

2024 Annual Meeting of the Unitarian Church of Montpelier



Sunday, May 19, 2024
11:30 AM ~ HYBRID



Meeting Protocols

This Annual Meeting is a hybrid meeting, with people participating over the video conferencing platform, Zoom, as well as from the Sanctuary. As a remote participant, you can join via Audio and Video on Zoom, or if you are not able to utilize Zoom on a computer or electronic device, you can dial-in by phone.

The Meeting will begin with all ZOOM participants on Mute and participants are asked to keep their microphones muted when not called upon to speak.

The Meeting audio is being recorded. Please state your name clearly each time you speak.



Meeting Protocols

During periods of discussion (for technical reasons) we will first address questions/comments on ZOOM, then those in the Sanctuary. Please indicate if you have a question or comment in the following ways ON ZOOM:

1. Use the “raise hand” function ,
2. Raise your hand so that it is viewable in your video screen,
3. Type the word “question” in the chat.

Board members will be monitoring the Sanctuary, the chat and video. If you are located in the Sanctuary, please raise your hand and a facilitator will acknowledge you in the appropriate order and bring the microphone to you. Please state your name clearly each time you speak. All participants will get an opportunity to ask a question before anyone is allowed to ask a second question.



Meeting Protocols

To allow as many people as possible to participate, each speaker will be limited to two minutes. You will be notified when you near your limit. Board and Executive Team members will also keep responses limited to two minutes, when feasible.

Anything typed into the chat box (including private messages) will be recorded. Please utilize the chat box primarily to raise your hand by typing the word “question.” For technical issues on Zoom, please message Elaine Ball.

The preferred method for voting at the Annual Meeting will be by a show of hands. For this reason, it is important that you are able to be seen by video. Please do not use the “raise hand” option on Zoom. Phone participants or Zoom participants without video will be asked to make a voice vote. Those voting in the Sanctuary will use a show of hands.



Voting Procedure

- Only vote if you are a member.
- Members on Zoom, please turn ON your video if it is off.
- To vote, raise your physical hand so we can see it on the screen and in the sanctuary.
Do not use the “raise hand” function - it moves participants on the screens.
- More than one voting member can be visible on the same device.
- Please keep hand raised until counting is completed.
- If this voting methods does not work, send your vote in a chat message to: **Elaine Ball**
- If you are are here by phone
 - raise your hand by pressing *9
 - when you are called on, speak your yes or no vote
 - and then *9 again to lower your hand.
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Confirm Quorum (236/4=59)

Quorum Voting Procedure

- Only raise your hand if you are a member.
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- **Please keep hand raised until count completed.**



Elect the Moderator



Approve the Agenda



UCM 2024 Annual Meeting Agenda

Sunday, May 19, 2024

Welcome, Meeting Protocols, Confirm Quorum, Elect Moderator -- Claudia Clark

Approve Agenda -- MODERATOR

Chalice Lighting & Memoriam -- Rev. Joan Javier-Duval

Approval of Minutes from Annual Meeting May 21, 2023

Approval of Minutes from Special Meeting August 20, 2023



UCM 2024 Annual Meeting Agenda Cont.

Update from the Governing Board - Claudia Clark

Elevator

Kitchen

Climate Resilience

Update from the Executive Team

Present & Approve General Fund Budget, FY 24/25 - Fran Dodd

Present & Approve Capital Fund Budget, FY 24/25 - Fran Dodd



UCM 2024 Annual Meeting Agenda Cont.

Election of Board Members:

Steve Grunewald (1 year term)

Emily Seiffert (2 year term)

Jen Matthews (2 year term)

Jeremy Beaudry (2 year term)

Election of Board Officers

President –

Vice-President – Ansel Ploog

Secretary –

Financial Officer



UCM 2024 Annual Meeting Agenda Cont.

Affirmation of UCM Delegates to UU General Assembly - Hugo Liepmann

Elaine Ball

Judith Hinds

Jen Matthews

Jim Phinney

Ginny Sassaman

Recognition of Staff & Volunteers - Rev. Joan

New Business

Adjourn



Chalice Lighting, In Memoriam & Overview of Church Year

Rev. Joan Javier-Duval

Our Covenant

We are the Unitarian Church of Montpelier. We are bound together by Love within this safe and nurturing community. We gather as we are and as we aspire to be. We accept some discomfort to stretch beyond past boundaries and habits.

We covenant to:

- speak honestly and listen deeply to each other and the voice within
- treat each other with compassion and honor our differences
- take responsibility for the impact our words, actions, and inactions have on each other
- support each other in times of need and of grief, and celebrate the beauty and joy in our lives
- honor the gifts of the past and be gentle with each other as we grow
- encourage each other in the brave work of creating a more Beloved Community and a healthy, sustainable world
- and, forgive each other and start again



APPROVAL OF THE MINUTES

- Minutes from Annual Meeting, May 21, 2023
- Minutes from Special Congregational Meeting August 20, 2023

(Voting procedure on next slide)



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Governing Board Update - Claudia Clark

Elevator Installation

Contractors have been selected

Location will be where current one is located - larger footprint

ADA Compliant

Work to be completed this summer

Total cost is approximately \$71,000

\$50,000 Grant from Fund for Sacred Places



Governing Board Update - Claudia Clark

Kitchen Restoration

Several Unknowns: extent of floor damage; equipment status; cost for hood

Zoning Admin and VT Health Department have been consulted

Begun planning layout and equipment - multi-step to establish a budget

UCM Climate Resilience

Primary focus had been on building

Needs to be broader focus on vision for congregational resiliency



Update from the Executive Team

The role of the Executive Team (ET) is to manage the affairs of the Church at an operational level.



