

UUFD Congregational Meeting Minutes

May 17, 2015

11:10 a.m. Called to order by Board President Tom Stamatakos, who then shared an opening reading

Present: 44 members total were present, with 42 voting members (2 members have been members for less than 30 days and cannot yet vote)

* We have a quorum

We had two write ins to the agenda:

- voting for leaders after the budget presentation
- Social Justice and Outreach committee update, after the Building Team update

Agenda approved with additions.

Minutes from November 2014 Congregational Meeting approved.

Minister's Report

- Rev. Linda's report summarized changes, accomplishments, and future plans with the theme "We are a strong and vibrant congregation."
- Rev. Linda summarized major staff changes, including:
 - Gladys Sanchez completed her first year as DRE, Jan. 2014 –Jan. 2015
 - There are now three childcare providers and two – Ella Vietmeier and Alison Pool – were hired in fall of 2014. Megan King, is our childcare staff member who has served longer.
 - Taylor Richier, who was hired as RE Assistant in fall of 2014.
 - Beth Schewe who was hired in October 2014 as office manager
- She told about the recently reestablished capital and building campaign teams characterized by energy, leadership, and focus
- The Worship Ministry joined the "Soul Matters" program, which is a joint worship theme program shared by many congregations
 - Rev. Linda, Toni, and many worship associates attended a Worship Arts conference at the UU church in McHenry
 - There is a focus to create broader connections with other UU congregations.
- Rev. Linda and UUFD worked this year on issues of Sexuality Education and the Healthy Church. Rev Linda worked with the board and ministry council:
 - Held a Sept 19 healthy sexuality/healthy congregation training for church leaders
 - Created a limited access agreement
 - Created a Code of Ethics for staff and volunteers

- Wrote and distributed a facts and information sheet about sexuality and healthy congregations
 - Expanded and presented the safe congregation policy to UUFD leaders
- Rev. Linda invited and supported three guest preachers to come to UUFD to speak on issues of gender and sexuality: The Rev. Emmy Lou Belcher, Rev. Denise Tracy, and Rev. Sean Dennison
- The Leadership Council held 6 trainings, with 18-25 leaders typically present at each, on the topics of:
 - Connection and inspiration
 - UUFD's new volunteer database
 - Canvass, fundraising, and financial development
 - Outreach Strategies,
 - Change and conflict
 - Safe Congregation, and Congregational health and anxiety
- Rev. Linda also summarized the many other events that UUFD created, sponsored, or hosted, including: ministry fair, UU Western Crescent choir fest, winter farmers' markets, gala, Christmas Eve open house, Welcome Café and Community Kitchen brunches, Welcome Essentials Pantry, meditation sessions, yoga classes, spirit journey deepening groups, new member conversations, Congregational Support and Development boundaries training, MLK community celebration, and support for Hope Haven, Safe Passage, DCCG, and more through our special collections.
- **Plan for Change: "Everything must change."**
 - **Rev. Linda announced that she will retire in July 2017 after 26 years of ministry at UUFD.**
 - In Fall 2015, the board will appoint a transition team to guide us and educate us through the process.
 - UUA and MidAmerica region have many resources to help with the transition, including MidAmerica staff members, a Good Offices minister, and Rev. Matthew Johnson of the Rockford UU church
- UUFD has much work to do!
 - The capital campaign for building, staff, and reserve fund
 - The new Privilege, Power, and Difference deepening group, to be led by Rev. Linda and Maylan Dunn-Kenney
 - The regional WomanSpirit Conference, which will be held at UUFD in 2017
 - The need to strengthen fair compensation for staff
- Rev. Linda ended by reminding us, "We are all ministers" and we need to reinforce our relational power and shared UU identity in ministry.

Ministry Council Presentation: **Jeanne Meyer and Pam Wicking** shared important information from the ministry council regarding employee fair compensation:

- The UUA Office of Church Staff Finances (CSF) adopted ***FAIR COMPENSATION GUIDELINES*** for all congregational staff in 1995 at General Assembly based on our commitment “to justice and equity in human relations.”

- The 8 components of “fair compensation” address: Salary; Payment-in lieu of FICA for ministers; Insurance Benefits; Retirement Benefits, Vacation, Professional Development and Continuing Education, Professional Expenses; and Personnel Policies.

- Fair compensation policies contribute to the recruitment and retention of hard-working staff who advance congregational goals and Unitarian Universalism.

