

**Unitarian Church of Evanston
Minutes of April 20, 2011
Board of Trustees Meeting**

The regular monthly meeting of the Board of Trustees of the Unitarian Church of Evanston was held on Wednesday, April 20, 2011, at 7:30 pm in Room 3 of the Church.

Trustees Present: Marc Rolfes, Chairman; Steve Serikaku, Chair Emeritus, Michael Anderson, Sandy Danforth, Cathy Deamant, Bill Hartgering, Ann McCallister, JoAnn Schalk, Mike Tracy, Betty Walker, Trudi Westwood, Rhiannon Wilk

Staff Present: Barbara Pescan, Parish Minister; Constance L. Grant, Minister of Lifespan Religious Education; Sandra Robinson, Executive Operations Director

Process Observer: Steve Serikaku Action Items: Mike Tracy Snacks: Trudi Westwood

Trustees Unable to be Present: Nicole Lange, Jean Butzen, Harry Jones, Jean Brophy

Welcome and reflection by Barbara.

Approval of the Consent Agenda

(March meeting minutes, financials for March, EOD & ISC reports)

motion: JoAnn second: Cathy// passed unanimously

Approval of 2011/12 Operating Budget for recommendation to the congregation Discussion followed: Still doing a fair share campaign, but will phase out. Due to the current shortfall in pledge income, the UUA dues have been reduced to 50% from 75%, staff compensation restoration was dropped, and a total of about \$2,000 is to be taken from the various program areas. The Board will not vote to present this draft to the congregation due to it still being a draft. They are waiting for the final pledges and interim contract information. The Board will vote electronically on 5/11/11 when this info is gathered. This explanation will be in the President's cover letter to the congregation.

UCE Rain Garden and Cistern Projects: Dick Whitaker and Alex Sproul

Discussion: Funds have been raised to support Marjorie Fischer Memorial Rain Garden. The goal is to plant native plants, capture rain runoff from the roof to help replenish the Aquifers; the project will be ready by the church picnic for a dedication ceremony. Nature's Perspective has been selected as the contractor.

How long will the cistern last? What maintenance will be required and does it need to be budgeted for? How is excess water to be handled? How will the wiring for the outdoor lighting be handled? Is the garden sufficiently away from the church foundation to reduce the chance for moisture problems in the basement?

Motion for approval from the Board to modify the church grounds in this way and to use up to \$11,000 from the Marjorie Fischer fund to go to this project. Motion: Marc; Second: Sandy// approved unanimously

Discussion and Approval of Group 2 policies

Motion: Betty, Second: Trudi

10 for 2 abstain 0 against

Interim Minister Selection Update & Contract

Steve provided an update indicating we should be getting our list of interim candidates on April 25th. The selection committee has set up times for the entire committee to gather and conduct "Skype" interviews with the candidates. Our information is up on the website. The selection committee will inform the Board President of their selection after which a contract offer will be presented. The contract has been prepared. Upon acceptance by the Interim Minister, which we anticipate to be on or before May 9th, the committee will provide a summary sheet of the Minister for distribution to the Board and then to the congregation.

Executive Team Reports

Rev. Pescan provided a brief verbal report to Board; Rev Grant provided a brief written report, and Sandra Robinson provided an update on the Dashboard and Website projects.

Announcements & New Business

Rev. Grant, Eileen Wiviott, Doug Erikson, and Marc Rolfes will be attending the District Assembly on April 29th.

Action Items

None

10. Adjourn

The meeting was adjourned at 9:40pm.

Executive Operations Director Report

Financial Management and Fundraising

The following are highlights of activities related to financial management and fundraising:

Expense Control: In March, expenses totaled \$53,829.24 compared to budget of \$53,630.41 resulting in \$198.83 over budget. For the year-to-date, however, expenses are \$10,741.10 under budget.

I continue to monitor financial statements and make necessary adjustments in spending in order to keep expenses low while maintaining a clean, safe and comfortable church environment. Regarding line items that have run over I am in communication with the Board Chair and Budget group.

Pledge Drive: Chris Isely and I will continue the efforts of the Pledge Drive Team once they finished their final calls to those who have not turned in a pledge form. We are sending a colorful note on top of quarterly pledge statements to those whose pledges are outstanding with a reminder that their pledge form is necessary for the Budget Working Group to do their work on the 2011/12 budget for presentation to the Board on April 20th and ultimately the Annual Meeting.

