



# Welcome!

## 2020 Annual Meeting

The First Unitarian Congregational Society in Brooklyn  
is a joyful, loving, religious community  
that inspires and empowers people to  
Grow spiritually, Care for one another, and  
Work for social justice and stewardship of the earth.

June 14, 2020

# Opening Words

MEAGAN HENRY

DIRECTOR OF EDUCATION & FAMILY MINISTRY

# Information for Today's Meeting

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We recommend use of Speaker View

We are using a Power Point presentation – adjust the size of the “slides” for your viewing preference

Please do not use chat during the presentation. There will be time to ask questions and share your views at the conclusion of each agenda item

Voting will be by show of hands. When you are asked to vote raise your hand, hold it up until told to put it down

Speakers are limited to 2 minutes. If you wish to speak for or against the motion type “for” or “against” in the chat box and you will be called on.

Other rules as noted in the “rules” document



# Today's Agenda

- ▶ Review of Right Relations Covenant
- ▶ Meeting Rules
- ▶ Appointments



# Right Relations Covenant

- ▶ We are mindful that, as individuals and members of this spiritual community, we are each accountable for our words, deeds, and behavior. Therefore, whenever we worship, work together, or relate to one another, we agree to follow the following behavior covenant. I will strive to:
- ▶ Respect and cherish diversities of race, ethnicity, gender, sexual and/or affectional orientation, identity/gender expression, age, ability, beliefs and ideas.
- ▶ Assume good intentions. Trust in and speak well of one another. Give the benefit of the doubt. Examine my own intentions.
- ▶ Foster an environment of compassion, generosity, fellowship, and creativity. Smile and be welcoming. Share in the responsibilities of congregational life. Actively support the congregation's activities, and pledge financial support.

# Right Relations Covenant

- ▶ Express appreciation and gratitude for the rich variety of gifts and talents shared among us. Empower others.
- ▶ Speak the truth as I experience it with kindness, care, and respect.
- ▶ Make decisions democratically through agreed-upon processes. Promote fairness and decency. Speak out against injustice.
- ▶ Face others directly in agreement or disagreement. Act with respect and humility when I disagree with others.
- ▶ Be mindful that words and actions may cause unintended pain.
- ▶ Seek out understanding and wisdom in the presence of conflict. Resolve conflicts through intentional compromise and collaboration and, when necessary, request mediation. Understand that sometimes it is necessary to take "no" for an answer. Be forgiving.
- ▶ Practice self-care.



# Today's Agenda

- ▶ Elections & Report of the Leadership Development Committee (10 minutes)
- ▶ Presentation and Vote on the 2020-21 Budget (40 Minutes)
- ▶ Report of the Co-Presidents (10 minutes)
- ▶ Adjournment



# Report of the Leadership Development Committee

June Wohlhorn:  
Co-Chair

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# Trustee Nominees

For the Board of  
Trustees

Class of 2023

- ▶ Megan Munroe
- ▶ Andrea Parkinson
- ▶ Matt Robinson-Henrie



# Leadership Development Committee Nominees

## Class of 2022

- ▶ Catalina Bertani (1st Term)
- ▶ Laurel Lesio-Eisenstadt
- ▶ Laura Manos-Hey (2nd Term)

## Class of 2021

- ▶ Patrick Gunn
- ▶ June Wohlhorn





# Clerk & Moderator

- ▶ Bruce Wilde (4<sup>th</sup> Term)
- ▶ Mike Alcott (3<sup>rd</sup> Term)





