

## OPERATIONS COUNCIL MINUTES MAY 2020 FINAL

Tuesday, May 19, 2020  
Via Zoom online

Attending via Zoom: Susan Bartlett, Laurel Farnsworth, Jud Leonard, Judy Curby, Sharon Sisskind, Eric Haas, Erin Splaine, Linda Ross (asst clerk); BOT -Chris Krebs, Sienna Lerner-Gill, Brooke Foucault -Welles, Christine Lookner; Karen Bottar, Brian Gill to discuss budget.

Called to order 7:05 p.m.

### **Invocation/Chalice Lighting/Reading - Eric**

#### **Covenant**

As we, the members of this Council and staff, gather to serve this congregation in leadership, we commit to ourselves and to each other: to be present and prepared for the work of this meeting; to listen well and contribute respectfully; to balance both our short and long-term visions with fiscal responsibility; to support the decisions of the Council; to uphold the democratic process; and to lead with goodwill and faith in the work we can accomplish together.

#### **FY 21 Budget Review – Brian Gill, Karen Bottar**

- Overview- income and budget assumptions
  - Next year's budget is affected by an enormous amount of uncertainty
  - Looking at large surplus for FY20, in large part due to Paycheck Protection Program (PPP) payment of \$77,000.
  - The surplus will be followed by a large deficit in FY 21, but which we can handle
  - FY 20 income is \$50,000 higher than projected due to PPP
  - Current year pledge income will come in a bit lower than projected .
  - \$530,000 is the anticipated final pledge amount; usually about 90% of pledges are collected.
  - Expenses have been and will be affected by how much the building is open.
  - They assumed 50% of budgeted plate offerings and 2<sup>nd</sup> collection (although the latter is a pass-through to the organization).
  - Rent – Laurel – Dorshei Tzedek expects not to be here for 50% of year
  - 50% of FY 20 amount for holiday fair
  - Sales of holiday trees were not adjusted, given that this occurs outdoors
  - Services auction assumption – 2/3 of FY 20 amount.
- Expenses
  - B & G – modest increase over current year. Laurel – there are some expenses that could be postponed, such as flooring, painting, repairing stained glass windows
  - Office expenses – small increase, including health insurance for membership coordinator. Assumptions for membership coordinator are a half time position plus a few extra hours over the summer.
  - Ministry unchanged

- RE – ADRE; assumed that position will start in January, although it may be changed to half-time for entire year. Long term there is less risk with half time position.
- Music – little change.
- Denomination affairs – no major changes; UUA dues increased slightly
- Committees – no dramatic changes. Cost of coffee hour reduced by 50%.

Bottom Line

- Operating reserve – want about \$75,000. Finished last year with \$152,000. Will have about \$250,000 at the end of FY 20.
- Contribution to building reserve – will have total reserves at year end of about \$94,000
- Combined reserve about \$350,000
- Net income loss FY 21 projected to be about \$130,000
- Still leaves \$120,000 in reserve

· Discussion

- How comfortable with FY 20 forecast – seems OK.
- FY 21 budget income assumptions
  - § Laurel - Pine Village is expecting to come back in July if the Governor allows; Dorshei not until January at the earliest. Dorshei is currently in FY 21 budget for 2/3 of FY 20; reduce to 50%.
- FY 21 expenses
  - § For ADRE – Erin believes a 50% person for the year is the better option (permanent part-time).
    - The budget currently has an hourly paid position for the fall; would not have as such would not provide benefits. A half-time position would have some benefits, although not large amount (\$7-8,000?).
    - Agreement to include half-time position with pro-rated benefits.
  - § Sabbatical budget line – Susan suggested increasing the amount going to that fund annually to build the amount. Brian – increase the amount by \$500 for FY 20 as well, given the projected surplus.
- Music – reduction was made due to the reduced number of services. Much of the funding is for the soloists. There was discussion of the amount allotted and for what. Ann Watson Borne was contacted during the meeting and said that \$7,000 for soloists would be sufficient.
- Changes make \$138,000 the final deficit number for FY 21.
- Contingency plans: potential additional sources of income; expenses that could be cut.
  - § Major maintenance would be the largest item to cut.
  - § Could borrow from the endowment if needed.
- Income
  - § Consider electronic means for periodic donations; Venmo, Zelle, text
- FY 21 budget relative to BOT priorities (written pre-COVID)
  - § First priority is a balanced budget
  - § Maintain staff

BOT members left at 8:20 p.m.

**Approvals:**

- Minutes – April. Laurel moved to approve, Jud seconded, all voted yes, motion passed.
- Selling of coffee and tea – Mike Arnott requested, by email, permission to sell the remaining coffee and tea at FUUSN (outdoors), probably on one day in June. Susan will notify Mike that he can proceed.
- AA rent – Susan received a request by email on May 6 from the AA group that meets at FUUSN, offering to pay their full rent amount for April and 50% for May, although they have not been able to meet in the building. There were 4 yes votes by email, and the proposal was accepted.
- Pat Rohan had asked about holding the annual mid-summer picnic at the Cove. There was discussion of whether it could happen; too early to tell. Sharon suggested that we postpone the discussion until next month, although Erin noted that Pat would need to plan ahead. Consensus was that he should not plan on it, but we could re-visit next month.
- Pat also asked about those services purchased at services auction but not yet fulfilled; this is not up to FUUSN, but to those people involved in the purchase and sale.
- Ann Watson Borne will be receiving some funds for doing some work over the summer.
- Judy – could we have a bell concert; some discussion about this.
- Bells for Newton high school graduates will be rung June 10, 5:45 p.m.; a notice will be placed in the Patch.

#### **Report on BOT Meeting – Eric**

- Discussion of some kind of option to have an electronic collection plate during Zoom services.
- Approval of Ann's sabbatical, but it may be postponed for one year.
- The screen in the Parish Hall should be installed on Tuesday (was OK'd by engineer).
- Erin will be around more this summer.

#### **FUUSN Annual Meeting: June 7, 11:45 a.m.**

- Final financial numbers should be available during the week prior to the meeting.
- The annual report will be produced as a PDF so it can be sent electronically.
- Susan is planning to send this around, along with narrative, prior to the annual meeting.
- Dwight will send the warrant, Jud will send invitation
- Warrant will also be posted on FUUSN doors

**Thank yous – Bob Persons**

**Meeting adjourned 8:45 p.m.**