

# 2011 Annual Meeting Minutes

January 23, 2011

Call to Order and Introduction .....Michael McDonald, Moderator

Quorum was established at 2:33pm and the meeting was called to order.

Chalice Lighting and Opening Words .....Rob Leland, Board Member

Confirmation of Quorum ..... Ken Callahan, Erica Kerns , Board Members

Robert Gutcheon served as our Parliamentarian for this meeting.

Carlsbad is connected to this meeting and is able to hear and participate. Socorro and East Mountain branches were not.

Treasurer's Report.....Tom Stafford, Board Treasurer

- Stafford thanked our Finance Committee and named each member. The full report of the Treasurer is included in the Agenda, which can be accessed on the church's website.
- We had been a Fair Share Congregation for 5 previous years, but reduced our commitment to the UUA and MDD in 2010.
- We ended the 2010 year with a surplus of \$20,000.
- The Board chose to place ½ of the surplus in the Capital Reserve Fund and forward ½ to the 2011 budget.
- No distribution was made from the General Endowment Fund to the Operating Budget.
- Questions from the floor:
  - Question: Is the utility expense projected for 2011 lower than the 2010 budget because of the solar panels that will be installed?
    - A: The solar panel project is close to completion and there is also a project we are considering to reduce gas prices, using a different gas vendor.
  - Question: Why is the intern Fund dropping to \$0?
    - A: We will not have a funded intern in 2011. We have a student, Krista Weber of Meadville Theological School. This is an internship but works differently than it has in the past. We will be covering this later in the meeting.

Annual Report .....Geri Knoebel, Board President

2010 Annual Report is available on the church's website. Highlights:

- We are in the 4<sup>th</sup> year of our Branch program and 3<sup>rd</sup> year of our contemporary 3<sup>rd</sup> service,
- Angela Herrera joined us as Assistant Minister
- Kathi Foy is our new Acting RE Director and we have 86 adult volunteers in our RE program.
- We have successfully transitioned to our new calendar fiscal year.
- We have finalized our by-laws, begun in 2007, and have no new by-law revisions for today.
- We have a new staff member, Kristin Satterlee, and the Connections Table.
- 42 Keepers of the Flame, a 25% increase over last year.
- Upgraded our communication efforts and hired Samantha Metheny as Publications Coordinator.

- In response to the Annual Meeting last year, the Internal Audit Committee was formed.
- Our congregation mentored the UU congregation of Des Moines, IA to help them grow and deal creatively with space constraints. Quickly
- We completed the approval process to install solar panels on our roof. Construction will start in February and will take approximately 10 days. This project will provide 80% of our energy needs.
- Knoebel thanked outgoing Board members who extended their service through the stub year (Ken Callahan, Joyce Kaser, Dawn Lunt, Erica Kerns, Bill Slakey, and Tom Stafford).
- Special Thanks to Tom Stafford who served as both Board Treasurer and Chair of the Finance Committee. Thanked many other congregation leaders including the Second Minister Search Committee (Tommi Campbell, James Gillson, Joyce Kaser, Tom Wofford, Geri Knoebel), the Solar Panel Committee (Ken Callahan, Rick Kennedy, and Tom Stafford), George Bakula and Gwen Sawyer, Stewardship Committee Co-chairs, and the First Unitarian office staff and volunteers.

Report of Leadership Succession Committee and Elections .....Nancy Cushman, Chair, Leadership Succession Committee

- Leadership Succession Committee encouraged all members to take the Strengths and Talents Survey.
- Thanked John Kwait and Mara Hoffman for serving on the Leadership Succession Committee.
- Thanked Nell Sale for her work on the Endowment Committee.
- Leadership Candidates:
  - Board President: Rob Leland
  - Board Treasurer: Geri Knoebel
  - Board Members: Kelly Street, Nancy Kilpatrick, Alice Demi, John Kwait, Jane Hendley, Anne Marie Silva
  - Moderator: Michael McDonald
  - Endowment Committee: Vickie Wilcox
  - Leadership Succession Committee: Nancy Cushman (Chair), Nell Sale, Dawn Lunt, Roger Hartz
- No other nominees presented from the floor.
- Cushman moved that nominations be voted by affirmation, seconded. All affirmed, no objections, motion passes.
- Cushman moved to affirm the slate of candidates, seconded. All affirmed, no objections, motion passes.

