

**Borderlands UU Congregation**  
**Board of Directors Minutes**  
**October 17, 2023**

The October 17, 2023 board meeting of Borderlands UU Congregation was brought to order by President Russ Peterson at 1:03 p.m. MST via zoom and in-person at BUU. Those present included Russ Peterson, Lorelei Schober, Mary Arrigoni, Diane Farone, Nancy Murphy, Jill Pawlowski, Carol Hoy, Ken Lopez, Tobe Jensen, Ann Westrope, Dar Goatley, and Jermain Lowe, and those on zoom included Deb Mitchell, Michael King, Kathleen Creten, Barbara Lemmon, Martha House, Marilyn Taylor, and Charlie Golec.

**Chalice Lighting**

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

**President's Report**

- Russ sent a link to the board of many policies of the past that have either been ignored, or the name of the church changed.
  - He would like to review these policies and either update them, accept them, or otherwise confirm these policies.
  - Mary Arrigoni volunteered to be one of 2-3 people to review and examine all of them and suggest approval, updating if necessary, or implementation. Lorelei Schober agreed to help in this review.

**Minutes of the September 19, 2023 meeting**

- The board meeting minutes were approved as amended.

**Treasurer's Report**

- The recent spreadsheet is available at the end of the minutes. In addition, the quarterly balance sheet for BUU is available.
- Questions were raised about two line-items in the quarterly balance sheet (CBB and Ukraine). No distribution of funds for Ukraine have been made because no one knows who requested it and where the funds should go. The CBB (Caring Beyond Belief) is also uncertain who the funds are to go to. This lack of follow through and informality is disturbing.
- After discussion, Kathleen moves and Lorelei seconds the treasurer's report; the Board approves the report.

**Old Business**

- Committee Reports

- The Coordinating Council will hold its first meeting on October 26 at 10:00 am. The BUU Vice President is charged with chairing the council. The various Committee Chairs will meet then.
- On Saturday, December 9th at 2:00 pm we will celebrate our 30th Anniversary of becoming affiliated with the UUA.
- Lorelei Schober is planning a Committee Fair that has been rescheduled for January 7<sup>th</sup> after the service. This will give people further information on the function of the various committees & invite interested friends & members to participate in their various activities.
- Lorelei is working on the purchase of an Automated External Defibrillator (AED) for our sanctuary.
- Pastoral Care Committee
  - Jill Pawlowski organized a Lay Pastoral Care Committee
  - Training for care givers to be held on November 2 (9:00 am -3:00 pm)
  - Mission Statement
    - The lay pastoral care team is a lay led ministry that provides a confidential, caring, and supportive presence to congregants undergoing stressful life challenges and creates opportunities for spiritual growth.
  - Draft advertising
    - How to get help at BUU
    - Who to get in touch with (caring clusters for meals, rides, etc., updated caring cluster leaders group, lay pastoral care team, Pastor (if one present)
    - Jill volunteers to serve as pastor designate until one is present.
- 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* (Mary moves, Barb seconds; board approves)
- Vision and Mission Report (strategic planning)
  - Nancy Murphy, Tobe Jensen, Jan Lathrop, and Judy Sullivan formulated the mission/vision task force.
  - Project Goals: To create updated BUU Mission/Vision statements based on input from at least 80% of the BUU members and friends. The project will have two phases.
    - Phase I: Identify BUU Core Values (October 2023-March 2024)
      - Recruit additional Task Force members to assist with the focus group work in January & February. (October-November)
      - Task Force will consult with UUA District Staff (via zoom in October) to get project plan suggestions; meet with Coordinating Council (10/26/23) to discuss project calendar and activities; meet with Worship Arts (10/26/23) to discuss possible use of Sunday Services for project support; meet with Board of Directors (10/17/23) to provide project update and request funding.
      - Article in the October Unitel to include project description and calendar for Phase I.
      - Start collecting sign-ups in early November for January & February focus group events scheduled on two dates in January &

two dates in February). Each focus group will have a max of 8 participants and will last 1½ hrs. followed by a Happy Hour. Two focus groups will occur simultaneously on each date. In the end, this would result in 64 people participating. The focus group participants will use a facilitated process to identify the priority core values they individually wish to see adopted for BUU.

