

Borderlands Unitarian Universalist Congregation
Board of Directors Minutes
January 16, 2024

The January 16, 2024 board meeting of Borderlands UU Congregation was brought to order by President Russ Peterson at 1:02 p.m. MST via zoom.

Those present on zoom included Russ Peterson, Michael King, Ken Lopez, and Carol Hoy.

Those present in person included Mary Arrigoni, Deb Michell, Kathleen Creten, Barb Lemmon, Martha House, Ken Lopez, Lorelei Schober, Michael Karl, Deanna Brooks, Bruce Sillers, Diane Farone, Jaime Brusstar, Jermain Lowe, and Larry Parker.

Chalice Lighting

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

President's Report

- Our insurance has been canceled because we are a wildfire hazard.

Minutes of the December 19, 2023 meeting

- The board meeting minutes were approved.

Treasurer's Report

- The recent spreadsheet is available at the end of the minutes.
- Deb Mitchell noted the following:
 - Pledge contributions are well on target, thank you for everyone's continued support.
 - Sunday plate offerings are also very healthy from this generous group.
 - Fundraising through gallery sales and the rummage sale have been successful.
 - The website is up and running and keeping current with our active congregation.
 - Lots of repairs from building and grounds to keep our property in good shape: new fire safety closers on exterior doors, roof repair, tree removal work, addition of mobility impaired parking spots. Our utility costs have jumped.
 - We have had generous gifts to the endowment fund from the Greenig trust and Sonia Collins' estate.
 - Our office is seeing an increased need for supplies due to our increasing congregational activity.

- The memorial garden continues to expand with work done primarily by Jim Hoy and Ken Lopez.
- We have begun to develop our vision and mission for the congregation by a newly formed committee.
- We have donated funds towards the Amado youth center's audio visual needs.
- After discussion, Lorelei moves, and Michael seconds, the treasurer's report; the Board approves the report.
- Deb also presented the Balance sheet for the church through December 31, 2023, which is also included at the end of the minutes.
- Deb discussed a proposed budget for FY25, but much discussion remains.
 - Further discussion of the proposed budget will follow in the next month.

Old Business

- Nancy Murphy was not present for visioning report, but we received the following report:
 - The first Mission/Visioning Core Values discussion group session was held on Jan. 11th. It was a successful event. Jan Lathrop, our "reporter on the street," collected many thoughtful and positive comments from participants during the happy hour that followed.
 - The next discussion is Friday, January 19th, 2 pm. There's still room for 2 more participants. In February, two more sessions will be held on Feb.1st and Feb.9th. After those sessions, the Task Force will meet via zoom with Rev. Don Rollins to identify next steps.
- The BUU Auction went 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 began on January 1 and closes on February 1 at 7:00 pm.
 - The Unitel publicized suggested 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.
 - We need more hosts for events, game night, cocktail party, lunch, brunch, movie night, social, etc.
- Lorelei Schoeber
 - The AED is in our church between the gallery and the sanctuary and was donated by the Gooter-Jensen Foundation.
 - Prior to receiving the AED, several church members were trained on its use by the REACT (Resuscitation Education and CPR Training) at the University of Arizona (Sarver Heart Center).

- In addition, members were trained in chest-compression only CPR.
 - There are operation cards on CPR procedure (in English and Spanish) at the Church.
 - We are determining where to put the cards in the building.
- There is a format to be followed in operating the AED and maintaining it, and we need to publicize the Gooter-Jensen Foundation donation to the community.
- The coordination council meeting of committees was very successful, and many signed up for participation in the committees of the church.
- Lorelei proposes we contact Bank of America on La Cañada and arrange to get our lock box drilled out. Agreed with no further action.
- Web site report
 - The team aims to create a separate web page for each Committee.
 - Input the new Organizational Structure approved by the Board.
 - Create a separate page for each Caring Cluster.
 - With other committees, create and input a directory with individual pictures for members and friends.
 - Create pages, as requested, for Special Interest Groups, such as Auction, International Women's Day, LGBTQ, Kitchen Witches, and any others requested.
 - Develop a Marketing Video.
 - Sign up for Dropbox Account for storage and archive.
 - Upgrade to WordFence security application to a pro membership subscription.
 - A longer term goal is to work with other BUU Technology Groups to post recordings of services on the webpage.
 - The web team needs help with a text editor and a video editor.
- Building & Grounds report
 - No mice sighting in the past month, and much has been inspected. Joe Guertin has inspected the attic spaces over the office and laundry room. No nests were found. Outside traps are being moved around regularly by javelinas. Mice are eating the bait, but numbers are down.
 - Library shelves are empty and were cleaned with Clorox. All books have been disposed of. The committee recommends the library be reopened for those looking for a quiet space.
 - Hooks to be put on the back of all bathroom doors for coats and purses.
 - Joe will work on caulking and replacing loose weather stripping.
 - Don't leave doors open.
 - Deb recommended that B&G get a professional to clean the carpets in the library.

