

Unitarian Universalist Congregation of Wilmington North Carolina

Special Congregational Meeting Minutes, December 6, 2020

AGENDA

1.) Call to Order:

Beth O'Connell (President) called the meeting to order at 11:40 a.m. and read the Mission Statement.

The Mission of the Unitarian Universalist Congregation of Wilmington is to:

- Be a community of individuals who accept and support each other, celebrating our diversity and commonality in a safe and nurturing environment that embraces a wide range of spiritual beliefs and practices.
- Offer diverse formal and informal worship services and forums that cultivate our spiritual and intellectual growth.
- Provide vibrant religious education for youth and adults that encourages free expression of ideas in the search for meaning.
- Engage in social action that promotes justice, freedom and compassion in the greater community.
- Accept our shared responsibility for the health and well-being of our congregation and the larger UU community.
- Foster friendships and fun by gathering for social activities.

2.) Establishment of Quorum and Election of Parliamentarian

- a) Confirmed quorum of 34+ members:
52 devices with one member. 10 devices with two members. Total 72.
- b) Doris Chew was unanimously elected Parliamentarian with 72 votes.

3.) Adoption of Proposed Budget:

John Grigsby, Treasurer, presented the full year July '20 – June '21 budget (attached), which overrides the half year budget approved by the congregation in June 2020. Q&A session points to note:

- Due to loss of facility rental, fundraising events, a period without plate collection, and fewer pledge units, there is the possibility of ending the year with as much as an \$18,618 deficit. However, cash flow has remained positive to date and the deficit is likely to be less.
- Reserve funds of \$112,000 are available to cover a potential shortfall, including approximately \$20,000 deposited into reserves at the end of the previous year. Additional monies are available from a UUA-managed Trust fund, but there is no anticipated need to call for them at this time.
- Most costs are fixed. Income is variable.
- Insurance costs have increased. Our policies are purchased from Church Mutual.
- A Choir Director will be hired once Sunday services can be held on premises.
- The most significant change to the full year budget is a Finance Committee recommended/Board approved \$4,000 addition for staff bonuses – Minister (\$2,000), Director of Religious Education (\$1,000) and Office Administrator (\$1,000). This is based on the approximate equivalent of a 3% annual raise (which was not in this year's budget) for the Minister and slightly more for the DRE and OA.

The July 2020 – June 2021 budget was approved with 66 votes yes, 1 vote no, 2 abstentions.

The meeting was adjourned at 12:15 p.m.

Respectfully submitted,
Cornelia Maxted - Secretary, UUCWNC Board of Trustees

*2020-21 Unitarian Universalist Congregation of Wilmington Budget
July 2020 - June 2021*

UUCWNC BUDGET		Full Year
	2019-20	2020-21
EXPENSES		
Staffing		
<i>Minister</i>		
Salary & Housing	\$69,000	\$69,000
FICA/Medicare Payment (.0765% Salary and Housing)	\$5,279	\$5,278
Pension Plan – (10% Salary + Housing)	\$6,900	\$6,900
Insurance (Health, Dental, Life, LTD)	\$17,000	\$17,000
Professional Expense Allowance	\$1,500	\$0
<i>Lifespan Religious Education Director</i>		
Salary – DRE	\$27,500	\$27,500
Pension Plan – DRE only	\$2,750	\$2,750
<i>Office Administrator</i>		
Salary	\$20,000	\$20,000
Pension Plan	\$2,000	\$2,000
Choir Director	\$8,750	\$0
Professional Expenses DRE and staff	\$1,000	\$0
Childcare Coordinator	\$700	\$0
Childcare- Worship	\$2,300	\$0
Childcare-Other	\$300	\$0
Pianists	\$6,000	\$500
Employer FICA and Medicare Payments – calculation	\$4,303	\$3,634
Professional Dues (UUMA, LREDA, UUMN, AUUA)	\$1,150	\$1,150
Staff COVID Bonus approved by Finance Team	\$0	\$4,000
Total Staffing	\$176,432	\$159,712
Facilities		
Cleaning Supplies	\$700	\$700
Cleaning Service	\$7,300	\$7,300
Insurance-Casualty and Workers Comp	\$7,600	\$10,600
Repairs & Maintenance	\$10,600	\$2,000
Mortgage Payments	\$15,000	\$15,000
Utilities – Telephone/Internet Service	\$2,000	\$2,000
Utilities - Electric Service	\$6,200	\$3,100
Utilities - Water/Sewer	\$3,000	\$2,400
Facilities Total	\$52,400	\$43,100
Office/Administrative		
Bank & Credit Card Fees	\$615	\$616
Copier Lease & Service Contract/Toner, property tax	\$4,740	\$4,740
Office Supplies	\$1,200	\$1,200
Website Host	\$500	\$500
Postage	\$250	\$250
RE Office Supplies	\$450	\$0
Software Subscriptions	\$1,250	\$1,250
Computer Equipment/Upgrades	\$650	\$0

*2020-21 Unitarian Universalist Congregation of Wilmington Budget
July 2020 - June 2021*

Tax Filing Expense (Using internet e-file)	\$60	\$120
Worship Supplies (includes music and guest preachers)	\$2,000	\$0
Office/Administrative Total	\$11,715	\$8,676
Programs/Teams		
Board of Trustees	\$150	\$0
Caring	\$270	\$0
Congregational Life	\$150	\$0
Denominational Affairs	\$500	\$0
Fundraising	\$500	\$0
Hospitality	\$400	\$0
Membership	\$1,000	\$0
Quilters	\$350	\$0
Religious Education	\$1,000	\$0
Publicity	\$300	\$0
Social Action	\$1,000	\$0
Stewardship	\$2,000	\$500
Programs/Teams Total	\$7,620	\$500
Dues		
UUNCI Dues	\$250	\$250
UUA	\$6,200	\$5,200
UU Justice Ministry	\$700	\$0
Total Dues	\$7,150	\$5,450
Addition to Reserves	\$0	\$0
Expense Totals	\$255,317	\$217,438
Income Projections		
Facility Rentals	\$10,000	\$0
Fund Raising	\$12,500	\$0
Plate Collection	\$12,500	\$4,000
Pledge Contributions	\$216,317	\$193,320
Future Pledges	\$4,000	\$1,500
From Reserves	\$0	\$0
Income Totals	\$255,317	\$198,820
Net	\$0	-\$18,618