Information Working Group: The UCE Dashboard draft was presented at the March Board of Trustees meeting. Input given at that meeting was integrated into the document. Sandy Danforth, on behalf of Capital Campaign has submitted key metrics requested to be included. I have integrated that request. By the date of the Annual Meeting we will have a well planned, useful document to present to the congregation, which will be used on a monthly basis by the Board and Executive Director as a management tool to track UCE performance in several areas, including Finance, membership, attendance, pledge income, board goals, capital campaign spending and events.

Capital Campaign: A revised timeline for capital projects expense have been agreed upon by the Capital Campaign Funds Committee for allocation of funds from the amount above and beyond the initial fund goal.

Fundraising: Rental income is ahead of budget year-to-date. Rental income for the month of March is \$4,999. Year-to-date rental income is \$18,100, resulting in \$1,938.50 over budget. To compensate for fewer organizations doing major fundraisers, and to ensure reaching our budgeted goal of \$26,000 I am reaching out to organizations through a colorful, informative rental brochure, sent by e-mail to not-for-profit organizations in the Evanston area. Carli has built an e-mail database of Evanston not-for-profits, which we will use again to reach out to potential renters at no cost to UCE. We will add other nearby communities after we accomplish the first mailing. These flyers can also be posted on bulletin boards throughout the area. A volunteer will be sought for the distribution. Additional photographs will be added to our new website to promote our space for weddings, fundraisers, workshops and other events.

Baker Demonstration School will hold their graduation here in June, North Shore Chorale Society is about to schedule another concert and I am sending a contract today for a group based in Milwaukee Wisconsin for their alumni choir concert. Based on deposits on events still to occur and the phone calls of interest, I feel comfortable that we will reach our goal.

Singer/Songwriter Justin Roth will perform at UCE on Saturday, April 30. (flyer attached). Justin performer at UCE in 2009 and was met with great enthusiasm. It was requested that we ask him to do a concert here. Renee Hoff has designed the flyer and tickets. She is helpful in planning the event. This will be a benefit concert to help Good News Partners and UCE.

Claudia Russell and the Folk Unlimited Band will perform here on Friday, July 15th. This group is well known in the folk music world in Chicago, have performed on Soundstage and at Old Town School of Folk Music. They have agreed to promote the event through their fans and folk connections throughout the area. They area well connected to Rick Warren and others who have agreed to promote the concert.

A dance event for UCE members and friends is being planned for the month of June, notwithstanding the many activities happening at UCE.

It has been more challenging during harder economic times to reach our music fundraising goal. We continue to work toward this effort because it brings many people into our sanctuary and provides a particular ministry that complements other work of the church.

Communications/Office Management/Technology

Website: Our new website will be unveiled at the Annual Meeting. Staff is currently meeting to determine final content which will be dropped into the framework Adam Bowen has completed.

Newsletter: The newsletter is going out once per month now, in an expanded and more inclusive format. Congregants and leaders are submitting articles and items of interest beyond that which we were offering previously. Changes in the format and sending methods have resulted in a beautiful electronic version. This change continues to save the church considerable dollars in printing and postage fees.

We are now set up on a Google calendar. I continue to manage the master information on Google, Carli make changes and provides calendar information needed by Judith for Order of Service and Calendar mailing. This calendar is viewable by staff and congregants at any time. The Google calendar will be linked to our website. This is a new wonderful improvement in our systems.

Publicity/Advertising: Our staff is always working to promote all events and activities. Professional brochures have been developed by Judith Ramey and UCE members. Carli Magel is twittering our events. Eileen has been putting our events and activities on the UCE website. Currently Judith is working on publicity for the Justin Roth Concert and Rummage Sale. UCE continues to become more visible to our congregants and to the community beyond our doors.

Governance and Policies

Governance Book: The UCE Governance Book, which contains Board policies, guidelines, by-laws, and an organization chart is housed in my office and is available at any time for congregation members to view. We will be voting on a second group of policies at this April BOT meeting.

Facilities

Furniture Maintenance: Sanctuary chairs are repaired on a continual basis. Small triangular shape table legs have been replaced. The front of the chancel – the thrust which extends from the chancel has been repaired.

Rain Garden and Cistern: Ongoing conversations with The Green Sanctuary Team continue related to the proposed Rain Garden and Cistern on the west side of the church. Proposals for the work have been received, engineering calculations are being done by John Grant, and funding is being coordinated through Dick Whitaker and Alex Sproul. This is an exciting environmental project for UCE.

Wing Heating and Cooling: A review of the HVAC system on the roof of the annex will determine condition of these units and timing for replacement. This money has been approved in the Capital Campaign and will be used specifically for heating and cooling of the wing.

