice Lighting & Centering Thoughts:

The chalice was lit and centering thoughts were provided.

Visitors:

Visitors were Lorna Youngs, Paul Parmley and Paul Manka on the budget presentation, and Craig Rolland

Budget Presentation

Lorna Youngs provided an overview of the budget, with a PowerPoint presentation provided by the Treasurer, John Prohodsky:

Budget Revenue

- The total 2019-20 revenue, including pledges and other revenue, is \$341,506 which is a \$12,220 (3.7%) increase from 2018-19.
 - Pledge revenue in 2018-19 was \$283,786 compared to \$306,806 in 2019-20.
- Other revenue in 2018-19 was \$47,100 compared to \$34,700 in 2019-20. Revenue changes included:
 - A decrease of \$3,000 in building rental;
 - A decrease of \$3,000 in fundraising; and
 - A decrease of \$3,500 in investment income

These revenue changes resulted from a number of factors, including the lack of a fundraising team and changes to the investment strategy.

Budget Expenditures

- The total recommended budget for 2019-20 is \$341,506 compared to \$328,286 for 2018-19. The 2019-20 budget includes a contingency fund of \$5,902. Expenditure changes were primarily driven by personnel cost:
 - The personnel budget for 2018-19 was \$221,669 compared to \$231,428 for 2019-20. The 2018-19 budget included approximately \$10,000 in salary

adjustments that were funded with one-time revenue. This cost became part of the ongoing 2019-20 budget.

Budget Discussion

The Board budget discussion centered around personnel issues. The Human Resources Committee had expressed concern about the proper classification of the Office Administrator. Over time, particularly due to the lack of volunteer support in key areas, the Office Administrator had taken on a number of additional duties that potentially could require a higher classification. With the resignation of the long-time Office Administrator, the recommendation was an upward reclassification of the position to a half-time Congregational Administrator supported by a .37 full-time-equivalent Office Assistant. The Board discussed the costs and benefits of the proposal and determined that time was needed to review the classification, staffing needs and long-term costs of the proposal. The Budget Committee recommended that the Board defer action on the proposal and accept the budget proposal based on the current staffing plan. If the Board subsequently determines that the restructuring and reclassification proposal should be adopted, any additional costs for 2019-20 could be funded out of the \$5,902 in the contingency fund.

Gloria moved and it was seconded that the Board accept the budget recommendation from the Budget Committee. The vote was unanimous.

The meeting was adjourned at 7:02 p.m.