

The Unitarian Universalist Society of Howard County

ANNUAL MEETING

April 30, 1989

Potluck Dinner 5:30 pm - Business Meeting 7:00 pm

AGENDA

Annual Reports

Approval of 1989/90 Budget

Election of 1989/90 Officers and Trustees:

Vice-President/President Elect: Henry Duel
Trustee for Inner Life: Kathy Cook
Trustee for Administration: Mary Ellen Walsh
Trustee At Large: David Titman

1989/90 Nominating Committee:

David Sumler, Convenor
Lorraine Obremski
Sue Crawford
Geraldine Falk
Chris Buppert

Presentation of Two Sunday Services Plan
for ratification by the congregation

Presentation of Resolution on Alcoholic Beverages

Rules of procedure, adopted at 1987 Annual Meeting:

1. All motions of substance shall be made in writing.
2. No member may speak longer than two minutes without permission from the chair.
3. There will be a limit of ten minutes debate for each motion except as extended by the chair.

ANNUAL MEETING
April 30, 1989

At 7:00 pm President Tom Fulda opened the meeting. There was 76 members in attendance with 16 proxies which was sufficient for a quorum. Tom spoke about the last Board Retreat in June 1988 and the goals that were set and those that were met such as;

- hiring a DRE
- planning for two-Sunday services
- increasing Stephen's salary
- working at building up a Music program

He introduced the Trustees for Inner Life (Margot Vincent), Administration (Dave Marjaram) and Outreach (Max Buffington) and also RE (Pat Wong) who all gave reports. Treasurer's report was given. Becky Birnie presented the Church Administrator's Report and Stephen Kendrick the minister's report. (Secretarial Note: Stephen had told the congregation at the morning service that he was candidating for a church in West Hartford, CT, this decision to be firmed up on May 14th)

Tom at this time gave his goodbyes and sincere thanks to the outgoing Board members.

Jim Wu went over the budget for the coming year. Leo MacPherson asked about finances concerning the search for a new minister in that they were not included. Tom spoke to that in terms of the raise we have put in for the minister's salary. There was a discussion held concerning the minister's salary and questions about what is fair and what is average for the churches in the area. Motion by Duncan MacDonald to pass the budget which was seconded by Dave Haykin. Called the question. Budget approved.

Evelyn Grim, convenor of the Nominating Committee read the list of candidates for 1989/90 and asked for any nominations from the floor. She moved that we accept the Board candidates with congregational affirmation. Affirmed.

Two Service Sunday

Ken Grim outlined the findings of the Committee which he headed up to research the feasibility of two services in the OBIC facility. He stated at present that we were breaking the fire law occupancy limit 30% of the time and that there were 200 children for 12 RE classes (average 16/class). He spoke of the disadvantages of two-service Sundays such as the need for more volunteers and a possible feeling of divisiveness in the congregation. The advantages:

- were to allow us to grow as large as we can
- smaller services allowing a chance to get to know each other,
- children to benefit from smaller classes,
- RE teachers will have an opportunity to attend one of the services
- we can continue to incorporate the children in the service

RESOLUTION for Discussion and Decision at the Annual Meeting of the

Unitarian Universalist Society of Howard County Maryland on April 30th 1989:

WHEREAS, our Society and the Unitarian Universalist Association of which we are members is, by word, spirit and deed, committed to the protection and enhancement of Life in all ways possible;

WHEREAS, one of the avoidable yet growing hazards to individual lives is the addictive drug alcohol - damaging to the bodily and mental health of the alcoholic person and damaging to victims of drunken driving and drunken abuse, - and often fatal;

WHEREAS, steadily mounting medical and police evidence indicts alcohol as an addictive drug with potentially damaging results in the workplace, home, travel and in the life of the drinker;

THEREFORE, to be true to our Unitarian Universalist Commitment to protect and to enhance Life; and to avoid setting an Institutional example which could be harmful to children, youth and susceptible adults , WE HEREBY RESOLVE that alcoholic beverages shall not be sold or served at any public function or in any facility of the UUSHC and that at small and semi-private meetings related to the UUSHC held in homes of our Society there shall always be served at least one non-alcoholic alternative beverage

These Policies shall be recorded in the Records of the UUSHC and shall be published for the information of members and friends at least once a year.