East Side Water Management: A downspout was reinstalled, gutters cleaned and water spill-out drains were unclogged on the east side of the wing. This will alleviate water draining toward the building.

Electrical Work – The lower level will be reviewed and updated this summer. This will complete a multi-year plan to bring the church up to current needs for electrical service. Ongoing review and maintenance for safety will continue.

ISC Working Group Reports Working Group Updates

Annual Pledge Drive (APD): Jean Butzen (chair), Sandy Danforth, Harry Hirsh, Lori Nelson. The Annual Pledge Drive is officially concluded but results are still coming in. As of Saturday, April 16, we've received pledges from 243 members. According to Lori Nelson, here is the breakdown: Pledge range: \$25,000 - \$1; Mean: \$1845; Median: \$600; Households increasing pledge: 41%; Decreasing pledge: 28%; Same pledge: 21%; Zero pledge: 10%. Zero Pledge Analysis: Total households solicited: 322; Pledging Units: 243; Number with Zero Pledge: 79; Number with Zero Pledge in 2012 who pledged in 2011: 47; Total Dollars pledged from these households: \$33,833; Reason For Zero Pledge: 4% due to illness, 20% planning to leave church, 8% friends who do not intend on pledging, and 66% no specific reason given.

Budget: CJ Presto (chair), Michael Anderson, Harry Hirsch, Chris Isely, Lori Nelson, Sandra Robinson. Pledged income line item remains \$460k, flat from current year's budget, but as reported below in the APD summary, that number is already at \$467,000 and rising. But at the time of the ISC meeting on April 11, we were still working with the lower income figure. But we develop plans should an increase materialize. In anticipation of a board vote on April 20th mandating a 70/30 revenue to staff compensation ratio the following motion was made and adopted unanimously: that for every dollar received above the \$460K level, 70 cents would be allocated to a staff comp adjustment pool (or \$8430 whichever is higher) and the rest would go to restore cuts in program line items and dues to the UUA.

Education and Communication: Lori Nelson (chair), Barbara Butz, Susan Comstock, CJ Presto, JoAnn Schalk. The Education Committee successfully facilitated the 12-week Financial Peace University course. Seventeen individuals enrolled in the course. The course covered a broad range of personal financial education topics including budgeting, debt management, insurance, retirement and college funding and more. Course evaluation is in process to determine if this should become a regular UCE offering. Barb Butz is hosting a follow-up party at her home. She anticipates that several of the participants will continue to meet to form an accountability and support group to keep the momentum of the event going as they implement and operationalize the goals of the program in their day to day financial lives.

Endowment: Susan Comstock (chair), Barbara Butz. Endowment has reviewed its current investments, which are split approximately 50-50 between a Janus balanced fund and the UUA Common Endowment Fund. Given the UUA CEF's strong performance in the balanced fund arena, its investment in the Socially Responsible Investment space (about 50% of its portfolio has some SRI flavor), and its efforts to align its investments to UUA values, we plan to adjust the mix to 25-75 Janus and UUA CEF. Endowment looks forward to getting the results from the annual pledge drive and following up with members who indicated an interest in learning more about the Endowment fund.

Capital Campaign: Sandy Danforth (chair). Linda LaPlante, chair of the Capital Campaign Continuation Committee, Michael Anderson and Sandy Danforth met to discuss communications about the 2007

capital campaign. Linda will continue the articles that she has done in the past. Sandy will draft an item on the capital campaign for the UCE dashboard.

Fundraising: Sandra Robinson (chair) and Chris Isely. Rental income is ahead of budget year-to-date. Rental income for the month of March is \$4,999. Year-to-date rental income is \$18,100, resulting in \$1,938.50 over budget. To compensate for fewer organizations doing major fundraisers, and to ensure reaching our budgeted goal of \$26,000 I am reaching out to organizations through a colorful, informative rental brochure, sent by e-mail to not-for-profit organizations in the Evanston area. Carli has built an e-mail database of Evanston not-for-profits, which we will use again to reach out to potential renters at no cost to UCE. We will add other nearby communities after we accomplish the first mailing. These flyers can also be posted on bulletin boards throughout the area. A volunteer will be sought for the distribution. Additional photographs will be added to our new website to promote our space for weddings, fundraisers, workshops and other events.

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Renee Hoff has designed the flyer and tickets. She continues to be helpful in planning the event and selling tickets before and after church. This will be a benefit concert to help Good News Partners and UCE. Please be good stewards on our fundraising effort and pass the news to friends and colleagues about this great music concert on April 30.

