



Buckman Bridge Unitarian Universalist Church

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May 6, 2021

To: **All BBUUC Members**

From: **Your Board**

Subject: **Preparatory Materials for the May 16, 2021 Annual Meeting and Election of Officers**

BBUUC Members,

Our Annual meeting will be on May 16 and it will be much like last year with the exception that there will be a maximum of 40 (vaccinated) people allowed to attend in person. Members can attend via Zoom or watch the live stream on YouTube. Remote viewing options will be sent out closer to the meeting.

We will require a **quorum** of at least 37 members to conduct business. **Proxy** votes will be held by in person attendees. If you wish to attend and hold proxy votes for other members send an email to proxy@bbuuc.org. If you cannot attend, please follow the link to register your proxy: <https://bbuuc.breezechms.com/form/537e3e74> For more information, the 2021 Proxy policy is available here: <https://www.bbuuc.org/wp-content/uploads/2021/05/proxy-voting-policy-for-2021-May-meeting.pdf>.

There is a YouTube presentation of the proposed **budget** at: <https://youtu.be/pr9V7qDcAB0>. You can also join a live Zoom Meeting on any of the dates below to discuss the budget and ask any questions you have about our church finances:

Tuesday, May 11, 2-3 PM OR Thursday, May 13, 7-8 PM OR Saturday, May 15, 1-2 PM:
<https://us02web.zoom.us/j/89766281171>

We will be voting on the **minutes** from the special congregational meeting last August and the 2021-2022 budget. These documents can be found in the attached Annual Report and also on the website: https://www.bbuuc.org/wp-content/uploads/2021/05/2020-21-Annual-Report_pages.pdf

We may need to vote on new **Board** members, but only if there is a contested ballot. Members have until 4 days prior to the Annual Meeting to register as a candidate, per the Bylaws. Floor nominations are only allowed for a Board officer position if no one has been nominated for that position before the meeting. Currently, the only open position is for Vice President. If there is no contest on the slate of officers presented by the Leadership Development Committee, then according to the Bylaws, the slate is automatically approved.

This is the plan folks. If you have questions, let me know.

Hope everyone is coping and keeping safe.
In faith and with hope,
Kris Kines
BBUUC President

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

1. **The Annual Meeting Agenda.**
2. **Minutes from the August 16, 2020 Special Congregation Meeting** submitted for approval.
3. **The Slate of Nominees** for election.
4. **The Proposed Fiscal Year 2021-22 Budget** from your Finance Committee, approved by the Board.



**Buckman Bridge
Unitarian Universalist Church**

Annual Meeting Agenda

May 16, 2021 • 1 PM

1. Call to Order
2. Establish Quorum
3. Approval of Minutes from the Special Congregational Meeting August 16, 2020
4. President's Report
5. Presentation of Slate of Officers, Trustees and Leadership Development Committee for 2021-22
 - a. Election of Officers, Trustees and Leadership Development Committee
6. Treasurer's Report
7. Presentation of Proposed Fiscal Year 2021-2022 Budget by Peg Christenson, Finance Chair
 - a. Action on Proposed Budget
8. Words from the Floor
9. Adjourn

Buckman Bridge Unitarian Universalist Church

Special Congregational Meeting

August 16, 2020

Vote to approve the hiring of Rev. Amy Moses-Lagos as BBUUC contract minister

Call to order: Kris Kines @ 11:30 a.m.

Chalice lighting and reading.

Quorum reached: 88 proxies (40 are required)

First order of business: Approve minutes from Congregational Meeting held May 17, 2020. Dale Crawford motioned to approve annual congregational meeting minutes. Don Culpepper seconded the motion. Congregational Meeting Minutes were approved (Votes: 77 approved, 10 abstained, 1 no.) Votes verified by Board President, Kris Kines and Program Chair, David Christenson.

