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## PCUU Board of Trustees Monthly Meeting Minutes

November 16, 2016

Called to order at 6:17 PM.

**Present:** Robyn Miessler-Kubaneck, Kathy Juba, Board Secretary; Scott Mansfield; Geoff Johnson; Kathleen Watson; Jamie Zaruba, Rev. Rebecca Hinds

**Absent:** Scott Gay, Gary McGraw, Treasurer (Written report shared.)

### Regular Agenda items:

I. **Chalice lighting:** Rebecca shared a reading for comfort and courage.

II. **October Minutes:**

Approved: Scott M. Second: Kathy Accepted.

### I II. Regular Agenda

DRE Report: In addition to the report, Jamie reported that he is involved in a Renaissance module training that will accomplish 30 hrs. of the 75 required hours for the RE credential. (Associate level). He will be going to regional assembly and will have a mentor assigned shortly.

Church Administrator Report: Pam resigned today. The board discussed writing a new job description that better reflects the needs of the church before hiring a permanent replacement. The board also problem solved tasks to be covered until a new administrator is hired.

Minister's report: In discussing the report, the board talked about holding some forums on Developmental Ministry. We will be working on the details.

Treasurer's Report: Currently operating at a net income for the year.

### IV. December Congregational meeting

Approved the draft budget as presented by the Finance Committee. Geoff moved, Kathleen seconded. Approved.

Planned the December 4 congregational meeting including the agenda and logistics. Set up: Kathleen & Kathy; Clean up: Robyn & Scott M.; Projector: Robyn.

### V. Developmental Ministry Startup Event

Robyn updated the Board on this coming Friday's Startup Event activities & Saturday workshop with Dori Thexton. Setup: Kathleen & Kathy; Clean up: Robyn & Scott M.

Friday: Meet at 6 for potluck. Dori will be facilitating. For this part of the event, Dori will be inviting the congregation to tell the story of the congregation and the things we need to be aware of, including identifying our strengths and pitfalls.



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Sat. from 9:00-3:00. By the end of Sat. the congregation should have a plan for our developmental ministry that includes what we can realistically do and on what timeline.

## **VI. New Business**

Response to recent election: Discussed scheduling a forum inviting people to come and share our ideas regarding potential changes coming as a result of the recent election. Rebecca will work on this.

Developmental ministry goal areas: Robyn distributed a document detailing the what & why for each developmental ministry goal stated in positive terms. This document was for information only and we will revisit it at a future meeting.

## **VII. Time for Reflection**

Rebecca led the group in a reflection that focused on caring about each other.

**Adjourned:** 8:35PM

Respectfully submitted,

Kathy Juba, Secretary

**November 2016 Minister's Report to the Board**  
**Rev. Rebecca Hinds**

This month I attended the Open and Affirming Clergy Group in Cedar Rapids, the Iowa UU Clergy monthly gathering, and the Iowa Abortion Access Fund Annual Fundraiser.

I submitted my second application for renewal of preliminary fellowship with the UUA on November 1, 2016.

Marion Patterson and I hosted a healing Labyrinth Walk on Nov. 2<sup>nd</sup>. Three people attended.

My weekly community coffee hour has been a big success. Particularly when I am at a downtown location I have 8-10 people drop by. I am going to continue with this and will likely be choosing one coffee shop for the long run (probably Brewed Awakenings or Brewhemia).

The Ministry Transition Team is up and running. We have met twice so far and will continue to meet once a month through July. This team has taken on hosting *Simply Social* events as a way for me to meet and get to know more people. So far these have been very successful and fun. Two more are scheduled in December. The Transition Team will be submitting a final renewal evaluation to the UUA for me in July. (Heads up: The Board will also be filling out and submitting a renewal evaluation for me this summer!)

I have been working closely this month with Archives, the Board, RE, Finance, Stewardship, Membership and Worship Associates. Regarding RE, I am trying to learn as much as I can about the culture around Adult Education at Peoples Church and who is responsible for it and how I can join in. Membership (and developing clear pathways to membership) remains a top priority for me.

