



## **Westside Unitarian Universalist Church**

### **Corrected Minutes of the Annual Congregational Business Meeting**

#### **June 11, 2017**

The regular Annual Congregational Business Meeting of Westside Unitarian Universalist Church was called to order on June 11, 2017, at 1:36 p.m., with James Finn, Board President, chairing the meeting and Robert Vann, Board Secretary, taking minutes.

Myrtle McMahan, of the Membership Committee, provided a verified roster of members in attendance. There are currently 173 members, of which 20%, or 35 members, is required for a quorum. As there were 65 members attending, there was a quorum and the meeting could proceed to conduct business.

The chair stated that the meeting would be conducted in accordance with Robert's Rules of Order and that Reed Bilz would act as parliamentarian. The chair named Dianne Nixon, Paul Corbett and Trisha Bowes to act as a committee to approve the minutes of this meeting. Minutes of the Mid-Year Congregational Meeting were approved by the board, and the minutes of the last annual meeting, held June 12, 2016, were approved by committee. All are available in the church office.

The chair noted that a survey is being conducted on preferred communications methods in the church, and pointed out where to locate and deposit survey forms. He also asked for help in determining the origin of a safe which was delivered to the church. He established procedures for questions or comments from the audience.

The congregation heard reports from the minister, the Director of Lifespan Religious Education, the board president, the vice president, and the treasurer:

The Rev. Woodbury named three objectives of her report: A "State of the Church Summary," a reflection on key challenges and opportunities in the coming year, and words of appreciation.

Her top ten items on her State of the Church list were: 1. Pastoral Care had a very full year with the loss of George Seidel, Howard McMahan, and Cathy McConnell, plus Ginger Courtney's husband, Max, and she expressed appreciation for the \$2300 donated to the music fund in memory of Cathy McConnell; 2. experimentation in worship; 3. staff transition; 4. the installation; 5. music development as a core of community vitality; 6. engagement in difficult topics, including racial justice and white supremacy culture in the UU tradition; 7. social action; 8. harbingers of growth, including new members, new members moving into leadership, and increased attendance; 9. healthy community; 10. togetherness and thank you.

Part two of Rev. Woodbury's presentation dealt with five challenges and opportunities: 1. Follow-through on growth commitment, including loss of AMS and that income. Growth means change and creating pathways for more people; 2. Maintaining the quality of key programs and ministries; 3. Tend the membership cycle with intention; 4. Keep the music program growing; 5. Answer Rev. Watts' question in her charge to the congregation during Rev. Woodbury's installation, i.e. "many decades from now, why will it matter that Westside is here?"

Part three: A thank you to members who put our mission into action. A special thanks to several long serving volunteers who are stepping down: Suzie and Jay Lotven, Janice Sims and Bill Russell. She and Cameron then read "Song for the Unsung," by Steve J. Crump.

President Finn led the congregation in our Westside affirmation.

Our Director of Lifespan Religious Education, Cameron Young, wants us to think of the Religious Education program as a faith development program. He talked about some of R.E.'s accomplishments over the past year, and tying the program to three higher goals: Deepening faith, strengthening relationships, and developing leaders, with special emphasis on the third. He had strong praise for the folks working in the program, and especially noted the contributions of the CRE committee chair, Layne Craig. His report in its entirety is attached.

President Finn presented his overview of his year as president, things of which he is particularly proud, and things which he identified and began, but which must be completed in the future. He identified Rev. Woodbury's installation as the high point of his year, and of the church year. He expressed appreciation on behalf of

Westside for the \$21,500 gift from the North Texas Community Foundation. His report in its entirety is attached.

V.P. Bill Terry read brief summaries of Westside's committees' activities, emphasizing those since the January meeting. He especially urged greater participation in the Peas Corps, which has recently lost some key members. A copy of his longer written report is attached.

Our treasurer, David Burlingame, reported on Westside's finances, and copies of the financial documents are attached. He began with the Statement of Financial Position Summary, and explained the assets and some of the Liabilities. Although UBS shows a small amount, it has been closed. He noted that the church mortgage will come due in August 2018, that Southwest has stated that they are willing to continue, but we should expect that the interest rate will go up. He did call attention to our possibly having to pay \$12,600 of the \$111,000 that it cost to repair the church roof.