Kris provided background for the second order of business and reason for meeting as the need for a congregational vote to approve the hiring of a 50% (half) time contract minister. Additionally, Kris presented the search and interview process conducted by the ministerial search committee, committee chair and staff member. All involved unanimously agreed on selection of Reverend Amy Moses-Lagos to be hired as BBUUC Contract Minister. Kris reviewed BBUUC bylaws for calling of a minister, Article 15, Section 1 which specifically refers to hiring a Called Minister. Kris read section 1B of the article, and further referenced Section 2 which is specific to an Acting/Contract Minister. Section 2 requires the approval of BBUUC Board of Directors, and a majority vote of the BBUUC Congregation, which is what this meeting is dealing with.

Motion presented by Board Vice President, Pam Richards and unanimously approved by the ministerial search committee and the Board is to approve hiring Reverend Amy Moses-Lagos for our half-time contract minister for two years, beginning September 1, 2020 continuing through August 31, 2022. Joanie Maskell seconded motion.

Kris opened the floor for comments and discussion:

- Joshua Dean spoke of importance of having chosen a minister with deep UU background
- Joanie Maskell asked if Reverend Amy will only be virtual. Kris confirmed she will be virtual right now with BBUUC having the ability to revisit her contract. Kris also noted that even if Reverend Amy only signed for one year, the Board of Directors can extend the contract for an additional year without a congregational vote since congregation approved two years during this meeting. Joann Carollo spoke applauding congregation for moving to such an important decision during such a difficult time (pandemic).
- Elizabeth DeCoux expressed gratitude to Ministerial Search Committee for doing a wonderful job.
- Chris Jarman relayed chat question presented by Meghan Kaminski asking if a copy of the contract is available for review. Kris deferred the question to Pam Richards (VP). Pam reported that the letter of agreement is not yet finalized (working out language) but the intent of the agreement is mutually agreed upon. Pam also noted that the contract, being an employment contract may be confidential to Reverend Amy and the Board of Directors. Meghan responded that she understood. No further questions or discussions.

Buckman Bridge Unitarian Universalist Church Special Congregational Meeting August 16, 2020 (Continued)

Kris requested a tally of votes from David Christenson. Revised count of participants who have submitted vote to 90 (increased from initial count):

80 Approved, 2 voted No, 8 have abstained. Motion passed to hire Reverend Amy Moses-Lagos as BBUUC contract, half-time minister.

Meeting business is concluded.

Closing reading and extinguishing of chalice.

Meeting ended: 11:47 a.m. EST.

Nominations for Officers, Trustees and Leadership Development Committee

Below is the slate of nominees submitted by the Leadership Development Committee for election to serve in Fiscal Year 2021-2022 (July 2021 – June 2022):

BBUUC BOARD:

David Christenson

President (1-year term, 2-term limit, this would be David's first term)

OPEN

Vice President (1-year term, 2-term limit, this would be first term)

Pam Richards

Treasurer (1-year term, no term limit, this would be Pam's first term)

Joann Carollo

Secretary (1-year term, 2-term limit – this would be Joann's first term)

Claudia Marshall

Trustee (2-year term, this would be Claudia's first term)

Henry Seng

Trustee (2-year term, this would be Henry's first term)

(Note: **Stacia Asimos** will complete the 2nd year of her 2-year term-
no vote required)

LEADERSHIP DEVELOPMENT COMMITTEE:

Heather Chapple (two year term)

Eileen Morrison (will complete the 2nd year of her 2-year term-
no vote required)

Madeline Sims (will complete the 2nd year of her 2-year term-
no vote required)

**Respectfully Submitted by the 2020-2021 Leadership Development Committee:
Linda Crawford, Eileen Morrison, and Madeline Sims**

Buckman Bridge Unitarian Universalist Church
Proposed Budget for Fiscal Year 2021-2022