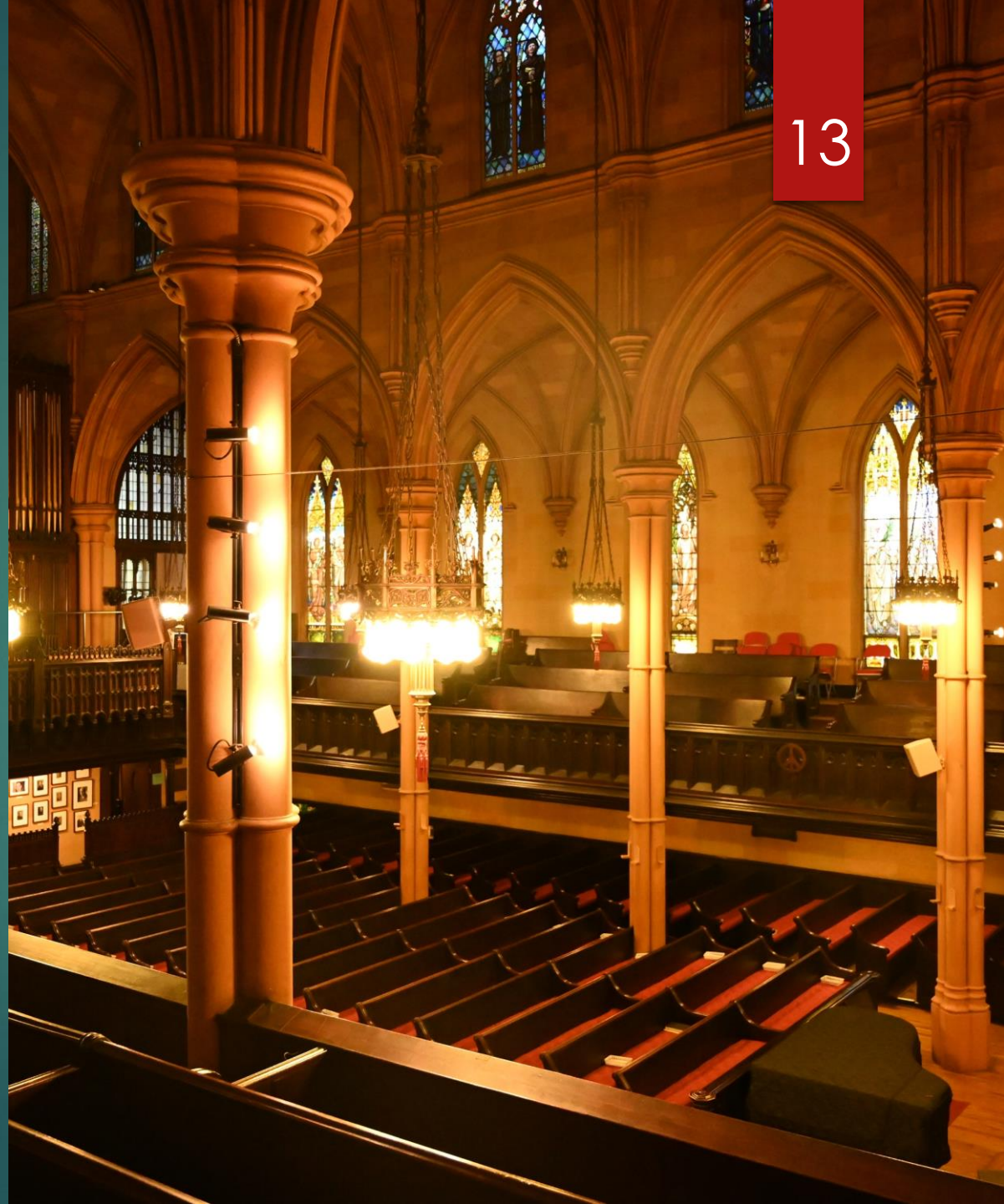
# Motion

- ▶ On behalf of the Leadership Development Committee, move to elect the following
  - ▶ For the Board of Trustees: Megan Munroe, Matt Robinson-Henrie & Andrea Parkinson
  - ▶ For the Clerk of the Society: Bruce Wilde
  - ▶ For the Moderator: Michael Alcott
  - ▶ For the Leadership Development Committee: Laurel Lesio-Eisenstadt, Catalina Bertani & Laura Manos-Hey

