

Board of Trustees Meeting Minutes
Monday, September 14, 2015

The mission of the First Unitarian Church of Orlando (1U) is to exemplify liberal religion in Central Florida with a commitment to lifelong spiritual growth and compassionate service to the community.

Call To Order at 7:05pm

In Attendance: Secretary Sandy Pollock; Trustees Charles Davis, Tommy Harrison, Jack Jordan, Past President Rachel Gardiner, Rev. Kathy Schmitz and ministerial intern Rachel Christensen

Invited Guest: Marty Haynie

Absent: President Jock Smee, President-Elect Kimberly Holdridge, Cheryl Tyson

Opening: Chalice Lighting

Check-in

Announcement

- As of August 31, 2015, our membership number was: 273
2 persons were removed from the membership roles:
Serio Warren – Resigned
Ann McGregor – Resigned-moved away

Officer Reports:

Minister Report: Rev. Kathy

Program Report: Rev. Kathy

August Treasurer Report: Kimberly Holdridge submitted written report

Continuing Business:

Building Update:

Tommy and Marty gave us a Building Team Update Powerpoint.

Meetings for members are scheduled for this Sunday September 20.

Treasurer search: Report by Kim; list of possible candidates-deferred until October meeting

New Business

- **Vanguard account** signature cards distributed to Jock (Pres) and Kim (Pres-Elect) for new account.
- **Responsibilities** of the BOT—fiduciary, policy (macro-management), discernment, long-term strategy--Deferred
- **Announcement:** William Smithson has been removed from our USAA account as an authorized signer. John Hartgering and Charles Davis remain as signers
- **Board Vote:** We need to vote to remove William Smithson as a signer of the USAA account—Deferred until October.
- **Discussion of Separating Capital campaign from Annual Budget Drive**
- **Set Dates for Budget Drive 2016** (separate from capital campaign); consider February 7th kick-off—To be discussed in October.

- **Board Policy Handbook:** Rev. Kathy reviewed. Consider update for accuracy and consistency; consult w/Carolina Lofgren about her helping with this project. Jock will send out reading assignments before next meeting.
- **Board Retreat:** Debrief; email the secretary your User Manuals—Discuss in October.

Adjourned at 8:50pm.

First Unitarian Church of Orlando
Minister's Monthly Report to the Board
Rev. Kathy Schmitz
August 2015 (Covering June and July 2015)

Board / Governance

Attended the June *Exec & Board* meetings. (There were no July meetings.)

Worked with Personnel Committee on changes related to how we handle health care coverage for employees in the light of changes required by the ACA.

Discernment & Strategy (Includes Campus Renovation and Capital Campaign activities)

Participated in most weekly calls with the *Building the Dream Team*. Stopped in at 1U on my sabbatical to show my support when the Team held a meeting to update the congregation.

Programs - General

Had a number of planning meetings with lay leaders on a variety of topics.

Worship & Music Network

In June, coordinated the Flower Communion and attended the service led Lois Cole.

Arranged the summer worship schedule and offered various support to those lay leaders for whom it was helpful.

During my time away I attended a variety of worship services including those at General Assembly, one at First Unitarian Church of Portland OR, a Catholic Mass in Orlando, NU class at First Methodist Orlando.

Life Span Faith Development Network

Attended planning meeting for next *Welcome Home Wednesday*.

Community, Care, & Connection Network (formerly Member Ministry Network)

Attended the South group's Sunday Evening Fellowship.

Continued the monthly gathering for *Parents of Adult Children*. The group met without me in July.

Met with the *Pastoral Associates* and *Covenant Group Anchors* for our June gatherings. Led the first ever Pastoral Associates retreat.

Had a couple appointments of a pastoral nature.

Outreach Network – Community

Attended an Orlando Sentinel forum on race (*Florida Forward/Leap of Faith*) with about six others from 1U. It was somewhat disappointing due to a lack on broad perspective.

Presented on UUism during a *Tapestry of Faith* (Religion 101) series at the Holocaust Center.

Attended the League of Women Voters *Hot Topic* luncheon on global climate change.

Outreach Network – UU

Attended the UUA General Assembly and the preceding professional days for ministers.

Infrastructure

Nothing to report.

Communications

Launched the new website.