David would like to invest some of the \$238,000 housed in TD Ameritrade, using some sort of dollar-cost averaging, so that the money is working for us a little bit, and not just sitting in the account doing nothing. The board will have to make that decision.

On the Annual Budget Percentage document, David noted that pledge income for the current year will probably come close to the amount budgeted. He then ran down the over-budget line items--those marked with a "Y" at the right margin of the document. The "Board" line item should be a temporary overage used to pay for GA delegates. David explained Vanco and their service fees, and explained how to minimize those fees and simplify bookkeeping. "Building" is over budget due to major air conditioning expenses last August. "Church Management Service," our database management service, is high for an as-yet undetermined reason. David believes the "Office" line is high largely due to high use of toner, perhaps because of a problem printer. He stated that Payroll taxes are higher than expected due to changes in how some items were expensed.

David will retire from his full-time job in August, and look to begin changing our bank and payroll system from Wells Fargo to a yet to be determined bank and a system like NetChecks, which is used by First UU in Dallas.

Bill Terry introduced the 2017-2018 budget and explained several items. We must count on the total amount of AMS rental for the next eleven months to keep the budget as close to balanced as possible. For a second year, we have received a gift from North Texas Community Foundation, this year of \$21,500. The church auction proceeds are not included in the operating budget, but are intended for one-time expenses. He then went over some expenses which have undergone a noticeable change, including the CRE committee, adding a fund to cover expenses when the minister goes on sabbatical, and a substantial raise for our DLRE.

Linda Hanratty pointed out that, since we have closed the UBS account, there will be no associated fee, so it could be applied elsewhere or lined out. David felt that we could line that out, as well as the Wells Fargo Bank fee.

Debby Rake moved to adopt the budget as presented. No second was required. Bill amended the budget as presented to eliminate the lines for UBS and WFB fees, and apply those funds to the Vanco Service Fee. The motion CARRIED.

Paul Corbett moved to approve the Endowment Committee Bylaws and there was a second. Since some members had not found the bylaws on the church website, it was suggested that they be presented to the meeting. Linda Hanratty and Bob Vann explained why they were being done separately and how they had and had not changed. There was no further discussion, President Finn called for a vote, and the motion CARRIED.

The chair of the Nominating and Leadership Development Committee, Andrea Petty, was called forward to present nominees for election to office:

Bill Terry was nominated for President, James Tanner Trask for Vice President, and David Burlingame for Treasurer (2d Term). Caroline Nixon moved to accept the slate as presented by acclamation. The motion was seconded and CARRIED.

Erin Morgan was nominated to serve the remainder of Don Jackson's two-year term. Matt Sacks moved to approve the nomination. The motion was seconded and CARRIED.

Andrea named the nominees for two-year terms as Directors: Tricia Bowes, Janell Broyles, and Pam Pfeiffer. There being no nominations from the floor, Linda Hanratty moved to accept the slate as presented. The motion was seconded and CARRIED.

Melissa Trask, Peter Bagley (2d Term) and John Sheldon (a mid-term appointee) were nominated to the Endowment Committee. There being no further nominations, Myrtle McMahan moved approval. The motion was seconded and CARRIED.

The nominees for the Nominating and Leadership Development Committee were: Sue Anderson, Leann Maxwell, Pam Pfeiffer (board member), James Payne, and Sue Spell. Trisha Bowes moved to accept the slate by acclamation. The motion was seconded and CARRIED.

President Finn named the appointees to the Audit Committee as Ray Pfeiffer, Spencer Maxwell, and Debby Rake. Matt Sacks moved to ratify the appointments as announced. The motion was seconded and CARRIED.

Colin Finn was called forward and recognized as recipient of the Youth Recognition Award by Cameron Young.

The Chair then recognized Mary Noer, who made an unscheduled presentation regarding the next year's stewardship drive, and looked to recruit as many in the audience as she could to assist in the drive.

Caroline Nixon moved to adjourn. The motion was seconded and CARRIED. The meeting adjourned at 3:06 p.m.

Respectfully submitted:

Robert J. (Bob) Vann II, Board Secretary