

Borderlands Unitarian Universalist Congregation
Board of Directors Minutes
March 19, 2024

The March 19, 2024 board meeting of Borderlands UU Congregation was brought to order by President Russ Peterson at 1:05 p.m. MST both in person and via zoom.

Those present in person included Russ Peterson, Lorelei Schober, Mary Arrigoni, Deb Michell, Kathy Creten, Michael King, Inge Detweiler, Charlie Golec, Deanna Brooks, Larry Parker, Michael Karl, Sheila Glover, Barb Meshanko, Tanya Leighton, Ann Westrope, Carol Hoy, and Dan Creten.

Those present on zoom included Martha House and Jeanne Macauley.

Chalice Lighting

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

President's Report

- Jack Martin has agreed to serve on the Endowment Committee, replacing Jim Deno. The Board needs to approve members of the Endowment Committee.

Minutes of the February 20, 2024 meeting

- The board meeting minutes were approved.

Treasurer's Report

- The recent spreadsheet is available at the end of the minutes.
- There was a request from Social Justice, even though they were not in the budget. They would like \$350 for packets for the border, which was approved.
- Kathy moves to accept the report, Lorelei seconds, and the Board approves the report.
- The pledge drive goal was met, which is good. However, Tobe Jensen requested that next year we have a full month for pledge drive, as it was very compressed this year and a challenge to get all pledges in a timely manner.

Old Business

- Ann Westrope, chair of the finance committee, reported that the committee met and reviewed the budget.
 - We continue to run a deficit and need carryover to meet budget obligations, including funding of the new minister.
 - She indicated that we need to adjust the budget to be in a healthier position going forward.
- Annual Budget – Deb Mitchell

- The budget that passed for 2022-23 had a line item under revenue titled “Canoa Land Sale” in the amount of \$54,690.
 - That year ended with a surplus of \$41,335 which was carried over to 2023-24 and listed as “Prior year carryover”.
 - The current year is also ending with a projected surplus of \$54,113.
 - So, this year is the 3rd year that we have “propped up” the budget since COVID.
 - This next year there is a greater chance that we will use up the carryover funds and not have them available to us in fiscal 2025-26, so we are proposing to use just part of that money this year and part next year, cushioning our transition to self-sufficiency.
- Our recovery is going well, with increased attendance, growth in membership, and increases in pledging.
- Recommend that we modify the budget for 2024-25 to enable a 10% increase in pledges and a 10% decrease in committee budget expenses.
 - There would be no cut in the staff salaries.
- Increase would be \$12,458 in pledge income, to be solicited in a letter from the President, prior to the annual meeting,
- We need to ask people to increase pledge by 10% (\$12,458) now before the annual meeting, so we don’t have to rely so much on carryover.
 - A letter requesting this of the congregation will be sent by the President.
- Inge is holding a Town Hall Gathering on the 4th Tuesday of every month, and Deb Mitchell will be present to discuss the budget and announce this need at the Town Hall on Tuesday, March 26.
- Lorelei reports that the Web Site is going well.
 - We typically have 15-20 visits per day from 240 distinct users in the last month.
 - Although most access is from the US, we have had access from China, Russia, Singapore, Nigeria, and Germany, in the last month.
- The Coordinating Council meets monthly, and the next meeting is April 10.
- An AED Workshop is being planned to educate people on how to use the newly donated AED (March 22, April 7).
- Lay Pastoral Committee
 - The committee is ready to hear from those who might need a “Caring Companion.”
- There is a Spring Fling planned for April 27, which is a fashion show to benefit Help of a Friend – a shelter for women in Tucson.