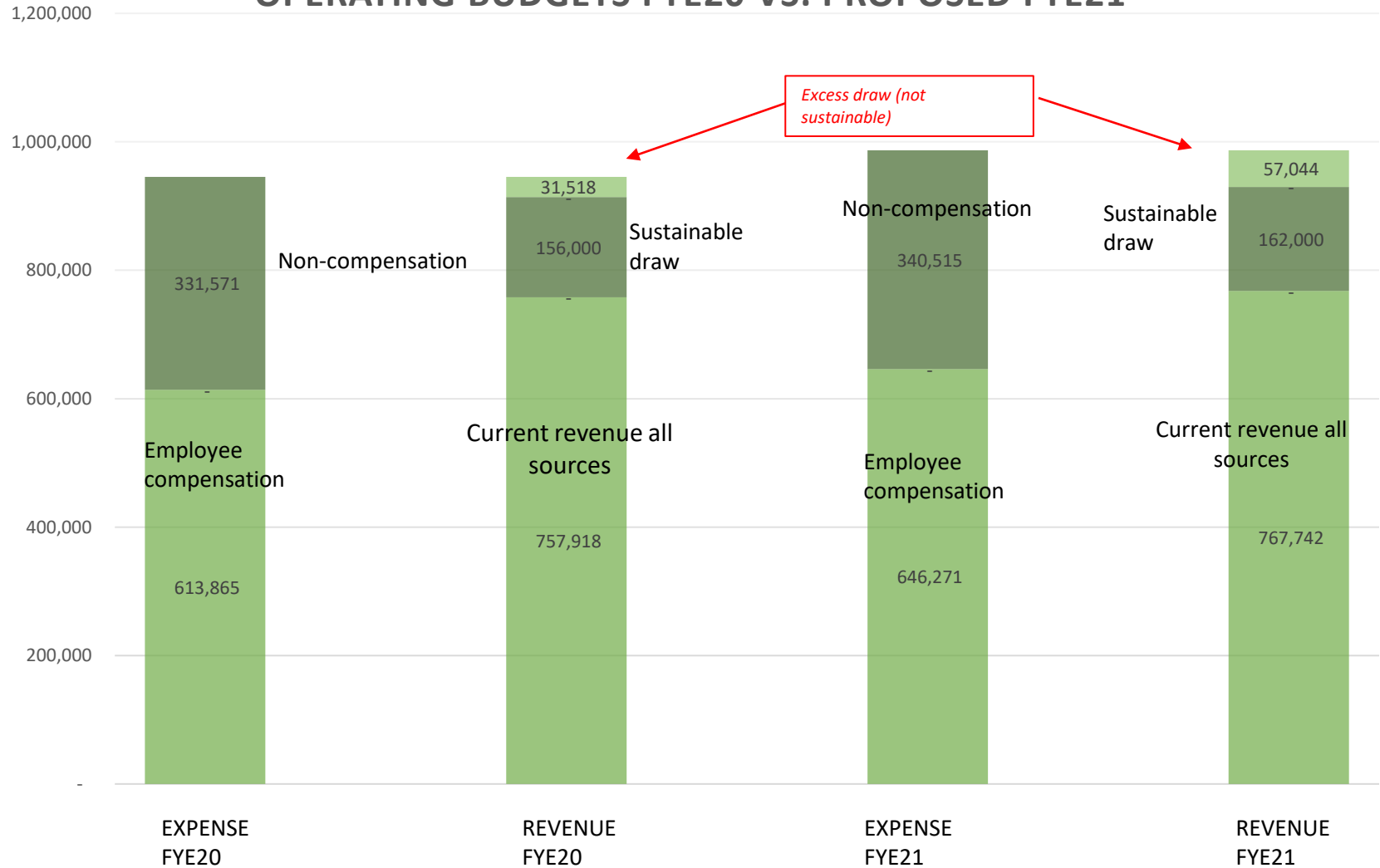
# Treasurer's Report

Lake Wise

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## OPERATING BUDGETS FYE20 VS. PROPOSED FYE21





### Current fiscal year budget and projected actual financial results

|  | <b><u>Budget FYE20</u></b> | <b><u>Full year projected</u></b> | <b><u>Favorable/(Unfavorable)</u></b> |
|--|----------------------------|-----------------------------------|---------------------------------------|
| TOTAL CANVASS & CONTRIBUTIONS                        | 401,000                    | 385,376                           | (15,624)                              |
| TOTAL FUNDRAISING & PROGRAMS                         | 23,750                     | 23,728                            | (22)                                  |
| TOTAL RENTS  | 337,668                    | 337,667                           | (1)                                   |
| OTHER INCOME   | 0                          | 2,601                             | 2,601                                 |
| <b>TOTAL REVENUE</b>                                 | <b>762,418</b>             | <b>749,372</b>                    | <b>(13,046)</b>                       |
| TOTAL CONTRIBUTIONS                                  | 15,500                     | 28,782                            | (13,282)                              |
| TOTAL SENIOR MINISTER                                | 161,926                    | 156,926                           | 5,000                                 |
| TOTAL OTHER MINISTERIAL                              | 0                          | 2,000                             | (2,000)                               |
| TOTAL MRE/ DEM COMPENSATION                          | 121,926                    | 121,926                           | 0                                     |
| TOTAL RELIGIOUS EDUCATION                            | 19,070                     | 20,367                            | (1,297)                               |
| TOTAL CHILDCARE                                      | 3,893                      | 3,893                             | 0                                     |
| TOTAL MUSIC AND WORSHIP                              | 67,162                     | 64,019                            | 3,143                                 |
| TOTAL CONGREGATIONAL LIFE                            | 75,511                     | 73,380                            | 2,131                                 |
| TOTAL BUILDING RELATED EXPENSES                      | 398,188                    | 397,667                           | 521                                   |
| TOTAL ADMIN AND GENERAL SERVICES                     | 86,760                     | 104,828                           | (18,068)                              |
| <b>TOTAL EXPENSE</b>                                 | <b>949,936</b>             | <b>973,788</b>                    | <b>(23,852)</b>                       |
| <b>NET OPERATING SURPLUS (DEFICIT)</b>               | <b>(187,518)</b>           | <b>(224,416)</b>                  | <b>(36,898)</b>                       |
| NET SURPLUS (DEFICIT) AFTER SUSTAINABLE DRAW         | (31,518)                   | (68,416)                          | (36,898)                              |
| Forgiveable PPP loan                                 |                            | 108,634                           | 108,634                               |
| Accessibility (net of current year donations)        | (32,228)                   | (86,133)                          | (53,905)                              |
| NET SURPLUS (DEFICIT) DUE TO EXTRAORDINARY ITEMS     | (32,228)                   | 22,501                            | 54,729                                |
| <b>TOTAL SURPLUS (DEFICIT) (charge to endowment)</b> | <b>(219,746)</b>           | <b>(201,915)</b>                  | <b>17,831</b>                         |

