

Decorah UU
Minutes
Meeting of the Board of Trustees
Randd Properties Building
Tuesday, July 10, 2018

Call to Order – The meeting was called to order at 7:04 p.m. by Bill Pardee.

Board Members Present – Bill Pardee, Annastacia Cowles, Beth Wahlberg, Carolyn Corbin, Matthew Alexander.

Others Present – Decorah UU members Mike Vermace, Jim McIntosh, Bruce Jordan and Detra Dettmann; Decorah UU Fellowship Coordinator Otter Dreaming.

Chalice Lighting and Reaffirmation of the Board Covenant

Additions to the Agenda – Annastacia requested a review of last month's Old Business.

Comments from Decorah UU Members and Friends – There were no comments.

Reports

Treasurer's Report (Addendum A [email and attached report]; Addendum B [email and attached report]) – Bruce moved and Beth seconded that the Treasurer's Report (Addendum A) be approved as received via email. Board members expressed their appreciation for Jim's final summary (Addendum B) and discussed pledges and payments to speakers. Resources for paying speakers in the coming year have been increased in the budget. The motion carried.

Approval of Previous Month's Board Meeting Minutes – Bruce moved and Beth seconded that June's Board Meeting Minutes be approved as received via email. Bill noted that "Ellen would like the lease agreement to be completed by September 1" should read "Ellen would like modifications to be completed by September 1." The motion carried as amended.

Election of Board Chair for the 2018-2019 fiscal year – Jim's and Bruce's terms on the Board are now concluded, as Matthew and Carolyn join the Board. Beth nominated Bill for the position of Board Chair. Carolyn seconded the nomination. The nomination carried.

Election of new Treasurer – Bill nominated Beth for the position of Treasurer. Carolyn seconded the nomination. The nomination carried.

Old Business

- a. **Report on Lingonberry/Actions** – Mike handed out a drawing of Ellen Rockne's building showing what Decorah UU will be responsible for constructing (**Addendum C – Proposed Layover**). A lease agreement has been reached for \$400/month. Insurance will be a little different from Bethania in that not only is there a structure, but personal belongings as well. The insurance premium won't change much and may even be a little less. Work has progressed on a childcare space separate from the sanctuary. Decorah UU is not responsible for the expense of that construction. Ellen reports that the space will be ready for children by September 2. It is not yet clear if Decorah UU will need to provide table and chairs/furniture. Decorah UU needs to provide hardware to secure storage for hymnals and other service materials in the space underneath the stairs on the main floor. Ellen has asked that Decorah UU pay for

the demolition/construction of the kitchen wall (to enlarge the kitchen space) and for the storage space for chairs (not including the cart). Mike obtained an estimate of supplies/labor (**Addendum D** – Vermace Quote): \$500+ for materials to build both the wall and the shelf/storage area. Mike and Tom Wahlberg are donating their time to do demolition and build the wall and the shelf. Ellen is responsible for installation of electrical and plumbing. She has agreed to store seating for 60-70 in the storage space (shelf). Purchase of a sink and kitchen cabinets are also Decorah UU's to cover. Mike anticipates \$1100 total for supplies and sink and other kitchen furnishings. Board members discussed the idea of Decorah UU paying for materials; finding low-cost sink/cabinet/fridge/stove and outfitting the kitchen; and offering to pay invoices up to a certain amount. Bill moved that Decorah UU pay the Spahn & Rose statement. Matthew seconded the motion. The motion carried. Bill moved that Decorah UU pay up to \$2000 in invoices for electrical and plumbing on the main floor of the Lingonberry. Matthew seconded the motion. The motion carried. Bill moved that Decorah UU provide a minimally furnished kitchen: sink, faucets, cabinet, countertop (no stove, no refrigerator). Beth seconded the motion. The motion carried.

New Business

- a. **Membership Building Discussion** – Detra talked recently with John Hall about promotion/publicity. The downtown setting will offer Decorah UU much more visibility. We can have a 10" x 20" decal in the window of the Lingonberry. Mike recommended purchasing some Google ad words like "decorah" and "church;" Beth suggested putting Google ads on the agenda for August. Detra will check at the Decorah visitor center to see if Decorah UU has a brochure there.
- b. **Goals for Fiscal Year** – Board members shared and discussed goals and observations for the coming year, including: the opportunity for growing our membership in the new location; exploring "how you might be a UU;" being able to sit in a circle without the Christian imagery of Bethania; getting an article in the newspaper; predicting that UU attendance will increase at the Lingonberry; getting policies and bylaws on the website; Matthew designing the decal for the Lingonberry window; needing a new Hospitality Chair.
- c. **Review of Old Business from last month** – Annastacia declined a review of last month's Old Business.

Extinguishing the Chalice

Adjournment – Annastacia moved and Beth seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 8:37 p.m.

