



Buckman Bridge Unitarian Universalist Church

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May 7, 2015

To: **All BBUUC Members**

From: **Your Board**

Subject: **Preparatory Materials for the May 17, 2015 Annual Meeting and Election of Officers**

The Annual Meeting for our Congregation will be held after the service on Sunday, May 17, 2015. This is the time when we elect Board members and Nominating Committee members for the coming fiscal year (beginning July 1, 2015), as well as approve the proposed budget and proposed bylaw revisions.

Operating our church is the business of its members, one and all, so we hope everyone will make efforts to be there to meet our 40% quorum—that's a *minimum* of 52 people, which will allow us to complete all of our business. The budget and elections require only a 25% turnout (33 members)—however, when we vote on bylaw revisions, we require 40%. We had such a wonderful turnout at our last congregational meeting in February, and the meeting was very efficient and expedient. We are shooting for the same this time as well. As has become our tradition, a light luncheon will be provided after the service by our wonderful hospitality committee, consisting of sandwiches, salads, etc. No sign-up is required, and you don't have to bring a thing! Child care will also be provided during the meeting.

Attached you will find several items that require your attention prior to the meeting:

1. **The Annual Meeting Agenda.**
2. **Minutes from the 2014-15 Annual Meeting** submitted for approval.
3. **The Proposed Fiscal Year 2015-16 Budget** from your Finance Committee, approved by the Board.
4. **The Slate of Nominees** for election. The Nominating Committee has sought out capable, willing and committed members to fill these important positions. Our bylaws permit nominations from the floor by any member of the congregation, in addition to the slate presented by the Nominating Committee, as long as the nominee has given prior permission.
5. **Bylaw revisions.** This year, we have a couple of simple proposed revisions to the bylaws that are of a "housekeeping" nature. The first is the addition of **Stewardship** as a standing committee (**Article VII. COMMITTEES: Section 1. Standing Committees**).

The second relates to the former position of Finance Assistant (**Article VII. COMMITTEES: Section 3. Financial Assistant**). This position has been eliminated with the improvements made to our finance procedures for counting and depositing the collection on Sunday mornings. As a result, we no longer need to define the position in the bylaws. Section 3 will be deleted, and the former Section 4 would then become Section 3.

We hope to see all of you at our gathering after the service on May 17!



**Buckman Bridge
Unitarian Universalist Church**

Annual Meeting Agenda

May 17, 2015 • 12:15 p.m.

1. Call to Order
2. Establish Quorum (130 members, 32 for quorum, super quorum 52 for bylaws)
3. Approval of Minutes from 2014-15 Annual Meeting
4. President's Report
5. Treasurer's Report
6. Presentation of Proposed Fiscal Year 2015-2016 Budget by Peg Christenson,
Finance Chair
 - a. Action on Proposed Budget
7. Presentation of Slate of Officers, Trustees and Nominating Committee for 2015-16
 - a. Election of Officers, Trustees and Nominating Committee
8. Presentation of Proposed Bylaw Changes
 - a. Action on Proposed Bylaw Changes
9. Words from the Floor
10. Adjourn



**Buckman Bridge
Unitarian Universalist Church**

**Annual Meeting Minutes
May 18, 2014**

1. **Call to Order** – Linda Mowers, President, called the meeting to order at 12:15 p.m.
2. **Establish Quorum:** 64 members in attendance (which is more than 40% of the 121 (48) needed for a super-quorum). Required votes for passing bylaws, 80% of 64, or 51 votes.
3. **Approval of Minutes** from 2013-14 Annual Meeting May 19, 2013. Motion from Kris Kines, seconded by Lynn Wadley. Motion passed.
4. **President’s Report:** Linda Mowers presented the President’s report and thanked the Board and the Council of Committees. She announced the Challenge Fund and a Town Hall Meeting for discussions on Monday, June 2, at 7PM, and Sunday, June 29, after the morning service.
5. **Treasurer’s Report:** Dale Crawford, Treasurer, presented the Finance report, summarized the balance sheet and discussed the importance of supporting the church with a pledge. 23% of our members have not pledged.
6. **Presentation of Proposed Fiscal Year 2014-2015 Budget:** Peg Christenson, Finance Chair, presented the proposed budget. At present BBUUC is short \$4752 of meeting this year’s budget.
 - a. Action on Proposed Budget - A motion was made to accept the budget by Jen Glassman, seconded by Jeremy Ritzmann. Motion passed with one abstention.
7. **Presentation of Slate of Officers, Trustees and Nominating Committee for Fiscal Year 2014-15:** Carl Shrader presented the Slate of Officers, Trustees, and members of the Nominating Committee.
 - PresidentLinda Mowers
 - Vice PresidentEileen Morrison
 - SecretaryJoann Carollo
 - TreasurerDale Crawford
 - TrusteeCarol Waters
 - TrusteeErik Slader
 - TrusteeCandace Gerding