State of the Church .....Rev. Angela Herrera, Assistant Minister

- Angela has been here 5 months.
- Our church is recognized nationally as a leader in denomination.
- We are considered a teaching congregation.
- We have a sense of community despite the congregation's large size.
- We are open to diversity.
- We have a new DRE, new Publications Coordinator, new Custodian, a calendar full of activities, two new extended families, a new Covenant Group, new best for our Annual Campaign, 25% increase in Keepers of the Flame, 2,000 bags of food through food bank, and 78 new members!
- February 27<sup>th</sup>, Special Meeting regarding Master Plan

Change for the Future Ballot .....Social Justice Council, Presented by June LeCrone

- The nominees were submitted by congregation. Members asked to vote for three of the nominated organizations.
- Nominated Change for the Future organizations included: After School Tutoring Program, ABQ Health Care for the Homeless, Available Media, Inc., New Mexico Immigrant Law Center, NM Religious Coalition for

Reproductive Choice, One Million Bones, SER de NM GED Program, Southwest Creations Collaborative, WESST Corp.

- Questions from the floor:
  - Question: How are the branch congregations voting?
    - A: Branches select their own Change for the Future Organizations in their own communities.
- Questions solicited from the branches. None were asked.

Presentation of the FY 2011 Budget .....Tom Stafford, Finance Committee Chair

- A link to the proposed 2011 budget is available on the church's website.
- Stafford highlighted several line items.
  - Priorities outlined by the Board included paying all staff fairly, maintaining music and RE programs, and making progress toward Fair Share.
  - Line 4, Pledge Income, represents a significant increase from last year due to wonderful Stewardship Campaign.
  - Line 5, Non-pledge gifts, is budgeted to be less than last year. This is because last year we had a Special Offering which came in as non-pledge gifts. No Special Offering is planned for this year.
  - Line 9, Other Rent, will decline from budgeted 2010 because we lost a major renter in 2010. This was a church that was renting our Social Hall and found other space.
  - Stafford elaborated on our intern program. Intern, Krista Weber, a student at Meadville Lombard Theological School, lives in Chicago for her first year of study, then will move to Albuquerque for two years, where she will be a half-time student and will continue her studies through distance learning. Therefore, the intern expense category will help with her expenses but not provide her a stipend as we have with past interns.
  - Line 23 is the 2010 surplus to be applied to 2011 budget
  - Lines 28-55, Staff Compensation, includes modest raises and we don't expect turnover. We had some turnover in 2010, which lowered expenses in that category.
  - Lines 73, 75, and 77, our utilities, will be reduced because of solar panels and alternative gas vendor.
  - Line 82, Sunday Services, because Christine is on sabbatical, we have budgeted for speakers.
  - Branch expenses, Socorro and East Mountain branches are flat from last year. Carlsbad expenses were partially covered by a grant by the UUA and are now part of our budget.
  - Fair Share: we are budgeting for 60% of Fair Share for 2011.
  - Line 114, Miscellaneous, includes reduction in expenses because we won't have a ministerial search for 2011. We placed approximately \$4700 in a contingency fund for unexpected expenses.
- Questions from the floor:
  - Q: What does 'non-pledge gifts' mean?
    - A: Money that comes in including cash or checks in the collection plate that are not related to a specific pledge.
  - Q: What do the branch expenses include?
    - A: Modest rental expenses, publications, and advertising.
  - Q: What are Program Director's Expenses?
    - A: This refers to all of the staff, senior minister, RE Director, etc. expense accounts for travel and conferences.

- Comment from Carlsbad: Their congregation would like to thank the Board for allowing the staff a small raise. Branch costs include worship supplies and office supplies also.
- Comment from the floor: In regard to Annual Fund Raising, it would be helpful to know how much of my pledge helps us make our Fair Share commitment. Suggestion to put on the pledge statement how much of my contribution goes toward our Fair Share. Suggested a Special Collection for Fair Share to UUA.
  - Stafford: Fair Share for the UUA is 4.2% of our annual budget. MDD is based on membership, which is \$24 per member per year. Together, this would be approximately \$50 per member per year.
- Q: Please clarify congregational commitment to Fair Share.
  - A: 4.2% of our budget would be around \$28,000. Herrera offered to put an article in the next Messenger to further clarify.
- Q: How many pledging units do we have?
  - A: 467.
- Q: How many years do we have on the mortgage and how many years do we have left?
  - A: May of 2015 and \$120,000.
- Q: Please clarify what is meant by a 'modest increase for the staff'
  - A: The increase varied by position in that it was not the same amount for each staff member. The minimum increase was 1.5%.
- Motion to accept the budget from the floor, seconded, motion passed.

