

**Borderlands UU Congregation  
Board of Trustees Minutes  
September 19, 2023**

The September 19, 2023 board meeting of Borderlands UU Congregation was brought to order by President Russ Peterson at 1:08 p.m. MST via zoom and in-person at BUU. Those present included Russ Peterson, Lorelei Schober, Barbara Lemmon, Diane Farone, Nancy Murphy, Deana Brooks, Jan Lathrop, Ken Lopez, Tobe Jensen, and Jermain Lowe, and those on zoom included Deb Mitchell, Michael King, Kathleen Creten, Martha House, Larry Parker, and Charlie Golec.

**Chalice Lighting**

- Russ Peterson asked Martha House to light the chalice and called the meeting to order.

**President's Report**

- Russ returned to Green Valley on September 15 and future Board meetings will be both in person and online via zoom.
- Russ received the resignations of Marilyn Taylor and John Kron from the Board. Barbara Lemmon moves and Deb Mitchell seconds; the Board accepts resignation.
- Russ nominated Michael King to serve as secretary of the board to serve until June 30, 2024, filling the term of Marilyn Taylor. Lorelei Schober moves and Kathleen Creten seconds; the Board accepts nomination.
- Russ nominated Mary Arrigoni as a member at large to serve until June 30, 2025, filling the term of John Kron. Lorelei Schober moves and Deb Mitchell seconds; the Board accepts nomination.

**Minutes of the August 15, 2023 meeting**

- the board meeting minutes were approved as amended.

**Treasurer's Report**

- The recent spreadsheet is available at the end of the minutes. There was a clarification between the meditation garden and the memorial garden (which includes the sponsored bricks). Lorelei moves and Kathleen seconds; the Board approves the report.

**Old Business**

- Committee Fair Plans
  - Lorelei Schober is planning a Committee Fair for November 12, which will give people further information on the function of the various

- committees & invite interested friends & members to participate in their various activities.
- The Program Council will meet on October 26. The BUU Vice President is charged with chairing the council. It will be called the “Coordinating Council” instead of Program Council. The various Committee Chairs will meet then.
  - Committee Revision Report
    - Russ summarized the plan for restructuring the committee functions within the Congregation as follows:
      - The work of Borderlands Unitarian Universalist Congregation is accomplished by the Board, the minister (if one is employed), and nine **sustaining committees**. Six of these sustaining committees are stand-alone: **Buildings and Grounds, Membership, Nominating, Personnel, Social Justice (formerly known as Outreach) and Worship Arts**
      - The remaining sustaining committees are grouped under an umbrella:
        - ◇ **Finance** (including the following component committees: Finance, Endowment, Fund Raising, and Pledge Drive)
        - ◇ **Communications** (including Unitel, Publicity, Website, and Technology)
        - ◇ **Congregational Life (formerly known as Inreach)** (including Lay Pastoral Care, Hospitality, Caring Clusters, and Forums)
          - In addition, Congregational Life includes several **groups**: Book Group, Men’s group, Women’s Retreat, Women’s International Day, and other activities that constitute the on-going life of the congregation.
    - Each component committee under an umbrella grouping is autonomous. That is, each component will have its own chairperson, membership, and determine its own agenda.
    - Except for the Personnel and Nominating Committees that report directly to the Board, all other sustaining committees will report to the Coordinating Council that has the responsibility of ensuring that the projects of each committee are not redundant and mesh together rather than conflict.
    - The Coordinating Council will be chaired by the Vice President of the Board and will be comprised of chosen representatives of each sustaining committee or component, i.e., comprised of the Vice President and nine representatives.
      - They will meet monthly.
    - *The Board approved this proposal* (Kathleen moves, Deb seconds; board

- approves)
- Vision and Mission Report (strategic planning)
  - Nancy Murphy described the BUU Mission & Vision Project, aimed at developing a series of facilitated BUU activities that will lead to updated Mission/Vision statements along with supporting Core Values. The plan is to review and update these statements every 3-5 years. The plan was discussed, and the project encouraged to proceed.
  - Nancy Murphy, Jan Lathrop, and Tobe Jensen formulated the committee.