## **OPERATING BUDGET OVERVIEW**

|  |  | <i><b>FYE20 budget</b></i> |                  | <i><b>FYE20 proj.</b></i> |                  | <i><b>FYE21 prop.</b></i> |  |
|--|--|----------------------------|------------------|---------------------------|------------------|---------------------------|--|
| <b>REVENUE</b>                           |  |                            |                  |                           |                  |                           |  |
|  | CANVASS & CONTRIBUTIONS                      |                            | 396,500          |                           | 385,376          | 418,500                   |  |
|  | FUNDRAISING & PROGRAMS                       |                            | 23,750           |                           | 23,728           | 25,100                    |  |
|  | RENTS  |                            | 337,688          |                           | 337,467          | 323,942                   |  |
|  | OTHER INCOME                                 |                            |                  |                           | 2,601            | 0                         |  |
| <b>TOTAL REVENUE</b>                     |  |                            | <b>757,918</b>   |                           | <b>749,372</b>   | <b>767,742</b>            |  |
| <b>EXPENSE</b>                           |  |                            |                  |                           |                  |                           |  |
|  | CONTRIBUTIONS BY THE CONGREGATION            |                            | 15,500           |                           | 28,782           | 17,500                    |  |
|  | MINISTERIAL LEADERSHIP                       |                            | 161,926          |                           | 158,926          | 167,899                   |  |
|  | LIFESPAN FAITH FORMATION                     |                            | 140,389          |                           | 146,186          | 149,049                   |  |
|  | MUSIC AND WORSHIP                            |                            | 67,162           |                           | 64,019           | 73,122                    |  |
|  | CONGREGATIONAL LIFE                          |                            | 75,511           |                           | 73,380           | 83,639                    |  |
|  | BUILDING RELATED EXPENSES                    |                            | 398,188          |                           | 397,667          | 385,428                   |  |
|  | ADMIN AND GENERAL SERVICES                   |                            | 86,760           |                           | 104,828          | 110,149                   |  |
| <b>TOTAL EXPENSE</b>                     |  |                            | <b>945,436</b>   |                           | <b>973,788</b>   | <b>986,786</b>            |  |
| <b>OPERATING (DEFICIT)</b>               |  |                            | <b>(187,518)</b> |                           | <b>(224,416)</b> | <b>(219,044)</b>          |  |
|  | SUSTAINABLE ENDOWMENT DRAW                   |                            | 156,000          |                           | 156,000          | 162,000                   |  |
|  | OPERATING (DEFICIT) IN EXCESS OF SUSTAINABLE |                            | <b>(31,518)</b>  |                           | <b>(68,416)</b>  | <b>(57,044)</b>           |  |
|  | EXTRAORDINARY ITEMS                          |                            | <b>(32,228)</b>  |                           | <b>(86,133)</b>  |                           |  |
|  | EFFECT OF PPP LOAN                           |                            |                  |                           | 108,634          |                           |  |
| <b>NET DRAW IN EXCESS OF SUSTAINABLE</b> |  |                            | <b>(63,746)</b>  |                           | <b>(45,915)</b>  | <b>(57,044)</b>           |  |

