

Borderlands Unitarian Universalist Congregation
Board of Directors Minutes
May 21, 2024

The May 21, 2024 board meeting of Borderlands UU Congregation was brought to order by President Russ Peterson at 1:03 p.m. MST both in person and via zoom.

Those present in person included Russ Peterson, Lorelei Schober, Mary Arrigoni, Jermain Lowe, Tanya Leighton, and Sheila Glover.

Those present on zoom included Michael King, Kathy Creten, Barb Lemmon, Michael Karl, and Jeanne Macauley.

Chalice Lighting

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

President's Report

- We had the second of three exterminators visit the church and provide cost estimates. We will get a third estimate shortly and select an exterminator to proceed.
- We will hold off on revising the Personnel Policy Manual until July.
- The June Board meeting will be held entirely by zoom.
- The keypad locks were installed on the office, the outside bathrooms, sanctuary, gallery, and fuller room. The keypads seem to be working perfectly.

Minutes of the April 16, 2024 meeting

- The board meeting minutes were approved. Mary moves to accept the minutes, Lorelei seconds, and the Board approves the minutes.

Treasurer's Report

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

Old Business

- Lorelei Schober reported that the safe deposit box was drilled out and the account and box are now closed. There was nothing of value in the box, which hadn't been accessed since Judy Harmer accessed it in 2018. There had been a Letter of agreement from Matthew and a letter of call. The church now has no safe deposit box, and our account is closed.

- Lorelei Schober, chair of the Coordinating Council, reported.
 - The Earth Day celebration with the Caring Clusters was a great success, and Ken Lopez was thanked for grilling very tasty veggie burgers.
 - The Spring Fling fashion show was a great success and raised \$665 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.
 - At Coordinating Council meeting on May 8, the chair of each committee will prepare a summary of that committee's activity during the current church year and submit them prior to the June 11 meeting.
 - The technical team met with Jody Bergedick to discuss technology and the ability to view and broadcast services using modern technology. Several alternatives were described, and she suggested we talk to Sky Island UU Church in Sierra Vista, since it is small church similar in nature to Borderlands. She gave us an estimate of \$1400 for equipment. Martha House agreed to talk to Sky Island and learn what their system is.
 - Jill Pawlowski has stepped down as leader of the Lay Pastoral Care Committee, and Martha House and Jean Sillers have agreed to lead this committee.
- Fire Marshall – Russ Peterson
 - Russ will contact a fire marshal in Tubac and get occupancy guidelines for the sanctuary, gallery, and Fuller room. We will then post these occupancy limits on the walls of these rooms, as guidelines for events.
- Staff Job Descriptions
 - 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.
 - Estimate of 15 hours of work per week.
 - A high school education is preferred but not required.
 - Will wait until Inge returns to finalize these descriptions.
- Endowment Committee Report
 - There were 5 requests for endowment funds and the endowment committee recommends approving all of them
 - Replace AC unit for BUU office
 - The Board supports this request and acknowledges that time to submit proposals was short; however, the board is requesting two quotes for a “split” system or some other means of addressing duct-work issues in the office and throughout the building.

- Replace fence around Jim Hoy meditation garden.
 - The Board supports this request and acknowledges that time to submit proposals was short; however, the board is requesting two quotes to replace the fencing with a more permanent material.
- Food and Drink Kitchen Service
 - The Board approved this request with the caveat that Deb Mitchell and Barbara Lemmon will jointly determine a replacement for the plastic drink glasses. Three possible solutions were discussed: substitute stainless steel goblets for the plastic ones, purchase 60 more of the 9 oz. stemless wine/beverage glasses we already own, purchase 60 non-plastic goblets to be used with the 60 glasses we own.
- Master Plan – Reconfigure Building Interior
 - The Board approves initiating a Master Planning Process with the following stipulations: 1. The process will be initiated after July 1 and will be managed by the Buildings and Grounds Committee. 2. Because Deb Mitchell initiated this request she will be asked to join the B & G committee; the committee may also be expanded by asking others who have indicated an interest in B & G to join the committee. Shortly, after July 1, a request for proposals will be developed and submitted to area architects. Appropriate internal processes will be followed. The request for proposals will include both the exterior and the interior of the building and will integrate the request for a solar feasibility study. Once proposals have been received, the request for funding will be submitted to the Board.
- Feasibility Study – Solar Apparatus
 - This project has been integrated with the Master Plan.
- Ask for a building and grounds master plan.
 - Can examine solar among other things.
 - Ask B&G to run master plan, have Deb M on master plan. Ask congregation for volunteers.
 - Within a couple of months of fiscal year, B&G could come and ask endowment to fund some of the master plan items.
 - Russ moves, Mary seconds, board approves.

Chalice Extinguishing

- Russ extinguished the chalice at 2:35 pm MST

The meeting was adjourned.

