

Addendum to the 2018-19 Annual Report

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UUCC NOMINATIONS 2019-20 (REVISED)

(All terms are one year unless otherwise noted)

Officers and Board

President: Jill Watson

Vice-President: Kathy Ann Shaw

Treasurer: Nancy Fritz

Clerk: Sue Caldwell

Board Member at Large, two years: Ida Gammon (2021)

Board Member at Large, three years: Kevin Kane (2022)

Youth Board Member: Oliver Gottlieb

Committees

Buildings and Grounds Chair: Bill Allen

Finance Chair: Catherine Palmer

Member at Large: Harry Grimmnitz

Invested Funds: Wick Johnson

Stewardship: No nomination

History Chair: Helen Zidowecki

Leadership Development Chair: Martha Naber

Membership Chair: No nomination

Music Chair: Hannah Faulkner

Religious Exploration Chair: Martha Naber *

Small Group Ministry Chair: Michael Conley

Social Activities Chair: Cheryl Clukey

Worship Chair: No nomination

* Subject to suspension of the bylaw provisions governing committee chairs, for one year.

SUMMARY OF RECOMMENDED BYLAW CHANGES <REPRINT>

Proposed UCC Bylaw Changes for June 2, 2019 Annual Meeting

[Approved by the Board on May 9]

[Article 12. Finance Committee]

Section 1. The Finance Committee assists the board in overseeing the financial affairs of the church, including its annual budget, stewardship, endowment, gifts and bequests. It will submit recommendations for the annual budget, and conduct reviews at the request of the board.]

Existing Language:

Section 2. Membership. The committee chair and a member-at-large are elected by the membership to one-year terms. The chairs of the Invested Funds subcommittee, Stewardship subcommittee, Fundraising subcommittee, and the Treasurer serve ex officio. The committee chair also serves on the Board of Trustees, for a one-year term. Vacancies will be filled by the board, with the consent of the committee.

Draft Changes, Mark Up:

Section 2. Membership. The committee chair, and a member-at-large, the Treasurer [are elected by the membership to one-year terms.] The chairs of the and members representing Invested Funds and Stewardship are elected by the membership to one-year terms. Fundraising subcommittee. The Treasurer serves ex officio. The committee chair also serves on the Board of Trustees, for a one-year term. Vacancies will be filled by the board, with the consent of the committee.

New version:

Section 2. Membership. The committee chair, member-at-large, the Treasurer, and members representing Invested Funds and Stewardship are elected by the membership to one-year terms. The committee chair also serves on the Board of Trustees, for a one-year term. Vacancies will be filled by the board, with the consent of the committee.

Article 14. The Committee on Ministry

Existing Language:

Section 1. The Committee on Ministry shall be comprised of four (4) members, serving staggered two-year terms. No members shall serve more than two consecutive terms. Two (2) members will be appointed to the Committee on Ministry each year. One member will be chosen by the Minister from a list of three (3) active church members submitted by the Board of Trustees. One (1) member will be chosen by the Board of Trustees from a list of three active church members submitted by the Minister.

Section 2. The Committee on Ministry shall have a chair nominated by the Committee members and approved by the Board of Trustees.

Section 3. Vacancies in the Committee on Ministry occurring in unexpired terms shall be filled by the Board of Trustees, in consultation with the Minister.

Draft Changes, Mark Up:

Section 1. The Committee on Ministry shall be comprised of four (4) **three (3)** members, serving staggered two- **three-year** terms. No members shall serve more than two consecutive terms. Two (2) **One** members will

be appointed to the Committee on Ministry each year. One members will be chosen by the **Before each annual meeting**, The Minister **will submit** from a list of three (3) active church members submitted by to the Board of Trustees. One (1) member will be chosen by **The Board of Trustees will choose one member from this list for appointment to the Committee on Ministry.** from a list of three active church members submitted by the Minister.

Section 2. The Committee on Ministry shall have a chair nominated by the Committee members and approved by the Board of Trustees. select a chair from among its three members.

Section 3. Vacancies in the Committee on Ministry occurring in unexpired terms shall be filled by the Board of Trustees, in consultation with the Minister. by the same method specified in Section 1.

New Version:

Section 1. The Committee on Ministry shall be comprised of three (3) members, serving staggered three-year terms. One member will be appointed to the Committee on Ministry each year. Before each annual meeting, the Minister will submit a list of three (3) active church members to the Board of Trustees. The Board will choose one member from this list for appointment to the Committee on Ministry.

Section 2. The Committee on Ministry shall select a chair from among its three members.

Section 3. Vacancies in the Committee on Ministry occurring in unexpired terms shall be filled by the same method specified in Section 1.