## CAPITAL BUDGET OVERVIEW

|   |  | <i>FYE20 budget</i> |  |  | <i>FYE20 proj.</i> |  | <i>FYE21 prop.</i>    |   |  |
|---|--|---------------------|--|--|--------------------|--|-----------------------|---|--|
| <b>CAPITAL FUND PROJECTED SOURCES</b>             |  |                     |  |  |                    |  |                       |   |  |
| TRANSFER FROM GENERAL ENDOWMENT                   |  |                     |  |  |                    |  | 400,000               |   |  |
| ALLOCATION OF 10% OF RENTS                        |  |                     |  |  |                    |  | 32,258                |   |  |
| CAPITAL CAMPAIGN                                  |  |                     |  |  |                    |  | <u>85,000</u>         | * |  |
|   |  |                     |  |  |                    |  | <b>517,258</b>        |   |  |
| <b>CAPITAL FUND SCHEDULED USES FYE21</b>          |  |                     |  |  |                    |  |                       |   |  |
| REPAIR EXTERIOR FAÇADE OF CHAPEL                  |  |                     |  |  |                    |  | (40,000)              |   |  |
| SANCTUARY PEW REMOVAL / MODIFICATION              |  |                     |  |  |                    |  | <u>(15,000)</u>       |   |  |
|   |  |                     |  |  |                    |  |                       |   |  |
| <b>PROJECTED CAPITAL FUND BALANCE END OF YEAR</b> |  |                     |  |  |                    |  | <b><u>462,258</u></b> |   |  |
|   |  |                     |  |  |                    |  |                       |   |  |

