

**Unitarian Church of Evanston
Minutes of January 18, 2012
Board of Trustees Meeting**

The regular monthly meeting of the Board of Trustees of the Unitarian Church of Evanston was held on Wednesday, January 18, 2012, at 7:30 pm in Room 3 of the Church.

Trustees Present: Mike Tracy, President; Mike Takada, Vice-President; Michael Anderson, Cathy Deamant, Claudia Dancing, Sandy Danforth, Robb Geiger, Bill Hartgering (via telephone), Marc Rolfes, JoAnn Schalk, Betty Walker

Trustees Unable to be Present: Ann McCallister, Kathy Monk, Trudi Westwood

Staff Present: Janet Newman, Connie Grant, and Sandra Robinson

Process observer: Process Observer: JoAnne Schalk Action items: Betty Walker
Snacks: Robb Geiger

1. Welcome and Opening Reflection

President Tracy opened the meeting at 7:37. Janet presented the opening reflection.

2. Approval of Consent Agenda

Betty Walker moved and Marc Rolfes seconded the approval of the Consent Agenda except for Janet's report. Unanimously approved.

Mike announced the resignation of Ann McCallister from the Board.

3. Executive Team Report on the State of the Church

Connie, Janet, and Sandra wrote a statement in regards to the State of the Church. Their statements follow.

State of the Church

The Executive Team works together to implement the mission of the congregation and the policies and goals of the Board. Each of us takes responsibility for specific portfolios, and we collaborate to supervise paid and volunteer staff, as appropriate, and consult with each other as needed, working to ensure effective use of spiritual and tangible resources.

The collective spirit of the congregation appears healthy, based on expressed attitudes and level of engagement of congregants.

Commitment to Thrive

The Executive Team supports the proposal of the Commitment to Thrive Working Group to implement a pilot program to add a worship service in September, 2012. We have carefully considered the efforts that will be required of ministers, staff, and congregation, and we are prepared to fully support and participate in these efforts.

Ministers and staff are prepared to implement a 12-month minister-led church as of the 2012-13 church year, with a minister on call for pastoral needs and taking primary responsibility for worship services over the summer months. Janet and Connie have begun this implementation by scheduling some vacation time September-June; Janet expects to be on site in July and Connie in August .

The Congregational Relations Task Force has nearly completed a proposal that will be made to the Board of Trustees to form a Congregational Relations Team whose mission will be to promote healthy engagement within the UCE community (including members, friends, ministers, and staff), including dealing constructively with conflict.

Participation

Approximately 12 people participated in the most recent "Intro to UU" session, and approximately 14 participated in the most recent "Orientation Toward Membership" class. So far, approximately 6-8 have indicated their intention to join on Feb 5. Over 100 people participate in ongoing Covenant Groups, fostering and strengthening their involvement with the congregation.

A six-month Young Adult Covenant Group is currently running, and a Young Adult Group has again begun meeting. Significant numbers of young adults are attending services regularly, have joined or are on track to join the congregation, and are becoming integrated into the congregation as a whole. UCE hosted the Central Midwest District young adult conference in November, attended by about 35 people. Janet and I are working together to develop a model for our Pastoral Associates program that will be more pro-active and will more effectively extend the pastoral ministry of the congregation.

Education

We currently have a teaching staff of 34, including 4 paid caregivers and 30 volunteers, of whom 7 are parents who teach their children's classes and 23 are not parents of children in their classes. Of 30 volunteers, 13 are men and 17 are women. Curriculum this year includes field-test materials for a revision of "Our Whole Lives" sexuality education, including a timely session on internet issues.

The Religious Education Board has proposed collaborative work with the Social Action Council to provide opportunities for families with children and youth to participate in projects and programs related to social responsibility. One possibility under consideration is yearly partnering with each of the Social Action Teams.

Adult religious education programming includes classes almost every Tuesday evening, including classes on Transcendentalism, Evolution, and the Spirituality of

Leadership. Learning Associates are in the process of formulating a mission statement for adult programming that will help provide criteria for proposals for classes. From a fiscal standpoint, we are strong with pledge income over budget to date, meaning that members are paying their pledges on time and we have appropriately budgeted pledge income in fiscal year 2011/12.