- No exterminator needed at this time.
- Endowment Policy
 - Charlie Golec reviewed the Compliance of the BUU Endowment Policy with Arizona State law.
 - Lengthy detailed report: there are 23 provisions of Arizona law, and 7 are not in compliance, primarily associated with the need to have more systematic documentation of Endowment Fund activity going forward.
 - Deb Mitchell will take care of these documentation requirements.

New Business

- Insurance issues.
- Review of Policies.
 - There are 10 BUU Policies that are outdated, and these will be reviewed and updates discussed at a future meeting.
- By-Laws Revision – Russ

Chalice Extinguishing

- Russ extinguished the chalice at 2:40 pm MST.

The meeting was adjourned.

Michael King, Secretary

Treasurer's Report

Borderlands UU

Annual Budget Percentage for All Funds as of 12/31/2023

Account	Actual	Year is 50% complete Annual Budget
Revenues		
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	58,795.53	106,835.00
Prior year pledge	3,400.00	0.00
SUNDAY PLATE	10,123.15	11,000.00
FUND RAISING	0.00	0.00
Art Gallery Sales	1,235.60	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	2,854.68	6,000.00
 MISCELLANEOUS INCOME	 24.39	 0.00
RENT	2,700.00	1,200.00
REWARD PROGRAMS	32.07	0.00
Total Revenues	244,644.72	181,795.00
 Expenditures		
COMMUNICATIONS	0.00	0.00
Publicity & Promotion	748.00	1,500.00
Technology	415.36	1,000.00
Unitel	0.00	1.00
Website	0.00	1.00
SubTotal COMMUNICATIONS	1,163.36	2,502.00
 CONGREGATIONAL LIFE	 0.00	 0.00
Caring Clusters	0.00	1.00
Forums	0.00	1.00
Hospitality and Fellowship Events	287.16	1,200.00
Lay Pastoral Care	1.00	1.00
SubTotal CONGREGATIONAL LIFE	288.16	1,203.00
 INSTITUTIONAL SUPPORT	 0.00	 0.00
AFFILIATION DUES-MEMBERSHIPS-etc	0.00	0.00
AZ Annual Corporation Tax	10.00	10.00
UUA Per-Member Dues	2,500.00	5,000.00
SubTotal AFFILIATION DUES-MEMBERSHIPS-etc	2,510.00	5,010.00
 BUILDING AND GROUNDS	 0.00	 0.00
ATROA Dues and Assessments	1,200.00	1,200.00

