

Annual Meeting Packet of the Unitarian Universalist Church of Roanoke

May 17, 2015

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Church Officers and Professional Staff:

- President, Jim Haines
- Interim Minister, David Owen-O'Quill
- Vice President-Finance, Carl Reed
- Vice President-Council, David McCall
- Director of Lifespan Faith Development, Dawn Rees-Blakeman
- Youth Advisor, Bonnie Evans
- Personnel, Kim Duncan
- Music Director, Kerry Morgiewicz

Committees:

- Caring, Sally Garber
- Endowment, Frosty Landon
- Fellowship, Melanie Ham
- Membership, Nancy Brattain
- Nominating, Katherine Hoffman
- Shared Ministry, Jerry Trammell
- Sunday Services, Bill & Sheri Bestpitch
- Ministerial Search, Margie Garber

The Annual Meeting will be held at 12:30 pm in the large sanctuary on Sunday, May 17. All members of UUCR are requested to attend in order to vote on important measures affecting our shared future. This packet contains summary reports about church activities in the 2014-2015 church year, as well as action items for the coming 2015-2016 church year which begins July 1. Please read through these materials, and plan to vote in person (or by proxy) on May 17.

If you have questions or wish to discuss any of the proposed measures prior to the annual meeting, there will be an opportunity to do so on Sunday, May 10 immediately following the worship service. If you cannot attend this informational session, you may contact any member of the Board to discuss.

Proxy forms must be completed in advance of the meeting if you will be unable to cast your vote in person. You will find the proxy form included in this packet. Remember, both you and the person you designate to vote on your behalf must sign the form, and the form must be presented to the Clerk before the meeting is called to order.

Thank you for your active participation in the life of your church community.

Agenda

Call to Order and Chalice Lighting
Determination of a Quorum
Approval of 2014 Annual Meeting Minutes
Presentation and Vote on 2015-16 Budget
Election of Officers
Special Collections
Extinguish the Chalice and Adjournment

Reports from Church Officers and Professional Staff

Minister:

Greetings,

Its been a real joy to have served as your interim minister for the past three years. As I leave the ministry to pursue a different career path, I want you to know that your church has a special place in my heart. I've witnessed you accomplish many things, I've seen you struggle through challenging issues, and watched a renewed sense of vision emerge amongst you. You are in a very good place to welcome in a new minister's leadership, and begin an exciting new chapter in your congregational story.

My family and I will plan on staying in Roanoke and making it our home. For the first few years, I won't be coming around the church much as it will be the time that you need to focus on establishing your relationship with your new minister. Roanoke is a small city so if you see me around town, its definately fine to say "hi" and talk, but my role of giving church advice will be done. Perhaps when you next see me, I'll be just another customer haggling over some furniture at the jumble sale ;)

Life is an interesting journey, and I'm glad I was able to walk part of it with you as your congregation's pastor. As I step away from that part of my life, know that I will be looking forward to seeing where your journey takes you. Thank you for everything.

Peace and Grace,

Pastor Dave

President:

We have been blessed this year with an energetic, committed group of Board members. They have each contributed time and talents in a team effort to support our goals. Lynn Yates (Past President), David McCall (VP Council), Kim Duncan (Member-at-large and Personnel Chair) and Mangala Kumar (Member-at-large) will be completing their terms this year, and I extend many thanks for their tireless service. Gary Crawford, Carl Reed, Laura Latham, Susan Newton, and Sheri Bernath deserve many thanks for their hard work, and we look forward to their continued participation. It has been an honor to serve as President with such a fine group of church leaders.

At the Annual Retreat in August, the Board established priorities related to 1) stewardship, 2) the Matrix, 3) supporting the A Team, 4) and supporting Council reconfiguration. We have made significant progress in all of those areas in the past nine months, the highlights of which are listed below.

Significant Events of Church Year 2014-2015 include:

- The Board began investigating a year-long stewardship program developed by the UUA. We hope to begin implementation of a year-round stewardship program in the coming year.
- The Administrative Team is in its second year of operation, and has ably managed operational projects in the areas of facility upgrades, building use procedures, and communications. This has enabled the Board to be a true policy Board.
- Conducted a successful Annual Giving Campaign under the leadership of Susan Newton and Judy Nelson.
- Engaged Pastor Jennifer Owen-O'Quill to guide us on how to effectively deal with change and conflict.
- Continually analyzed church operations using the Matrix viewpoint; Board members volunteered to take responsibility for each Matrix area:

Front Yard – Our Community (Invitation)

Easy to find if someone is looking for us
Attractive to those who happen by
Reputation in the community
Multi-media outreach

Front Porch – Sunday Service (Hospitality)

Welcoming atmosphere brings people back
Attractiveness of physical plant
Engaging worship services
Accessibility for special needs

Living Room – Covenant Groups, Mission Groups, and Programs (Connections)

Inviting to visitors, members and friends (new and tenured)
Variety of quality programming meeting personal growth needs
Participation and financial contribution growth
Self-generating and self-sustaining groups

Kitchen – Leadership (Serving the Vision/Growing Leaders)

Deep pool of leaders – positions filled
Availability of training/mentorships for leaders
Leadership positions provide personal growth/satisfaction
Effective and efficient organization/systems

- At our Board Retreat, we spent a good deal of time talking about our Board Covenant – how we agreed to work together. Our covenant is:

We covenant:

- ✓ To work together in the best interests of the congregation, operating as a team, each of us with a role to play.
- ✓ To come prepared, participate fully in deliberations, listen openly to one another, follow democratic decision-making processes, and support the resulting actions of the Board.
- ✓ To be honest, courageous, and respectful, to directly address conflicts that may arise among us, to support one another, agree not to participate in gossip, and be guided by our shared Seven Principles.