- Implement a follow-up plan to collect input from members/friends who did not participate in a focus group.
- Design and facilitate a congregation-wide event that identifies the priority core values of BUU (March 2024)
- Evaluate Phase I activities identifying Core Values and report Phase II recommendations to the Board of Directors (March 2024) to include additional funding request if needed.
- Phase II: Create Mission/Vision Statements (March-April 2024)
- Budget Request
  - \$70 - first class mailing to BUU Members (envelopes & postage)
  - \$350 - group activity materials (easel, flip charts, markers, long roll paper, dots for prioritizing)
  - \$500 – refreshments for 4 focus group events & 1 whole congregation event
  - \$1000 – consulting expenses (to cover zoom consulting with Rev. Don or possible exp. for Rev. Sarah Millspaugh to come in person, if needed.)
  - \$80 – unanticipated expenses
- The Board approved the proposed budget (but likely less than the \$1000 consulting expense planned) to be funded out of the ministerial line item.
  - Barb moves, Lorelei seconds, and the board approved this budget and plan.
- Minister Search Committee Report
  - A search committee has been formed, consisting of Diane Farone (chair), Judy Harmer, Martha House, Michael Karl, and Bruce Sillers.
  - **Targeted ministry**
    - We decided not to recommend a Targeted Ministry to the Board. Two months is not enough time to make a difference and what we need to be seeking is stability. The cost outweighed the benefits we could receive.
  - **Contract minister**
    - We request that the Board authorize us to search for a full-time contract minister on a one-year renewable contract. We also request

that the Board authorize the attached budget for the search and compensation package for a one-year contract minister.

- November 8 meeting – have to write a profile for the UUA website, including some new questions UUA requires, for posting on UUA web site.
- Most contract ministers are looking for search from early December to early May.
- Most expect to start August 1.
- November 7 service focused on what we want to be: (i) are we a church, (2) what would a minister contribute to a church, (3) what do we have to offer to a minister?
  - These questions will be published in the Unitel for people to consider.
- **Budget request**
  - Budget proposed to include minister salary, health insurance, retirement, disability insurance, professional development, dental insurance, and life insurance [\$79,185].
  - An additional allowance of up to \$10,000 for moving expenses (if needed).
- Kathleen moves, Michael seconds, and the board approves the budget request to proceed in a contract minister search.
  - It is likely to come out of 2024-2025 budget year.

## **New Business**

- Changes in Endowment Policy
  - Ann Westrope presented an amended and restated endowment policy.
  - The Board voted to approve the amended endowment policy, which will now have to be approved by the Congregation at large (ca. mid-December). Key elements include:
    - Board of Trustees
      - Distribution of 4% of the endowment fund to contribute to the operating budget of the church.
      - Emergency situations that would have a significant negative impact on the church would not allow reduction below \$1,100,000.
    - Endowment Committee
      - Dividend and interest income will be routinely reinvested in the Endowment Fund.
      - No annual distribution of principal may reduce the current value below \$1,100,000.
  - Contributions to the Fund

- Until such time as the Memorial and Meditation Gardens become a part of BUU's regular budgeting process, cash gifts of less than \$200 made in honor of past members will be allocated to the Memorial Garden Fund
- Deb moves, Kathleen seconds, and the Board tentatively approves plan, subject to the approval by the Congregation at large.
  - We do not know if this new policy satisfies State of Arizona law.
  - We should follow up with legal advice from nonprofit lawyer in Arizona.
- Request for Funding from Building and Grounds
  - At the request of the Board, the Building & Grounds committee submitted items and attached costs of various needed maintenance projects.
  - In addition to their current budget, items that need work include removing dead trees, renting a chipper for tree branch clearing following mesquite tree removal, roof coating and repair.
  - Proposal to cover these costs from the Building & Grounds reserve fund (\$12,417.43) and the remainder of the costs from the donations for future years account (that was received a couple of years ago) (\$2,675.57)
  - In addition, there is a desire to spend an additional \$3,200 to cover costs of finishing the memorial gardens and purchasing a plaque honoring Jim Hoy.
    - Proposal to use the Building & Grounds reserve fund (\$12,417.43), approve moved by Deb, seconded by Kathleen. Passed.
    - Proposal to obtain the remainder ( $(\$2,675.57 + \$3,200 = \$5,875.57)$ ) from the donations for future years account balance that is unrestricted, moved by Lorelei, seconded by Deb. Passed.
- Rodent Problems
  - The BUU Library was straightened out, and in the process, it was discovered that there were mice feces and urine everywhere and essentially on every single book.
  - Dar Gateley and Michael Karl, who reorganized the library, determined that rodent droppings can cause hantavirus, hemorrhagic fever, salmonellosis, and lymphocytic choriomeningitis.
  - Though the library books are organized; there are many books that have been checked out for years and never returned, and obscure books of little interest.
  - Recommended that all books be discarded.
  - Motion to dispose of all books made by Kathleen, seconded by Deb; board approves.