	<u>Amount</u>		<u>Amount</u>
Revenue		Hospitality	
Contributions		Coffee Hour	700
Pledge Commitments	128,000	Annual Meeting Lunch	100
Unfulfilled Pledges	(12,800)	Paper Prod & Supplies	200
Total Pledge Donations	\$ 115,200	Total Hospitality	\$ 1,000
Donation General	3,500	Lifespan Religious Education	
Plate cash	4,000	Chalice Camp	150
Pledgers' additional donations	4,000	Curricula	500
Total Contributions	\$ 126,700	Social Activities/Team Building	200
Other Revenue		Supplies	100
Amazon Associates	160	Training & Development	600
Interest Income	1,000	Total LRE	\$ 1,550
Rental Income	1,400	Board Administered	
PPP Loan Forgiveness	10,154	Administration	
Annual Fundraising Income	10,000	Awards & Recognition	50
Total Other Revenue	\$22,714	Background Checks	600
Revenues Subtotal	\$149,414	Ministerial Expenses	3,400
Released from MSF	<u>6,943</u>	DRE Professional Expenses	1,000
Total Revenue	<u>\$ 156,357</u>	Office Supplies, Cartridges	200
		Postage and PO BOX 844	200
		Training for Office Staff	100
Expenses		Total Administration	\$ 5,550
Caring Committee		Denominational Affairs	
Chaplain Supplies	50	Gen Assembly Delegates	600
Special Recognition/Training	100	Total Denominational Affairs	\$ 600
Funeral Receptions	50	Denominational Dues	
Total Caring Committee	\$ 200	UUA APF Program	5,316
Facilities		Total Denominational Dues	\$ 5,316
A/V Equipment	300	Payroll Expenses	
Building Inspections	550	Babysitting/Nursery Care	1,200
Building Repairs & Maint	200	Office Asst - Gross Wages	5,000
Grounds Maintenance	3,120	DRE – Gross Salary	36,000
Cleaning Service	500	DRE – Long Term Disability	468
Cleaning Equip & Supplies	500	Sexton/Custodian (EE 2021)	7,250
Computer	500	Employer Payroll Taxes	3,819
Security/Fire Alarm Monitoring	720	Minister – Base Salary	34,000
Utilities: Electric, water	4,043	Minister – In Lieu of FICA	2,601
Utilities: Solid Waste	179	Minister – LTD, PFML	535
Utilities: Phone, internet, cable	2,016	Payroll Adjustments / raises	1,200
Total Facilities	\$ 12,253	Total Payroll Expenses	\$ 92,072
Finance		Total Board Administered	\$ 103,538
Bank Fees	600	Membership	
Fees - Govt	180	Class Material, Packets/Gifts	450
SaaS Software - QBO, CMS, Payroll, ZOOM	1,900	Total Membership	\$ 450
Insurance - P&L, WC	9,000		
Total Finance	\$ 11,680		

Proposed Budget for Fiscal Year 2021-2022 (continued)

	<u>Amount</u>		<u>Amount</u>
Promissory Note Interest		Promissory Note Principal	
Interest Payment - Aug, Nov	4,451	Promissory Note Principal	7,135
Total Promissory Note Interest	\$ 4,451	Aug, Nov Payments	
Public Relation & Comm		Transfers to Reserves	
Advertising	100	Capital Repair & Replacement	0
Community Event Exposure	300		
Literature & Promotions	300		
Website & Internet	400	Total Additional Expenditures	\$ 7,135
Total PR & Communication	\$ 1,100		
Social Action Committee		Total Expenditures	\$ 156,357
Social Action Events	550		
Justice Florida	150	Change in Net Assets After All	
Total Social Action	\$ 700	Expenditures	\$ -
ICARE			
ICARE Dues	1,000		
Training & Transportation	500		
Total Social Action	\$ 1,500		
Worship			
Memorial Hymnals	500		
Music (special) Honorarium	3,000		
Speaker	6,800		
Worship Team Training	500		
Total Worship	\$ 10,800		
Total Operating Expenses	\$ 149,222		
Change in Net Assets	\$ 7,135		