Continued to submit to recurring outlets (order of service, eblast).

Staff Report

Hosted end of the year staff lunch. Completed year end staff reviews for Amy, Regina, Jamie, and Aubrey as well as the end of internship evaluation for Lois.

When in the office, I meet weekly with the Coordinator of Religious Education and regularly with our Ministerial Intern and Church Administrator.

As needed I was in communication with my direct reports (Rachel Christensen, new Ministerial Intern (begins 8/15); Amy Fairweather Church Administrator; Regina Knabe, Coordinator of Religious Education; Jamie Sterrett, Music Director).

Beginning June 17, I began an eight week “time away” from the congregation, which included General Assembly, vacation, and one month of sabbatical time. I had a nasty sinus and respiratory condition for four weeks of this time, including while a General Assembly.

Respectfully Submitted,

Rev. Kathy

Rev. Kathy Schmitz, Minister

First Unitarian Church of Orlando
Monthly Program Report to the Board
Rev. Kathy Schmitz
August 2015 (Covering June and July 2015)

This monthly Program Report to the Board of Trustees is intended to be a summary for congregational leaders. It is posted to the web as a handy overview for anyone interested.

Worship & Music

In June, Ministerial Intern Lois Cole delivered the last sermon of her internship. The following week she and Rev. Kathy led the annual Flower Communion service which included reflections from two of our graduating high school seniors, Miki Shine and Hunter Christie. The remaining two Sundays were lay led. One, organized by Kathy Homblette and featuring a short skit, celebrated our Universalist heritage. It also included a Father's Day slide show. The other was the annual Mid-Summer (Summer Solstice) service led by Mystic Grove.

The Chalice Choir and Welkin jointly provide music for the Flower Communion. The Choir also performed another Sunday. A new trio provided music on two Sundays, one of which also included the Folk Ensemble leading congregational singing.

In July, we had one guest speaker and three lay-led services. Our guest speaker was Pastor Jim Coffin, the Executive Director of the *Interfaith Council of Central Florida*. Rachel Gardiner organized an appropriate service for the Fourth of July weekend. Christine Haskins reflected on Jason Mraz's song *Shine*, which was performed by Welkin. Neil Boris took to the 1U pulpit for the first time to offer a sermon on *The Warmth of Community*. The service was interrupted when the police determined that a suspicious package near Gore Hall warranted an evacuation to the Enrichment Center. Congregational leaders, members, and guests rose to the occasion and used the event to build the community the Neil was preparing to talk about. While the package did not turn out to present a danger, we are grateful to the authorities for taking the situation seriously. Neil's service was rescheduled for the following Sunday.

In addition to musical offerings from Welkin and the Folk Ensemble (one Sunday each), two Sundays featured the musical gifts of other congregation members.

Religious Education (Children & Adults)

The *Children's Religious Education Program* has been on break since the beginning of May and will remain so until mid-September. Over the summer, children began each Sunday in worship at 11:00 am and then went to supervised play and activities. Nursery was available all morning with

older children welcome there during the 9:30 hour if their parents are attending the adult program.

Planning for next year's children's program is underway. A special meeting on Youth programming (for our teens and tweens) was held.

There was a single adult offering each Sunday in the Library at 9:30 am. Most of the summer is a series of the program *Band of Brothers*, which provides an opportunity to discuss issues of war and peace. In June, we had two special offerings of documentary films created at UCF, with one of the film makers, Lisa Mills, present. The first week we saw, *The Committee* about the (so-called) "Johns Committee" and its surveillance and interrogation of both students and professors at state universities simply because they were suspected of being homosexuals. The second week we saw "*Filthy Dreamers*" is about the battle over teaching evolution at Florida State College for Women in the 1920s.

Planning continues for the fall *Welcome Home Wednesday* series which will run for six weeks beginning September 23rd.

Community, Care, & Connection

An all-congregation pot-luck lunch took place after our Flower Communion.

The Pastoral Associates had their first ever team retreat, spending a day getting to know themselves and each other better.

Outreach & Social Justice

Eight members of the congregation attended the UUA General Assembly, the annual gathering of Unitarian Universalists, in Portland, OR. Lay delegates include Rachel Gardiner, Kim Holdridge, Dan Homblette, Kathy Homblette, Jean Siegfried (also a registration volunteer), Roger Thielking. Rev. Kathy was a ministerial delegate. Charlie Behrens also attended and was on the tech team for off-site delegates.