Purpose of Changes:

Finance Committee

The new provisions of Article 12, Section 2, completes the transition away from previous church bylaws that established an Invested Funds Committee, but no Finance Committee, to the new practice, which coordinates financial affairs through a Finance Committee, with no Invested Funds Committee – although one designated Finance Committee member continues to serve that function. The Stewardship member is retained; the Fundraising subcommittee has been eliminated at the request of the Committee. The new language also clarifies that all members of the Finance Committee serve one-year terms, and are elected by the membership.

Committee on Ministry

The new provisions incorporate changes recommended by the UUA, and also conform the bylaws to current practices. **Section 1** is amended to specify that each member serves a three-year term, rather than two consecutive two-year terms, and it changes the system where, in alternate years, the board submitted three candidates to the minister, and the minister submitted three candidates to the board. Now, the minister submits the names, and the board selects from among those three candidates. **Section 2** is amended to entrust the responsibility for electing the chair of the Committee on Ministry with the committee, rather than with the approval of the Board. **Section 3** is amended to remove the Board from sole decision-making responsibility concerning vacancies on the Committee, and instead specifies that the list of three names will be offered by the Minister.

ADMINISTRATOR'S ANNUAL REPORT

It has been my pleasure to serve the UCC Staff, Board of Trustees, Committees and members and friends of our church community for another year. I am so glad to be a part of this community as we continue to evolve and extend our mission.

By: Lynn M. Smith

I have improved our office systems over the last year by:

Updating the **Google Church Calendar** to recognize the Drew House (6 Summer St.) and the Judd House (71 Winthrop St.) as UCC affiliated addresses and began using these designations in our calendar to allow users visiting our website calendar to directly link to Google Maps to get directions and or a map to ALL our buildings.

Facebook. Expanded the use of our Facebook page to advertise special events to the wider community. Catherine Palmer and Rev. Carie continued to advertise Fundraising and special events as they deemed appropriate.

Website. Continued to work with Helen Zidowecki to assume more responsibility of the regular maintenance of the Website. Expanded the "Cancellation Notes" section to report on cancelled events as well as continued to report on weather related cancellations. Also began to post special events on our Website with links to more information about the events. I also started filling in event information directly into the Google calendar that is managed "live" on our Website.

Records Retention: I continued to purge and shred records in accordance with a general Records Retention Schedule approved by the Finance Committee in FY2017-18. Some guidelines were provided by the History Committee of the documents they would like to keep.

Accounting System: I continued check entry and other billing and bookkeeping tasks to reduce the load on our volunteer Treasurer. I have also helped the Treasurer format special reports as requested and provided detailed spending information to committee / program leaders to allow for more accurate estimates of funds needed to support program needs and improve our budgeting process.

I plan to continue to improve office systems by:

Eliminate dual email entries. I have tested producing a current email list for the Weekly Bulletin and special announcements directly from our Database. Before I can transition to this new system, I need to verify that the data is the same in both systems. I will continue this work.

Website. I plan to continue to work with Helen Zidowecki as part of the Communications Work Group to explore the possibility of a new website that will open up some greater possibilities for communication at UCC. We have looked at some possibilities and hope to make a decision and begin the transition to a new website this coming year.

Facebook (Social Media) Continue to learn how to better utilize Facebook (and other social media platforms) to reach more people about our events, Sunday services AND special information. We hope that some of this will be automated by the new website we are exploring.

Mailchimp – Explore Mailchimp as a vehicle to send "all church e-mails" that will be more professional looking, that read better on mobile devices and that will link directly to our Facebook page.

Purge and/or shred old records. Nancy Fritz and I will continue to purge and/or shred old documents this year as the Records Retention schedule is fine-tuned.

Organize a volunteer office pool: Work with Rev. Carie to create a pool of volunteers to help in the office so we have cross-trained people to provide for coverage in the office when I cannot be in the office.

Policy Manual. Work with the Communications Work Group to update our policy manual, How our Church Works. The manual was last updated and distributed in Oct 2017 and many changes have been made.

As part of my duties, I am to report on the following contracts and missions of the church.

Cleaning Contract

We continued our contract with Clean Sweep (A Division of Motivational Services) in Augusta at the same rate as last year (\$754 per month). The contract includes: cleanings of all of our buildings at least once per week, cleaning supplies, roll towels and toilet paper, and a one-time per year carpet shampooing at the church and waxing of the Fellowship Hall floor.

