

**Borderlands Unitarian Universalist Congregation**  
**Board of Directors Minutes**  
**December 19, 2023**

The December 19, 2023 board meeting of Borderlands UU Congregation was brought to order by President Russ Peterson at 1:01 p.m. MST via zoom.

Those present included Russ Peterson, Lorelei Schober, Mary Arrigoni, Michael King, Kathy Creten, Deb Mitchell, Barbara Lemmon, Jeanne Macauley, Deanna Brooks, Ken Lopez, Carol Hoy, and Jermain Lowe.

**Chalice Lighting**

- Russ Peterson lit the chalice and called the meeting to order.

**President's Report**

- Russ said he was adding a new item to the agenda concerning mouse infiltration in the kitchen.

**Minutes of the November 21, 2023 meeting**

- The board meeting minutes were approved.

**Treasurer's Report**

- The recent spreadsheet is available at the end of the minutes.
- After discussion, Kathy moves, and Mary seconds, the treasurer's report; the Board approves the report.
- Deb proposed two alterations to the budget.
  - Add \$600 to office supplies, by transferring funds from the minister's housing account, which is not needed as there is no minister to be housed.
  - Add \$2,000 to Social Justice to fund the Amado Youth Center audiovisual equipment, by transferring funds from the minister's housing account.
  - Lorelei moves and Michael seconds these budget adjustments, and the Board approves.

**Old Business**

- The BUU Auction will go live on December 27 and is being organized by Deb Mitchell and Diana King. At that point members can begin to make donations and register (<https://virtualauction.bid/buu2024>).
  - Online bidding starts on January 1 and closes February 1 at 7:00 pm.
  - The Unitel can publicize items to donate.

- Anything donated after January 28 will be offered for in-person bidding at the live auction event.
- The live auction event at the Church will be on February 3.
- Nancy Murphy was not present for visioning report, but we received the following report:
  - We are currently continuing the effort of signing up participants for the four discussion group dates. (January 11th & 19th and February 2nd & 9<sup>th</sup>). So far, approximately 40 individuals have signed up. This includes members and friends. Task Force members have been actively recruiting participants face-to-face before and after Sunday services.
  - The Task Force held its first zoom meeting with Rev. Don Rollins on 11/30/23. He is serving as a consultant to the team. The entire Team appreciated his insights, questions and advice. He will work with us when he is asked, and he will support the importance of BUU having a clear and concise Mission & Vision in one or more of the upcoming Sunday services he will be leading for BUU via zoom. At this point, we anticipate consulting with him after the discussion groups have been held.
  - Tobe Jensen and Nancy are drafting the agenda, script and materials for the discussion groups in January & February. Jan Lathrop and Carol Hoy are working on ways to continuously communicate the work of this project to the congregation through the Unitel and Sunday announcements.
- Coordinating Council
  - The budget process was explained by our office manager, Jermain. Budget requests are due December 20
  - The results of the “Talents and Skills” sheets are easy to access and obtain a list of those interested in a specific committee from Jermain.
    - Less than 30 people filled out these forms.
- Committee Fair coming up on January 7 after service.
  - Each committee chair will have a table
  - Chair will be listed and when they meet.
  - It will be up to each committee to decide how to present what they do as a committee
    - People can find out what the committee does, and sign up if interested.
- AED donation and acceptance agreement
  - Required training before we can get free AED.
    - January 15 by REACT (Resuscitation Education and CPR Training) at the University of Arizona (Sarver Heart Center), 11:00 am.

- Up to 10 people can attend.
- Ensure that we will always have staff who know how to use the AED.
- We need to keep equipment maintained to the manufacturer's schedule and care.

### **New Business**

- Mouse droppings in dishes and silverware in kitchen
  - Joe Guertin has put seal under kitchen door.
  - Professional service effective for a month and then mice are back in.
  - Ask Joe to continue work on kitchen door and other sources of entry and not hire extermination service.
- Deanna Brooks reported no mice since Amado Youth moved out, but now we have started to get mice again. He has put traps down and sealed door. Mice in library that Youth Group used and kept food.
- 4 traps out on Veranda by sheds. Lady Bug was not efficient. We now use the same bait that Lady Bug uses, and it is effective.
- 5 new back doors that are much better sealed, and we have traps checked every day, but removed on Sunday so they don't stress out attendees. Outside traps are checked and rebaited regularly.
- Mary motions to delay hiring exterminator for one month, continue to track the mouse, then assess, then revisit if need to hire an evaluator; Deb seconds; Board approves.
- Lorelei working on insurance claim for library books (~\$5/book) to see if claim will file (estimated cost of \$1500).
  - Insurance has a \$1000 deductible so making a claim is not reasonable.
  - With the confirmed deductible of \$1000, we decided not to file claim and to dispose of all the books.

### **Additional Note**

- Women's retreat donated money for dishwasher, so we have a nice dishwasher. Dishes, coffee cups, and dinnerware are washed regularly now.

### **Chalice Extinguishing**

- Russ extinguished the chalice at 2:11 pm MST.