Members: Donna
Russo-Savage, Leslie Parr,
Rev. Joan and Dawn Miller
Evans (left to right)



General Fund Presentation

Fran Dodd, UCM Financial Officer



Unitarian Church of Montpelier

2024-2025 Proposed Budget

General Fund



Income:

Contributions 4100	• Pledge income based on 95% of pledges = \$348,130.35 • Pledge income is only approximately \$1,000 more than FY23/24. • No Cash reserves contribution.
Fund Raising 4200	• Assumed \$10,000 from TBD fundraiser.
From Outside Sources 4300	• Funded by a withdrawal of 1% of the balance available from long term invested funds (LTIF) as Dec 31, 2023 = \$9,177 • Transfer from Social Responsibility Fund (no longer active) = \$2,000
Building Rental 4400	• \$13,000 is a more realistic estimate for rentals.
Grants 4610	• VT-Quebec History Grant • UU Funding Grant
	• Total General Fund Income = \$434,069.35 (1.2% less than FY23/24)

Unitarian Church of Montpelier

2024-2025 Proposed Budget

General Fund



Expenses:

Personnel	• Staff salary increases: Minister 1.6%; Administrator 4.5%; other positions 3.2%. • Eliminate health insurance for dependents (currently not utilized by staff) • UCM retirement contribution reduced from 10% to 5% on January 1, 2025.
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Unitarian Church of Montpelier

2024-2025 Proposed Budget

General Fund



Expenses:

Ministry 6100	• Allocated \$2,000 from Minister Salary & Housing to Professional Development. • Salary increase = 1.6%.
Spiritual Exploration 6200	• SE Director position delayed until August 1. • Reduced hours to 25 hrs./week (0.63FTE). • Reduced Professional Development to \$2,000 • Salary increase = 3.2%.
Music 6300	• Music Director's hours maintained at 16 hrs./week. • Accompanist's hours maintained at 10 hrs./week. • Salary increase = 3.2% each position.

Unitarian Church of Montpelier

2024-2025 Proposed Budget

General Fund



Expenses:

Administration 6400	• Congregational Administrator hours increased to 40 hours (1 FTE) • Budgeted to begin August 1. • Salary increase = 4.5% • Office Assistant salary increase = 3.2%. • Reduced Professional Development for Admin. and Assist. by \$1,000 • Added contracted bookkeeping support. • Added contracted “IT” support. • This budget includes allowing the Executive Team more flexibility in designing appropriate staffing levels in Administration (6400). The amount to be no more than the total approved for administrative staff and professional services.
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Unitarian Church of Montpelier

2024-2025 Proposed Budget

General Fund



Expenses:

Building 6500	• Sexton position to remain vacant. • Weekly cleaning service will continue. • Allocated funds for ad hoc maintenance. • Property insurance expense transferred to Capital Fund Budget.
Program Expenses 6600	• Congregational Life Coordinator hours maintained at 0.5 FTE. • Separated out A/V wages as new line item. • Salary increase = 3.2% each position • UUA Delegate support 5@\$400 each • Community Lunch support increased to pre-Covid levels.

Unitarian Church of Montpelier

2024-2025 Proposed Budget

General Fund



Expenses:

Outreach/Denominational 6711	- Maintained UUA Dues at \$5,000. - Interfaith Action Committee partly covered by UU Funding Grant.
Other Expense 6800	New fund established by donor to support Clarke Lectures.
Other Expenses: 6900	Included new Vermont Child Care Contribution Tax (effective July 1).
	General Fund Expenses: \$431,211.49 (1.2% decrease from FY23/24) General Fund Net Operations: \$ 2,857.86

Unitarian Church of Montpelier

2024-2025 Proposed Budget



After the Annual Pledge Drive over **\$60,000** needed to be eliminated from the “Aspirational” General Fund Budget developed prior to the start of the drive.

Items Eliminated or Reduced to Balance Income and Expenses

Ministerial Intern & Sexton Positions	Staff Raises Reduced
Dir SE hours Reduced	Start Dates Delayed (SE and Cong Admin)
Contribution Match for Retirement Reduced	Eliminated Coverage for Dependents
UUA Dues Not Increased	Reduced Professional Development

Insurance Expenses transferred to the Capital Fund.

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Capital Fund Presentation

Fran Dodd, UCM Financial Officer





Unitarian Church of Montpelier 2024-2025 Proposed Budget Capital Fund Budget

Income: \$36,740.48	• Funded by a withdrawal of 4% of the balance available from long term invested funds (LTIF) as Dec 31, 2023.
Expenses: \$36,740.48 Net Income: \$0	• Property Insurance transferred from Building Expense. (\$11,265.) • Flood Insurance added. (\$11, 285) • A/V equipment. (\$1,075) • Misc. Building & Grounds (\$13,085.84) • Any remaining funds at the end of the FY will be placed in Capital Reserves.

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Election of Board and Officers

1. Elect slate - 3 people for 2 year terms and one person for 1 year term (*vote by hand raise*)
2. Elect officers by slate (*vote by hand raise*)

Returning Board members (not currently up for election)

Ansel Ploog, Brenda Bean and Steve Gold



Board Nominees



Steve
Grunewald



Jen Matthews



Emily Seiffert



Jeremy Beaudry

Nominee Bios in your printed handouts, and the Annual Report



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Elect Officers - One Year Terms

President -

Vice President - Ansel Ploog (moving from Secretary)

Secretary -

Financial Officer -

Authorize UCM Board to identify officers by the end of September.



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Affirmation of UCM Delegates to the June 20-24, 2024 UU General Assembly

Elaine Ball
Judith Hinds
Jen Matthews
Jim Phinney
Ginny Sassaman

Recognition of staff and volunteers -- Rev. Joan



Any New Business?



Adjourn!