Nominating Committee: Linda Crawford, Ron Rothberg, Carl Shrader

- a. **Election of Officers, Trustees and Nominating Committee:** A motion was made by Barry Mowers to accept the slate of nominees as presented, seconded by David Austin. Motion passed unanimously.
8. **Presentation of Proposed Bylaw Changes:** Several bylaw changes were considered. (Text available on pages 23, 24 of the Annual Report.)
 - a. **Action on Proposed Bylaw Changes:** The two bylaw amendments failed to reach the 80% super quorum required to make the change to the bylaws. An amendment to move the bylaw addition to the Finance Policies & Procedures was defeated. Despite an apparent majority support for the bylaw addition, the required 40% super quorum was not met. All three proposed bylaw changes will be referred to a Bylaw Task Force for consideration, discussion, and revision over the coming year.
 9. **The meeting was adjourned** by Linda Mowers, President, at 2PM.

Note: *The entire Annual Meeting is available as an MP3 audio recording, and can be accessed by contacting admin@bbuuc.org or David Christenson, Facilities Co-Chair.*

Proposed Budget for Fiscal Year 2015-2016

Income	<u>Amount</u>	Board Administered	
Contributions		Administration	
Donation General	4,200	Background Checks	300
Plate cash	6,600	Ministerial Expenses	3,000
Pledge Paid	124,000	Office Supplies, Print Cartridges	2,200
Unfulfilled Pledges	11,160	Pastoral Care Training	600
Total Pledge Paid	\$112,840	Postage and PO BOX 844	200
Pledgers additional donations	3,300	Training for Office Staff	300
Total Contributions	\$126,940	Stewardship Printing & postage	500
Other Income		Stewardship Supplies	100
Amazon Associates	1,200	Annual report	400
Fundraiser (as needed)	1,951	Total Administration	\$7,600
Interest Income	400	Denominational Affairs	
Rental Income	3,400	Conferences/Training	420
Total Other Income	\$6,951	Regional Assembly Delegates	750
Release of MSF Funds	30,000	Gen Assembly Delegates	2,250
Total Released from Restricted Funds	\$30,000	Total Denominational Affairs	\$3,420
Total Income	\$163,891	Denominational Dues	
		UUA	5,700
Expenses		Total Denominational Dues	\$5,700
Ministries		Payroll Expenses	
BEACON	600	Babysitting/Nursery Care	3,400
Welcoming Congregation	400	Church Admin - Gross Salary	5,200
Total Ministries	\$1,000	Church Admin - Payroll Taxes	398
Caring Committee		DRE - Gross Salary	15,000
Memorial Hymnals	360	DRE - Payroll Taxes	1,148
Special Recognition	200	Minister - Gross Salary	30,000
Training	100	Total Payroll Expenses	\$55,145
Total Caring Committee	\$660	Total Board Administered	\$71,865