In December, I am hosting a Holiday Decorating Party and Cookie Swap on Dec. 3<sup>rd</sup> at 1pm. Tristan Maynard, Jamie Zaruba, and I are working hard to prepare the Christmas Play for Sunday, Dec. 11<sup>th</sup>. I have arranged with Rev. Steven in Iowa City to share Christmas services this year. The Iowa City congregation will be joining us on Christmas Eve for a 4:30pm service. We will be going to Iowa City on Christmas Day to join them for their 1:30pm service.

I am looking forward to our Developmental Ministry retreat on Nov. 18-19. It will be good for us to focus and get clear on a specific plan and path towards reaching our developmental goals.

Robyn and I have been talking about hosting Adult Forums once a month on Developmental Ministry. Perhaps the board would like to have one each month? I could do a "Conversation with the Minister" once a month on certain theological topics related to our Developmental Ministry.

Finally, I am thinking a lot this month about UNITY. I am curious to find ways to heal divides and bring people together at Peoples Church.

**Peoples Church Unitarian Universalist  
Administrator's Report for October 2016  
Submitted November 2016 by Pamela Edwards**

**ATTENDANCE**

<b>September 2016</b>		<b>October 2016</b>	
<b>9-4</b>	<b>Picnic</b>	<b>10-2</b>	<b>50</b>
<b>9-11</b>	<b>106</b>	<b>10-9</b>	<b>56</b>
<b>9-18</b>	<b>87</b>	<b>10-16</b>	<b>76 (includes kids)</b>
<b>9-25</b>	<b>42</b>	<b>10-23</b>	<b>52</b>
		10-30	43
<b>Average</b>	<b>78</b>	<b>Average</b>	<b>55</b>

**2016 NEW SUNDAY VISITORS IN OCTOBER**

Number of new visitors: 7

Found PCUU by:

- "Jesus Lecture"
- CUUPS/Invited
- Rev Rebecca
- Online
- Website

**BUILDING & GROUNDS**

**ELEVATOR**

Our 30 year old elevator has been blowing fuses without rhyme or reason, which required calling Schumacher Elevator. (It has received all its scheduled mandatory tests, including the Full-Load Safety Test in April 2016. On its last visit, Schumacher Elevator recommended calling an electrician. Bob Gleason of Gleason Electric checked it on 11-10-16. Gleason said that "ghosting" (blowing fuses without reason) often points to motor trouble. He put in a different fuse (changing from 8 amps to 25 amps) and said to monitor it. If the elevator blows another fuse, he will pull the motor and check it. Gleason also

noted that the elevator is on a shared breaker in the basement janitor room across from the elevator. This breaker box has only one label: "spots." That may be a factor is why the fuse blows and he asked that we find out what "spots" means. (Gleason added an "elevator" label). He says we should label the breaker box switches. He will submit a write-up of what he did, plus his recommendations.

### **PEST CONTROL**

Roaches were recently discovered in the Ely Room kitchen, requiring two visits from Terminex to eradicate the problem.

### **SNOW PLOWING**

Our snow plower, Rick Maker, has decided he will no longer do snow plowing. A new contract snow plower is now being sought. Any recommendations would be gratefully received.

### **VITA**

For the past two years, Peoples Church has hosted the VITA program in the Ely Room, free of charge. The Volunteer Income Tax Assistance (VITA) program offers free tax help and electronic filing to people who make under \$54,000, persons with disabilities, and limited English speaking taxpayers. The VITA program is administered by the United Way. The United Way has again requested use of our church for the 2017 Tax Season.

On 11-10-16, I forwarded VITA's request to Board President Robyn Miessler-Kubanek. (See below). In an email dated 11-10-16, Board President Robyn Miessler-Kubanek approved VITA's use of our building: "On behalf of the Board of Trustees, I authorize VITA to use the Peoples Church building for their program in 2017 as outlined in this email message."

### **Request for Use of Peoples Church during 2017 Tax Season**

To: People's Church Unitarian Universalist Board of Directors  
From: Cliff Ehlinger, Senior Manager, VITA Program  
Re: Use of facility  
Date: October 25, 2016

Thank you. I want to first thank you and Pam Edwards for your continued support of our VITA program. During the 2015 VITA tax season our volunteers provided this valuable service to enhance the financial stability for low to moderate income level individuals and families in our community. The 75 volunteers who provided the services through this program completed 1,883 tax returns. In addition to assisting to bring in over \$3 million back, through these tax returns, into the community, the program provided these individuals with a sense of accomplishment as they meet their civic responsibility of filing their state and federal income tax returns.