Expenses continue to remain below budget with careful controls on spending and review of the monthly reports to ensure we stay within budget throughout the remainder of the year and to protect the budgeted reserve in order to remain fiscally healthy. Fundraising has been very successful this year with Serendipity Auction coming in over budget; Rentals hovering over budget; Music Fundraiser preliminarily netting over between \$4-5,000, and Rummage Sale holding its own. Aside from the financial benefits of these fundraisers we attract people to this church who may not have otherwise known who we are and what our denomination is about. Thousands of people come through these doors as a result of concerts, rummage sale and rentals.

In terms of financial reporting and record keeping, staff has created a set of procedures to be reviewed by the Integrated Stewardship Committee that will create greater clarity on how we manage income and expenses as well as some strengthening in procedures.

We expanded possibilities for members and friends to donate online by signing up for automatic bank account withdrawal, credit card payments and ticket sales for events. This improved system is an asset for the Pledge Drive Committee, as well, in their efforts to make donating to this church easier.

In regard to our communications and technology, many improvements have been made. Our UCE Website, with funding from the Endowment Committee, has been redesigned and significantly updated with current information, a member photo directory, staff photo directory and important information on the front page about our church, its facility and its programs.

The UCE Google calendar is now our source for providing up-to-the moment information on what is happening at UCE. This calendar is maintained by Carli Magel and is online for viewing by members, friends and guests at any time.

We have expanded technological access with three routers throughout the church to provide wireless connectivity for congregants and renters. Funding was made available through our Capital Campaign. In addition we have replaced and upgraded televisions in Room 3 and Room 6 for classes and events requiring visual equipment.

We are currently doing research for the purchase of an electronic display monitor for the lobby to provide up-to-the moment information on Sunday morning services and events. Each desk has a well functioning computer to provide the most efficient work possible. All computers are connected to the network server, which has a back-up in case of power loss.

Software for maintaining membership records and finances has been reviewed by the Information Working Group. Currently we have chosen to remain with MemInfo. Staff and volunteers have expanded the ways in which we capture data and provide output for use in Membership, Pledge Drive and Financial Record Keeping.

A dashboard for tracking a variety of measures including attendance, financials, capital campaign projects and board goals has been implemented for communication to the Board. While it has had a slow start and changes made along the way, it was distributed at the last board meeting. One key metric will be changed per request by the Board and that is to track total membership compared to new members. Overall attendance compared to last year is another requested addition. Preliminarily, I believe we are maintaining a higher Sunday attendance, and the report will confirm whether this is accurate.

Programs, activities, events, services and planning are accomplished by staff under the guidance of the Board of Trustees and in conjunction with the goals of leadership. The Executive Team has developed a preliminary three-year staffing plan under review with Integrated Stewardship Leadership. Our goal is to continue to provide high productivity at the most efficient level possible.

And finally, but of great importance is the way we care for our building and its grounds. Facility improvements are ongoing looking to the future for what we can expect will deteriorate, maintaining the day to day small repairs that prevent decline in the facility, and providing security and comfort for all who use this building. Most recently a large project was completed providing dehumidification and cleaner air in the lower level. A rain garden project initiated and accomplished by the Green Sanctuary has been completed and is working beautifully. Gutters and downspouts have been repaired, joints have been sealed to protect the walls from winter seepage, and daily cleaning of the entire building takes place. Even after all of us are tucked into bed on a Saturday night, Rick Webber and a crew are cleaning after an event or rental and preparing for service on Sunday morning.

Overall, we believe there is positive momentum, perhaps tinged with uncertainty about the unknown, and we are moving forward. As Executive Team of this church we encourage the Board and members of the congregation to notice the hard work and dedication of staff. We believe the Executive Team and members of this staff view their work as ministry as well as task. We will continue to make every effort to do our part as we continue to move through the transition . . . with optimism and determination.

Submitted by UCE Executive Team and Presented to Board of Trustees, Wednesday 1/18/12

INTERIM MINISTRY, AUGUST 1, 2011 – JANUARY 17, 2012

The interim period began officially for the Unitarian Church of Evanston when I arrived to serve as the Interim Minister on August 1, 2011, but the unofficial transition between called ministers began earlier than that with the notice of Rev. Pescan's retirement and the events celebrating her ministry.