Communications

The new website was launched in June and can be accessed at orlandouu.org. Additional features and improvements will continue to be made. Respectful feedback may be offered at webmaster@orlandouu.org.

Respectfully Submitted,

Kathy

Rev. Kathy Schmitz, Chief of Staff

First Unitarian Church of Orlando
Income and Expense Statement - August 2015

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INCOME				
GENERAL FUND INCOME	Current Period	Year to Date	Annual Budget	Annual Budget Difference
CONTRIBUTION INCOME				
Subtotal Contribution Income	26,825.96	64,561.44	380,090.00	-315,528.56
Subtotal Other Income	1,600.00	11,717.00	26,250.00	-14,533.00
Subtotal Activity Income	195.00	251.00	0.00	251.00
Subtotal Fundraising Income	-35.03	130.97	4,500.00	-4,369.03
Subtotal General Fund Income	28,752.93	76,827.41	410,840.00	-334,012.59
Subtotal Designated Fund Income	14,339.36	23,596.02	0.00	23,596.02
TOTAL INCOME	\$ 43,092.29	\$ 100,423.43	\$ 410,840.00	\$ (310,416.57)

EXPENSES				
PERSONNEL EXPENSES	Current Period	Year to Date	Annual Budget	Annual Budget Difference
SALARIES & BENEFITS				
Subtotal Minister Salary	7,451.70	11,722.92	96,019.00	-84,296.08
Subtotal Ministerial Intern	915.03	915.03	23,001.00	-22,085.97
Subtotal Church Administrator	4,974.81	10,795.00	60,814.00	-50,019.00
Subtotal Re Ministry	2,045.75	4,693.49	27,842.00	-23,148.51
Subtotal Director Of Music	1,576.44	3,152.88	19,871.00	-16,718.12
Subtotal Other Music Staff	435.01	435.01	14,732.00	-14,296.99
Subtotal Facilities Maintenance	2,450.02	4,917.64	29,164.00	-24,246.36
Subtotal Temporary Personnel	0.00	0.00	1,025.00	-1,025.00
Subtotal Child Care	268.07	711.33	8,577.00	-7,865.67
Subtotal Office Assistant	0.00	0.00	18,342.00	-18,342.00
Subtotal Salaries & Benefits	\$ 20,116.83	\$ 37,343.30	\$ 299,387.00	\$ (262,043.70)

OTHER EMPLOYER EXPENSE	Current Period	Year to Date	Annual Budget	Annual Budget Difference
Subtotal Other Employer Expense	\$ 395.30	\$ 989.80	\$ 6,900.00	\$ (5,910.20)
Subtotal Personnel Expenses	\$ 20,512.13	\$ 38,333.10	\$ 306,287.00	\$ (267,953.90)

ADMINISTRATIVE				
Subtotal Administrative	\$ 1,283.40	\$ 2,234.35	\$ 18,100.00	\$ (15,865.65)

PROPERTY EXPENSE				
Subtotal Property Expense	\$ 850.43	\$ 8,718.29	\$ 90,078.00	\$ (81,359.71)

PROGRAM EXPENSE				
Subtotal Program Expense	\$ 58.43	\$ 1,924.25	\$ 9,800.00	\$ (7,875.75)

OTHER EXPENSE				
Subtotal Other Expense	\$ 11.79	\$ 719.58	\$ 2,300.00	\$ (1,580.42)

ASSEMBLY/DUES				
Subtotal Assembly/dues	\$ -	\$ -	\$ 31,483.00	\$ (31,483.00)

DESIGNATED FUND EXPENSE				
Subtotal Designated Fund Expense	\$ 12,118.47	\$ 12,161.62	\$ -	\$ 12,161.62

MMA DESIGNATED EXPENSE				
Intern Reserve Fund Exp	\$ -	\$ 9,000.00	\$ -	\$ 9,000.00

TOTAL EXPENSES	\$ 34,834.65	\$ 73,091.19	\$ 458,048.00	\$ (384,956.81)
EXCESS INCOME\EXPENSES	\$8,257.64	\$27,332.24	-\$47,208.00	\$74,540.24