

**Borderlands Unitarian Universalist Congregation**  
**Board of Directors Minutes**  
**April 16, 2024**

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

Those present in person included Russ Peterson, Lorelei Schober, Mary Arrigoni, Deb Michell, Kathy Creten, Barb Lemmon, Michael King, Jermain Lowe, Sheila Glover, Tanya Leighton, and Carol Hoy.

Those present on zoom included Inge Detweiler, Martha House, and Charlie Golec.

**Chalice Lighting**

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

**President's Report**

- The endowment committee met yesterday. The Board will need to approve Barbara Lund as a member, and she has agreed to 'chair.' The endowment committee will report to the board twice a year in the future but has not done so in recent years.
- The Annual meeting is scheduled for April 28, and Jeanne McCauley is working on a membership list and a proxy process for members unable to attend. Alcoholic beverages will be available for celebration following the meeting, which will be held in the Jim Hoy Meditation Garden.
- Randy will be asked to play music at the 'celebration'. The Annual meeting will not be available via zoom.
- The revised budget will be presented and discussed at the annual meeting and will be voted on.

**Minister's Report**

- Rev. Inge has not yet talked to a locksmith but will work getting new locks and keys. She has worked on a personnel manual and job descriptions, to be discussed later.

**Minutes of the March 19, 2024 meeting**

- The board meeting minutes were approved.

**Treasurer's Report**

- The recent spreadsheet is available at the end of the minutes.
- Barb moves to accept the report, Lorelei seconds, and the Board approves the report.

## Old Business

- Lorelei Schober reported the safe deposit box will be drilled out and we will get out whatever is in the box, since no one has been identified to have the BUU safe deposit key. We will then discover its contents.
  - Will discover later the process for opening a new safe deposit box to deposit any valuable church records.
- There is a Spring Fling planned for April 27, which is a fashion show to benefit *Hands of a Friend* – a nonprofit organization that provides safe housing and mentoring for domestic violence and sexual assault victims in Green Valley and environs.
  - Tom Becker is going to place an announcement of the fashion show in the Green Valley News. This is a ticketed event, and one needs reservations, though tickets can be purchased at the door.
    - We need to establish the occupancy limits from the Amado Fire Marshall, as we don't want to exceed a safe capacity in the sanctuary room. We also need to establish, and display, the occupancy limits for the Fuller Room and Gallery as well.
  - Attendees will be asked to bring additional gifts for residents of Hands of a Friend, such as shampoo, conditioner, sanitary pads, body soap, and other necessities.
- Lorelei Schober, chair of the Coordinating Council, reported.
  - The Membership Committee held a new member social that was attended by six new people.
  - The Lay Pastoral Care team has not yet had a first person to help, but they are available.
  - The Building and Grounds Committee will have a new chair, Russ Peterson, following his term as President of BUU. Lynn Voeks has also volunteered to serve on the B&G Committee.
  - The Mission & Vision Team has gone well, and 76% of the current membership participated in the Voting Selection of our Most Important Values. An article is being prepared for the BUU Messenger and May Unitel.
  - Hospitality continues to struggle to attract enough volunteers to make coffee on Sundays.
  - The Caring Clusters will host a bar-b-que on Earth Day, with Ken Lopez cooking vegetarian meats; others will bring veggies, salads, and desserts.
  - Social Justice
    - The Men's Group met after the Sunday Service to assemble 100 Hygiene Packets containing toothbrushes and paste, comb, shampoo, razor and shaving cream, clippers, washcloth, band aids, deodorant.

Half of the packets will go to Casa Alita's and half to the Kino Border Initiative at the border.

- Service Arts (formerly Worship Arts) changed their meeting date to the second Tuesday of the month at 2:00 pm. They are working on Guidelines for service leaders.
- Website needs an 'editor' and will solicit a member to serve this role.

## **New Business**

- Procedures and Criteria for Use of Distributable Endowment Funds – Russ
  - Requests for the use of the endowment funds must be submitted in writing to the President by the end of the day May 4, 2024.
    - Specify the amount requested.
    - The intended use explained in detail (from the allowable lists)
      - A. Capital improvements or repairs to the building and grounds, not included in the operating budget.
      - B. Outreach to the community, such as grants to UU camps and conferences, theological schools, local social service agencies or institutions.
      - C. The wider mission of Unitarian Universalism, such as professional leadership, world missions, etc.
      - D. UU related leadership conferences or such training experiences.
      - E. Ministerial and staff training and development.
    - Explanation of the importance of the request.
    - Other useful information.
  - The Board discussed this procedure and made suggestions for making the announcement more general and not specific to this year.
- Purchasing Books for the Library – Russ Peterson
  - Mary moves that we solicit donates of UU books. Barb Lemmon seconds. The Board approves.
    - The Building and Grounds Committee will later address the need to have a solid door in the back of the library to minimize rodent infestation.
- Staff Job Descriptions – Inge Detweiler
  - Inge has reviewed and edited the Personnel Policy Manual, which the Board has not yet reviewed.
  - Staff descriptions have been developed for custodian and administrator
    - Custodian will also have a checklist process (weekly, monthly, seasonal, etc.)
    - Keeping track of hours required for these activities.
    - Update on personnel manual as well.