I can truly say that your Board lived this year by our covenant. It has been an honor to serve with this Board, and an honor to serve as your Board President. Thank you for giving me this opportunity.

Warmest regards,
Jim Haines
Board President

Vice President-Finance:

PREVIOUS FISCAL YEAR 2013-2014 FINAL RESULTS

Income was above budget by \$8,900 from higher pledge income and a larger than expected Endowment distribution. Expenses were \$14,400 under budget with half of that coming from lower payroll expense. The operating surplus came to \$23,316.

INTERNAL FINANCIAL REVIEW

The financial review required by the bylaws was performed by Susan Anderson-Hodges, Sally Garber and Eileen Lepro. Recommendations were made regarding payment vouchers, segregation of duties, review of finance policies, need for an inventory of real and personal property, and building use records.

CURRENT YEAR BUDGET 2014-2015

Expense Budget - \$255,938 – As of March 31, expenses year to date are below budget, although utilities are running high, and the Board has approved an extra \$3,000 in expenditures. Search committee expense will be below budget, and total expenses for the fiscal year should come in under budget.

Income Budget - \$255,938 - Income is below budget through March, but the 2nd Jumble Sale held in April has provided a boost, so that total income for the fiscal year is expected to be close to the budget. We should break even for the year, or perhaps end the year with a surplus.

Notes to Financial Results 2014-2015

We pay our UUA dues under the new GIFT unified funding program. We contribute at the “Supporter” level, equal to 5% of annual operating expenditures, as reported to the UUA for annual certification of our congregation.

Current Year Fundraising Activities:

- Service Auction - \$8,450
- Kroger Rewards - \$5,300 (estimated, program has changed, income is down)
- Jumble Sale - \$4,455 last fall, plus \$4,900 in April
- Other Fundraisers - \$214 through March.

PROPOSED BUDGET 2015-2016

A balanced budget of \$263,800 is proposed – an increase of \$8,000 over the current year. Of special note: the \$10,000 provision for expenses related to the new minister’s relocation and installation ceremony.

Annual Giving Pledges – The annual canvass concluded with \$184,500 in pledges, which is up \$8,200 from the previous year. This provides \$177,000 of income for the budget after allowance for 4% shrinkage.

Acknowledgements

Please join me in thanking the dedicated volunteers who keep the financial machine running smoothly. Joanne Derryberry, formerly Treasurer, continues as Assistant Treasurer, while training new co-treasurers Al and Jan Hoover. Joanne effectively functions as our accounting manager as she is the most familiar with QuickBooks, and she also functions as employee benefits administrator. Anne Marie Patterson is also Assistant Treasurer. Chris Jordan is income coordinator, with Bill Bestpitch serving as her backup. Sadly, we lost Chuck Jordan this year. He had shared the income coordinator duties with Chris for several years.

Many thanks also to Judy Nelson and Susan Newton for leading the Annual Giving Campaign, assisted by committee members Tyler Coles, Margaret Klapperich, Georgianne Vecellio, John Shelton, and Lydia Woerner.

Thanks also for the contributions of the financial review team, consisting of Susan Anderson-Hodges, Sally Garber and Eileen Lepro.

History of Unrestricted Church Income

| | | | |
|---------|-----------|---------|-----------|
| 2000-01 | \$152,421 | 2007-08 | \$248,826 |
| 2001-02 | \$155,379 | 2008-09 | \$225,234 |
| 2002-03 | \$154,957 | 2009-10 | \$207,546 |
| 2003-04 | \$155,754 | 2010-11 | \$206,677 |
| 2004-05 | \$168,387 | 2011-12 | \$219,182 |
| 2005-06 | \$176,054 | 2012-13 | \$220,395 |
| 2006-07 | \$188,200 | 2013-14 | \$245,599 |

Respectfully submitted,

Carl Reed, Vice-President, Finance

Vice President-Council:

The Coordinating Council consists of chairs or representatives from core committees and groups (such as Mission groups) of the church. The Council and its members are responsible for executing and managing the programs of the church. Council meets on a regular basis (at least quarterly) to coordinate and support the work of committee chairs and all activities that occur in the church or involve groups from the church. Represented on Council this year are Membership, Fellowship, Sunday Service, Caring, Religious Education, Green Team, Non-theists, The Jumble Sale, and the A-Team. Ex-officio are Pastor Dave and the Shared Ministry committee. These groups organize activities ranging from Sunday services to social events, new member classes, children's religious education and adult faith development, and much more.

The work of all of these groups and the members and friends who support them is important to our church; please consider volunteering your own time and talents to help if you do not already do so.

David McCall

Vice President-Council

Director of Lifespan Faith Development:

Adult Religious Education

Adult RE classes and programs have continued to see significant growth over the past year.

Our offerings for the past year have included:

- "Islam 101", a class in which participants learned about Islam and what life is like for modern day American Muslims. The class culminated in an interfaith "Muslim Potluck" whereby neighboring Muslims from Roanoke joined us for a meal. We focused on developing a relationship built on our commonalities and mutual respect.
- "On Being Religious: What Is Yours?" A class facilitated by Reverend Kirk Ballin
- Jazz, Wine, & Cheese Event on January 10
- "Welcoming Congregations": Three-class course to learn about how our UU congregation can become more welcoming and inclusive of the LGBT community; facilitated by Jessie McKeon.
- Annie Fairbanks' Women's Group: A women's discussion group that meets twice monthly to talk about relevant and pertinent topics.
- Home-Brewed Theology with Pastor David Owen O'Quill will take place in May, 2015.