\* Based on projected 3-year Capital Campaign total of \$250,000

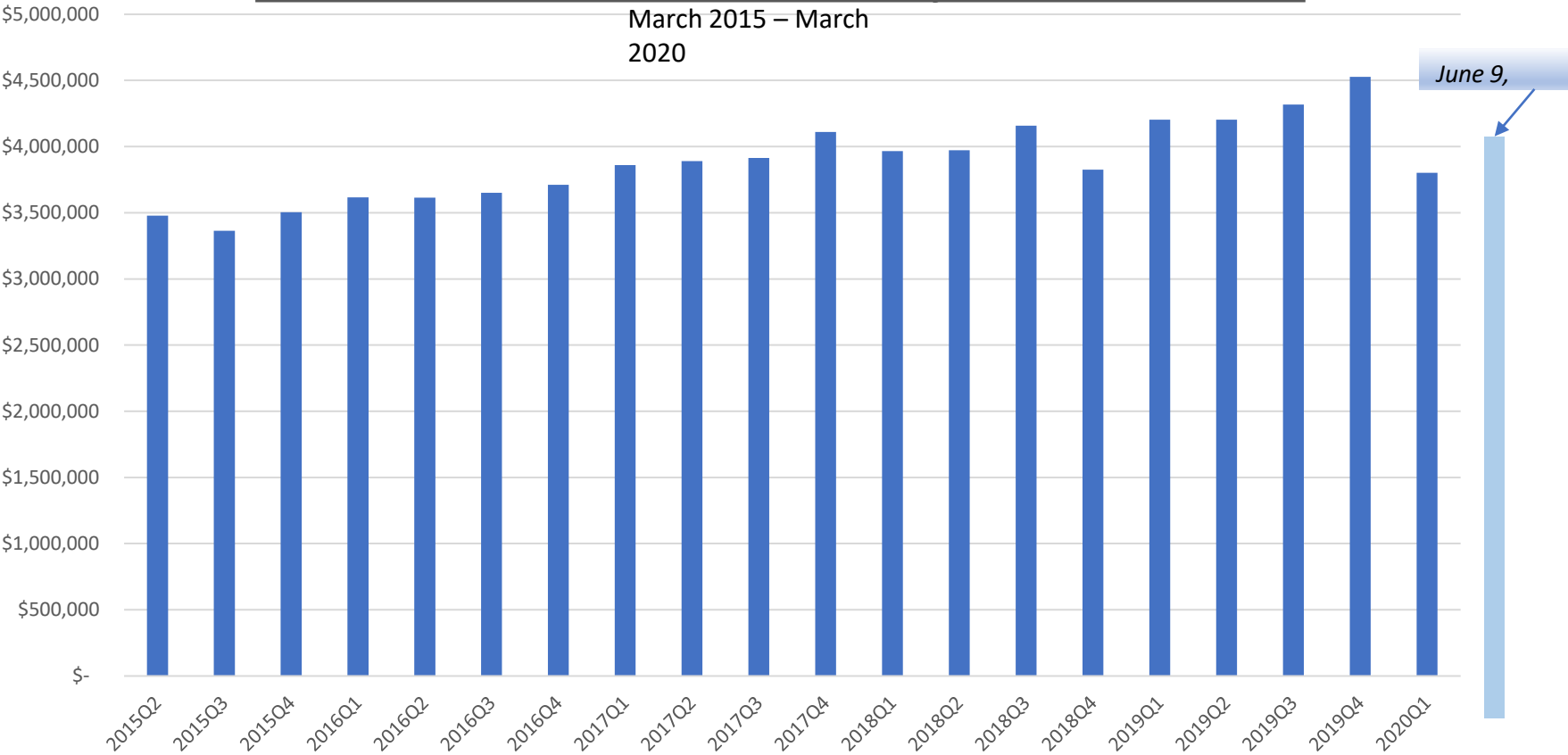


## **OPERATING EXPENSE CHANGES, FYE20 BUDGET VS. FYE21 PROPOSED BUDGET**

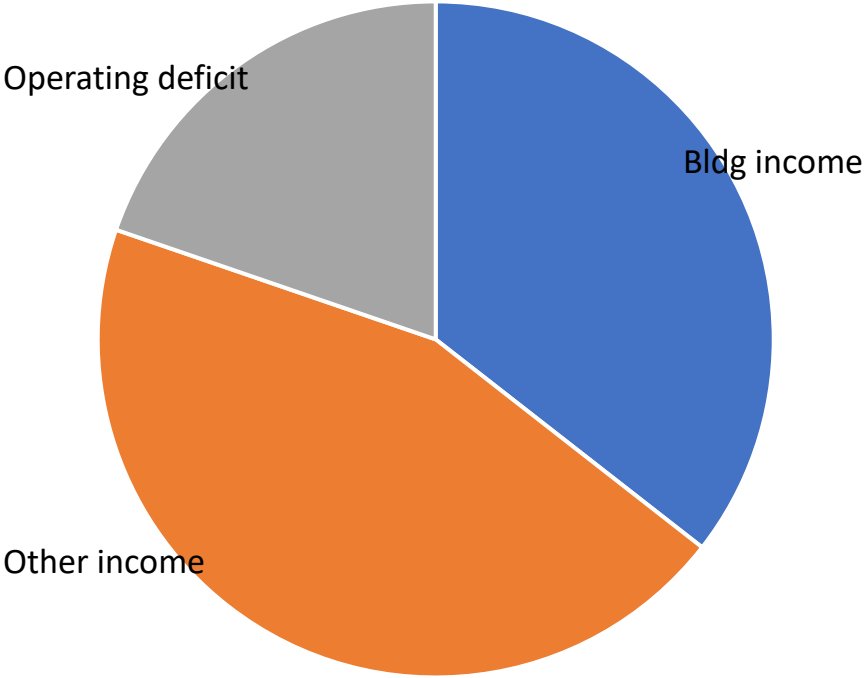
|                                      | <u>Salary</u> | <u>Benefits</u> | <u>Total</u>         |
|--------------------------------------|---------------|-----------------|----------------------|
| Benefits cost increases              |               | 7,986           | 7,986                |
| R.E. staff changes                   | 1,850         | 191             | 2,041                |
| 2% COLA for all staff                | 8,997         | 1,277           | 10,274               |
| Add'l increase: Losak                | 6,313         | 1,114           | 7,427                |
| Add'l increase: Podd                 | <u>4,624</u>  | <u>354</u>      | <u>4,978</u>         |
| Total increase in comp budget        | 21,484        | 10,922          | 32,406               |
| Decrease in building related expense |               |                 | (12,760)             |
| Additional professional fees         |               |                 | 20,000               |
| All other changes (net)              |               |                 | <u>1,704</u>         |
| Total                                |               |                 | <u><u>41,350</u></u> |