## **New Business**

- Recommendations to Form a Search Committee for a Minister
  - The Worship Arts Team made recommendations to begin a search for a minister as follows:
    - Form a Search Committee; Diane Farone has volunteered to chair the committee.
    - The team would consist of three to five members. Members would be invited by the Chair subject to approval by the Board at its October meeting.
    - Planning how best to obtain congregational input and carrying out that plan by mid-November.
    - Updating the information on the UUA website in December. The ad would go live by the end of the calendar year.
    - Remaining as a team to receive candidates, obtain references for candidates, and make a recommendation to the Board. Timing depends on when we get any indication of interest by a candidate or candidates.
  - The proposal also is asking approval of a budget for the search and compensation and benefits for the minister; but this was not formalized, as the plan is still under discussion.
  - Authorize a search team: 4 accepted with expression of interest – search meeting could look into a targeted search.
    - Potentially look into a ‘targeted minister program’, a short term solution.
    - Lorelei proposes, Barbara Lemmon seconds, discussion of search committee; the motion passes.
- Tree removal discussion
  - An issue has arisen with a mesquite tree overlooking the roof in the southeast corner of the church that is dropping mesquite pods onto the roof, is damaging the roof, and the roots potentially interfering with the septic system.

- After a lengthy discussion and request for clarification, Russ Peterson introduced the following motion, seconded by Kathleen Creten:
  - The Board authorizes the removal at no cost to BUU of the mesquite tree at the southeast corner of the building.
  - The Board requires the Building and Grounds committee to submit items with attached costs by October 10th for projects that must be accomplished within the next few months, e.g., chopping up and removing two dead pine trees, removing debris left from removing the mesquite tree, repairing either part or all of the roof, refurbishing the space vacated by the Amado Youth Center sometime after October 4th, and other projects that are currently under discussion by the buildings and grounds committee.
  - By the end of the day November 13th, the buildings and grounds committee is required to present to the board a comprehensive one to five year plan for required maintenance and anticipated projects along with cost estimates so that the board can discuss and vote on it at the November Meeting and then budget for it in the 2024-25 budget and thereafter.
  - *The Board approved this motion.*
- The Board recognizes that despite the best planning, unexpected emergencies will occur. If Building and Grounds feels there is a necessary, emergency expenditure that is not budgeted for, the request needs to come to the board for funding before the expenditure is committed to.

### **Chalice Extinguishing**

- Russ extinguished the chalice at 3:36 pm MST.

**The meeting was adjourned.**

*Michael King, Secretary*

<b>Borderlands UU</b>		
<b>Annual Budget Percentage for All Funds as of 08/31/2023</b>		
		<b>Year is 17% complete</b>
<b>Account</b>	<b>Actual</b>	<b>Annual Budget</b>
<b>Revenues</b>		
CARRYOVER REVENUES PRIOR YEAR	56,659.90	56,660.00
Endowment Revenues	110,000.00	0.00
Non Pledge Contributions of Record	0.00	100.00
Bean Bag Chairs Amado Youth	50.00	0.00
SubTotal Non Pledge Contributions of Record	50.00	100.00
PLEDGE INCOME	25,693.76	106,835.00
Prior year pledge	910.00	0.00
SUNDAY PLATE	2,971.78	11,000.00
FUND RAISING	0.00	4,500.00
Art Gallery Sales	78.60	0.00
Rummage Sale	0.00	1,500.00
SubTotal FUND RAISING	78.60	6,000.00
MISCELLANEOUS INCOME	10.00	0.00
RENT	1,650.00	1,200.00
<b>Total Revenues</b>	<b>198,024.04</b>	<b>181,795.00</b>
<b>Expenditures</b>		
Building Maintenance Reserve	0.00	7,000.00
INREACH	0.00	0.00
HOSPITALITY & FELLOWSHIP EVENTS	0.00	1,200.00
SubTotal INREACH	0.00	1,200.00
INSTITUTIONAL SUPPORT	0.00	0.00
AFFILIATION DUES-MEMBERSHIPS-etc	0.00	0.00
AZ Annual Corporation Tax	0.00	10.00
UUA Per-Member Dues	0.00	5,000.00
SubTotal AFFILIATION DUES-MEMBERSHIPS-etc	0.00	5,010.00
BUILDING AND GROUNDS	0.00	0.00
ATROA Dues and Assessments	0.00	1,200.00
Building Supplies	799.91	3,300.00
Hired Maintenance and Repair	2,318.65	3,000.00
HVAC Maintenance Contract	130.00	780.00
Property and Liability Insurance	742.76	3,800.00
security service	148.18	1,370.00