The Next Board Meeting – The next Board meeting will be held on Tuesday, August 14, at 7:00 p.m. at the Randd Properties building.

Respectfully submitted by
Otter Dreaming, Decorah UU Fellowship Coordinator

Addendum A

Board

Attached you will find the financial summary for June which includes only 2 services.

The expenditures for the month include \$1,066 for the memorial bench and payments for the second quarter federal and state reports. The \$3.60 check to Otter was to make up for a 6 month monthly error in his check. The error amounted to \$.60 per month,

Will Fellows was paid \$75 (including travel) for his Sunday presentation. He donated it back, it is included in the 6/24 Sunday Collection.

The Bank Transfer of pledges was \$1,067.50. That amount has been adjusted as one contribution of \$60.00 per month has been removed and another increased by \$5.00. The new amount (a decrease of \$55.00) will begin in July.

The OWL program had no new revenue received in June and expenditures of \$144.15 including a \$100.00 donation to the First United Methodist Church for use of space.

Jim McIntosh

NEIUUF Summary July 10, 2018

Balance as of: June 30, 2018

Certificate of Deposits	\$50,152.85
Operation Funds	\$31,785.09
Prepaid Pledges	\$0.00
Prepaid Rentals	\$80.00
OWL Account	\$1,273.88
TOTAL EQUITY	\$83,291.82

GENERAL FUND

REVENUES

6/10/18	Sunday Collection	\$283.00
	Pledges \$220.00	
	Memorial Bench \$50.00	
	Non-Pledged Revenue \$13.00	
6/11/18	Bank Transfer - Pledges	\$1,067.50
	Pledges \$1,067.50	
6/24/18	Sunday Collection	\$276.00
	Pledges \$120.00	
	Memorial Bench \$75.00	
	Arthaus \$15.00	
	No-Pledged Revenue \$66.00	
		\$1,626.50

EXPENDITURES

6/4/18	Decorah Parks and Recreation - Bench	\$1,066.00
6/18/18	Otter Dreaming - Fellowship Coordinator	\$3.60
6/18/18	Will Fellows - Sunday Service	\$75.00
6/18/18	State of Iowa Taxes	\$39.00
6/18/18	United States Treasury	\$460.73
6/27/18	Otter Dreaming - Fellowship Coordinator	\$709.33
6/24/18	Vesterheim - Rent	\$170.00
6/24/18	Steve McCarger - Child Care	\$70.00
6/24/18	Otter Dreaming - Music	\$90.00

Total Expenditures	<u>\$2,683.66</u>
Net Income This Month	<u><u>-\$1,057.16</u></u>

OWL FUND

BALANCE AS OF	JUNE 30. 2018	
Bank Balance		\$1,273.88
REVENUES		
6/30/15	No New Revenues	\$0.00
EXPENDITURES		
6/13/18	First United Methodist - Space Donation	\$100.00
6/13/18	Alicia Trout - OWL Snacks	<u>\$44.15</u>
Total Expenditures		<u>\$144.15</u>
Net Income This Month		<u><u>-\$144.15</u></u>

Addendum B

Board;

Attached are a few final notes regarding the activity in the General Fund for 2017 - 2018. It does not include the present OWL account nor does it include The "Let's Talk" program, Emergency Fund, or the Religious Education Fund. Certificates of Deposit Sjure the Plate are like-wise not included. This data is other reports that have been provided. It only deals with the day-to-day operations. We actually did pretty well.

Jim McIntosh

Operations (General) Fund 2017 – 2018 Ex-Treasurer's Notes.

Total Revenue	\$27,487.05
Total Expenditures	\$26,142.45

Notes;

1. Total revenue includes \$1,435.00 in Sue Peterson donations. (not bench related).
2. Approximately \$900.00 that was pledged had not been received by June 30. One person pledged \$600.00 and had not paid.
3. \$800 in prepaid pledges are included in the revenue total.
4. Expenditures include \$1,168.96 transferred to the new OWL account.
5. Automatic transfers of pledges from the bank will be \$1,012.50 beginning in July. One pledge of \$60 per month was dropped and another increased by \$5.
6. Items overspent: Printing by \$252.18 Board Discretionary by \$144.45 Office Supplies by \$87.73 Honorariums (speakers) by \$345.00 Sunday Service Materials by \$31.00.

If I were an actual auditor I would separate out the Sue Peterson donation of \$1,435.00 and reclassify the \$800 prepaid into the 2018 – 2019 audit cycle leaving a period revenue of \$25,252.05. An auditor would also count the \$900.00 shortage as a receivable and therefore a revenue.

The auditor would also likely reclassify the expenditure of \$1,168.46 to OWL as a transfer not as an expenditure. This would reduce expenditures to \$24,973.99.

Jim McIntosh

Addenda C & D

Email attachments.