- UUA produces the GEO INDEX that establishes *appropriate* salary ranges for church employees. The GEO INDEX weighs the size of the congregation, the experience and training of the staff member, and the geographic region of the congregation to assign appropriate salary ranges.

- What Ministry Council is trying to accomplish is “fair compensation” for each UUFD position.

- UUA GEO INDEX recommends a range of salaries - minimum, mid-range, or maximum. This range considers the experience and excellence of the staff, not the size of the congregation. UUFD has 89 signed member which falls in “small” category.

- We believe our UUFD staff deserves to be at the maximum level because they are excellent, but we are striving to meet minimum or mid-range levels.

- Did you know that UUFD has **10** part-time staff members? 1 Minister, 1 Office Administrator, 1 Music Director, 1 Church Musician, 1 Director of Religious Education, 1 RE Assistant, 3 Childcare Providers, and 1 Custodian.

Office Administrator

- The GEO Index for small churches establish salary rate for a full-time Office Administrator at:

Minimum: \$29,200 Mid-range: \$34,100 Maximum: \$39,200

- Current Office Administrator: \$12.70/hr. 15hrs/wk. With no benefits.

- Equitable compensation for an Office Administrator at mid-range is \$16.40/hr.**

- Due to Beth’s experience, stellar performance, skills, and initiative, and due to UUFD’s responsibility to meet UUA fair compensation guidelines, we urge a 30% increase.

- This will place the position in the mid-salary range for a small congregation’s Office Administrator.

•Ministry Council recommends an increase from \$9,888 annually to \$12,792.00 annually.

Director of Religious Education

- The GEO Index for small churches establish salary rate for a full time Religious Educator at: Minimum: \$32,800 Mid-range: \$37,750 Maximum: \$44,400
- Gladys does not yet have her B.A.; therefore her base pay is at the minimum level.
- Current DRE: \$12.30/hr., (avg) 6.5 hrs/wk., no benefits, limited professional expenses.
- Equitable compensation for a DRE at minimum level: \$15.77/hr.**
- Because Gladys shows outstanding commitment and creativity, and due to UUFD's responsibility to meet UUA fair compensation guidelines, we fully support a 28% increase in her salary. We know she works significantly more hours than she is paid for.
- Ministry Council recommends an increase from \$4,158.00 annually to \$5,330.26 annually.**

Custodian

- The GEO Index for small churches establish an hourly rate for Custodians at: Minimum: \$13.05 Mid-range: \$14.11 Maximum: \$17.00
- Current Custodian: \$13.33/hr. 4.5hrs/wk. With no benefits.
- Equitable compensation for a Custodian at Mid-range \$14.11/hr.**
- Liz has received no increase since 2012, the original hire date. Liz is a faithful, responsible, and caring custodian of our church home. She was nominated for the 2015 Unsung UUFD award for her quiet and steady commitment to UUFD. She has contributed above what is expected of her.
- Ministry Council recommends an increase of \$1.00 per hour to \$14.33/hr.**
- This 7.5 % increase raises Liz's pay by \$233.22 annually, from \$3,120 to \$3,353.22/yr.

Music Director and Church Musician

Our Music Director and Church Musician are paid significantly under the UUA equitable salary guidelines. They receive a stipend rather than fair compensation, generously donating their time and services from their love and commitment for this congregation.

Church Musician

- The GEO Index for Instrumentalist is \$12.00/hr.
- UUFD Musician receives a stipend of \$100/month for the year.
- No increase since she began in 2012.
- Bonnie accompanies the choir, plays on Sundays when Toni is off, attends planning meetings, researches new music, and helps maintain sheet music.
- The Ministry Council recommends a 10% increase to \$110/month for 12 months.

Music Director

- The GEO Index for small churches establish salary rate for a full time Music Director at: Minimum: \$33,900 Mid-range: \$41,750 Maximum: \$52,400

- Current D. Music: \$13.22/hr., (avg) 4.0 hrs/wk., 275/Mo., no benefits.
- Equitable compensation for a D. Music at minimum level is \$16.30/hr.**
- Toni developed, rehearses, and directs the choir, accompanies services, maintains music resources & instruments, and schedules other musicians. She works with soloists, recorder group, bells, chimes, drums, and has written accompaniments.
- The Ministry Council recommends a 25% increase from \$275 to \$285.83/month or \$3,430 annually. This is an increase of \$680.00 annually to the stipend.**

Minister

UUFDF needs to face some tough financial realities about paying our minister.

- The GEO Index for clergy represents the “salary recommendation”. This is salary + housing.