The \$3 million brought back to the community through this program is a 7% increase over the previous year. The returns that were filed included \$1.3 million from Earned Income

Tax Credit and \$147,662 from Child Tax Credit. These volunteers contributed at least 3,808 volunteer hours over the twelve weeks of the tax season.

We are requesting the use of the People's Church Unitarian Universalist site on Tuesday and Thursday evenings from 5:30 – 8:30 and on Saturdays from 9:00 – 12:00. Tom Miller and Penny Foe will be the site coordinators at the site and will be responsible for set up and tear down before and after each tax session. Of course, if there are other activities planned for one of these evenings, we will work with you to make sure that your facility is used, first for your activities, and then for the VITA program.. We respect the fact that we are welcomed guests at your facility and value our partnership.

The initial set up for the site would be during the week of January 16<sup>th</sup> with the start date of January 24, 2017. Items will be removed from the site during the week of April 10<sup>th</sup> with our last day for tax preparation on April 8, 2017.

We appreciate your support and look forward to working with you this year. If you have any questions, feel free to contact me at [cliff.ehlinger@uweci.org](mailto:cliff.ehlinger@uweci.org)

Jamie Ray Zaruba  
DRE Board Report November 2016

### **What's going on in RE**

- Attendance is strong this year
- We are continuing to offer a babysitting Date night for our members from 6pm-9pm in the nursery 3rd Saturday night of each month. In December we will offer a gift shopping daycare to also raise money for Boston.
- Our High school youth decided on a youth conference theme of "The Twilight Zone". In addition, our Holiday Pageant on Dec 11<sup>th</sup> is continuing this theme, so our Parade float for Dec 3<sup>rd</sup> will also follow this as well.
- We will be singing a cute thanksgiving song next week for our multigenerational service in the 20<sup>th</sup>.

### **Attendance**

- Adult Religious Education
  - 12 Oct: 8
  - 26 Oct: 11
  - 9 Nov: 5
  - Average 7 Students
- Youth and Children
  - Pre-K Through 12th
  - 9 Oct: 21
  - 16 Oct: 23
  - 23 Oct: 27
  - 30 Oct: 25
  - 6 Nov: 20
  - 13 Nov: 23
  - Average 23 Students
- Events
  - Youth Game Night
  - 5 Oct: 5
  - 19 Oct: 7
  - 2 Nov: 6
  - Average 6 youth
  - Nerf Wars
  - 12 Nov: 6

### **RE Council Members**

Co-Chairs: Deb Maynard & Amber Todd  
Arianne Waseen  
Jennifer Brade  
Tristan Maynard  
Sherri Martin

Director of Religious Education's Report to the Board  
Peoples Church Unitarian Universalism  
For October 2016

Danny Booth  
Lance Maynard

**Coming Events**

- Nov. 16 Youth Game Night
- Nov. 19 Date night
- Nov. 20 Multigenerational Service
- Nov. 23-27 Thanksgiving break no RE Classes
- Nov. 30 Youth Game Night
- Dec. 3 Cedar Rapids Holiday Parade of lights
- Dec. 4 RE Council Meeting at 12:15-1300
- Dec. 7 Adult Religious Education
- Dec. 11 Holiday Play
- Dec. 14 Youth game Night
- Dec. 17 Holiday Shopping Daycare for Boston 11-4
- Dec. 18 Multi-generational Service / Yule
- Dec. 21 Adult Religious Education

**Keep on Rocking!**



# Finance Report for October 2016

## Peoples Church Unitarian Universalist

Submitted by Gary McGraw, Treasurer

October net income: \$784

Year-to-Date net income: \$5784

We have received our entire 3% endowment distribution for the year and don't plan to go beyond that unless November and December income drops off precipitously.

Proposed 2017 budget continues to hold line on expenses (no increases in salaries, UUA contribution still at 50% of fair share, bare-boned programs) and plans for a 3.5% endowment distribution.