We also continued with our usual monthly events and offerings of:

Living the Questions group
Non theists group
Popcorn Theology evenings
First Thursdays: Passport to Theology
Earth Friendly Fridays

Children's Religious Education

Nursery: Nursery care is offered for infants-age 3 and is supervised by experienced, paid caregivers. In the nursery, play and storytelling is the focus delivered in a warm, nurturing atmosphere.

Age 4-Grade 3: Over the past year, the children have learned a great deal about how to put our UU faith into action through our unit, "Signs of our Faith". One of the things the children worked on was a service project of raising money through a fund raising event in order to purchase donations through Heifer International. They were very excited about their work!

Over the past few months we have been learning about the stories in the Old Testament. Students have acted out the events of the stories and painted large murals depicting them. These have been multigenerational projects, with artists from our congregation working with the children in creating the murals. The kids have loved it!

Grade 4-Grade 7: The students studied about other faiths in the unit, "Neighboring Faiths", and made several visits to other places of worship. During the past few months, they have been reading and discussing the stories in the Old Testament and working collaboratively with the younger class on the murals.

OWL (Our Whole Lives Lifespan Sexuality Education Curricula): This class is currently being taught with our 7-9th graders from 10:30-12:00 every Sunday morning. The instructors are Donna Musgrave and Ed Hally.

Youth Group (YRUU)

The Young Religious Unitarian Universalists (YRUU) is for students in grades 8-12. The YRUU meets weekly from 12:30-2:30 each Sunday to explore UU values in relation to topics that the youth find pertinent. Emphasis is on community building and service, leadership development, worship, fellowship, and social activities. In August of 2014, we welcomed our new Youth Director, Bonnie Evans. We are very pleased to have her on board as a staff member. She has been working diligently and vigorously with the youth on a host of activities and events. Please see her report.

Multigenerational services

There have been several multigenerational services spread throughout the church year whereby the children and youth participated heavily in the service. The purpose of these services is to include the youth in our worship and have them play a role in their spiritual life at church. Children learn through participation, and will feel more comfortable in their own spiritual journey if they participate in the life of the church.

Summer camp

Summer Camp 2014 was a huge success. It was held during a week in mid August. The kids had a great time with various activities such as water play, dancing, music class, art activities, and an exciting science day which included each child making their own rocket ship! Great fun was had by all!

RE Families Potluck

In March, we had a family potluck after service. Newer families and more established families within the church had an opportunity to get to know each other better. We had several fun, team-building activities with kids and adults working together to foster rapport and have some laughs! Additional events such as this one will be planned for the future.

Respectfully submitted,
Dawn Rees-Blakeman
Director of Lifespan Faith Development

Youth Advisor:

The Young Religious Unitarian Universalists (YRUU) is for students in Grades 8-12. YRUU meets weekly to explore UU values in relation to topics that the youth find pertinent. Emphasis is on community-building and service, leadership development, worship, fellowship, and social activities. Guidance is provided by adult advisors. The curriculum this year was *Neighboring Faiths* where we explored other religious beliefs and spiritual practices. Various speakers were brought in to give personal perspectives of their religion. Topical subjects were also explored.

YRUU activities started in August, 2014 with a “meet and greet” social event to meet the new Advisor and new members, re-bond with each other, and express what they wanted to see in the YRUU program this year. Using their suggestions, we have:

- Had two lock-ins
- Helped set up church for the Jumble Sale and sold food as a YRUU fundraiser at the sale
- Provided lunch as a fundraiser for two Big Lick Stamp Club shows
- Labeled decorations and decorated Reading Seeds book donation tree before Christmas
- Labeled decorations and decorated Mitten Tree at Christmas
- Helped decorate and take down Sanctuary Christmas tree
- Participated in Youth Christmas Play and made 200 Christmas ornaments as takeaways
- Attended MMT play “Children of Eden” thanks to benefactor Marc Nevin, with discussion afterwards
- Wrote, decorated, advertised and produced “A Nightmare After Christmas” held as a YRUU fundraiser for the public
- Attended Charlotte NC Con sponsored by YRUU at UUCU over a weekend in February
- Labeled Reading Seeds books for distribution to elementary school children

Plans are being made for church visits, a Jumble Sale skit, participating in “Pack a Snack” program, acting as Worship Associate+ in a May Sunday service, summer Mission Trip, painting our meeting room, attending Teen Peace Jam, lock-ins, socials and community service projects.

Our numbers have grown by four youth this year and there is full participation for every activity. This has been a very rewarding year for me getting to know our youth and their parents. I invite you to do the same.

**Respectfully Submitted,
Bonnie Evans
Youth Advisor (YRUU)**

Personnel:

During the 2014-15 year, the Personnel Committee continued with a commitment to consistent and equitable treatment of all staff members. Evaluations are now occurring regularly in a consistent manner. Benefits are equitable and based on years with the church as described in the Personnel Policy Manual. All files are maintained on-site in a locked file cabinet, ensuring continuity for the Personnel Committee over the years.