Building Maintenance Reserve	0.00	7,000.00
Building Supplies	1,942.20	3,300.00
Hired Maintenance and Repair	4,010.15	3,000.00
HVAC Maintenance Contract	390.00	780.00
Property and Liability Insurance	2,228.28	3,800.00
Security service	396.18	1,370.00
Sound System and Tech Maintenance	0.00	300.00
Trash collection	858.96	1,120.00
Utilities electric	2,929.80	4,800.00
Water and fire suppression	1,456.50	2,470.00
SubTotal BUILDING AND GROUNDS	15,412.07	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	257.52	484.00
Icon fees	354.00	590.00
PerCopy Fees	814.34	2,246.00
Post Office Box	0.00	80.00
Supplies	672.06	1,250.00
Telephone and Internet	1,539.42	1,565.00
SubTotal OFFICE EXPENSE	3,637.34	6,215.00
PERSONNEL	0.00	0.00
CUSTODIAN SALARY	5,940.00	12,870.00
EMPLOYER PAYROLL TAXES	1,365.84	2,810.00
Minister Group Life	0.00	750.00
MINISTER HOUSING	0.00	15,500.00
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	2,306.25	10,000.00
OFFICE MANAGER SALARY	9,607.50	18,000.00
Other Personnel Expense	150.00	375.00
Workers Compensation Insurance	561.00	800.00
SubTotal PERSONNEL	19,930.59	110,605.00
SubTotal INSTITUTIONAL SUPPORT	41,556.00	151,671.00
MEMBERSHIP	0.00	0.00
Membership	118.45	550.00
SubTotal MEMBERSHIP	118.45	550.00
MEMORIAL MEDITATION GARDEN	0.00	0.00
Meditation Garden Construction Expense	1,211.24	0.00

Meditation Garden Maintenance	747.85	900.00
Memorial Garden Bricks	530.56	0.00
SubTotal MEMORIAL MEDITATION GARDEN	2,489.65	900.00
MISSION AND VISION	0.00	0.00
Mission and Vision	150.00	2,000.00
SubTotal MISSION AND VISION	150.00	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	4,947.69	5,500.00
Amado Youth Center	2,000.00	2,000.00
Baja 4 Projects	0.00	1,500.00
SubTotal SOCIAL JUSTICE	6,947.69	9,000.00
WORSHIP ARTS	0.00	0.00
MUSIC PROGRAM	0.00	0.00
Accompanist	3,100.00	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	3,313.00	9,100.00
SUNDAY SERVICES	0.00	0.00
Pulpit Supply	900.00	8,100.00
Sunday Speakers	500.00	800.00
SubTotal SUNDAY SERVICES	1,400.00	8,900.00
SubTotal WORSHIP ARTS	4,713.00	18,000.00
Stripe Fees	116.14	200.00
Total Expenditures	57,575.45	186,026.00
Other Financial Sources-Uses		
Transfers In	16,217.43	7,000.00
Transfers Out	-16,217.43	-7,000.00
Total Other Financial Sources-Uses	0.00	0.00
Summary		
Total Revenues	244,644.72	181,795.00
Total Expenditures	57,575.45	186,026.00
Total Other Financial Sources-Uses	0.00	0.00
Total Endowment Revenue	<u>-110,000.00</u>	
Net	87,069.27	-4,231.00

Balance Sheet

Borderlands UU	
Statement of Financial Position For All Funds as of 12/31/2023	
Assets	
Bank	
Amado Checking Account BOA 9240	52,588.80
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
Total Bank	1,451,003.38
Fixed Assets	
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
Total Fixed Assets	771,617.61
Total Assets	2,222,620.99
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Liabilities	
Other Current Liabilities	
Baja 4 Pass through	141.51
Medicare Tax Payable Employee	145.82
Medicare Tax Payable Employer	145.82
Social Security Employee	623.43
Social Security Employer	623.43
Accompaniment Project	453.34
Cafe Justo Coffee	477.00
CBB Fund	700.00
Complete B&G 23/24 Projects	2,675.57
Donation for future Year	4,754.43
Memorial Garden & Plaque	3,200.00
Misc Pass Through Receipts	244.00
Womens Retreat pass through	431.62
Total Other Current Liabilities	14,615.97
Total Liabilities	14,615.97
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Net Assets	
Unrestricted	
Capital Reserve BOA 0032	2,590.34
General Fund	817,273.14

Lay Pastoral Care Fund	300.00
Meditation Garden	2,479.06
Minister Discretionary Fund	2,097.50
Operating Reserve	30,167.82
Technology Grant	1,208.17
Total Unrestricted	856,116.03
Restricted	
Endowment Fund	1,351,888.99
Total Restricted	1,351,888.99
Total Net Assets	2,208,005.02
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Total Liabilities + Net Assets	2,222,620.99