Richard R. Rodes
3/11/89

Jean B. Rodes
March 11, 1989

*** prepared and presented at the suggestion of the UUSHC Board after their discussion of our letter to them on this issue

Discussion was held about logistics and problems of the two services. Evelyn Grim asked that the congregation ratify the concept of the plan with the understanding that problems will be worked out.

A motion was made that we adopt the plan for a two Sunday session and it was seconded. Question was called. Tom Fulda called the vote and the motion passed.

Resolution - Use of Alcoholic Beverages

A resolution was presented by Dick and Jean Rodes. "WE THEREBY RESOLVE that alcoholic beverages shall not be sold or served at any public function or in any facility of the UUSHC and that at small and semi-private meetings related to the UUSHC held in homes of our Society there shall always be served at least one non-alcoholic alternative beverage."

It was moved that the resolution be adopted. Tom Fulda seconded the motion and opened the floor for discussion. Twelve to fourteen people spoke on the pros and cons of the resolution. Henry Duel suggested that it would be less objectionable if the part about members homes was deleted. Dick Rodes requested that the resolution be altered to delete this portion and Tom Fulda allowed the amended portion to be deleted.

Henry Duel and some others brought up the possible legal ramifications for the church.

After much discussion motion was made not to attempt the resolution. It was seconded. Motion passed.

Adjournment.

Respectfully submitted,

Lorraine Obremski

Annual Meeting 4/30/89

Treasurer's Report
as of 3/31/89

Opening balance all funds 7/1/88		\$ 38,995.52
Operating income	\$89,792.86	
Misc/Fund raising income	31,478.45	
Other fund income	<u>7,288.21</u>	
Total income		128,559.52
Operating expenses	\$89,059.78	
Misc/Fund raising expense	10,435.12	
Other fund expense	<u>13,629.46</u>	
Total expense		(<u>113,124.36</u>)
Closing balance all funds 3/31/89		<u>\$ 54,430.68</u>

Highlights of the 3/31/89 financial statements

1. 75% of our 1988-89 pledges have been collected.
2. The garage sale in November brought in \$1,564. There is another garage sale in May. Only \$1,500 income was budgeted for the two sales.
3. \$1,100 additional interest income over budget has been earned through 3/31.
4. New Fund Raisers have brought in \$2,450 over budget.
5. Equipment/Maintenance, Telephone, Link and Other Mailings will be over budget.
6. 67% of our budgeted operating expenses have been paid.
7. Budgeted denominational assessments of \$3,409 have not been paid. The budgeted amount is 50% of our total assessment.
8. 25th Anniversary expenses are not in our 1988-89 budget. Estimated expenses in this fiscal year are \$800.
9. \$1,940 has been approved for reimbursement of expenses for attendance at the General Assembly. These expenses are not in the 1988-89 budget.

Janet Ramsey
Treasurer

UUSHC 89/90 BUDGET SUMMARY

Revised 04/20/89

INCOME =====	88/89 ADJUSTED BUDGET (a)	89/90 PROPOSED BUDGET (b)	difference (b-a)	
1. Pledged Income	\$105,000	\$126,444	\$21,444	a/
2. Non-pledged Income	6,000	6,600	\$600	
3. Sunday cash collections	3,000	3,500	\$500	
-----	114,000 tot	136,544 tot	\$22,544	
4. Misc. Fund Raising Income	19,544	24,681	\$5,137	b/
TOTAL OPERATING INCOME	<u>\$133,544</u>	<u>\$161,225</u>	<u>\$27,681</u>	

a/ 20% increase

b/ includes an increase in RE registration fee from \$10/15 per child/family to \$30/45 per child/family

EXPENSES =====	88/89 ADJUSTED BUDGET (a)	89/90 PROPOSED BUDGET (b)	difference (b-a)	
ADMINISTRATION				
Executive Committee	\$200	\$200	\$0	
Administrative Expenses	2,700	3,900	1,200	
Minister	28,634	32,954	4,320	
Administrator (incr to 40 hrs)	15,725	18,870	3,145	c/
RE Administrator (30 hrs)	13,478	13,478	0	
Music (4 hrs) new item -->		1,872	1,872	
Employer salary expenses	13,834	15,780	1,946	
Space & Property				
25.1 Equipment/Maintenance	1,000	2,050	1,050	
25.2 Telephone	900	1,200	300	
25.4 Existing Mortgages	24,014	24,014	0	
25.5 OBIC Assessment	2,500	2,500	0	
25.6 Veatch Loan	17,500	21,000	3,500	d/
25.7 RE Space Rental	0	3,500	3,500	
-----	\$45,914 tot	\$54,264 tot	\$8,350	
INNER LIFE				
Religious Education Program	\$2,200	\$3,150	\$950	
Membership	1,350	2,350	1,000	
Hospitality	350	350	0	
	450	450	0	
OUTREACH				
Denom. Affairs (329 members)	3,409	8,307	4,898	e/
Social Responsibility	4,500	4,500	0	
Public Relations	800	800	0	
TOTAL OPERATING EXPENSES	<u>\$133,544 TOT</u>	<u>\$161,225 TOT</u>	<u>\$27,681</u>	