As a member of the Administrative Team, I have been active in with the “nuts and bolts” running of day-to-day church operations, including benefit issues. It has been my pleasure to mentor Laura Latham as the Personnel Member-at-large. She has proved highly capable in the position, offering invaluable insight in some difficult situations. She also often volunteers for additional assignments. It has been a pleasure and an honor to serve our congregation as Personnel Member-at-Large last year and PC Chair this year. I hope others in the congregation will take the opportunity to serve on the Board.

**Respectfully,
Kim Duncan
Personnel Chair**

Music Director:

Below is my report of my regular duties carried out for the 2014-2015 church year.

1. Attended regular monthly staff and Sunday Services committee meetings.
2. Rehearsed the choir for singing in the services several times a month.
3. Ordered new music for the choir and weeded out old music.
4. Hired guest musicians.
5. Took care of piano maintenance.
6. Coordinated with Pastor Dave and Dawn about worship services and any special services during the year.
7. Coordinated with Beth Caruthers Sundays off and the Sundays the children sing.

In addition to the above duties, I also:

1. Helped coordinate music for the April 18th party welcoming the new candidate.
2. Attended a staff retreat in which we discussed our needs and ideals for the new candidate.
3. Provided music for the Contra Dance in January.
4. Organized a committee to work on a project to bring stained glass art pieces into the sanctuary to liven up the space and have an artistic rendering of our seven principles. The project is near completion.

In June, we will have choir Sunday. I have also been trying out new choir folders. These should be in by the end of the fiscal year. We received a kind donation which makes the purchase of these folders possible.

**Respectfully submitted,
Kerry Morgiewicz
Music Director**

Ministerial Search:

The Search Committee was affirmed and charged by the congregation at the 2014 Annual Meeting. Since June of 2014, the Search Committee has met regularly, then weekly and, at time, multiple times per week for the last 10 months. We have complied with every deadline and reasonable guideline proposed by UUA. In addition to the hundreds of hours spent in meetings, every member of the committee has spent 100's of hours more reviewing materials and discernment necessary for the ministerial search on behalf of the UUCR in the best manner possible.

We have honored our Search Committee Covenant:

We covenant to work diligently, support one other, remain open-minded in our deliberations, listen carefully, speak honestly and forthrightly with one another, maintain confidentiality and communicate appropriately with our congregation and those outside it.

We recognize that we work as a team, each complementing the others, and as a committee we strive to represent all members of our church. Decision-making will involve all members of the committee, and we will come to those decisions by consensus. The committee will speak with one voice, so that every member publicly stands behind the decisions of the committee.

We will trust the process, but maintain flexibility as the need arises. We recognize that the work we undertake is valuable, even in the event the process does not culminate with the congregation calling a minister.

We understand that each of us has relationships and obligations outside the committee's work, and we honor those boundaries that help us maintain balance in our lives.

Most of all, we undertake the search process faithfully, with the shared goal of contributing to a vital, healthy future for our church.

Margie Garber
Ministerial Search Chair

Committee Reports

Caring:

Four members of the Committee have continued the new format for sharing the joys and concerns of the congregation through Lifelines. Members and friends can write their joy or concern in the Lifelines book which is on the altar table or contact a member of the Committee or the church office. The member doing Lifelines makes sure that all items are noted in the Lifelines book. The Lifelines book is a great record for our congregation, and has been a great help in writing this report.

From July 1 through April 1, the Committee helped UUCR members and friends facing difficulties, illness and hospitalization which affected several of us. Deaths occurred among extended families of nine members, friends and staff members. During this year, we said good-bye to four members, Martha Flora, Chuck Jordan, Dorothy Provine, and Curtis Ratliff. As of April 1, the Caring Committee has assisted in receptions for five memorial services. We have also provided many mailed greetings, transportation, cooking, and companionship. In addition to keeping the congregation informed through Lifelines, we also kept them informed through Lifelines in the monthly newsletter.

We have found that our shared leadership model has enabled each of us to best use our respective talents. The Committee continues to recruit and coordinate volunteers to assist individuals with caring needs, and recognizes all those other UUCR community members who share the responsibility of caring for one another.

We are blessed with the contributions of these dedicated committee members: Betty Bright, Beth Caruthers, Ann Denton, Inez Good, Jane Harrison, Judie Lallmang, David Riley, Kitty Schear, Terry Smith, and Linda Wallis. UUCR administrator, Donna Haley, has been a key player in keeping the Committee informed, and we are very grateful for her continued support.

Sally S. Garber
Caring Committee Convener

Endowment:

Endowment assets totaled \$279,205 at the end of UUCR's 2014 calendar year. A year earlier, the Endowment assets had totaled \$275,725.

Endowment trustees were also able last year to transfer approximately \$10,000 to the UUCR board for ongoing church operations.

With the Endowment protected in perpetuity against use for capital projects, the separate Seven Principles Fund remains our primary tool for capital needs.

The Seven Principles bequest of 6-7 years ago from Helen and Jack Goodykoontz has helped the church board repeatedly cover significant capital projects. In the past year or so, more than \$20,000 in Goodykoontz funds covered big-ticket items, namely carpeting for the sanctuary and upgrades of the air conditioning and electrical systems.

With those projects behind us, that leaves a Goodykoontz balance of \$61,577 for future use.

Also of interest:

More than 25 In Memorials and donor-directed gifts were received during the year and transferred to the Endowment Fund.

Two gifts were received for the Seven Principles Fund (the Goodykoontz fund).

Endowment and Seven Principles information was shared with the congregation to increase visibility.

Dan Entingh's four-year term will expire June 30. As the committee clerk, he worked hard to track committee minutes, Endowment contributions, and capital-gift rules. The Entingh vacancy will be filled at the annual meeting.