- Salary recommendations do not include benefits which generally increase total compensation by approximately 35-40%.

- In Rev. Linda’s contract, the benefits that the minister at UUFDF currently receives include:

- Payment-in lieu of FICA for ministers; Disability Insurance; Health Insurance; Retirement Payment; Vacation; funding for Professional Expenses; and time and funds from Professional Expenses for Professional Development and Continuing Education.

- Why the FICA recommendation? Congregations are not allowed to directly pay the employer share (7.65%) of FICA on behalf of their minister(s). Rather, ministers must pay 100% of the Self-Employment Tax (15.3%). Congregations make payment-in-lieu-of-FICA payment (7.65%) to ministers.

Ministry Council recommends that Rev. Linda’s salary and time in her contract will drop to 50%. This will bring UUFDF to mid-range Fair Compensation for clergy in Salary + Housing.

Rev. Linda will reduce her time, work load, and responsibilities accordingly.

GEO INDEX for Small Churches at 50% time:

Minimum: \$24,450 Mid-range: \$30,625 Maximum: \$36,750

Housing (\$14,640) + Salary (\$16,448) = \$31,088 which is mid-range for clergy at 50% time.

1. Rev. Linda’s housing went from \$1,000/month to 1220.00 due to a drop in insurance costs because Rev. Linda went on spouses' NIU coverage (Housing = \$14,640 annually).
2. Salary for 2015 was \$1224.00 month (\$14,688 annually).
3. Reduce (pro-rate at reduced time) Professional Expenses from \$5,760 to \$4,000. Add the \$1,760 SAVINGS to salary.
4. No other adjustments to current benefits.

Treasurer’s Budget Report: Kathy Clark and Beau Anderson

Kathy and Beau reviewed this past year's budget (the fiscal year is almost over). Right now, we have a deficit for the year of just over \$9,000. (See treasurer's report handout for numbers.) Our bank balance is currently about \$13,000, but much of that money is restricted.

Proposed budget for FY 2016: Sue Willis

The proposed budget (see handout for numbers) contained four columns – four different options.

- A. Status quo budget: this keeps staff salaries and other expenses as is. It is still a deficit budget.
- B. Proposed budget with pay increases for staff
- C. Proposed budget with fair share to UUA and MidAmerica Region (instead of current ½ of fair share)
- D. Proposed budget with both staff pay increases and fair share dues – a total of \$9,500 extra.

Sue Willis reminded us that “we have to vote with our dollars” – in other words, we need to fund the budget we choose. She proposed that we authorize the board to begin with the column A status quo budget, and then work towards staff pay increases and fair share if we can gather more funds.

Motion: We move that the congregation authorizes the column A budget, instructing the board to begin with this budget and then increase staff salaries and fair share denominational payments if funding permits, prioritizing staff salaries.

Passed, with 1 person opposed and 2 abstentions.

Several church members stepped forward to increase their pledges – thank you!

Nominating Slate for Church Ministry and Board Leaders:

Board member at large: at large: Vanstrom Dracul

Treasurer: Lon Clark

President Elect: Bill Lamb

No nomination were offered from the floor.

Vote: 1 abstention, rest in favor

Passed.

Building Team Update: Ed Miguel

- Ed shared with us the kitchen plan, including a picture
- He shared some pictures of the RE space and talked about the plans
- He answered questions, and left us with a timeline, with the plan for the capital campaign to begin in fall

Religious Education Report: Tom Stamatakos (in lieu of Taylor Richier, who was ill)

Tom shared pictures of the kids living their 7 rainbow values.

Social Justice Committee Update: Maylan Dunn-Kenney

Maylan shared about the generous donations our congregation has made to this past year's special collection recipients.

Social Media Update: Tom Stamatakos shared an update about UUFD social media from Dorothy Coleman

Facebook and Twitter:

Our Facebook presence is growing! This time last year our UUFD Facebook page had 280 'Likes;" currently, it has 329. That means that 49 additional people since last year are receiving our Facebook notices. Facebook postings are automatically sent to Twitter as well, and we currently have 192 followers on Twitter.

Website:

The website is constantly updated to keep it current and more user-friendly. This year we have improved our Save the Date, Announcements, and Upcoming Events sections. Also, our listing of UUFD programs has been updated to be complete and has been cross-listed under Programs and Events, the Visitors Center, and Getting Involved sections.

Over the past year our website has had, rounded off, 2500 visitors, 60% of these were new visitors, and 40% were returning visitors.

Respectfully submitted by Beth Schewe