c/ increase from 35 to 40 hours per week

d/ increase due to need to budget for 12 months; repayment began 9/88

e/ includes payment of entire denominational assessment

UUSHC ADMINISTRATIVE CLUSTER

ANNUAL REPORT, 1988-89

The Administrative Cluster is composed of the chairpersons of the Space and Property Committee, the Personnel Committee, the Finance Committee, the Treasurer, the Budget Officer, the Administrator and the Trustee for Administration. We are collectively responsible for logistics, personnel, finances and administrative support to the UUSHC. These functions may not sound much like a church, but we are, in fact, a not-for-profit Maryland corporation. As such, we own part of this building, employ several people and have all of the headaches that go with any business of comparable size.

SPACE AND PROPERTY Gene Berg, chair of the Space and Property Committee sees to it that our chairs, tables, and the public address system are ready for us each week, that our equipment is kept in good repair and that we do our share of the maintenance work on this building. Gene has organized a crew of volunteers who work on a rotating schedule. For example, the setup for this meeting was done by Max Buffington and Steve Lerner, the OBIC duty custodian. Probably the most serious single problem facing our society in the past few years is the need for additional space. The Board hopes that multiple Sunday services will relieve at least some of the problem for adult services, but the need for additional space for religious education classes is equally severe. In recent months, in cooperation with OBIC, we have investigated a number of options for securing additional space for religious education activities. One promising lead, involving nearby office space, couldn't be arranged quickly enough to meet our needs. Another involved placing unsightly temporary buildings on OBIC property. These plans were rejected in favor of leasing space at the Owen Brown Middle School, which is nearby, appropriate, and affordable. We have filed an application for classroom space beginning in September.

PERSONNEL Claudia Sumler chairs a Personnel Committee consisting of herself, Jean Somers and Ken Walsh, all appointed by the Board. They make sure that the jobs of our employees are clearly defined, recommend salary, benefits and leave policies to the board, and rewrite individual contracts every year. This year they conducted a major review of salaries paid by other churches, worked closely with our Administrator to redefine the administrator's position, and made specific recommendations to the board concerning the vacant Religious Education post, the need for paid clerical help in the office, compensation for conference attendance by staff members and the need for better bookkeeping software.

FINANCES Phyllis Wise chairs the Finance Committee, which encompasses all aspects of budgeting and fund raising. During this past year Canvass Cochairmen Tom Cook and Scott Ramsey and fifty volunteers canvassers conducted the most successful campaign in our

history, producing \$126 thousand in pledges. Heather MacDonald organized the most profitable auction in our history, raising over \$10 thousand in cash, and Gerri Wiggins and Eva Moore raised over \$1500 in the first of two garage sales. The Finance Committee also initiated a number of new fund raisers this year, including the very popular Farmers' Market organized last summer by Eva Moore and the Yellow Pages commercial directory produced by Kathy Cook.

ADMINISTRATOR The responsibilities heaped on the shoulders of our Administrator, Becky Kim Birnie, cut across all aspects of the society and touch each of us. The most obvious are the management of the office and the day-to-day business of the society and the enormous workload associated with the production of the LINK and the Order of Service. We are sometimes less aware of other work she does, recruiting and training volunteers, writing procedure manuals, and working with Janet Ramsey, our treasurer, to keep the books straight. She is assisted by many volunteers, among whom are Amy Moore, Harriet Baldau, Dick Blumenthal and Pat Buffington. Everyone you saw wearing a carnation this morning was one of those volunteers. This year has seen the completion of a very major project in cooperation with the Membership Committee. Greg Shank wrote new software for our membership database and completely overhauled the data. As a result, we all have new directories with a lot more information in them. The office, which we share with OBIC and CUMC, has also taken delivery of a new copying machine, paid for with OBIC funds, and the UUSHC owns a new laser printer, paid for with special funds raised by Leo MacPherson.