Sound and Tech Systems Maint	0.00	300.00
trash collection	254.60	1,120.00
utilities electric	1,186.80	4,800.00
water and fire suppression	485.50	2,470.00
SubTotal BUILDING AND GROUNDS	6,066.40	22,140.00
FINANCE SUPPORT	0.00	0.00
Bank Reconciliation	33.00	0.00
Fundraising Expenses	0.00	500.00
Icon fees	0.00	590.00
Stewardship	66.00	200.00
SubTotal FINANCE SUPPORT	99.00	1,290.00
OFFICE EXPENSE	0.00	0.00
Copier Monthly Service Contract	128.76	40.00
PerCopy Fees	219.85	2,690.00
Post Office Box	0.00	80.00
Supplies	329.97	650.00
Technology	0.00	1,000.00
Telephone and Internet	498.44	1,565.00
SubTotal OFFICE EXPENSE	1,177.02	6,025.00
PERSONNEL	0.00	0.00
CUSTODIAN SALARY	1,980.00	12,870.00
EMPLOYER PAYROLL TAXES	393.48	2,810.00
Minister Group Life	0.00	750.00
MINISTER HOUSING	0.00	18,100.00
Minister Professional Development	0.00	1,000.00
Minister Retirement	0.00	1,500.00
MINISTER SALARY	0.00	49,000.00
MUSIC DIRECTOR SALARY	0.00	10,000.00
OFFICE MANAGER SALARY	3,163.50	18,000.00
Other Personnel Expense	0.00	375.00
Workers Compensation Insurance	561.00	800.00
SubTotal PERSONNEL	6,097.98	115,205.00
SubTotal INSTITUTIONAL SUPPORT	13,440.40	149,670.00
MEMORIAL MEDITATION GARDEN	0.00	0.00
Meditation Garden Bricks	530.56	0.00
Meditation Garden Construction Expense	136.46	0.00
Meditation Garden Maintenance	472.14	900.00
SubTotal MEMORIAL MEDITATION GARDEN	1,139.16	900.00

OUTREACH	0.00	0.00
50% Plate Share	701.06	5,500.00
Baja 4 Projects	0.00	1,500.00
Membership	0.00	550.00
Publicity & Promotion	216.00	1,500.00
SubTotal OUTREACH	917.06	9,050.00
SPIRITUAL NOURISHMENT	0.00	0.00
MUSIC PROGRAM	0.00	0.00
Accompanist	600.00	8,600.00
Music Supplies	0.00	200.00
Piano Tuning and other costs	0.00	300.00
SubTotal MUSIC PROGRAM	600.00	9,100.00
SUNDAY SERVICES	0.00	0.00
Pulpit Supply	0.00	8,100.00
Sunday Speakers	0.00	800.00
SubTotal SUNDAY SERVICES	0.00	8,900.00
SubTotal SPIRITUAL NOURISHMENT	600.00	18,000.00
Stripe Fees	36.45	200.00
<b>Total Expenditures</b>	<b>16,133.07</b>	<b>186,020.00</b>
<b>Summary</b>		
<b>Total Revenues</b>	<b>198,024.04</b>	<b>181,795.00</b>
<b>Less Endowment Income</b>	<b>-110,000.00</b>	
<b>Total Expenditures</b>	<b>-16,133.07</b>	<b>186,020.00</b>
<b>Net</b>	<b>71,890.97</b>	<b>-4,225.00</b>