Frosty Landon Endowment Trustee

Stained Glass:

The Stained Glass Committee is made up of six members: Sue Egbert, Betty Bright, Jane Haddad, Jerry Trammel, Kerry Morgiewicz, and Kathy Overholser. The committee approached the Board of Directors late in the year of 2014 to get permission to raise money to fund the design and installation of stained glass panels in each of the windows in the large sanctuary, including the window over the door. The BOD approved the project. A total of \$14,100 was quickly raised by donors from the UUCR congregation. We chose Shelly LaTreill from SERArt as our artist and went through a series of work sessions with her to finalize a theme and designs for the seven window panels. Each panel will represent one of our UU principles, and these designs were also approved by the BOD. The window panels are now being assembled by the artist, and Jerry Trammel is working on the framing that will attach the panels to our existing windows. Our target date for having the whole project finished and installed is the first week in September, 2015.

Jane Haddad Committee Chair

Aesthetics:

As a subcommittee of Facilities, the Aesthetics Committee continues to unify and enhance the interior of UUCR. Current members are: Kathy Overholser (chair), Rosemary Hawkins, and Betty Hancock Bright.

Since July 2014, Aesthetics has assisted Facilities with color choices for decor in both offices and with the flooring choices throughout the first floor of UUCR. Also, insulating, light-diffusing fabric panels were designed and installed on seven windows in the Sanctuary. For a list of our enhancement projects since the committee was formed in 2003, contact Kathy Overholser.

Sunday Services:

The main function of the SSC is to identify speaker(s) when the minister is not in the pulpit. The committee has been successful in this endeavor.

The committee also maintains a schedule of Sunday Services, including the members scheduled to perform the responsibilities necessary to conduct the services. The schedule is sent via email to church staff, other impacted members, and SSC members as changes/updates are received.

Many thanks to the lead taken by these members and staff for their area:

Worship Associates – Carol Hingular

Life Lines – Sally Garber

Audio/Visual – Bob Egbert

Ushers – Bruce Stewart

Greeters – Mary Harshfield

Announcements – Jim Haines

Lifespan Faith Development – Dawn Rees-Blakeman

Music – Kerry Morgiewicz

Thanks to Nancy Valle for taking minutes of committee meetings and to Donna Haley for organizing donations for flower arrangements. Also thanks to Lee Fairbanks who attends the SSC meetings as a representative from the Worship Associates. Bill and Sheri Bestpitch have enjoyed co-chairing the Sunday Services Committee for the past year.

Fellowship:

The Fellowship Committee (members Barbara Horton, Jennifer Johnson, Nancy Valle, Kim Duncan, and Melanie Ham, chair) organized monthly potlucks on the 3rd Sunday, September through May. One challenge has been that there has been barely enough food for everyone at some potlucks. We have, at times, considered whether the congregation wants to continue this tradition. Thanks to the Green Team, we have been using reusable dishes.

The annual picnic was held in June 2014 at Garst Mill Park. The chili cook-off was a success as it has been in the past. We provided food and drinks for the contra dance and snacks and drinks for concerts held last summer. We met with the Membership Committee to explore where the missions of the committees overlap and/or are complimentary.

We planned several events that did not work well. One such event was a tailgate picnic last fall. Having at least one grill available turned out to be a greater challenge than we expected. We tried a picture recognition contest in December with some members bringing pictures for the contest. Only one guess was turned in by the end of the contest. We planned a coffeehouse in March. However, we had very few acts sign up, and, due to the extended absence of the committee chair, some important factors fell through the cracks. We will attempt this again in the fall.

The Fellowship Committee is beginning to plan its calendar for the next church year and looks forward to some fun activities.

**Melanie Ham,
Fellowship Chair**

Membership:

The Membership Committee focused on the following areas during the 2014-2015 church year:

1. Recruiting new members and hosting Newcomer Orientation classes. Classes were held in October 2014 and March 2015
2. Helping new comers, friends, and members to find ways to get involved at UUCR through follow up with connection cards inquires, Sunday sign ins, Membership Sunday inquires, and Orientation classes.
3. Maintaining an on-line Church Directory (see paragraph below for details)
4. Recruiting, training and scheduling greeters to work every Sunday.
5. Maintaining the church bulletin board with the Monthly Calendar of events.
6. Maintaining Membership Sundays, the 4th of each month, to provide a venue for newcomers and friends to learn about membership and pathways to membership.

The first on-line Church Directory in the Spring of 2014. Efforts to maintain the directory are ongoing and labor intensive. The directory is in a .pdf format and may be accessed by all members and friends of UUCR from a secure location on the UUCR website. A limited number of paper copies will be printed for those who do not have online access. Maintaining membership information continues to be problematic. There are now at least three different places where information about our membership is stored, the on-line directory, the finance data base and the Web site. We recommend the formation of a committee including representatives responsible for church information be formed to find web based enterprise software to maintain all church data in one place.

We continue to maintain all member information on the UUA Web site. This allows for our members to receive the UU World Magazine.

Thanks to our dedicated Membership Committee members: Nancy Brattain, Meridith Entingh, Mary Harshfield, Eileen Lepro, Judy Robertson and Lydia Woerner. Our monthly meetings are held in the evening on the second Thursday each month.