#### Building Planning Task Force, Phase 2 Report.....Nancy Kilpatrick, Chair

- Thanked Building Planning Task Force 1. Judy Groves, Rick Kennedy, Christine Robinson, Lynne McLaughlin, Ken Callahan, and Reed Atherton
- Invited all to attend events in February and to take copies of the Master Plan.
- Presentation: Preparing for our Capital Campaign by Rick Kennedy
  - Last year at the Annual Meeting, this congregation voted to approve the Master Plan.
  - We are currently 75% of the way to 1,000 members.
  - In 2009, Building Planning Task force formulated the Master Plan, including a new sanctuary, larger social hall (the current sanctuary), more office space, more meeting spaces, and a chapel.
  - Building cost of entire plan around \$4.5 million. This will be done in multiple phases.
  - Last year, we decided to postpone this campaign for a year.
  - Growing Into Our Future brochure handed out on the way out of the Annual Meeting.
- Doug Heller, architect, was introduced.
  - Master Plan information will be available on the website and handouts.
  - Sustainability is at the forefront of the plan.
  - The wildlife area and the mural are to be maintained.
  - 32,000 sq ft of additional building area.
  - Renovation of current sanctuary for new Social Hall, meeting spaces, and offices, and a new sanctuary.
  - Master Plan was broken down into three options depending on the funds that are raised.
  - Many ways to get more information about the Master Plan. February Messenger and Special Messenger, Town Hall meetings, pulpit announcements, web page on our Church site, a blog that is already up, a FAQ sheet, presentations to any church groups interested, bulletin boards, buttons, and February 27<sup>th</sup> Special

Congregational Meeting. Town Hall meetings are best opportunity to ask questions. At the 2/27 meeting, the congregation will be asked to vote to move ahead with the Capital Campaign.

- Questions were taken from the floor:
  - Q: What is a feasibility study?
    - A: Gwen will cover that in a moment.
  - Q: There was an assumption that loss and gain is symptomatic of self-limitation. Suggested that we gather more information about membership growth.
    - A: Membership numbers that we had show that we are losing members as fast as we are gaining members.
  - Q: Will be voting on Vision A B or C?
    - A: The vote will be to go ahead with feasibility study and capital campaign. We will build what we can afford based on what we raise.
  - Q: Member who cannot get to church. Appealing to the members to address needs of older church members. Suggested that this seems to be a fairly affluent congregation and perhaps a silent auction would be a good idea.
    - A: Herrera thanked her for her comment and offered to help her with that issue after the meeting.
- Capital Campaign presentation by Gwen Sawyer and George Bakula
  - Thanked everyone for their generosity for the Stewardship Campaign this year.
  - They will remain chairs of the Stewardship Campaign and the Capital Campaign this year.
  - Already have \$100,000 from 5 households committed. Some from stock transfer.
  - For anyone that is required to take a retirement distribution, congress passed a law in which that money can be transferred from retirement distributions to non-profit organizations tax-free.
  - Feasibility Study will involve a consultant who will get a sense from the congregation of how much we can raise in our Capital Campaign.
  - Sawyer and Bakula asked members not to cut their Stewardship Pledges in order to contribute to the Capital Campaign.
  - Called for volunteers for the Capital Campaign and the Stewardship Campaign. Need visiting stewards, people to help with mailings, planning and conducting major events for the joint campaigns. Distributed orange cards for people to volunteer.

Results of Change for the Future election.....Jerrold Scarborough

- Change for the Future recipients will be After School Tutoring, Healthcare for the Homeless and Coalition for Reproductive Choice. Order of the recipients will be scheduled at the next Social Justice meeting.

Meeting closed at 4:21 pm.