- Need to hire a pest company to eradicate and secure area.

### **Future Agenda Items**

- Handling of Board Minutes.
- Bylaws Revision.
- Job Descriptions.

### **Chalice Extinguishing**

- Russ extinguished the chalice at 3:16 pm MST.

**The meeting was adjourned.**

*Michael King*, Secretary

<b>Borderlands UU</b>		
<b>Annual Budget Percentage for All Funds as of 09/30/2023</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
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>197,974.04</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	1,250.00	5,000.00
SubTotal AFFILIATION DUES-MEMBERSHIPS-etc	1,250.00	5,010.00
BUILDING AND GROUNDS	0.00	0.00
ATROA Dues and Assessments	0.00	1,200.00
Building Supplies	880.05	3,300.00
Hired Maintenance and Repair	2,318.65	3,000.00
HVAC Maintenance Contract	130.00	780.00
Property and Liability Insurance	1,114.14	3,800.00
security service	225.18	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	6,594.92	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	15,218.92	149,670.00
MEMORIAL MEDITATION GARDEN	0.00	0.00
Meditation Garden Construction Expense	136.46	0.00
Meditation Garden Maintenance	493.12	900.00
SubTotal MEMORIAL MEDITATION GARDEN	629.58	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	324.00	1,500.00
SubTotal OUTREACH	1,025.06	9,050.00
SPIRITUAL NOURISHMENT	0.00	0.00
MUSIC PROGRAM	0.00	0.00
Accompanist	700.00	8,600.00
Music Supplies	0.00	200.00
Piano Tuning and other costs	0.00	300.00
SubTotal MUSIC PROGRAM	700.00	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	700.00	18,000.00
Memorial Garden Construction	0.00	0.00
Meditation Garden Bricks	530.56	0.00
SubTotal Memorial Garden Construction	530.56	0.00

Stripe Fees	36.45	200.00
<b>Total Expenditures</b>	<b>18,140.57</b>	<b>186,020.00</b>
<b>Summary</b>		
<b>Total Revenues</b>	<b>197,974.04</b>	<b>181,795.00</b>
<b>Total Expenditures</b>	<b>18,140.57</b>	<b>186,020.00</b>
<b>Net</b>	<b>179,833.47</b>	<b>-4,225.00</b>

<b>Borderlands UU-Balance Sheet</b>	
<b>Statement of Financial Position For All Funds as of 09/30/2023</b>	
<b>Assets</b>	
<b>Bank</b>	
Amado Checking Account BOA 9240	43,278.76
Building Maintenance BOA 8525	12,417.43
Capital Reserve BOA 0032	2,590.34
Operating Reserve BOA 8664	30,167.82
Charles Schwab Endowment Account	1,353,238.99
<b>Total Bank</b>	<b>1,441,693.34</b>
<b>Fixed Assets</b>	
Placita del Sol Building and Land	631,876.85
Furniture and Equipment	73,630.65
Appraised Artwork	13,520.00
Asphalt for Handicapped parking	10,700.00
Shade Sail	41,890.11
<b>Total Fixed Assets</b>	<b>771,617.61</b>
<b>Total Assets</b>	<b>2,213,310.95</b>
	=====
<b>Liabilities</b>	
<b>Other Current Liabilities</b>	
Baja 4 Pass through	141.51
Medicare Tax Payable Employee	113.09
Medicare Tax Payable Employer	113.09
Social Security Employee	483.50
Social Security Employer	483.50
Accompaniment Project	453.34
CBB Fund	700.00
Donation for future Year	10,630.00
Misc Pass Through Receipts	244.00
Ukraine	154.00
Womens Retreat pass through	431.62
<b>Total Other Current Liabilities</b>	<b>13,947.65</b>
<b>Total Liabilities</b>	<b>13,947.65</b>
	=====
<b>Net Assets</b>	
<b>Unrestricted</b>	
Building Maintenance BOA 8525	12,417.43
Capital Reserve BOA 0032	2,590.34
General Fund	798,708.02
Meditation Garden	285.03
Minister Discretionary Fund	2,097.50
Operating Reserve	30,167.82

Technology Grant	1,208.17
<b>Total Unrestricted</b>	<b>847,474.31</b>
<b>Restricted</b>	
Endowment Fund	1,351,888.99
<b>Total Restricted</b>	<b>1,351,888.99</b>
<b>Total Net Assets</b>	<b>2,199,363.30</b>
	=====
<b>Total Liabilities + Net Assets</b>	<b>2,213,310.95</b>
	=====