Nancy Brattain
Membership Committee Chair

Nominating:

The Nominating Committee is pleased to present the following slate. The entire board, endowment committee, and nominating committee are listed for informational purposes. **Only positions noted by an asterisk (*) are being voted on.** The President, President Elect and Past President are all one year terms, but part of a three-year succession. All other board positions are two-year terms. Board members may serve a second elected term. The board will determine the Personnel Committee chair (who must be a member of the Board) and composition of that committee. The Endowment Committee is a four-year term. Members of the Endowment Committee may serve a second elected term. The Nominating Committee is a two-year term. Nominating Committee members may not serve a second elected term.

| BOARD | | |
|--------------------------------|----------------------|---------------------------------|
| Position | Name | Term Expiration |
| Past President | Jim Haines | 2015 (rotates off board) |
| President | Gary Crawford | 2015 (becomes Past President) |
| <i>*President Elect</i> | <i>Jeanne Buyck</i> | <i>2015 (becomes President)</i> |
| <i>*Vice-President Council</i> | <i>Jessie McKeon</i> | <i>2017</i> |
| Vice-President Finance | Carl Reed | 2016 |
| Clerk | Sheri Bernath | 2016 |
| At Large | Laura Latham | 2016 |
| At Large | Susan Newton | 2016 |
| <i>*At Large</i> | <i>Kim Duncan</i> | <i>2017</i> |
| <i>*At Large</i> | <i>Walter Dixon</i> | <i>2017</i> |

** indicates positions that are being voted on at the 2015 annual meeting*

| ENDOWMENT COMMITTEE | | |
|--------------------------|----------------------|-----------------|
| Position | Name | Term Expiration |
| Chair | Frosty Landon | 2016 |
| Committee member | Walter Dixon | 2017 |
| Committee member | Cynthia Petzold | 2018 |
| <i>*Committee member</i> | <i>Ann Hackworth</i> | 2019 |

** indicates positions that are being voted on at the 2015 annual meeting*

| NOMINATING COMMITTEE | | |
|--------------------------|----------------------------|-----------------|
| Position | Name | Term Expiration |
| Chair | Judy Nelson | 2016 |
| Committee member | Kay Broschart | 2016 |
| Committee member | Eileen Lepro | 2016 |
| <i>*Committee member</i> | <i>Jim O'Donnell</i> | 2016 |
| <i>*Committee member</i> | <i>Georgianne Vecellio</i> | 2016 |

** indicates positions that are being voted on at the 2015 annual meeting*

**Respectfully submitted,
Katherine Hoffman
Nominating Committee Chair**

Shared Ministry:

Members of the Shared Ministry Committee (SMC) as of Spring 2015 are: Robin Salzbach and Jerry Trammell (co-Chairs), Betsy Biesenbach, Martha Boswell, Jeanne Larsen, and Joan Petrus. Interim Minister Pastor Dave serves on SMC ex-officio.

The SMC continues to support and monitor the well-being of the church-wide ministry. We meet each month to have a short discussion with the Minister and to work on projects. A representative of SMC attends each Board and Council meeting. We seek feedback from the Minister, Board and congregation. We make recommendations as needed.

In the past year, the SMC conducted two Listening Circle sessions at the request of the Board and Transition Team. The purpose was to help the UUCR navigate through the transition to a settled minister. Both the March 2014 and October 2014 sessions focused on getting the congregation's view on different aspects of the future growth of the UUCR. The results of each Listening Circle session were reported to the Board and Transition Team, and then posted to the UUCR web site.

With assistance from Pastor Dave and Lynn Yates (Board representative), the SMC began work on a creating a UUCR Minister assessment process. Late 2014 was spent evaluating processes recommended by the UU Association. The work will extend into 2015.

**Jerry Trammell
Shared Ministry Committee Co-Chair**

ACTION ITEMS

2015-16 Slate of Nominees

Board

| | |
|------------------------|---------------|
| President-Elect | Jeanne Buyck |
| Vice-President Council | Jessie McKeon |
| At Large | Kim Duncan |
| At Large | Walter Dixon |

Endowment Committee

Ann Hackworth

Nominating Committee

Jim O'Donnell
Georgianne Vecellio

2015-16 Special Collections Ballot (vote for up to four (4))

These agencies are new on the ballot or have not yet received funding:

Carilion Clinic Hospice's Camp Treehouse

Camp Treehouse is a day camping experience for school-aged children who have had a death in their family. The camp provides a caring, safe environment where children are free to explore their feelings and concerns and can meet others their own age who know what it's like to lose a loved one. Campers share memories and participate in activities including arts, crafts, music, games, hiking, and team-building programs. Concurrent sessions are offered to parents to support their own grief process as well as gain insight into their child's grief journey.

Website: <http://www.carilionclinic.org/hospice/camp-treehouse> UUCR contact: **Pam Fisher**

Franklin County Humane Society's Planned Pethood Clinic and Adoption Center

The goal of the Planned Pethood Clinic is to stop the needless destruction of healthy dogs and cats by reducing pet overpopulation. The clinic provides low-cost spay-neuter services and helps needy clients find assistance in paying for the procedures. They have performed close to 50,000 spay/neuters since opening in 1999. The Adoption Center rescues dogs and cats from agencies including the Roanoke Valley SPCA and the Franklin County Animal Shelter and also accepts "owner surrender" animals. Rescue pets are thoroughly vetted and spayed/neutered and then adopted out locally or transported for adoption to states where there are fewer unwanted pets. The center has rescued almost 9,500 dogs and cats since opening in 2007. The agency also works with local animal protection agencies to identify and prosecute animal cruelty cases.