I find the congregation interested in working on the developmental tasks of interim ministry with my guidance. The first project, the creation of a time-line on which congregants posted their "proud" and "disappointed" notes as well as their hopes and dreams for the church, was well-subscribed. Thanks to the Transition Team, many congregants were urged to participate. Very few areas of the time-line were left untouched by post-it notes. And many thanks to Margaret Shaklee for transcribing all of the notes.

Next, I invited the Transition Team to deliver homilies on November 13 and December 4, 2011, to reflect on some areas in church life that were of particular interest to them which they saw noted on the time-line. I offered an introduction and a reflection of my own for each service. The homilies were well-received by the congregation. The congregation is currently taking advantage of the opportunity offered by the Transition Team to meet in homes and in the church to discuss more deeply items that came up on the time-line as well as their experience of the congregation at present. In addition, the Team is facilitating a discussion of what members want the church to become, the actions necessary to achieve their dreams, and the possible obstacles to achieving those dreams. I attend these cottage-style gatherings to take notes which I will eventually edit for the Team and in some form, share with the congregation. Another purpose of these gatherings is to reinforce the Covenant of Engagement. The concept of covenant is central to our faith, and I will soon preach again on the topic to help congregants become more familiar with the document and how they can implement it in their lives. Incorporating the covenant will be one element that will enable the church to develop a new identity.

And as a support to the implementation, I meet regularly with the Congregational Relations Task Force, a group that is setting up a process for helping congregants who are in difficulties with one another return to the covenant. The members of the Task Force are close to the end of their process, and the success of their work will also contribute to the new identity, a task of the interim period that is incumbent upon the congregation.

In terms of leadership development, another developmental task, I plan to introduce several sessions of "Harvesting the Power," a UU course that has been useful in congregations where leadership has been stagnant. In the meantime, I continue to urge new members and longer term members alike to seek opportunities to lead, and present leaders to mentor them as they do so.

The developmental tasks are not linear, but circular. Questions of history will rise again and again; the discussion is not over. The same is true of the congregation's identity; it continues to develop. Leadership should be evolving constantly. The resources of the

UUA are especially important during transition. These past 5.5 months are only the beginning.

Respectfully submitted,
Janet E. Newman, Interim Senior Minister

Marc asked about areas that the Executive Team would suggest the congregation and/or board should strive to work toward. Each Executive Team member believes that those areas in the church that need attention are receiving the necessary attention. In addition, he asked about financial statements, and Religious Education attendance. Also, a question was raised about participation and engagement of groups within the church, e.g., Cracker Barrel. Furthermore, Cathy inquired about the functions and areas of responsibility between the Congregational Relations Team, the currently disbanded Committee on Ministry and the Transition Team. Robb asked about the Dashboard. The completed Dashboard, including Sunday attendance will be finalized in February.

4. Discussion and possible vote on the Second Service Initiative

From Trudi Westwood

We had our meeting. We have drafted a very succinct presentation regarding adding a second service. You will be the first to receive it so it can be disseminated to all the Board members before the meeting. We are also contacting most of the Board members to discuss it a bit so that they know we will be voting on the 2 year pilot project at our next meeting.

My reason for this e-mail is that alas I will not be at this meeting. I can't even phone in because our family will be in India at a wedding. This vote is very important to me having been involved for the last two years in the Commitment to Thrive committee. I would appreciate you sharing this with the Board. Our ministers are ready, our committee is ready to move forward with our commitment to thrive. It is important that the Board support this pilot program with one voice.

Commitment to Thrive Committee Update to Board of Trustees Regarding Second Service January 18, 2012

Background:

A subcommittee of the Commitment to Thrive working group was formed as part of the current church year's goals to assess and potentially implement the addition of a

second service. The subcommittee members are Connie Grant, Trudi Westwood, Mike Takada, Jo Ann Schalk, and Cathy Deamant.

The committee met on January 9, 2012, to assess this matter, and provides the following updates to the Board of Trustees:

Rationale for Second Service:

The committee believes that we currently have a unique opportunity to move forward with a 2-year pilot program, and that the program will:

Support the UCE “Commitment to Thrive” goal

Demonstrate our capacity to become a dynamic, “breakthrough congregation”

Pave the way for new senior minister with anticipated increased attendance and membership resulting from this new ministry

Estimated Financial Impact:

Item	Estimated Annual Cost
Pianist	\$4,000
Religious Education Supplies	300
Child Care	2000
TOTAL	\$6,300/annually

Proposed Implementation Strategy:

The committee will be tasked with overall implementation duties, including assessing variables and making decisions related to the matters listed below. The committee may also request additional input/support from the broader membership or BOT in connection with this matter on an as-needed or as-recommended basis. We expect that an effective implementation plan will require some months of detailed planning, communications and problem resolution, and understand that this must be handled with great sensitivity to be successful.

