

Fox Valley Unitarian Universalist Fellowship
Annual Meeting
June 2, 2024 - DRAFT

Governing Board President Dana Johnson announced that quorum has been established.

Rev. Christina Leone-Tracy led the chalice lighting.

Governing Board President Dana Johnson welcomed everyone to the in person and virtual annual meeting, thanked everyone for attending, and called the meeting to order. Dana reminded everyone to focus comments and questions on the motion on the floor and noted Terry Dawson will serve as parliamentarian to assist with process.

John Duffin from the Healthy Congregation team read Principles for a Healthy Congregation.

Dana Johnson explained the procedure for discussion topics and the process for discussion during motions. After a topic is presented, we will ask for a motion. Participants online can use the raised hand feature and chat for discussion. Discussion will not be limited. Please keep questions and remarks on topic. Amendments may be proposed. When the discussion is finished, Dana will submit the current motion for inclusion on the ballot. A link to the Survey Monkey ballots will be emailed to all members in attendance after the meeting. Members will have 72 hours after the link is emailed to complete and submit their ballots.***

The minutes from the 2023 Annual Meeting were presented.

Ronna Swift moved to approve the 2023 Annual Meeting minutes as written, Christina Coakley seconded. There was no discussion. Dana submitted the motion for inclusion on the ballot.

Dana Johnson invited everyone to review the Governing Board Report in the written Annual Report and noted that questions for the Governing Board can be emailed to fvuufboard@fvuuf.org.

In 2023-2024 the Governing Board continued moving the administration of the Fellowship toward meeting strategic goals that align with our Mission and Values. The Board formed a Human Resources Committee to begin outlining a yearly feedback loop structure and performance evaluation of our ministers and staff. The committee will monitor and advise the Governing Board and Executive Team on HR matters. The committee will recommend changes to HR policies. The HR Committee will work to set up an evaluation tool to begin measuring the success of the strategic plan, and the performance of our ministers and staff, into the next program year.

The Governing Board strategized the financial future of the Fellowship including examining financial stability, being creative in our generosity and engagement techniques, examining membership trends, and thinking about the organization's legacy.

The Governing Board dedicated time to reimagining our governance structure by asking who is accountable to who, how can we be a more lay led organization, how do we engage one another to build a sense of belonging and community, and how does the board respond with action to these questions. The board developed new strategic goals around these questions and revised a few from last year.

Dana expressed appreciation for and thanked Board members this past year who have embraced thinking about what is possible for the future of the Fellowship and for supporting the many changes and feelings of change. Dana encouraged everyone in the congregation to get involved however they can.

Rev. Christina Leone-Tracy noted that the Executive Team makes operational decisions for the Fellowship and offered highlights from the Executive Team report.

Rev. Christina completed a four-month sabbatical. Rev. Pam Rumancik provided part-time help with pastoral care in Christina's absence. We bid farewell to music director Steve Sieck and welcomed John Popke. We also said farewell to our long-time AV technician Adam Robinson and welcomed Jack Mutschler. Justice Ministries continue to expand our reach within the congregation and by building partnerships in the wider community. The Religious Exploration program conducted a survey that helped us understand what is working and what can be improved and hosted a weekend-long children's camp. In the building, three HVAC units were replaced and phase one of the memorial garden was completed. Technology upgrades were made including a cloud-based Microsoft suite and beginning a transition to a cloud-based server. We are moving our church management software to a cloud-based application called Empower.

Treasurer Pat Mitchell thanked the Fellowship staff for creating a warm and welcoming place and recognized Phyllis Schmitt for all her behind-the-scenes work. High points of the year include a cost of living pay increase for staff and continuing a multi-year upgrade to our information systems.

The Generosity and Engagement Ministries (GEM) team along with the Fundraising Team did an excellent job working toward a \$25,000 fundraising goal through auctions, raffles, and other fun events. The GEM team raised \$24,000 with the Reach Our Goal campaign. The Fellowship received two unbudgeted gifts of approximately \$30,000. All gifts are appreciated. The Fellowship has a projected \$12,000-16,000 surplus this fiscal year due in part to frugal spending and generous giving.

Upcoming needs include a new HVAC system in the office wing and a playground. We anticipate an increase in our mortgage rates in the Fall of 2025.

The Audit Committee completed 3 quarterly audits and the books are in order. This year the annual audit included an extensive digital photo inventory of the Fellowship's assets. The audit team completed an end to end walk through of cash handling processes and started an initial electronic audit to ensure the Fellowship's data and electronic assets are secure. Pat recognized

the Audit Committee for their work to ensure that donations are accounted for and spent appropriately.

The governing board created an award to recognize the power of members to make the Fellowship a vibrant and healthy community. Congratulations to Theresa Hannah, the recipient of the 2024 inaugural *Faithful Steward Award*. This award is given by the Governing Board in gratitude for many years of service to the Fellowship.

Karen Iverson Riggers, leadership development committee chair, introduced and presented the slate of candidates for Governing Board and the Leadership Development Committee. Governing Board candidates pass confidential background checks as part of the governance policy.