**First Unitarian Endowment Fund Balance by Calendar Year Quarter**

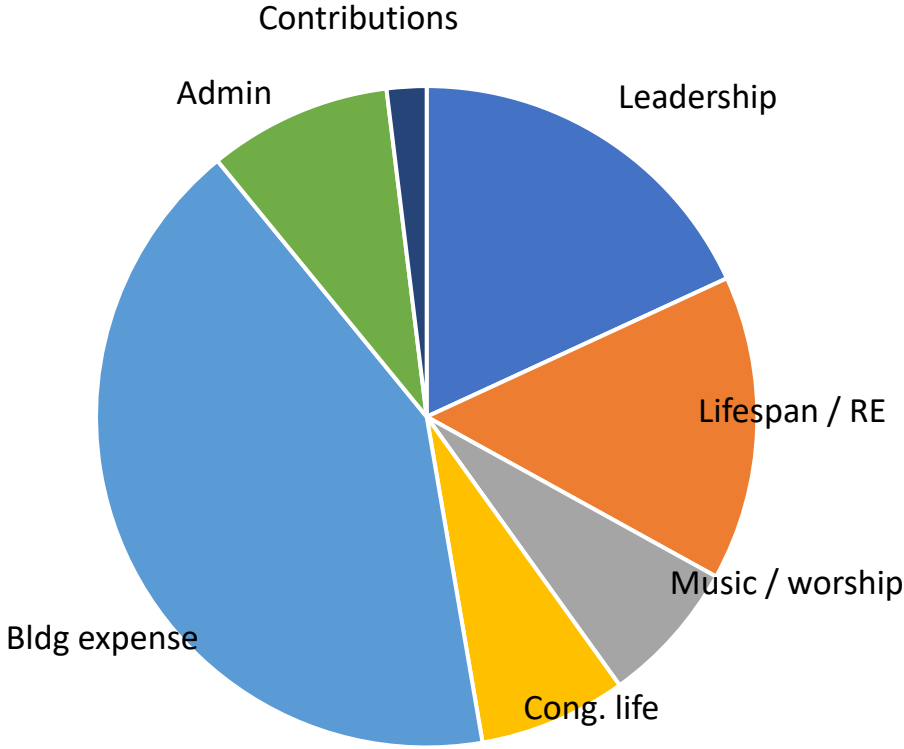
March 2015 – March  
2020



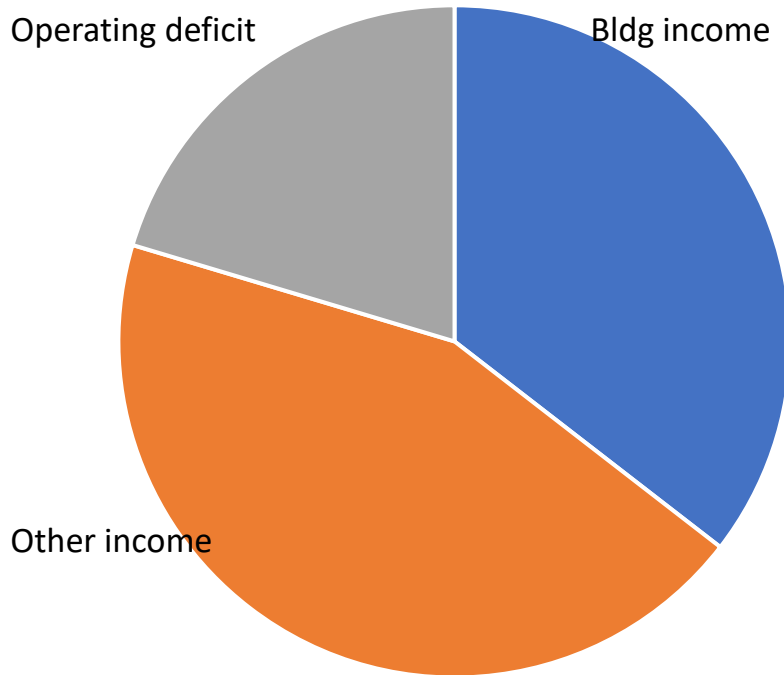
# ANNUAL SOURCES OF REVENUE



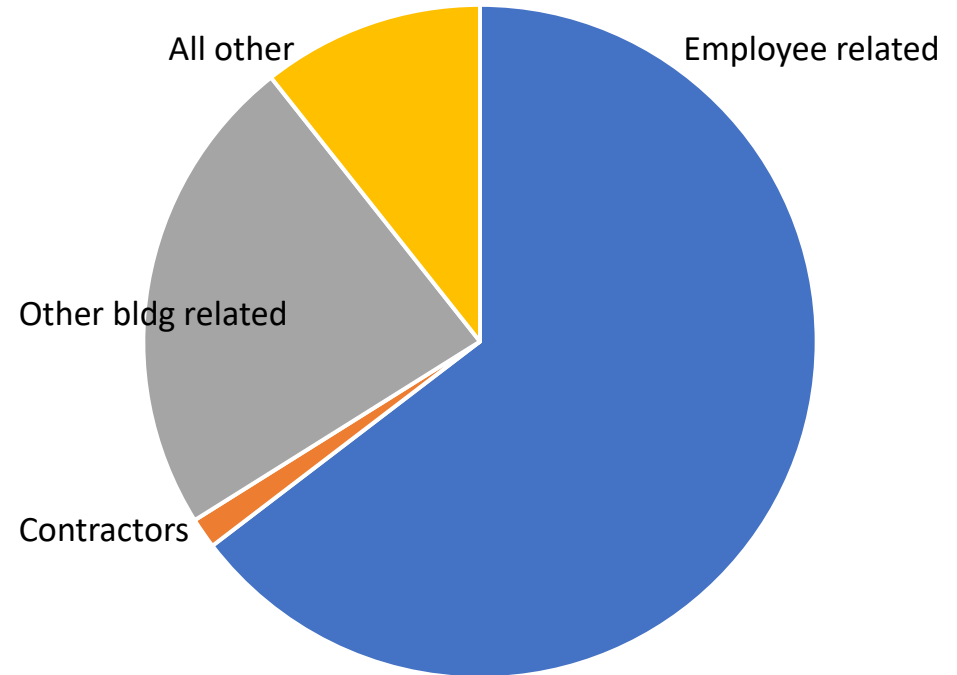
# ANNUAL EXPENSE BY PROGRAM



## ANNUAL SOURCES OF REVENUE



## ANNUAL EXPENSE BY CATEGORY





# Long Term Rental Team (LTRT)

- ▶ Convened to explore options for renting the daycare space
- ▶ Team members: Carolyn Ellis, Patrick Gunn, John Carroll (Board Liaison), Garnett Losak (Staff Liaison)
- ▶ Engaged Denham Wolf Real Estate for space value assessment (completed April 2020)
- ▶ Recommended to board engagement of DW as broker for the space going forward.

# About Denham Wolf

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An essential resource for New York City's nonprofit community, Denham Wolf Real Estate Services provides expertise in transactions, development, and project management. Through these integrated services, we empower organizations to take a thoughtful, mission-first approach to real estate.

- ▶ Came highly recommended by 4<sup>th</sup> Universalist
- ▶ Specializes in non-profit real estate
- ▶ Knowledgeable about tax repercussions and non-profit real estate law
- ▶ Considerable experience working with houses of worship & educational institutions

# Completed & Next Steps

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## Completed

- Contract executed (June 2020)
- Launch meeting with team (June 10<sup>th</sup>)

## Next Steps

- Introduction to Imagine corporate staff
- Marketing material created (DW)
- Turn negotiations over to DW
- Continued oversight by LTRT
- Exploration of alternative tenant if necessary

# Budget Implications

- ▶ Minimum fee to DW, assuming successful lease completion, \$20,000
  - ▶ 75% due at least signing
  - ▶ 25% due at start of lease
- ▶ Added to budget expense as professional fee
- ▶ Fee increases dependent on lease terms (higher rent/higher fee)