Estimated Commencement	Task	Status
January 2012	Assess financial impact	In process
January 2012	Create sample scenarios, etc., with an eye toward minimal	To begin ASAP

	disruption to existing programs, etc. Assess sample scenarios.
February 2012	Determine communications approach, talking points, FAQ's, etc.
February 2012	Assess paid staffing requirements, address with affected staff, resolve potential issues.
February 2012	Assess volunteer requirements
February 2012	Obtain BOT approval and support for pilot program
March 2012	Finalize service times in conjunction with key affected stakeholders
May 2012	Recruit volunteer support
September 2012	Implementation

Dated: January 18, 2012 Commitment to Thrive Committee

Jo Anne presented the above copy of the sub-committee's proposal. The committee and Board President Tracy indicated that a vote should be taken at the February meeting after additional thought by the sub-committee.

Robb asked whether or not other Chicago area UU churches have two services. Connie responded in the affirmative, one for eight years. Sandy Danforth asked about an evaluation process for two year pilot. Although one has not been devised, according to Jo Anne, it is certainly a possibility. Claudia indicated that her survey of the UU website indicated that most congregations have 80-85% full sanctuaries on each Sunday prior to moving to two services. Further, she asked about why the ministers believe two services are necessary. Currently, one reason is to make more room and thrive as a congregation. The attendance numbers vary greatly depending on the Sunday. The consensus is that we need to know what our actual attendance numbers are before any decision is made, and we need to know what our "target" is. Some discussion included the need for the new called minister to be involved in the decision to add a second service. On the other hand, it might be advantageous to have the second service in place prior to calling the new minister. Marc remarked that calling the second service a "pilot" program is a mistake; the change must be "perfect" and must be implemented "properly." We need a second service, the details must be fleshed out, and the decision must be made carefully. Religious Education Board, according to Cathy, is in favor of the second service. Cathy believes that the change must be bold, that it's not going to

be perfect, but the leaders of the congregation are not poised for “risk” and prepare for the possibility of “failure.” Michael commented on the need for a quality launch. In his opinion, moving to a second service may be contentious, but congregational healing needs to take place prior to any change. Mike Takada believes that this topic has been discussed in the past; it’s time to act.

5. Update/Progress Report from Robb Gieger and Claudia Dancing in regards the Search Committee

Robb reported that, thus far, approximately 66 individual members have nominated 158 members to serve on the Search Committee. Open Communication routes with the congregation are in place.

6. Mini-Retreat on January 21

The Interim Ministry appraisal instrument is available in an email sent to board members for view. The instrument will serve as the basis for the discussion at the January 19 mini-retreat. In addition, Janet will lead an exercise to aid the appraisal process. The meeting will occur in Room 3 between 9:00 and 12:00.

7. Reports from ISC on final results from the auction; the three-year staffing plan; and the Town Hall Meeting on January 29.

The Seredipity 26,000 Auction has thus far netted \$26,000 with additional monies still coming in. The three year staffing plan (Phase One the first year and Phase Two the second two years). The Town Hall meeting is scheduled for January 29 after the Service

Marc presented a draft of a tentative budget for 2012-13. See Marc’s emailed copy. (He will email copy to me.)

UCE Operating Budget (Board of Trustees Draft) Income

8. Executive Team Highlights

JANET’S REPORT

INFORMATION FOR THE BOARD ON THE INTERIM MINISTRY

I hope everyone had a happy holiday season. Much of the time since my last Board report was taken up by holiday preparations, such as the two services Christmas Eve

and the morning service Christmas day. The time I spent with my father during the holidays was precious to me, and maybe to him as well.

