

First Unitarian Church of Victoria

**MINUTES for BOARD MEETING on WEDNESDAY, December 13, 2023
by Zoom 5:30 PM – 7:30 PM**

Strengthened in spiritual growth, supported in community, energized by diversity, we strive to transform ourselves and our world through compassionate action.

Trustees: Jim Willis, Adriane Matheson-Smith, Kristina Stevens, Audrey Taylor, Katherine Maas, Al Hoffman, Barry Wiebe, Jeri Dause, Evelyn Peters, Mariko Matsumoto

Ministers: Rev. Shana Lynngood, Rev. Melora Lynngood

Regrets:

Guests: David Hoadley

1. Call to order 5:35pm

2. Selection of Timekeeper and Process Observer

Al Hoffman agreed to be process observer, Jeri Dause volunteered to be time-keeper.

3. Chalice Lighting – Adriane Matheson-Smith. (January– Barry Wiebe) [***NB:** The chalice lighter for the meeting also has the responsibility of reviewing the minutes from the meeting in detail.]

4. Check-in: Joys and Concerns

Everyone shared small and large joys and concerns.

5. Approval of Agenda

Kristina Stevens moves that the agenda is approved, Audrey Taylor seconds. **Carried.**

6. Approval of Minutes

Audrey Taylor moves to accept last meetings minutes with a minor adjustment to section 9.2, Evelyn Peters seconds. **Carried.**

7. Unfinished Business

7.1. 2024 Budget Proposal – David Hoadley

There is an increase in pledges for 2024. The church has a strong endowment fund of approximately \$580,000. Income from rentals has also increased more than anticipated in the last year. Property costs, maintenance costs, and staffing costs are all increasing.

David Hoadley presented two options for a 2024 budget. Both will have a projected deficit – option 1 has a deficit of approximately \$45,000. Option 2 reduces maintenance costs, and also proposes only providing half of the COLA and living wage increases to staff. This will make the deficit around \$30,000. The board expressed concern around not providing the full COLA and living wage increase. There are concerns that maintenance costs will continue to rise year after year as the building ages. After discussion, a middle ground of agreeing to the maintenance reductions but not the COLA and living wage reductions was proposed which would put the expected deficit around \$38,000. Currently there are enough retained earnings to cover this year's (2023) and next year's (2024) deficits.

Audrey Taylor moves that we go with an option between 1 and 2 (option 1.5). This includes keeping COLA and living wage increases but making the cuts to maintenance costs that are outlined in option 2. Katherine Maas seconds. Carried.

8. Minister's Reports

8.1. Music Director Search – Rev. Shana

Jen Heyman decided not to take the music director position. Shana met with search team yesterday, a lot has been learned from the process including a better understanding of what is wanted in a music director. The position will be advertised again in the new year as a ½ time position with the hope a new music director could be found by April 1st, 2024.

8.2. 5 Year Financial Planning Team – Rev. Shana

Most recent three meetings have been very engaging and vibrant. Discussion regarding putting together a marketing project including a team to work with Anna Issacs.

9. Reports

9.1. Treasurers Report – Kristina Stevens

Kristina Stevens estimates that with the recent pledges exceeding what was expected for the month, the year's deficit will likely be closer to \$35,000. Volunteer work has been key to reducing property expenses.

9.1.1. Motion Re: Legacies – Kristina Stevens

Kristina Stevens moves that the board establish a legacy fund as a repository for bequests received in 2023 and later and that the 5 year plan include recommendations covering the use of these legacy funds to assist with the operation expenses and investments in our future. Audrey Taylor seconds. **Carried.**

9.2. Congregational Life Report – Katherine Maas

Update on newly formed Welcome Team and proposed schedule for a deputy money counter.

Ushers, Greeters, and new visitors table people are amalgamated into the Welcome Team. Hope that this change alleviates some issues with getting volunteers for the separate teams. There will be a schedule for deputy money counter, like the BMOD so someone is assigned to the role each week. Goal is to get 8 or 9 people on the schedule so it will not be a large burden for any one person. Additional request from the welcome team is for the BMOD to introduce themselves so they are aware who it is incase questions arise.

9.3. Spiritual Development Council Report – Jeri Dause

9.3.1. Family Wing Mural – Jeri Dause

There was a donation of \$6,000 and \$3,000 has been earmarked to paint a mural in the Children's wing stairwell. Jeri Dause moves that we spend the \$3,000 on the mural. Evelyn Peters seconds. **Carried.**

9.3.2. Family Program Project Proposal – Jeri Dause

Anna Issacs has put forward a proposal to use \$12,000 from Jane Wilson's legacy for a variety of projects for the family program and family wing. Anna Issacs plans to show Jane's family all of the projects that the legacy is used for. Jeri Dause moves to accept Anna Issacs' proposal, Evelyn Peters seconds. **Carried.**

9.4. Abuse Prevention Report – Audrey Taylor (final report)

Report Completed.