Website: <http://plannedpethoodrockymount.com/about.html> UUCR contact: **Marybeth Chaconas**

Happy Healthy Cooks

Happy Healthy Cooks is a hands-on curriculum whose primary mission is to turn kids and their families on to eating whole foods (fruits, vegetables, whole grains and legumes). Each week for 20 weeks, volunteers work with nearly 500 kids in five elementary schools and five Head Start centers to prepare foods and learn about healthy eating. This program was started in 2009 by Heather Quintana and Mary Harshfield, and is now directed by Heather. The program has grown in scope each year because of its positive results in influencing the eating habits of the families involved. HHC's goal is to raise enough money to expand to more schools in the fall.

Website: <http://HappyHealthyCooks.org/> UUCR contacts: **Bill Bestpitch, Sheri Bestpitch, Mary Harshfield, Amy Hatheway, Ami Trowell**

These agencies received funding on the dates in parentheses and are eligible to receive funding again this year:

Angels of Assisi Animal Shelter (June, 2009; September, 2010)

Angels of Assisi provides reduced-cost medical care to companion animals with special emphasis on spaying and neutering to prevent pet overpopulation. They provide shelter, care, and sustenance to companion animals and domesticated farm animals in need, and have an adoption center for homeless dogs and cats and a farm animal sanctuary.

Website: www.angelssofarissisi.org

UUCR contact: **Kim Duncan**

Blue Ridge Literacy (June, 2010; March, 2014)

Blue Ridge Literacy provides free, confidential, one-to-one or small group tutoring by trained volunteers for illiterate adults and speakers of English as a foreign language. Approximately 25% of adults in Roanoke City are functionally illiterate, that is, they cannot read well enough to fulfill essential tasks like filling out a job application, following a bus schedule, understanding a medicine label, or assisting children with homework. Immigrants struggle with negotiating daily life in an unfamiliar language. Volunteers assist both groups to develop the skills they need to improve their lives.

Website: <http://blueridgeliteracy.org/>

UUCR contact: **Jimbo Harshfield**

Family Promise (formerly Interfaith Hospitality Network) (March, 2007; December, 2011; June, 2014)

Family Promise is a network of 28 congregations and over 1,000 volunteers who provide temporary housing and meals for homeless families with children. They work with four to five families (up to 14 people) at a time. Professional staff assist families in addressing and overcoming the causes of homelessness and creating goals for employment, housing, education, and a return to independence. UUCR has been a member congregation of IHN/Family Promise since 2001 and dozens of UUCR members and friends have provided meals and volunteer staffing during our weeks of service.

Website: <http://familypromiseroanoke.org/>

UUCR contacts: **Erin Dove, Lee and Annie Fairbanks, Dick Hawkins**

Habitat for Humanity (June, 2008; March, 2013)

Habitat for Humanity in the Roanoke Valley, Inc. is an affiliate of Habitat for Humanity International. It is a non-profit, ecumenical Christian housing organization which uses donations of money, land, materials, and volunteer labor in its mission to eliminate poverty housing. Working in partnership with families to build decent, affordable homes, the organization sells the homes to the family with zero-profit and zero interest mortgages.

Website: www.habitat-roanoke.org

UUCR contact: **Bill Haddad**

New Horizons HealthCare (March, 2010; March, 2012; September; 2013)

New Horizons Healthcare is a not-for-profit community health center that serves all ages. Its mission is to serve the uninsured and underserved with high-quality, culturally-sensitive, comprehensive primary healthcare. The clinic services include pediatric, family, and adult medicine, a dental clinic, a pharmacy and medication assistance program, behavioral health assessment, counseling, and medication management, patient education, community health promotion, and care coordination with other resources for specialty care and support services. It offers a sliding fee discount program for those who are eligible, based on household income, and also accepts most public and private health insurance.

Website: www.newhorizonshealthcare.org

UUCR contact: **Eileen Lepro**

Refugee and Immigration Services (June, 2007)

Refugee and Immigration Services, a program of Commonwealth Catholic Charities, resettles refugees and assists immigrants, empowering them to build new lives in a welcoming community. They have helped settle over 14,000 refugees in VA, providing assistance with housing, employment, orientation to U.S. laws and customs, school and youth services, English language learning, transportation, interpretation, and advocacy. They also provide immigration counseling and assistance.

Website: www.cccofva.org

UUCR contact: **Abigal McIntyre**

Roanoke Area Ministries (December, 2007; June, 2012; December, 2013)

Roanoke Area Ministries is an ecumenical urban ministry that serves the Roanoke Valley by providing a safe day shelter for the homeless, a nutritious free lunch seven days a week, and emergency financial aid to those in need due to illness, sudden job loss, death of a breadwinner, or other unexpected circumstances. The shelter and dining hall are open 365 days a year. UUCR volunteers have helped serve lunch at RAM House for many years.

Website: www.raminc.org

UUCR contact: **Dick Hawkins**

Roanoke Valley Court Appointed Special Advocates (September, 2009)

CASA volunteers are assigned by judges to recommend the best possible outcomes for abused or neglected children involved in the court system. The trained volunteers help protect children's interests through custody hearings and other legal matters. Volunteers review records, research information, talk to everyone involved in a case, including the children themselves, and ultimately present to the court their recommendations on what is best for the child.

Website: www.roact.org/casa

UUCR contacts: **Donna Batzel, Spike Harrison, Clarine Spetzler**

St. Francis House (December, 2008)

The St. Francis House Food Pantry provides a free, three-to-five day supply of emergency groceries once a month for residents in NW and SW Roanoke City who lack the resources to purchase food and supplies. In a typical week, 180 families, about 450 people, receive food from the food pantry.