The focus of my interim ministry now is working with the Transition Team on the cottage-style meetings that we organized before the holidays. The three gatherings that have taken place so far gave congregants an opportunity to reflect on how they are experiencing the church at present, what they want it to be, how their hopes can be put into effect, and what the obstacles might be. Although the conversations have taught me a great deal about the participants' attitudes, their main purpose is to allow more depth to the brief thoughts that congregants contributed to the time line. In addition, ideas about the identity of the congregation and its direction are coming up in these conversations. I am pleased that congregants are engaging with their developmental tasks (coming to terms with history, creating a new identity, and preparing for new directions) with such success.

There is one more gathering scheduled, and more may take place if there is enough interest. I note that so far no members of the Board have attended, although Claudia is signed up for Jan.23, and I urge members to take advantage of any additional gatherings.

Saturday morning we will appraise the interim ministry thus far. You will have the opportunity to examine your own leadership and mine in guiding the congregation through the tasks, as well as other areas. I will do the same, examining your leadership and mine.

Our conversation together will be a basis of possible decisions for the future. Some Boards find that a change of course is needed after the first few months of interim ministry. This is our opportunity to discuss any changes together, for us all to be clear with one another. The openness of the appraisal process is often welcome to Boards who haven't had such opportunities in the past. Time for discernment is a precious and rare commodity.

I hear that there is some concern among Board members that I might be planning to leave after one year with you, and that such action would affect the success of the pilot project for a second service. Even if we mutually decided to part company after the first year, I would work as hard as I could for the church until my last day, guiding the congregation and supporting the Board and staff in all their efforts to be a thriving church.

Faithfully, Janet Newman, your Interim Senior Minister

In addition, Janet requested that as many board members as possible attend the last scheduled Cottage Style Transition Team meeting if they have not already done so.

Connie had no formal report but indicated that she will send a link to the board concerning a second service, also a copy of an attachment concerning the 80% rule

EOD Report - Sandra Robinson

Financial Management and Fundraising

Expense Control: Total expense for December was \$52,918.40 or -\$151.40 below budget for the month. Year-to-date expenses were \$273,295.62 or -\$8,224.84 below budget to date.

Rentals: Rentals are healthy with continuing interest in UCE space. Income for December is;

\$1487.50 bringing our year-to-date rental income to \$12,674.50 (over budget by \$1,174.50).

Three new contracts have been let, one for a Better Government Association Issue Forum, a summer camp and a wedding.

Music Fundraiser: The Junior Mance Concert held on Saturday, January 14, 2012 at 7 p.m. was a terrific success. I am making a conservative estimate of net income between \$3,000 and \$4,000. The amount will be confirmed once Chris Isely has deposited all checks, cash and credit card entries are made. Not only did the financial success matter, but the response from throughout the Evanston community, our own congregation and jazz fans throughout Chicagoland created such good energy as we gathered together in our beautiful space. We gained attention from major press, including the Chicago Tribune, WDCB radio with a live interview by Junior Mance, and Chicago Jazz Institute of Chicago. The Roundtable is publishing an article with photos of the concert in the January 19 issue. Junior talked to three ETHS classes. Both current and former Evanston Mayors were in attendance. It was a beautiful collaboration of many filled with nurturing, inspiring and joyful moments.

Pledge Drive Assistance: Invitations for the large donor reception to be held Saturday, February 4th went out. Staff, under my direction and assistance will set up the sanctuary and coordinate food and refreshments for the evening.

Carli Magel will be preparing pledge letters and our staff will assist the Pledge Drive Team in their efforts to prepare Steward packets and mailings to the congregation.

Facilities

Maintenance Projects Done:

Sanctuary chairs continue to be sent for repair in order to keep our current supply of chairs safe and comfortable.

A new television has been installed in the lower level Room 6 cabinet to replace the old broken one. This media device has already been useful to Financial Peace University and will be for other classes in the lower level.

A new television has been installed on the wall in Room 3 to replace the old broken one. It has been installed on the wall for protection of the unit and better visibility. It will likely, however, be replaced with the next size up due to the wall installation versus previously planned cabinet housing.

Room 7 has a large bulletin board installed on the south wall

A new microphone for the sound system, new Assisted Hearing Device unit and other essential upgrades to the system and been made. Jointly funded by Capital Campaign and Building Fund.