- Looked at choir director job description and it doesn't appear to need revision or adjustment.
- Inge requested that Leslie do some art project on covenant, associated with celebration at annual meeting. Board approved \$150 for this work, which is partly secret.
- Approve New Members and Chair of Endowment Committee – Russ
  - The Board approved Barb Lund to serve on the Endowment Committee.
    - Kathy Creten moves, Lorelei seconds, and the board approves the appointment.
  - A resolution of the Board of Directors was prepared to grant the four appointed members of the Endowment Committee (John Peyton, Charles Golec, Jack Martin, and Barbara Lund) authority to act on the investment account with Charles Schwab.
    - Double signing authority is granted for writing checks, drawing upon the funds, changing asset allocation, and purchase of securities.
    - The resolution was signed by the Secretary of BUU (Michael King).
  - A separate resolution of the Board of Directors was prepared to accept the resignation of Joanna Brunso and Jim Deno.
    - Double signing authority is granted for writing checks, drawing upon the funds, changing asset allocation, and purchase of securities.
    - The resolution was signed by the Secretary of BUU (Michael King)

### **Chalice Extinguishing**

- Russ extinguished the chalice at 3:31 pm MST.

### **The meeting was adjourned.**

### **Future Agenda Items**

- Endowment Committee Report to the Board – Charlie Golec.
- By Laws Revision.
- Job Descriptions.
- Continuing Accessibility Issues

*Michael King, Secretary*

<b>Borderlands UU</b>		
<b>Annual Budget Percentage for All Funds as of 03/31/2024</b>		
	<b>75% year completed</b>	
<b>Account</b>	<b>Actual</b>	<b>Annual Budget</b>
<b>Revenues</b>		
Amado Youth Tour	200.00	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	104.71	100.00
PLEDGE INCOME	79,822.54	106,835.00
Prior year pledge	3,400.00	0.00
SUNDAY PLATE	16,840.97	11,000.00
FUND RAISING	0.00	0.00
Art Gallery Sales	1,755.60	0.00
Auction	7,225.31	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	10,829.99	6,000.00
MISCELLANEOUS INCOME	74.39	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
<b>Total Revenues</b>	<b>286,748.40</b>	<b>181,795.00</b>
<b>Expenditures</b>		
COMMUNICATIONS	0.00	0.00
Publicity & Promotion	1,072.00	1,500.00
Technology	604.72	1,000.00
Unitel	0.00	1.00
Website	0.00	1.00
SubTotal COMMUNICATIONS	1,676.72	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	20.00	10.00
UUA Per-Member Dues	2,500.00	5,000.00
SubTotal AFFILIATION DUES-MEMBERSHIPS-etc	2,520.00	5,010.00

	75% year completed	
	Actual	Annual Budget
<b>BUILDING AND GROUNDS</b>	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	585.00	780.00
Property and Liability Insurance	2,971.04	3,800.00
security service	567.18	1,370.00
Sound System and Tech Maintenance	0.00	300.00
trash collection	1,322.97	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	19,479.91	29,140.00
<b>FINANCE SUPPORT</b>	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
<b>OFFICE EXPENSE</b>	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	1,202.63	1,250.00
Telephone and Internet	1,908.73	1,565.00
SubTotal OFFICE EXPENSE	5,034.16	6,215.00
<b>PERSONNEL</b>	0.00	0.00
CUSTODIAN SALARY	8,949.00	12,870.00
EMPLOYER PAYROLL TAXES	2,311.39	2,810.00
Leadership Training & Staff Development	75.00	0.00
Minister Group Life	0.00	750.00
MINISTER HOUSING	1,500.00	14,112.00
Minister Professional Development	0.00	1,000.00
Minister Retirement	0.00	1,500.00
MINISTER SALARY	5,556.83	47,000.00
MUSIC DIRECTOR SALARY	4,637.50	10,000.00
OFFICE MANAGER SALARY	14,520.70	18,000.00
Other Personnel Expense	185.94	375.00
Workers Compensation Insurance	561.00	800.00
SubTotal PERSONNEL	38,297.36	109,217.00
SubTotal INSTITUTIONAL SUPPORT	66,131.89	150,283.00
<b>MEMBERSHIP</b>	0.00	0.00
Membership	276.44	550.00
SubTotal MEMBERSHIP	276.44	550.00

	75% year completed	
	Actual	Annual Budget
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	961.75	0.00
SubTotal MEMORIAL MEDITATION GARDEN	4,183.50	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	4,800.00	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	5,045.16	9,100.00
SUNDAY SERVICES	0.00	0.00
Pulpit Supply	2,400.00	8,100.00
Sunday Speakers	700.00	800.00
SubTotal SUNDAY SERVICES	3,100.00	8,900.00
SubTotal WORSHIP ARTS	8,145.16	18,000.00
Stripe Fees	154.76	200.00
<b>Total Expenditures</b>	<b>94,387.88</b>	<b>186,026.00</b>
<b>Other Financial Sources-Uses</b>		
Transfers In	16,217.43	7,000.00
Transfers Out	-16,217.43	-7,000.00
<b>Summary</b>		
<b>Total Revenues</b>	<b>286,748.40</b>	<b>181,795.00</b>
<b>Total Expenditures</b>	<b>94,387.88</b>	<b>186,026.00</b>
<b>Minus Endowment Contribution</b>	<b>-115,000.00</b>	<b>0.00</b>
<b>Net</b>	<b>77,360.52</b>	<b>-4,231.00</b>