New Business

- Insurance Bid Approval – Barb Meshanko
 - Our current policy expires on March 31; claim that our church is in fire prone area and thus won't be insured.
 - Barb Meshanko sought estimates from 3 carriers and received bids from 2 carriers.
 - Recommendation from American Church Group of Arizona
 - All carriers design quotations after mutual policy that we already have.
 - Auto Owners/Great American policy has director liability coverage that we did not previously have.
 - One bid was from an agent in California that specializes in church coverage, but their policy was \$1000 higher.
 - Most claims of other churches have been sexual harassment claims.
 - Auto Owners would cover sexual harassment, but it would cost \$300 extra, and require the church to have a harassment policy, which we do not currently have.
 - Annual premium \$3,220.
 - Barb Meshanko worked diligently to work this project.
 - Deb moved to accept policy, Mary seconded, and the motion was approved.
- Computer Security – Inge Detweiler.
 - Overuse of computer that is in church office.
 - In terms of protected information, ICON has this information, so we are not at risk.
 - Working on computer security policy. Baja 4 does not have such a policy, so they may follow whatever we do.
 - Keys to building are in abundance and not well documented; we don't know who has keys and who doesn't.
 - Inge does have a locked file cabinet, but her office is not secured.
 - Keys that are out there are duplicatable.
 - Propose that locks be rekeyed and starting fresh. Also, keys should be those that state 'Do Not Duplicate.'
 - Need a tracking mechanism for who has keys and signing keys out and returning them.
 - Kathy moves, Deb seconds, and the board approves this security proposal.
- Building and Grounds – Deanna Brooks
 - Green Valley cooling was asked to assess the possibility of extending the sanctuary clean air system to the Gallery and Fuller Room.

- This was deemed not possible, but an air purifier could be added to the ducts in both rooms for \$960 each.
- The Board expressed no interest in pursuing this at this time.
- Rough Draft of Calendar for Now through June 30 – Russ
 - Seeking to hold the Annual Meeting on April 21, with April 28 as a back-up.
- Endowment Committee
 - Charlie Golec has asked Jack Martin to serve on the endowment committee.
 - Board moves to nominate Charlie Golec and Jack Martin to serve on endowment committee.
 - Michael moves, Kathy seconds, and the Board approves the appointment.
- Forum Attendance – Larry Parker
 - We had no idea until the last minute that the *Shura* documentary film was advertised in the *Green Valley News*, and there were too many people in the sanctuary, and no one was in charge. Fire Marshalls would have had a coronary, as we far exceeded the allowable attendance in this room.
 - We need to have a monitor to count attendance for events like this in the future, but the church had no warning that this event was publicized widely.
- Housing allowance for Minister
 - Inge Detweiler would like \$1,500 a month to the minister as a tax-free housing allowance.
 - Lorelei moves, Deb seconds, and the motion passes unanimously.

Chalice Extinguishing

- Russ extinguished the chalice at 3:38 pm MST.

The meeting was adjourned.