Lower Level Dehumidification Project: Completed – Funded by Capital Campaign

Communications/Office Management/Technology

Staffing: The Executive Team, per our UCE policy, has provided the Integrated Stewardship Committee a draft staffing plan, with the emphasis on the 2012-13 fiscal year. We will continue discussions with Michael Anderson, ISC Chair.

Staff meetings continue on the and second and fourth Thursday of the month at 11:30 a.m., followed by Executive Team with Eileen at 12:30 pm. and Executive Team at 2 p.m.

Website: In response to answers to the Website Survey Monkey – Judith has responded to members and friends answering questions they had and offering needed information for making the Website easier to understand and navigate.

Improvements continue on a weekly basis. At a recent Green Sanctuary meeting I recommended that a member of the group supply Judith with information for the Green Sanctuary segment of the site so that it could be populated with meaningful information to update the congregation.

Judith will be adding photos and editorial this week about the Ministry Team and the Executive Team. We encourage input for how we can provide more expansive information to our congregation.

Connie will send a link to the board concerning a second service, also a copy of an attachment concerning the 80% rule.

Janet requested that as many board members as possible attend the last scheduled Cottage Style Transition Team meeting if they have not already done so.

(Move their reports to this area.)

9. Approval of Board Resolution in regards to Fidelity Investments

January 18, 2012

Resolution of the Board of Trustees of the Unitarian Church of Evanston

To: Fidelity Investments

Re: Fidelity account #X43115983

Be it resolved:

Account Owners:

That the authorized representatives for our account are Marc Rolfes, Treasurer, and Chris Isely, Accounting Manager. Fidelity trading authority form is attached, signed, and guaranteed by our bank, the First Bank and Trust of Evanston.

Authorized Agent: That the Authorized Agent for the Unitarian Church of Evanston is Marc Rolfes. Form attached to this resolution.

Checkwriting. That the three authorized signatories to write checks on our account are:

Constance L. Grant, Minister
Michael Tracy, member, Board of Trustees
Marc Rolfes, Treasurer

Fidelity checkwriting form is attached, with signatures and dates.

Please replace all current individuals for our account and replace with the individuals named above.

Mail copies of all correspondence to:

Marc Rolfes, Treasurer
Chris Isely, Accounting Manager

Address: Unitarian Church of Evanston, 1330 Ridge Ave. Evanston IL 60201

This resolution approved by the board at its meeting on January 18, 2012.

Mike Tracy Date
Board Chair

Jim Clark Date

Secretary

This resolution was approved as part of the Consent Agenda.

10. Announcements and New Business

Robb commented that two Cracker Barrel members, Jim Kepler and Tom Hempfling, asked about whether or not UCE Policies are available on the web site. According to Sandra, they are on the web site. In particular, the question concerned the nomination process for members of the Search Team. Claudia and Robb will develop a communication concerning the nomination and voting process which will be sent to the congregation prior to the January 29 Town Hall meeting.

11. Actions Items

Mike asked that the Board consider dates to meet to discuss the addition of a second service; Mike will send a letter of appreciation to Ann McCallister for her service to the Board, and Marc will send a revised preliminary budget to include in the minutes of this meeting.

Jo Ann commented that the Board meeting process was effective because of the level and intensity of participation.

Robb's snacks were appreciated.

12. Adjourn

The meeting was adjourned at 10:02.

ISC Report to the Board of Trustees

Michael Anderson, Chair

The ISC met on Tuesday, January 10th. The bulk of the meeting was devoted to a review of the draft budget presented by Marc Rolfes and the Budget Working Group. Jean Butzen updated us on the progress of the Annual Pledge Drive. See their reports below. The ISC commends Marc and Jean on work that is characteristically thorough and professional and we encourage the board to continue their support of these two crucial endeavors.

Working Group Updates:

Annual Pledge Drive (APD): Jean Butzen (chair), Sandy Danforth, Harry Hirsh. Jean reported that to date 22 households have been approached regarding a contribution to the \$15,000 matching gift fund, resulting in pledges of \$13,600 to that fund. In addition the average increase in pledges to the general fund from that group

was 9.3%. Jean did express some hesitation about the ability to raise the \$503,700 in pledge income (from draft budget revision 6). She cited the history of the past two years in which both pledge income and number of pledging household has been essentially flat. In addition, there is a very good chance that we will lose a \$10,000 pledge this year. Nevertheless, after a discussion, the consensus was that there is a palpable sense of hope and optimism in the congregation right now. That coupled with the fact that our ministers will be fully engaged in the APD which launches next month—many felt that we could ride that optimism to success. Jean concluded, having heard the discussion, that she would feel comfortable with a pledge goal of \$490,000 + \$15,000 in matching gift funds, for a total of \$505,000. However, after a meeting with the Executive Team on Sunday, January 15, Michael Anderson and Marc Rolfes are recommending that the pledge income line item be increased. See the report of the Budget Working Group below.