# Motion

As Treasurer of the congregation,  
and behalf of the Board of Trustees,  
move to adopt the Fiscal Year 2020-  
2021 Budget as presented

# Discussion

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- ▶ Comments will be limited to 2 minutes
- ▶ For Comments in favor of the motion type “for” in the chat box
- ▶ For Comments against the motion, type “against” in the chat box
- ▶ For Questions or Points of Order, type “Question” in the chat box.
- ▶ Questions will be answered in order
- ▶ The budget motion is not amendable
- ▶ Please, no cross chat allowed

# Co-Presidents' Report

Dawn Elane Reed

Sam McKelvie

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Welcome  
to our  
New  
Treasurer,  
Pat Steele

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# Managing the Pandemic

- ▶ Prepare for the worst, hope for the best
- ▶ Create Pandemic Task Force
  - ▶ Includes staff, board, at-large members
  - ▶ Explore options for phasing in building use
  - ▶ Stay abreast of current advisories and recommendations
  - ▶ Work with staff and board to ensure safe practices



# Your Board at Work

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- ▶ Select a meeting date/time
- ▶ Elect president/co-presidents
- ▶ Schedule a retreat
  - ▶ Get to know our new members/orientation
  - ▶ Initiatives for the year
  - ▶ Pandemic team

# Join Us for Summer Worship

- ▶ June 14: Juneteenth - Weaving Social Justice
- ▶ June 21: Pride – Queer Caucus
- ▶ June 29: General Assembly Live Stream
- ▶ July 5: Andrea Parkinson
- ▶ July 12: Samantha Waller
- ▶ July 19: Alan Kone
- ▶ July 26: Immigrant Solidarity
- ▶ August 2: Cybele Raver
- ▶ August 9: Abby Grosslein
- ▶ August 16: 100<sup>th</sup> Anniversary of Women's Suffrage - Women's Leadership Alliance
- ▶ August 23: Ethan Loewi, Intern Minister
- ▶ August 30: Amit Mehta
- ▶ September 6: Christopher Johnson, Director of Facilities

THANK  
YOU!