Future Agenda Items

- Personnel Policy Manual and position descriptions
- By Laws Revision
- Continuing Accessibility Issues

Michael King, Secretary

Borderlands UU		
Annual Budget Percentage for All Funds as of 04/30/2024		
Account	Actual	Annual Budget
Revenues		
Amado Youth Tour	375.00	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	124.71	100.00
PLEDGE INCOME	106,236.91	106,835.00
Prior year pledge	3,400.00	0.00
SUNDAY PLATE	19,522.35	11,000.00
FUND RAISING	0.00	0.00
Art Gallery Sales	1,815.60	0.00
Auction	7,275.31	4,500.00
Book Cart Sales	25.00	0.00
Events	230.00	0.00
Rummage Sale	1,606.08	1,500.00
SubTotal FUND RAISING	10,951.99	6,000.00
MISCELLANEOUS INCOME	190.39	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	316,277.15	181,795.00
Expenditures		
COMMUNICATIONS	0.00	0.00
Publicity & Promotion	1,180.00	1,500.00
Technology	734.72	1,000.00
Unitel	0.00	1.00
Website	0.00	1.00
SubTotal COMMUNICATIONS	1,914.72	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	1,249.20	2,588.00
Lay Pastoral Care	43.00	1.00
SubTotal CONGREGATIONAL LIFE	1,455.20	2,591.00

Account	Actual	Annual Budget
INSTITUTIONAL SUPPORT	0.00	0.00
AFFILLIATION DUES-MEMBERSHIPS-etc	0.00	0.00
AZ Annual Corporation Tax	20.00	10.00
UUA Per-Member Dues	3,750.00	5,000.00
SubTotal AFFILLIATION DUES-MEMBERSHIPS-etc	3,770.00	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	2,700.24	3,300.00
Hired Maintenance and Repair	8,335.15	3,000.00
HVAC Maintenance Contract	650.00	780.00
Property and Liability Insurance	6,528.04	3,800.00
security service	624.18	1,370.00
Sound System and Tech Maintenance	0.00	300.00
trash collection	1,478.07	1,120.00
utilities electric	4,800.84	4,800.00
water and fire suppression	3,106.61	2,470.00
SubTotal BUILDING AND GROUNDS	29,423.13	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	386.28	484.00
Icon fees	531.00	590.00
PerCopy Fees	1,709.20	2,246.00
Post Office Box	0.00	80.00
Supplies	1,323.19	1,250.00
Telephone and Internet	2,047.04	1,565.00
SubTotal OFFICE EXPENSE	5,996.71	6,215.00
PERSONNEL	0.00	0.00
CUSTODIAN SALARY	10,104.00	12,870.00
EMPLOYER PAYROLL TAXES	3,174.62	2,810.00
Leadership Training & Staff Development	75.00	0.00
Minister Group Life	0.00	750.00
MINISTER HOUSING	3,000.00	14,112.00
Minister Professional Development	0.00	1,000.00
Minister Retirement	0.00	1,500.00
MINISTER SALARY	9,918.00	47,000.00
MUSIC DIRECTOR SALARY	5,150.00	10,000.00
OFFICE MANAGER SALARY	16,325.70	18,000.00
Other Personnel Expense	260.94	375.00
Workers Compensation Insurance	561.00	800.00
SubTotal PERSONNEL	48,569.26	109,217.00
SubTotal INSTITUTIONAL SUPPORT	88,559.56	150,283.00

Account	Actual	Annual Budget
MEMBERSHIP	0.00	0.00
Membership	276.44	550.00
SubTotal MEMBERSHIP	276.44	550.00
MEMORIAL MEDITATION GARDEN	0.00	0.00
Meditation Garden Construction Expense	2,473.90	0.00
Meditation Garden Maintenance	819.56	900.00
Memorial Garden Bricks	961.75	0.00
SubTotal MEMORIAL MEDITATION GARDEN	4,255.21	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	8,023.96	5,500.00
Amado Youth Center	2,090.00	2,000.00
Baja 4 Projects	1,500.00	1,500.00
Other Expense	379.27	0.00
SubTotal SOCIAL JUSTICE	11,993.23	9,000.00
WORSHIP ARTS	0.00	0.00
MUSIC PROGRAM	0.00	0.00
Accompanist	5,400.00	8,600.00
Guest Musicians	200.00	0.00
Music Supplies	50.67	200.00
Piano Tuning and other costs	0.00	300.00
SubTotal MUSIC PROGRAM	5,650.67	9,100.00
SUNDAY SERVICES	0.00	0.00
Pulpit Supply	3,000.00	8,100.00
Sunday Speakers	700.00	800.00
SubTotal SUNDAY SERVICES	3,700.00	8,900.00
SubTotal WORSHIP ARTS	9,350.67	18,000.00
Stripe Fees	202.86	200.00
Total Expenditures	118,881.65	186,026.00
Summary		
Total Revenues	316,277.15	181,795.00
Total Expenditures	118,881.65	186,026.00
Endowment Income	<u>-115,000.00</u>	
Net	82,395.50	-4,231.00