Claudia Russell and the Folk Unlimited Band will perform here on Friday, July 15th. This group is well known in the folk music world in Chicago, have performed on Soundstage and at Old Town School of Folk Music. They have agreed to promote the event through their fans and folk connections throughout the area. They are well connected to Rick Warren and others who have agreed to promote the concert.

Information (formerly Record Keeping): Jean Butzen (Chair), Peggy Bocard, Tom Carlton, Brian Nielson, Sandra Robinson, Rhiannon Wilk. Dashboard work continues with an additional draft being prepared for presentation to the April board meeting.

March Executive Committee Agenda

Welcome and opening reflection by Barbara Overview/Reaction from Large Church Conference Group 2 Policies, final draft Leadership Development at UCE Interim Minister Selection Update (Website Posting & Interim Minister Contract) Pledge Drive Results and Draft Budget Audit Committee CMwD Exit Interview with Rev Evison Adjourn

In attendance: Rev. Pescan, Rev. Grant, Steve Serikaku, Mike Tracy, Sandra Robinson

Group 2 Policies

General Subject: Church Staff
Specific Title: Staffing Level & Long-range Staffing Plan

The Executive Team is responsible for determining the appropriate staffing level, staff mix, and individual employee hours based on the UCE's mission and goals, the membership, the pledge base and annual budget, and other factors as deemed appropriate by the Senior Minister.

The Executive Team shall notify the Board of Trustees and the Chair of the Integrated Stewardship Committee of the resignation of an employee, intent to hire or dismiss an employee along with the reason for doing so, and in the case of a new hire, shall ensure a written job description is in place prior to initiating the hiring process.

The Executive Team shall work collaboratively with the Integrated Stewardship Committee in developing and maintaining a three-year staffing plan to support long-range staff planning and budgeting.

The Executive Team and the Chair of the Integrated Stewardship Committee will report annually to the Board on the three-year staffing plan no later than December 31st of each year coincident with initiation of the budget planning process.

Date originally approved by the Board of Trustees:

Revision dates:

To be reviewed on or before:

General Subject: Church Staff

Specific Title: Staff Annual Performance Reviews

All regular, non-executive team employees with job descriptions and annual goals shall have an annual performance review, the purpose of which is to have a constructive and objective review of the employee's prior year performance.

The performance review will be conducted in person with the employee's immediate supervisor and include a written evaluation, the format of which shall be determined by the Executive Team. The written evaluation shall be signed by the employee and their supervisor at the completion of the review.

All annual performance reviews shall be completed no later than June 30th of each year, with appropriate written documentation becoming part of each employee's personnel record.

The Executive Operations Director is responsible for coordinating the Executive Team's review of staff performance and maintenance of personnel records.

Date originally approved by the Board of Trustees:

Revision dates:

To be reviewed on or before:

General Subject: Church Staff

Specific Title: Executive Team Annual Reviews

Each called minister, being in a covenantal relationship with the congregation, shall meet with the President, President Emeritus/a, and Vice President of the Board of Trustees to review the minister's

analysis of his/her ministry, highlights of which shall be provided in writing, and progress toward achievement of the current year's goals. This meeting shall be completed no later than January 10th to allow for recommended compensation adjustments to be made in support of the following year's budget planning process. Following the meeting, the President shall prepare a written summary of the discussion, a copy of which will be given to the minister. Both the minister's written summary and the President's summary shall be maintained in the office of the Executive Operations Director. Access to these documents is limited to the current President, President Emeritus/a, and Vice President.

In addition, every three years, the settled ministers shall initiate and participate in a congregational self-assessment process that will include an assessment of their ministries in the context of the overall ministry of the congregation. For this purpose, the process outlined in "Assessing Our Leadership" (available at uua.org) or another process mutually agreed-upon by the ministers and the Board of Trustees shall be used. The results of this assessment shall be included for discussion at the meeting outlined in the paragraph above.

The Executive Operations Director shall have an annual performance review, the purpose of which is to have a constructive and objective review of his/her performance based on the annual goals and job description. The President of the Board of Trustees is responsible for completing the review which will be conducted in person and will include a written evaluation. The written evaluation, which shall be signed by the Executive Operations Director and the President at the completion of the review, shall be maintained in the office of the Executive Operations Director. Access to the performance review is limited to the President Emeritus/a and any current Board member. The full-year performance review shall be completed no later than June 30th of each year. In addition, the President shall provide a brief, mid-year review of performance no later than January 10th to allow for recommended compensation adjustments to be made in support of the following year's budget process. This mid-year review shall be documented with a brief written summary, a copy of which will be retained in the office of the Executive Operations Director.