Governing Board

Governing Board Vice-President – One-Year Term, 2024-2025, Justin Fisher
Governing Board Secretary – Two-Year Term, 2024-2026, Erin Vandenlangenberg
Governing Board Member-at-Large – Two-Year Term, 2024-2026, Beth Belmore
Governing Board Member-at-Large – Two-Year Term, 2024-2026, Chris Wales
Governing Board Member-at-Large – Two-Year Term, 2024-2026, Marti Wheeler

Leadership Development Committee

Leadership Development Committee Member – Two-Year Term, 2024-2026, Jeff Miller
Leadership Development Committee Member – Two-Year Term, 2024-2026,
Nancy Vilker-Krause

There were no other nominations.

Karen thanked all the candidates and everyone currently serving in leadership roles.

Margaret Alexander moved to approve the candidates for Governing Board as presented by the Leadership Development Committee, Joel Sandberg seconded.

There were no questions or discussion.

Dana submitted the slate of candidates for the Governing Board for inclusion on the ballot.

Mary Gerlach moved to approve the candidates for the Leadership Development Committee as presented by the Leadership Development Committee, Helene Iverson seconded.

There were no questions or discussion.

Dana submitted the slate of candidates for the Leadership Development Committee for inclusion on the ballot.

Governing Board Member at Large, Brian Murton, reviewed the call process for a second minister. Rev. Hannah is contracted as an assistant minister. Her contract ends on June 30, 2024, and she has chosen to stay beyond that date. Her contract will be extended, and the governing board has decided to seek a congregational vote to call Rev. Hannah as one of our settled ministers. Rev. Hannah's call will be for a co-ministry with Rev. Christina. Rev. Hannah and Rev. Christina would share ministerial leadership of the congregation equally between them.

Rev. Christina is excited about the co-ministry option. She believes her and Rev. Hannah's gifts are deeply complimentary and will allow them to do the things they are good at.

Rev. Hannah thanked the X-Team and Governing Board for the time and space to make the decision she needed for herself and her family. A call discernment team has been created to guide the congregation's process around calling Rev. Hannah as a co-minister with Rev. Christina. There will be opportunities to provide feedback on the call and co-ministry plan, and events for the congregation to get to know Rev. Hannah and her family and talk about her upcoming ministry.

Dana Johnson reviewed the bylaws updates. Changes include revised language related to our non-discrimination policy, removing language related to the ends and replacing that with strategic planning and goals. A human resources section has been added.

Bradly Shipps moved to approve the bylaws changes as presented, Deb Andrews seconded.

There were questions about the Human Resources Committee (HR). The human resources committee reports to and is monitored by the Governing Board. The HR committee will collaborate with the Governing Board and Executive Team on staff and minister evaluations, fair staff compensation, and updates to the employee handbook.

Linda Bjella moved to amend the bylaws motion to change the language in Article X Section 3 parts B and C from "human resource committee" to "human resources committee", Terry Dawson seconded. There was no discussion. A voice vote was taken, and the motion passed.

Dana submitted the motion, with the amendment above to approve the bylaws changes as presented to the online ballot.

Marti Wheeler gave a strategic plan update. A small group of the governing board made changes to outdated governing board policies regarding the work of the governing board. One important change is that the Governing Board will monitor how we are doing with the strategic plan at every meeting. The overall tone of the new policies is more collaborative with the X-Team and there will be more shared responsibilities. There are clearer lines of authority for who is responsible for the work.

Dana Johnson highlighted a few goal successes regarding the strategic plan. All goals of the strategic plan are tied to the mission and vision statement. A religious exploration survey provided feedback on interest in expanded participation opportunities and also scheduling

needs of families. A new church management software was implemented. Other successes include completing the first phase of the memorial garden, forming a human resources committee, hiring a new music director, and increasing overall participation among others.

Director of Finance and Operations, Phyllis Schmitt, presented the proposed 2024-2025 budget.

Phyllis thanked Theresa Hannah for the bookkeeping help over the last few years and Governing Board Treasurer Pat Mitchell for great collaboration and help in keeping all of us on track.

Phyllis noted a projected surplus of roughly \$12,000-16,000 from the current budget. Thank you to all for the increased generosity. Contribution revenue increased in support of keeping a second minister and support of the Fellowship as a whole. For the proposed budget, there is an increase in the revenue projection based on submitted giving intention forms. Contribution revenue of roughly \$27,000 over the current year is projected. The expense side remains relatively flat. There are no salary increases for staff and no increase in UUA dues. However, there is a projected increase in health care premiums reflected in this budget. Utilities and building maintenance budgets have also increased. There is a projected budget shortfall of \$49,549. To help offset the shortfall there are operating funds available from surpluses from prior years and a mission account from the earnings from the endowment fund.

Heather Maass moved to approve the 2024-2025 budget as presented, David Gerlach seconded.

During the discussion, several questions were addressed. The Fellowship's fair share for UUA dues is roughly \$46,000. The mission and operating funds are included on our balance sheet. The mortgage interest rate increase will be included in the 2025-2026 budget. An income and expense summary of the budget is available on the governance page of the website.

Dana submitted the motion for inclusion on the ballot.

Dana thanked everyone for their presence and participation and adjourned the meeting.

Rev. Hannah Roberts Villnave lead the chalice extinguishing.

***A total of 72 of the 106 registered voting members attending our annual meeting, in person and virtual on Sunday, June 2, 2024, and 2 members voting via absentee ballots, cast their ballots for:

- Approval of the 2023 annual meeting minutes
- 5 governing board & 2 leadership development committee candidates
- 2024 Bylaws changes
- 2024-2025 Proposed Annual Operating Budget

All were approved!