9.5. Property Management Report – Al Hoffman

Maintenance Committee Tasks Completed for 2023. Al summarized all of the things the maintenance team has made happen this year. Audrey suggested we make a thank you card for the maintenance team. Al agreed to prepare one.

10. Process Observer Report

11. New Business

11.1. Proposed Bylaw Changes Document– Katherine Maas

Friends/Supporters are not currently defined in the Bylaws, so Kathleen Zimmerman has added definitions. John Worton provided some advice on simplification of language and consistency. (The proposed process for the bylaw changes is in a second document.

Kathleen Zimmerman has proposed amending the bylaws to add definitions. If the Board approves the bylaw changes at this meeting, the changes then need to go to the congregation for approval at the January Budget Meeting. Katherine Maas moves that we approve the changes to the bylaws that are being proposed by the membership committee. Audrey Taylor seconds. **Carried.**

11.2. Proposed Policy Changes as part of the FUCV Definitions of Members and Friends Document – Katherine Maas

This document has proposed changes to Chapter Six of the Policy Manual, and lays out in a table format the qualifications and benefits of different types of FUCV affiliations. If the bylaw changes are approved by the membership, and the Policy Manual changes are approved by the Board, this will become part of the information shared at the Welcome Table in the Sanctuary and the UU Newcomer Information sessions.

These changes will take effect if the by-law changes are approved in the January budget meeting.

11.3. Emeritus Status – Katherine Maas

Currently Article II, Section 9 (proposed to become 12) of the Bylaws states “The Board may grant an emeritus membership to a long-standing member of the Church who is no longer able to participate fully in the life of the church.” Nancy Dobbs, ABC Chair, has recommended that Rev. Jane Bramadat (also Minister Emeritus), Ruth Miller and Don Mills be granted the status of emeritus membership by the Board. All three are long-standing members, and are in currently living in care facilities.

Katherine Maas moves that we grant the emeritus status to the 3 longstanding members listed. Audrey Taylor seconds. **Carried.**

Katherine will communicate this decision to the membership team and let them know and that we are expecting the membership team to communicate this to these three people.

11.4. Committee on Ministry – Jim Willis

In camera

11.5. Ordination Request – Jim Willis

An Ordination request was received by the board from Arran Morton. The request is for our congregation to co-host (host in our space) to ordain Arran Morton. Rev. Shana and Rev. Melora have discussed potential dates and April 13, 2024 is the most likely. The request is for our congregation to co-host and help with approximately \$1,000 of the cost, the remainder coming from the Comox congregation. Audrey Taylor moves that we accept request, Adriane Matheson-Smith seconds. **Carried.**

12. Membership Changes – Adriane Matheson-Smith

Past 12 months (Dec 1, 2022 to Dec 1, 2023) – 59 newcomer forms, 49 new members/friends

Since last month: 6 newcomer forms

- **New Members:** 3 (Beverly Ceaser (Darius 13, Kydyn 10), Carter Mahoney, Sharon Wright);
- **Resigning Members:** 0;
- **Resigning Friend:** 0;
- **Deceased Members:** 1 (Gloria Hopewell – Dec 11);

13. Announcements

13.1. **Next Board Meeting: January 10, 2023**

14. Questions from FUCV Members – Adriane Matheson-Smith

15. Adjournment 7:26pm

BOARD MEMBER ON DUTY ROSTER (*please check your dates for any conflicts)

Please e-mail Adriane if you switch BMOD dates with someone - she will update the list and notify the office.

Date	Board Member on Duty
December 10, 2023	Evelyn Peters
December 17, 2023	Mariko Matsumoto
December 24, 2023	Adriane Matheson-Smith
December 31, 2023	Jeri Dause
January 7, 2024	Al Hoffman
January 14, 2024	Audrey Taylor

January 21, 2024	Barry Wiebe
January 28, 2024	Jim Willis
February 4, 2024	Katherine Maas

WORSHIP SERVICE ATTENDANCE

Date	Topic/Minister	Attendance (#Devices + # People in Sanctuary/Lion Hall)
November 12, 2023	Justice, Kindness, and Mercy / Rev. Lois Van Leer	45 + 79
November 19, 2023	All Genders Welcome / Rev. Melora	48 + 100
November 26, 2023	The Long View / Rev. Shana	43 + 150