Date originally approved by the Board of Trustees:

Revision dates:

To be reviewed on or before:

General Subject: Governance

Specific Title: Executive Team Reports to the Board of Trustees

Monthly, the Executive Operations Director shall submit a written report to the Board of Trustees, the purpose of which is to inform the Board of progress towards goals and any event or circumstance the Executive Operations Director feels should be brought to the attention of the Board.

Monthly, the ministers will provide a written report to the Board of Trustees at its regular meeting highlighting any aspect of the church or specific work being done by the minister that the minister feels should be brought to the attention of the Board.

Twice annually, at the regularly scheduled Board meetings in January and June, the Executive Team shall formally report on the state of the church both verbally and in writing or presentation slide format. The specific topics in the report shall be at the discretion of the Executive Team, the intent of which is to

focus on trends, the ministers' view of the health of the church and congregation, areas of denominational interest, as well as areas of success and concern.

The Executive Operations Director shall maintain the twice annual written reports, which shall also become part of the meeting minutes, separately, both in paper and electronic format for as long as the church shall exist.

Date originally approved by the Board of Trustees:

Revision dates:

To be reviewed on or before:

General Subject: Budgeting

Specific Title: Compensation Advisory Group

The President of the Board of Trustees shall designate, no later than September 30th of each year, a serving Board member to chair a group of four individuals, formed and charged annually to review and make recommendation on UCE's Compensation Guidelines. The Executive Team shall appoint a member of the congregation to serve on the Compensation Advisory Group, also by September 30th. Together, the Chair and the member appointed by the Executive Team shall recruit an additional member to serve on the Advisory Group from the congregation at large.

The Chair and additional members shall not be then-serving members of the Integrated Stewardship Committee or Budget Working Group, in order to maintain independence from the budgeting process. The Executive Operations Director shall be the fourth member of the Advisory Group, but shall serve only in an administrative support capacity.

The President of the Board of Trustees will meet with the Compensation Advisory Group after it is formed, typically in late October or early November, to review the written overview of the process with the Advisory Group.

The Compensation Advisory Group will complete its review of UCE compensation practices and deliver the compensation summary sheets with salary matrices (but without specific recommendations on salary adjustments) to the Executive Team and Integrated Stewardship Committee along with any recommended changes to the UCE Compensation Guidelines no later than December 31st. The compensation summary sheets will provide input to the budgeting process.

Date originally approved by the Board of Trustees:

Revision dates:

To be reviewed on or before:

General Subject: Budgeting

Specific Title: Non-Executive Team Staff Compensation Adjustment

Annually, the Integrated Stewardship Committee through the budget process shall recommend to the Board of Trustees a single line item amount for adjustments to non-executive team staff salaries and any salary-linked expenses such as employment taxes. The recommended budgeted amount in this line item shall be determined by the Integrated Stewardship Committee based on input from the Compensation Advisory Group and in keeping with the UCE Compensation Guidelines, the budgeted annual church

income, and the proportion available to adjust non-Executive Team member compensation in keeping with the overall target ratio of staff compensation to total operating budget.

Following approval by the congregation of the budget at the annual meeting in May, the Executive Team, as part of the formal staff evaluation and goal-setting processes, shall determine any adjustment, up or down, to individual employee hours and total compensation for the coming fiscal year based on the available budgeted amount for all non-executive team employees.

All individual, non-executive team employee compensation adjustments must be completed by June 15th, and adjustments begin July 1st in accordance with UCE's fiscal calendar for all employees.

Date originally approved by the Board of Trustees:

Revision dates:

To be reviewed on or before:

General Subject: Budgeting

Specific Title: Executive Team Staff Compensation Adjustment

Annually, the Board of Trustees through the Integrated Stewardship Committee and the budget process shall recommend adjustments to executive team staff compensation early in the budget process, typically in January following a review of the executive team member's performance. The recommended adjustments are based on performance, input from the Compensation Advisory Group, any contractual requirements, projected church income, and the amount available to adjust Executive Team member compensation in keeping with the overall target ratio of staff compensation to total operating budget.

Compensation adjustments will include salary, housing (in the case of the ministers), and all individual benefits.