**The meeting was adjourned.**

*Michael King, Secretary*

<b>Borderlands UU</b>		
<b>Annual Budget Percentage for All Funds as of 11/30/2023</b>		
<b>Year is 42% 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
Meditation Garden Revenues	55.00	0.00
Non Pledge Contributions of Record	0.00	100.00
PLEDGE INCOME	50,303.53	106,835.00
Prior year pledge	3,400.00	0.00
SUNDAY PLATE	8,503.26	11,000.00
FUND RAISING	0.00	0.00
Art Gallery Sales	1,185.60	0.00
Auction	0.00	4,500.00
Book Cart Sales	13.00	0.00
Rummage Sale	1,606.08	1,500.00
SubTotal FUND RAISING	2,804.68	6,000.00
MISCELLANEOUS INCOME	24.39	0.00
RENT	2,700.00	1,200.00
REWARD PROGRAMS	32.07	0.00
<b>Total Revenues</b>	<b>234,482.83</b>	<b>181,795.00</b>
<b>Expenditures</b>		
COMMUNICATIONS	0.00	0.00
Publicity & Promotion	640.00	1,500.00
Technology	357.00	1,000.00
Unitel	0.00	1.00
Website	0.00	1.00
SubTotal COMMUNICATIONS	997.00	2,502.00
CONGREGATIONAL LIFE	0.00	0.00
Caring Clusters	0.00	1.00
Forums	0.00	1.00
Hospitality	0.00	1.00
Hospitality and Fellowship Events	158.41	1,200.00
Lay Pastoral Care	1.00	1.00
Petty Cash	0.00	1.00
SubTotal CONGREGATIONAL LIFE	159.41	1,205.00
INSTITUTIONAL SUPPORT	0.00	0.00
AFFILIATION DUES-MEMBERSHIPS	0.00	0.00
AZ Annual Corporation Tax	10.00	10.00
UUA Per-Member Dues	1,250.00	5,000.00
SubTotal AFFILIATION DUES-MEMB	1,260.00	5,010.00
BUILDING AND GROUNDS	0.00	0.00
ATROA Dues and Assessments	0.00	1,200.00
Building Maintenance Reserve	0.00	7,000.00

Building Supplies	1,494.90	3,300.00
Hired Maintenance and Repair	3,360.15	3,000.00
HVAC Maintenance Contract	325.00	780.00
Property and Liability Insurance	1,856.90	3,800.00
Security service	339.18	1,370.00
Sound and Tech Systems Maint	0.00	300.00
Trash collection	702.83	1,120.00
Utilities electric	2,530.20	4,800.00
Water and fire suppression	1,213.75	2,470.00
SubTotal BUILDING AND GROUNDS	11,822.91	29,140.00
FINANCE SUPPORT	0.00	0.00
Endowment Distribution	0.00	1.00
Fundraising Expenses	0.00	500.00
Stewardship	66.00	200.00
SubTotal FINANCE SUPPORT	66.00	701.00
OFFICE EXPENSE	0.00	0.00
Copier Monthly Service Contract	225.33	484.00
Icon fees	177.00	590.00
PerCopy Fees	622.39	2,246.00
Post Office Box	0.00	80.00
Supplies	625.82	650.00
Telephone and Internet	1,249.00	1,565.00
SubTotal OFFICE EXPENSE	2,899.54	5,615.00
PERSONNEL	0.00	0.00
CUSTODIAN SALARY	4,950.00	12,870.00
EMPLOYER PAYROLL TAXES	1,103.13	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	47,000.00
MUSIC DIRECTOR SALARY	1,581.25	10,000.00
OFFICE MANAGER SALARY	7,888.50	18,000.00
Other Personnel Expense	75.00	375.00
Workers Compensation Insurance	561.00	800.00
SubTotal PERSONNEL	16,158.88	113,205.00
SubTotal INSTITUTIONAL SUPPORT	32,207.33	153,671.00
MEMBERSHIP	0.00	0.00
Membership	58.24	550.00
SubTotal MEMBERSHIP	58.24	550.00
MEMORIAL MEDITATION GARDEN	0.00	0.00
Meditation Garden Construction Expen	1,081.05	0.00
Meditation Garden Maintenance	747.85	900.00
Memorial Garden Bricks	530.56	0.00
SubTotal MEMORIAL MEDITATION GAR	2,359.46	900.00

MISSION AND VISION	0.00	0.00
Mission and Vision	0.00	2,000.00
SubTotal MISSION AND VISION	0.00	2,000.00
Bank Reconciliation	33.00	0.00
SubTotal ACCOUNTING AND LEGAL	33.00	0.00
SubTotal ORGANIZATIONAL SUPPORT	33.00	0.00
SOCIAL JUSTICE	0.00	0.00
50% Plate Share	3,024.15	5,500.00
Baja 4 Projects	0.00	1,500.00
SubTotal SOCIAL JUSTICE	3,024.15	7,000.00
WORSHIP ARTS	0.00	0.00
MUSIC PROGRAM	0.00	0.00
Accompanist	2,300.00	8,600.00
Guest Musicians	200.00	0.00
Music Supplies	13.00	200.00
Piano Tuning and other costs	0.00	300.00
SubTotal MUSIC PROGRAM	2,513.00	9,100.00
SUNDAY SERVICES	0.00	0.00
Pulpit Supply	300.00	8,100.00
Sunday Speakers	200.00	800.00
SubTotal SUNDAY SERVICES	500.00	8,900.00
SubTotal WORSHIP ARTS	3,013.00	18,000.00
Stripe Fees	105.84	200.00
<b>Total Expenditures</b>	<b>41,957.43</b>	<b>186,028.00</b>
<b>Other Financial Sources-Uses</b>		
Transfers In	16,217.43	0.00
Transfers Out	-16,217.43	0.00
<b>Total Other Financial Sources-Uses</b>	<b>0.00</b>	<b>0.00</b>
<b>Summary</b>		
<b>Total Revenues</b>	<b>234,482.83</b>	<b>181,795.00</b>
<b>Total Expenditures</b>	<b>41,957.43</b>	<b>186,028.00</b>
<b>Total Other Financial Sources-Uses</b>	<b>0.00</b>	<b>0.00</b>
<b>Endowment Revenues</b>	<b>-110,000.00</b>	
<b>Net</b>	<b>82,525.40</b>	<b>-4,233.00</b>