Copier Contract

We are now in Year 3 of our 5-year lease on the office copier with A-Copi. We also contracted with A-Copi for the yearly copy contract at the same cost as last year (\$565.70). The contract allows for 70,000 b&w copies and 1,300 color copies without any additional costs. A small fee per copy applies if we exceed the contracted number of copies.

Share the Plate 2018-19

I am pleased to report on the congregation's commitment to our Social Justice program during FY 2018-19. Share the Plate donations are the collections generally taken on the 1st Sunday of each month.

Sep 2018	<NONE>	
Oct 2018	First Universalist Church of Sangerville & Dover Foxcroft - Steeple Project	\$335.50
Nov 2018	Bridging the Gap	\$297.86
Dec 2018	Family Violence Project	\$588.50
Christmas Eve 2018 – Bread of Life Ministries	\$	\$426.00
Jan 2019	Music Program at RSU74 Carrabec School District	\$380.98
Feb 2019	Maine Wabanacki REACH	\$317.36
Mar 2019	Maine Unitarian Universalist Social Advocacy Network (MUUSAN)	\$398.00
Apr 2019	Augusta Food Bank	\$327.00
May 2019	Capital Area New Mainer's Project (CANMP)	\$248.00

SOCIAL ACTIVITIES ANNUAL REPORT

- September 2018**
- a. Hike
 - b. Documentary Movie: Climate in Doubt
- October 2018**
- a. Pond town Poets in collaboration with Sue Parks
 - b. Movie night
- November 2018**
- Harvest Supper
- January 2019**
- a. Rock n Roll Dance in collaboration with Christine Little
 - b. Rural Roots Revival Band from Ellsworth
- March 2019**
- a. Felted Wool Workshop with Donna Lausier
 - b. Greek Cooking and eating (of course).....<Cancelled>
 - c. Paint Night with Bonnie Casperson
- April 2019**
- a. DINNER AND A MOVIE (Judy M. and Cheryl Clukey)
 - b. Movie
- May 2019**
- Rev. Carie and I have been trying hard to get a definite date from Alan March Leslie, who has done research on MAINE's Contribution to the UNDERGROUND RAILROAD. We are hoping for a October date for his presentation.
- July 2019**
- Movie, "Friendly Persuasion" with Gary Cooper about the Quaker resistance to the Civil war.
Date to be announced
- September 2019**
- Working on getting Francis Perkins Center in Damariscotta to bring their traveling documentary presentation of Francis Perkins to UUCC. Perkins was instrumental in developing Social Security and Medicare under FDR.

As always, looking for any and all ideas for Social Activities. Keep your ears and eyes open over the summer, and let me know if you see or hear of anything interesting.

Cheryl Clukey, Social Activities

BUDGET MESSAGE TO THE CONGREGATION

After a long and complicated budget process, the Budget Task Force and the Board of Trustees is recommending a budget for fiscal 2019-2020 that is not balanced, i.e. we still need \$6,100 more in income in order to meet our projected expenses.

Many of you provided thoughtful feedback to a task force proposed budget that included renting Drew House to a new Mainer family. Moving forward with rental would have resulted in a balanced budget with approximately \$4,200 more income than expenses.

However, we heard many valid concerns and questions about renting Drew House and realized there is more discussion and problem solving needed, and so we were not willing to make such an important decision without more process that is transparent and that gives appropriate attention to the many concerns raised.

The budget that will be presented for a vote at the annual meeting on June 2 reflects the cost of our ministry, has minimum reliance on one-time money, retains the use of Drew House by our church, and requires closing a gap of \$6,100. Here are the steps we took in order to close the budget within \$6,100 --- there is \$2,000 from a one-time bequest; \$10,000 from the Annual Appeal half of which will be provided as match if we raise \$5,000; and \$10,000 in special fundraising projects yet to be determined. We consider this budget a first step in a process this year aimed at ensuring our long-term financial sustainability. The second step will be forming a Strategic Budget Task Force that will begin work in August.

During informational sessions earlier this month we heard from a few folks that they would be willing to increase their pledges for next year to help close the \$6,100 gap, allowing us not to rent Drew House. If this is still a possibility, please notify Martha Naber, Stewardship Chair, or submit your additional pledge commitment to the church office.

A copy of the proposed budget that will be presented at the annual meeting is attached. If you are able to help close the gap and can notify Martha or the church office prior to the meeting, the proposed budget will reflect any additional pledge dollars.

The Budget Task Force members are Kathy Shaw, Finance Committee Chair; Jim Caldwell, Committee on Ministry; Wick Johnson, Invested Funds Chair; Jill Watson, Board President; Nancy Fritz, Treasurer; and Rev. Carie Johnsen. Please speak with one of us if you have additional questions or would like clarification about the budget.