Date originally approved by the Board of Trustees:

Revision dates:

To be reviewed on or before:

General Subject: Budgeting

Specific Title: Total Staff Compensation Ratio

The Board of Trustees desires funding for UCE staff to allow staffing for growth of the congregation and for total staff compensation to be at the high end of similarly-sized UU congregations. To accomplish this, the Board through the Budget Working Group and Integrated Stewardship Committee will recommend to the congregation a budget that has a target ratio of total staff compensation to total operating budget of 0.70.

Further, of the total amount made available for adjustments to total staff compensation to maintain the target ratio, either up or down, the Board must specify the proportion available to adjust the Executive Team members' compensation and the proportion available to adjust the non-Executive Team employee compensation.

For the Board to recommend a budget to the congregation where the total non-compensation amount exceeds 30% of the operating budget, the Board must vote specifically on this separate from the vote to approve the recommended budget with the meeting minutes recording the rationale and results of the vote. Approval requires a simple majority vote by the members then present.

Date originally approved by the Board of Trustees:

Revision dates:

To be reviewed on or before:

General Subject: Financial Accounting

Specific Title: Pledge Income Paid Early & Late

Every fiscal year, there are many pledge payments from members and pledging friends paid either before or after the fiscal year for which the payment is intended. For UCE to manage to the fiscal year budget based on total pledged income, UCE shall apply all early pledge payments made prior to the fiscal year to an account held on the balance sheet under the heading "Next Year Pledges Paid Early." The total amount paid early will then be transferred to the P&L statement on a monthly basis to the "Pledge Income" line in equal installments throughout the fiscal year beginning in July.

Because payment of pledges after the close of the fiscal year have historically been relatively uniform year-to-year and significantly lower than early payments, there will be no special accounting for late payments. Late payments will be accounted for on the P&L "Pledge Income" line in the month in which they are received.

The Executive Operations Director shall ensure the Accounting Manager follows this practice when developing the monthly financial statements.

Date originally approved by the Board of Trustees:

Revision dates:

To be reviewed on or before:

General Subject: Governance

Specific Title: Consent Agenda of the Board of Trustees

All regular meetings of the Board of Trustees shall utilize a consent agenda to minimize the need to review routine information as part of each meeting, while still maintaining this information as part of the church record.

Routine written status reports from the Executive Team and other members of the professional staff, the agenda for the monthly Executive Committee meeting, the Integrated Stewardship Committee including the monthly financial statements, and similar standing or special committee reports shall generally be considered part of the consent agenda.

Each document intended to be a part of the consent agenda shall be sent electronically to each Board member sufficiently in advance of the Board meeting to allow for review.

Prior to approving the consent agenda by simple majority vote, any Board member for any reason may request that an item be removed from the consent agenda so that it may be discussed by the full Board at a time on the agenda designated by the President. For items remaining as part of the consent agenda and as approved, no additional discussion shall take place, and the consent agenda documents shall become a part of the meeting minutes.

The Secretary of the Board shall ensure that all components of the consent agenda are made a part of the regular Board meeting minutes.

Date originally approved by the Board of Trustees:
Revision dates:

To be reviewed on or before:

General Subject: Financial Accounting

Specific Title: Transfer of Undesignated Estate Bequests or
other Estate Gifts to the Endowment Fund

A bequest or other estate gift received from a deceased member or friend of the church without written direction as to use of the funds shall be defined as an undesignated estate bequest/gift. Such funds shall be deposited to UCE's Endowment Fund with the following exception:

If the deceased was a pledging member or friend of the church, the Board may direct undesignated estate bequest/gift funds first be used to fulfill any unpaid amount of the member or friend's pledge to the operating budget. Should the Board wish to make this request, such request must be made within two months of receipt of bequest funds.

When a bequest or other estate gift is designated for a particular purpose or to fund a particular special account, the gift shall go to that purpose or fund.

Date originally approved by the Board of Trustees:

Revision dates:

To be reviewed on or before:

General Subject: Financial Accounting

Specific Title: Transfer of Undesignated Memorial Gifts to
the Endowment Fund

From time to time UCE may receive gifts in memory of a deceased member or friend of the church, defined as memorial gifts.

When a gift is designated for a particular purpose or to fund a particular special account by the donor, the gift shall go to that purpose or fund.

If the use of the gift is not designated, that amount will be transferred to the Endowment Fund, subject to the following condition:

When a gift is not designated for a particular purpose, and if the Memorial Fund has a balance of less than \$2,000, the bequest shall first be used to bring the balance of the Memorial Fund to \$2,000 with the remaining amount being deposited in the UCE Endowment Fund.

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