The final canvass results came in late October showing good increase (thanks to the Stewardship Team!!! It made our job much easier!). We have made adjustment to planned spending to better reflect actual expected expenses.

We are still projecting a budget deficit unless we have another favorable year in terms of larger than expected income and lower than expected expenses (e.g. facilities).

## Peoples Church Budget 2017 (draft)

	2016 Revised Budget	2017 Proposed Budget	% Chng	Notes
<b>Income</b>				
Canvass Amount	131,420	145,926	11%	As of 20 Oct: \$145,925.50
Pledge Income	128,340	140,088	9%	96% Collection Rate
Sunday Cash Collection	3,000	3,000	0%	
Unpledged donations & new pledges	1,500	1,500	0%	
Room Rentals	450	450	0%	
Fundraiser(s) & Other Gifts	2,800	1,000	-64%	Realistic
Endowment Income	28,000	21,000	-25%	~3.5% of average 12qtr holdings
RE fees	400	-	-100%	
<b>Total income</b>	<b>164,490</b>	<b>167,038</b>	<b>2%</b>	
<b>Expenses</b>				
<b>Staff</b>	<b>130,675</b>	<b>133,293</b>	<b>2%</b>	
Wages and taxes	106,121	108,281	2%	
Minister	66,528	66,528	0%	
DRE	19,312	20,936	8%	Corrected hourly rate; increased to 22hrs for child care coord
Administrator	13,822	13,855	0%	
Nursery	2,799	2,442	-13%	Corrected number of hours worked
Custodian	3,660	4,521	24%	Corrected number of hours worked
Benefits	17,423	16,187	-7%	
Professional expenses	7,130	8,825	24%	Paying for DRE expenses
<b>Facilities</b>	<b>21,600</b>	<b>21,900</b>	<b>1%</b>	
Building Maintenance	6,800	3,500	-49%	Closer to Actual
Utilities	6,500	6,000	-8%	
Contract Services B&G	3,200	3,200	0%	Trash, Snow, Lawn
Insurance	4,600	4,600	0%	
Furniture & equipment	500	4,600	820%	Copier Lease=\$150/mo, New PC=\$1k, Update Min off=\$1.5k,\$300 for Archives Timeine
<b>Administration</b>	<b>10,700</b>	<b>9,700</b>	<b>-9%</b>	
Office (incl all software use)	5,500	5,500	0%	
Communications	2,200	1,200	-45%	3yr paid for web hosting thru 2019
Payroll service/bookkeeper	3,000	3,000	0%	\$250/mo
<b>Finance</b>	<b>2,200</b>	<b>1,200</b>	<b>-45%</b>	
Stewardship	200	200	0%	
Fees	2,000	1,000	-50%	Vanco & Stock fees
<b>Denominational</b>	<b>4,700</b>	<b>5,000</b>	<b>6%</b>	~ 3% of income
UUA	3,400	3,600	6%	
Mid-America Region	1,300	1,400	8%	
<b>Programs</b>	<b>10,600</b>	<b>10,600</b>	<b>0%</b>	
RE	4,500	4,500	0%	
Fellowship/Membership	200	200	0%	
Worship	1,600	1,600	0%	
Adult Programs	100	100	0%	
Governance	600	600	0%	
Outreach/Social Justice	2,600	2,600	0%	ECC (\$2k), IUUWAN, committee
Ministerial discretionary fund	500	500	0%	
Leadership Development	500	500	0%	
<b>Developmental Ministry</b>	<b>1,500</b>	<b>1,000</b>	<b>-33%</b>	Mid-America Region fee + additional
<b>Savings</b>	<b>0</b>	<b>0</b>		
Ministerial Sabbatical	0	0		
Property/Equipment Replacement	0	0		Should be setting aside savings....
Building Replacement/Renovation	0	0		
<b>Expenses Total</b>	<b>181,975</b>	<b>182,693</b>	<b>0%</b>	
<b>Budget Deficit</b>	<b>(17,485)</b>	<b>(15,654)</b>		
<b>Transfer from Savings</b>	<b>17,485</b>	<b>15,654</b>	<b>-10%</b>	This is bad, but getting better
Net	0	-		