Facilities		Membership	
A/V Equipment	900	Name Tags	100
Building Inspections	600	New Member Class Material	300
Bldg Repairs & Maint	1,000	New Member Packets/Gifts	200
Grounds Maint & Improvements	1,200	New Member Class Refreshments	250
Capital Improvements (Fixtures)	750	Training Materials	100
Cleaning Service	3,080	Total Membership	\$950
Cleaning Equip & Supplies	900	Mortgage Interest	
Computer	900	Mortgage Interest Payment	14,013
Consummables	90	Total Mortgage Interest	\$14,013
HVAC	340	Public Relation & Communication	
Lawn Maintenance Service	4,000	Community Event Exposure	300
Security/Fire Alarm Monitoring	720	Literature of UUA & BBUUC	200
Utilities: Electric, water	4,500	Promotions, Mags, Misc.	250
Utilities:Telephone, internet, cable	1,850	Website & Internet	200
Total Facilities	\$20,830	Total PR & Communication	\$950
Finance		Social Action	
Bank Fees	60	ICARE Dues	1,000
CPA Services	250	Program Training & Seminars	500
Fees - Govt	70	Total Social Action	\$1,500
SaaS Software - QBO, Office, CMS, etc	1,400	Worship	
Insurance	6,800	Joys & Concerns supplies	50
Total Finance	\$8,580	Music (special) Honorarium	400
Hospitality		Speaker	5,600
Coffee/Creamer/Supplies	180	Travel Reimbursement	300
Cookies/Crackers	300	Worship Team Training & Supplies	250
Holiday Meals	150	Total Worship	\$6,600
Meetings, Meals, Leadership Retreats	600	Total Expenses	\$132,278
Plates/Napkins/Cups	300	Additional Expenditures	
Supplies	250	Mortgage Principal	13,013
Total Hospitality	\$1,780	Capital Repair & Replacement	18,600
Lifespan Religious Education		Total Additional	\$31,613
Curricula	150		
Social Activities/Team Building	250	Total Expenditures	\$163,891
Supplies	750		
Training - DRE	1,000	Net Income	\$ -
Training - OWL	1,200		
Training - Teacher Development	200		
Total Lifespan Religious Education	\$3,550		

Nominations for Officers, Trustees and Nominating Committee

Below is the slate of nominees submitted by the Nominating Committee for election to serve in Fiscal Year 2015-16 (July 2015 – June 2016):

BBUUC Board

Eileen Morrison

President (1-year term, 2-term limit – this will be Eileen’s first term as President, was formerly VP)

Candace Gerding

Vice President (1-year term, 2-term limit – this will be Candace’s first term as VP, was formerly Trustee)

Dale Crawford

Treasurer (1-year term, no term limit – this will be Dale’s third term)

Madeline Sims

Secretary (1-year term, 2-term limit – this will be Madeline’s first term)

Ellen Miceli

Trustee (1-year term, completing the 2nd year of a vacated 2-year term)

Christine Rothberg

Trustee (1-year term, completing the 2nd year of a vacated 2-year term)

Don DeStephano

Trustee (first year of a 2-year term)

Nominating Committee:

(1 year term – 2 term limit – all eligible for second term)

Linda Crawford (Completed 1 year, plus previously appointed as mid-term replacement)

Pam Edwards-Roiné (This will be Pam’s first term)

Linda Mowers (This will be Linda’s first term)

Additional nominations may be made from the floor with the Nominee’s permission.

Respectfully Submitted by the 2014-15 Nominating Committee:

Linda Crawford, Ron Rothberg and Carl Shrader

Proposed Revisions of the
BYLAWS OF
BUCKMAN BRIDGE UNITARIAN UNIVERSALIST CHURCH
(Adopted February 8, 2015)

Key to proposed revisions:
Strike-through indicates deletions
Underline indicates additions

Article VII. COMMITTEES:

Section 1. Standing Committees: Standing Committees of the Church are: Caring, Facilities, Finance, Lifespan Religious Education, Membership, Hospitality, Programming, Public Relations and Communications, Social Action, Stewardship, and Worship. These committees shall consist of three or more persons and shall meet at least one time in any ninety-day period. A standing committee may organize and appoint temporary subcommittees to assist with the work of that standing committee without the approval of the Board of Directors. Any such temporary subcommittee shall dissolve automatically at the end of each fiscal year, but may be reinstated by the standing committee in the new fiscal year. The Board of Directors retains the discretion to supervise and dissolve any temporary subcommittee created by a standing committee. The formation, reinstatement, and dissolution of any such temporary subcommittee shall be promptly recorded in the minutes of that standing committee.

Section 2. Additional Committees: The Board of Directors may organize and appoint temporary committees to assist with the work of the Board. Any such committee shall dissolve automatically at the end of each fiscal year unless affirmatively reinstated by the Board of Directors in the new fiscal year. The formation, reinstatement, and dissolution of any Board- appointed temporary committee shall be promptly recorded in the Board minutes.

~~**Section 3. Financial Assistant:** A member of the Finance Committee shall serve as financial assistant and shall receive and safely deposit all monies donated to the Church. He/she shall respect the confidentiality of all personal pledges and payments.~~

Section 4. 3. Council of Committees: The committee chairs shall assemble as a Council of Committees at least once per quarter, presided over by the Board-appointed person, to network, review, and discuss church activities, and to identify any issues that would require support by the Board of Directors or Congregation.