Budget: Marc Rolfes (chair), Michael Anderson, Robb Geiger, Harry Hirsch, Chris Isely, Sandra Robinson.

The budget working group held a conference call on January 9th to review Rev5 of the budget that included additional budget information from the Exec Team and SAC. Subsequently, Rev6 included additional information related to costs associated with the first year of the emerging 3-year staffing plan and was the revision discussed by the ISC at its January 10th meeting. Rev7 reflects the results of the ISC meeting as well as a meeting between the Exec Team, Michael Anderson and Marc Rolfes on Sunday January 15th as it related to a pledge drive goal of \$497,600 instead of the \$490,000 goal discussed and recommended by the ISC. The budget being recommended by the ISC for use with the Town Hall Meeting on January 29th is Rev 7 that incorporates a pledge drive goal of \$497,600.

Education and Communication: Barbara Butz (chair), JoAnn Schalk.

Reporting for Barb Butz, Jo Ann noted that last Saturday 23 individuals attended Financial Peace Univeresity and that half of those were non-members, people who had signed up on the FPU website where they'd found UCE as the course location. The class continues through March.

Endowment: Barbara Butz, chair. No report this month.

Capital Campaign: Sandy Danforth, chair.

Sandy reported the news from Linda LaPlante that most pledges have been paid in full and that all the projects from the initial campaign, with the exception of the music project, had been completed. She suggested that the ISC prepare to celebrate the success and has agreed to work with Executive Team to coordinate.

Fundraising: Sandra Robinson, chair. Sandra reported briefly on final plans for the Junior Mance concert. Thanks to Sandra and her team for a huge effort and hard work in advertising and promotion.

Information (formerly Record Keeping): Sandra Robinson (chair) Brian Nielsen, Tom Carlton, Rhiannon Wilk, Peggy Boccard.

Sandra reported the upgrade of Meminfo, our church management software. While the search for new software is not over, there is the sense that with additional staff-hours available we can more fully exploit the software we already own, a cost-effective alternative to new purchase.

Three-Year Staffing Plan. Co-Chair Robb Geiger and I met the Executive Team on December 6. We will approach the plan in two phases. Phase One will focus solely on staffing for fiscal year 2012. Phase Two will have a longer term emphasis, focusing on fiscal years 2013/14 and 2014/15. We are nearing completion of Phase One. Sandra Robinson has submitted a preliminary staff plan for 2012 and we are reviewing it in conjunction with the Budget Working Group. Robb and I will meet again with the Executive Team on January 10th.

Fair Share Campaign. With thanks to co-chair Robb Geiger who headed up the campaign this year, we are happy to announce that the Fair Share Campaign has exceeded its goal and receipts are still coming in. The goal was \$8,500 and as of Dec 9th, we had received \$8,834. Thanks to board members who participated this year.

The Serendipity Auction. We are excited to announce that the auction's gross receipts, including the speed auction (for dedicated funds) was \$30,193. As of this writing we have not received a final report of expenses but we're anticipating a record-setting net income from this major event. Big thanks to Tom Hempfling and his dedicated team!
Working Group Updates

Annual Pledge Drive (APD): Jean Butzen (chair), Sandy Danforth, Harry Hirsh. The Annual Pledge Drive Committee is busy preparing all of the details for the 2012 pledge drive, which will be launched Sunday, Feb. 26, and conclude one month later on Mar. 25th. Our marketing and communications efforts are really looking great! Jill Donovan is designing the pledge logo, brochure and posters. David Linsell is providing the photos, and Sandy Danforth is writing the content for our brochure. Our theme is Moving Forward! and our logo is a tree with birds flying out of it; it's very beautiful! We are also producing a new podcast, that is being filmed by Kathy Monk and her husband Dave; Joyce Lofstrom wrote the script. The focus of the podcast is to get people to think about what they love about UCE, and then to answer the question: how is that paid for? The podcast will be three minutes long and will be sent out through all of our UCE links in late January.