By now I'm sure that you've figured out the fact that the real theme of my report is the fact that little if any of the work of the Admin Cluster could have been accomplished without the help of large numbers of energetic volunteers. I've already alluded to the fact that many of you served as pledge canvassers, worked in the office, set up chairs, sold advertising, worked in the office and a dozen other things. The chairs of the Admin Cluster committees join me in thanking you all, and we will try to acknowledge everyone by name in our final reports.

In conclusion, as outgoing trustee, I would like to say a words of personal thanks to Phyllis, Claudia, Gene, Janet and Becky, who kept it all going last year, no matter what, and to Tom and Evelyn who were patient with us, and a very special word of thanks to Jim Wu, who, in addition to bashing the budget, teaching Sunday School, serving on the Long Range Planning committee, and helping with major fund raisers, still found time to serve as Acting Trustee for much of 1988, earning both ears and the tail.

Respectfully submitted by:



DAVID W. MARJARUM
Trustee for Administration

Dear Members and Friends of UUSHC,

For most of this year you have been hearing about the possibility of going to two services next year. The overcrowding of our meeting room has been obvious. What is less obvious to adults is the great crush downstairs in RE classes, which, in addition to forcing several of the classes out of the building into private homes and the PGA building board room, has crowded the classrooms so seriously that teaching and learning is severely hampered.

The final straw which makes a two-service format inevitable next year was the recent notice from OBIC stating that we are consistently violating the Howard County fire code by exceeding the meeting room's limit of 200 people, and requesting that we take action to remedy the situation. Failure to do so could negate our liability insurance and make the members of our Board liable for lawsuits if anyone were injured.

The two-service planning committee made the following recommendations to resolve these problems, which were accepted by the Board on March 15:

- o Two services, running from 9:00 to approximately 10:15, and 11:00 to approximately 12:15 respectively.
- o A 45-minute period between services for a fellowship period, choir rehearsal, etc. (Since CUMC's adult RE class ends at 10:15, we would have access to the conference room.)
- o Space and Property to look into purchasing heavy draperies (similar to stage curtains) to cover the sliding glass doors to the lobby to muffle the sound and prevent visual distractions from the CUMC coffee hour (since CUMC's service would end during the middle of the UUSHC service).
- o RE classes would be one hour long, 9:15 - 10:15 and 11:15 - 12:15, and both RE programs would be as similar as possible. Registration for one RE class or the other would be essential.
- o Space and Property should immediately look into the rental of space for 4 to 6 classes.

From an RE perspective, this plan is absolutely contingent upon outside space. We need space for nine RE classes at the early service, and CUMC RE classes would occupy most of the space downstairs. We believe at least four and possibly six additional classrooms for the RE program during the first service would be required.

OBIC is now considering the purchase of a townhouse, in the village center, which contains six rooms for use by OBIC congregations. It is questionable whether, even if a purchase could be worked out, it could be done in time for September classes. In the meantime, the Board has asked OBIC to check the availability and cost of rental space and fabricated classrooms. This information should be available within the next couple weeks.

This plan would ensure that there was a full RE program during both services, a major concern raised at the discussion on February 5. It would also allow a fellowship period between the services, where people from both services could mingle. It would allow the choir to rehearse between the services. It would relieve lobby crowding since UUSHC and Christ United Methodist would not have the same coffee hour. The arrangement would not disturb CUMC's RE program or service time.

The planning committee and Board members will hold an open meeting to discuss this plan in more detail with anyone interested on April 16 at 12:30 p.m. in the Methodist sanctuary. The plan will be presented to the congregation for ratification at the Annual Meeting on April 30.

While there would be some adjustments to make and some increased expenses associated with two services, there are also many advantages. Smaller services help foster intimacy. Services can take on a different texture and meaning in a smaller group. There will be more opportunity to participate in the life of the congregation with two services and two RE programs. Our children can have a better opportunity to learn in a less hectic environment. It's easier to get to know others in a group of 75 or 100 than in a milling mass of 220. (You might even find a place to park close in on those cold winter mornings!) This can be a real opportunity for growth in intimacy as we grow in numbers.