Future Agenda Items

- Bylaws Revision – Russ.
- Job Descriptions.
- Continuing Accessibility Issues

Michael King, Secretary

Borderlands UU		
Annual Budget Percentage		
for All Funds as of 02/29/2024	Actual	Annual Budget
Account		
Revenues		
Amado Youth Tour	25.00	0.00
CARRYOVER REVENUES PRIOR YEAR	56,659.90	56,660.00
Endowment Revenues	115,000.00	0.00
Meditation Garden Revenues	55.00	0.00
Memorial Garden Bricks	400.00	0.00
Minister Fund Donations	586.00	0.00
Non Pledge Contributions of Record	6.56	100.00
PLEDGE INCOME	74,926.87	106,835.00
Prior year pledge	3,400.00	0.00
SUNDAY PLATE	14,237.93	11,000.00
FUND RAISING	0.00	0.00
Art Gallery Sales	1,525.60	0.00
Auction	7,185.31	4,500.00
Book Cart Sales	13.00	0.00
Events	230.00	0.00
Rummage Sale	1,606.08	1,500.00
SubTotal FUND RAISING	10,559.99	6,000.00
MISCELLANEOUS INCOME	199.39	0.00
RENT	2,700.00	1,200.00
REWARD PROGRAMS	42.50	0.00
Bank of America Credit Card Cash Rewards	32.40	0.00
SubTotal REWARD PROGRAMS	74.90	0.00
Total Revenues	278,831.54	181,795.00
Expenditures		
COMMUNICATIONS	0.00	0.00
Publicity & Promotion	964.00	1,500.00
Technology	604.72	1,000.00
Unitel	0.00	1.00
Website	0.00	1.00
SubTotal COMMUNICATIONS	1,568.72	2,502.00
CONGREGATIONAL LIFE	0.00	0.00
Caring Clusters	0.00	1.00
Coffee	163.00	0.00
Forums	0.00	1.00
Hospitality and Fellowship Events	1,082.61	2,588.00
Lay Pastoral Care	43.00	1.00
SubTotal CONGREGATIONAL LIFE	1,288.61	2,591.00
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
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	2,305.20	3,300.00
Hired Maintenance and Repair	4,760.15	3,000.00
HVAC Maintenance Contract	520.00	780.00
Property and Liability Insurance	2,971.04	3,800.00
security service	510.18	1,370.00
Sound System and Tech Maintenance	0.00	300.00
trash collection	1,167.63	1,120.00
utilities electric	4,069.12	4,800.00
water and fire suppression	1,699.25	2,470.00
SubTotal BUILDING AND GROUNDS	19,202.57	29,140.00
FINANCE SUPPORT	0.00	0.00
Endowment Distribution	0.00	1.00
Fundraising Expenses	666.46	500.00
Stewardship	134.00	200.00
SubTotal FINANCE SUPPORT	800.46	701.00
OFFICE EXPENSE	0.00	0.00
Copier Monthly Service Contract	321.90	484.00
Icon fees	354.00	590.00
PerCopy Fees	1,246.90	2,246.00
Post Office Box	0.00	80.00
Supplies	967.70	1,250.00
Telephone and Internet	1,792.93	1,565.00
SubTotal OFFICE EXPENSE	4,683.43	6,215.00
PERSONNEL	0.00	0.00
CUSTODIAN SALARY	7,920.00	12,870.00
EMPLOYER PAYROLL TAXES	1,914.40	2,810.00
Leadership Training & Staff Development	75.00	0.00
Minister Group Life	0.00	750.00
MINISTER HOUSING	0.00	14,112.00
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	4,168.75	10,000.00
OFFICE MANAGER SALARY	12,935.70	18,000.00
Other Personnel Expense	173.96	375.00
Workers Compensation Insurance	561.00	800.00
SubTotal PERSONNEL	27,748.81	109,217.00
SubTotal INSTITUTIONAL SUPPORT	54,945.27	150,283.00
MEMBERSHIP	0.00	0.00
Membership	270.44	550.00
SubTotal MEMBERSHIP	270.44	550.00
MEMORIAL MEDITATION GARDEN	0.00	0.00
Meditation Garden Construction Expense	2,473.90	0.00

Meditation Garden Maintenance	747.85	900.00
Memorial Garden Bricks	530.56	0.00
SubTotal MEMORIAL MEDITATION GARDEN	3,752.31	900.00
MISSION AND VISION	0.00	0.00
Mission and Vision	840.76	2,000.00
SubTotal MISSION AND VISION	840.76	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	8,112.04	5,500.00
Amado Youth Center	2,045.00	2,000.00
Baja 4 Projects	1,500.00	1,500.00
SubTotal SOCIAL JUSTICE	11,657.04	9,000.00
WORSHIP ARTS	0.00	0.00
MUSIC PROGRAM	0.00	0.00
Accompanist	4,300.00	8,600.00
Guest Musicians	200.00	0.00
Music Supplies	45.16	200.00
Piano Tuning and other costs	0.00	300.00
SubTotal MUSIC PROGRAM	4,545.16	9,100.00
SUNDAY SERVICES	0.00	0.00
Pulpit Supply	2,400.00	8,100.00
Sunday Speakers	500.00	800.00
SubTotal SUNDAY SERVICES	2,900.00	8,900.00
SubTotal WORSHIP ARTS	7,445.16	18,000.00
Stripe Fees	154.76	200.00
Total Expenditures	81,956.07	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	278,831.54	181,795.00
Total Expenditures	81,956.07	186,026.00
Endowment to Charles Schwab	-115,000.00	0.00
Net	81,875.47	-4,231.00