We have decided to once again create a matching gift fund to match the increase in household pledges during the drive, and have a small team of seven stewards who are reaching out to 40 households, including the Board of Trustees to ask for gifts totaling \$15,000. We are hoping that 100% of the Board of Trustees will participate to some degree in the matching gift fund. So far, we have raised \$8,200 of our goal which we are very excited to see! We hope to wrap up the remainder of the matching gift goal after

the holidays. Our intention is to announce the matching gift fund in the middle of the drive, in order to focus on people who tend to be late with their pledge, and/or who have not raised their pledge in sometime. We hope this matching gift fund will be particularly effective at incentivizing these households to consider a timely increase to their pledge, and pledging on time.

We are also beginning the process of identifying the rest of our Visiting Stewards, and volunteers whom we will need to carry out the pledge drive. I want to thank all the Board of Trustees, staff, and ministers for your wonderful support of the pledge drive so far, and for your efforts to come!

Budget: Marc Rolfes (chair), Michael Anderson, Robb Geiger, Harry Hirsch, Chris Isely, Sandra Robinson.

The 2012/13 budget process kicked off on December 1st with an email solicitation to all UCE leaders. Funding requests to realize the goals and dreams of our programs are coming in and should be complete soon. The Compensation Advisory Group made a presentation to the Executive Committee on December 15th, and their report will be delivered shortly. Sandra continues to work on researching expense items, and the Executive Team is working with Michael Anderson on finalizing the near-term staffing plan and any resulting budget adjustments. To pull all of this information together, a draft budget is taking shape and the Budget Working Group held its first conference call on December 14th to review the process, timeline, and current input. We are working toward finalizing the draft that incorporates all of our financial goals in time for the January 10th ISC meeting. The Board will receive the recommended draft for use at the January 29th Town Hall Meeting as part of the packet for the January 18th Board meeting.

Education and Communication: Barbara Butz (chair), JoAnn Schalk.

The 13-week session of the Financial Peace University begin on Saturday, January 7. We currently have over 20 registered and they include some from outside UCE who registered on the Ramsey website. It also includes a couple who is taking it again, having finished their first go-round on Dec. 7 at another church! They have their debt snowball going and want the reinforcement! So, in addition to being a resource to our members, the class has also attracted people who know nothing about UCE.

Endowment: Barbara Butz, chair.

We have taken in 9 couples/individuals to Nellie Brough Society and over \$20,000 more in donations. We approved a Board request of \$6,000 for new Serendipity Auction software (\$400) and ministerial search (\$5600). That constitutes 5% of the Endowment fund as of 23/31/10, per the Endowment Agreement.

Capital Campaign: Sandy Danforth, chair.

We have completed the lower level dehumidification project and began the project to coat the exterior sanctuary walls by repairing the caulking on the northwest side. We are assessing the time table and plan to have all projects completed by the end of 2012.

Fundraising: Sandra Robinson, chair.

Sandra reports plans for the Junior Mance concert here on January 14 and notes that rental income is over \$2,000 above budget year-to-date. See her EOD report for details.

Information (formerly Record Keeping): Sandra Robinson (chair) Brian Nielsen, Tom Carlton, Rhiannon Wilk, Peggy Boccard.

Sandra reports that the IWG continues its search for alternative church management software. They will meet again in January. In the meantime, they have found ways to exploit more effectively "Meminfo" our current system. Sandra and Chris continue to work with the Audit Committee (chair, Nancy Owens). A draft of church financial management procedures and policies is under review. Chris reports progress on a filing system for church records.

Agenda for December Executive Committee

1. Check in or opening reflection by Connie.
2. Executive Team Report on State of the Church.
3. Update and/or discussion from Two Services Working Group.
4. Update/Progress from Robb and Claudia on the Search Committee. (Crackerbarrel Q & A on Jan. 15).
5. Mini-retreat on Jan 21.
6. Reports from ISC on the final results from the auction and on the 3-year staffing plan. (And town hall on Jan. 29?)
7. Reminder: Annual performance reviews for ministers and mid-year review for EOD need to be scheduled for Jan.
8. New business.
9. Adjourn.