Website: www.cccofva.org/stfranchishouse.html

UUCR contact: **Dawn Rees-Blakeman** for R.E.

Total Action for Progress – Head Start (December, 2010)

TAP Head Start provides child care, education, and health and family services to 1145 infants, toddlers, preschoolers and pregnant women from low-income families in Roanoke and surrounding areas. Over half of enrolled children have at least one parent who works, yet their families still live below federal poverty levels. TAP Head Start recognizes that it is only by focusing on the whole child and working in partnership with parents that we can help children be ready for school and help parents move toward self-sufficiency. TAP Head Start operates child development centers (one across the street from UUCR!), provides home visits, and works cooperatively with local school systems to make sure children are prepared for the challenges of school and life.

Website: www.tapintohope.org/HeadStartProgram.aspx

UUCR contact: **Amy Hatheway**

UUCR Proposed Budget for FY 2016

April 30,2015

| | <u>FY 2015</u> | <u>FY 2016</u> | <u>Change</u> |
|--|----------------|----------------|---------------|
| INCOME | | | |
| 4000.1 · PLEDGE INCOME | | | |
| 4001 · Pledge income_curr year | 168,500 | 177,000 | 8,500 |
| 4002 · Pledge, extra donation | 3,000 | 5,500 | 2,500 |
| 40020 · Pledge income_interim | 2,500 | 2,500 | 0 |
| Total 4000.1 · PLEDGE INCOME | 174,000 | 185,000 | 11,000 |
| 4100 · NON-PLEDGE CONTRIBUTIONS | | | |
| 4101 · Non Pledge donations | 6,000 | 5,000 | (1,000) |
| 4102 · Sunday cash offering | 3,000 | 3,300 | 300 |
| Total 4100 · NON-PLEDGE CONTRIBUTIONS | 9,000 | 8,300 | (700) |
| 4200 · FUNDRAISER INCOME | | | |
| 4201 · Service Auction | 11,000 | 11,000 | 0 |
| 4202 · Kroger rewards program | 8,000 | 6,000 | (2,000) |
| 4203 · Jumble Sale | 3,300 | 4,500 | 1,200 |
| 4205 · Other Fundraisers | 2,000 | 2,000 | 0 |
| Total 4200 · FUNDRAISER INCOME | 24,300 | 23,500 | (800) |
| 4300 · CHURCH USE | | | |
| 4310 · Church Use | 1,500 | 1,500 | 0 |
| 4312 · Cellular leases | 38,000 | 38,000 | 0 |
| Total 4300 · CHURCH USE | 39,500 | 39,500 | 0 |
| 4400 · OTHER INCOME | | | |
| · ENDOWMENT Distribution | 9,000 | 7,500 | (1,500) |
| TOTAL INCOME | 255,800 | 263,800 | 8,000 |
| EXPENSES | | | |
| 5100.1 · ADMINISTRATION | | | |
| 5102 · Office supplies & misc | 1,600 | 1,600 | 0 |
| 5104 · Postage | 800 | 800 | 0 |
| 5106 · Telephone | 1,645 | 1,515 | (130) |
| 5108 · Copy machine contracts | 2,360 | 2,500 | 140 |
| 5110 · Internet & computer | 920 | 920 | 0 |
| 5111 · Audio-visual equipment | 750 | 500 | (250) |
| 5112 · Advertising | 300 | 300 | 0 |
| Total 5100.1 · ADMINISTRATION | 8,375 | 8,135 | (240) |
| 5200 · BUILDINGS & GROUNDS | | | |
| 5202 · Maintenance | 7,600 | 7,600 | 0 |
| xxxx · Utilities_Electricity & Gas | 7,600 | 9,000 | 1,400 |
| 5208 · Utilities_Water & Sewer | 440 | 600 | 160 |
| 5209 · City Fee_Stormwater runoff | 0 | 450 | 450 |
| 5210 · Janitorial supplies | 850 | 850 | 0 |
| Total 5200 · BUILDINGS & GROUNDS | 16,490 | 18,500 | 2,010 |

| | <u>FY 2015</u> | <u>FY 2016</u> | <u>Change</u> |
|--|----------------|----------------|---------------|
| 5300 · UUA G.I.F.T. PROGRAM | | | |
| 5302 · UUA G.I.F.T. PROGRAM | 10,700 | 10,600 | (100) |
| Total 5300 · UUA G.I.F.T. PROGRAM | <u>10,700</u> | <u>10,600</u> | <u>(100)</u> |
| 5400 · FINANCE / ACCRUALS / DEPRECIATION | | | |
| 5402 · Prop/Liab Insurance | 3,470 | 3,600 | 130 |
| 5490 · Depreciation on Bldg | 3,876 | 3,876 | 0 |
| 5212 · Maintenance accrual | 1,200 | 0 | (1,200) |
| xxxx Minister Sabbatical accrual | 0 | 5,000 | 5,000 |
| 5454 · Fundraising + Miscellaneous | 750 | 750 | 0 |
| Total 5400 · FINANCE & FUNDRAISING | <u>9,296</u> | <u>13,226</u> | <u>3,930</u> |
| 5500 · COMMITTEE EXPENSES | | | |
| 5504 · Fellowship & Coffee | 1,300 | 900 | (400) |
| 5518 · Other committees | 1,100 | 1,100 | 0 |
| Total 5500 · COMMITTEE EXPENSES | <u>2,400</u> | <u>2,000</u> | <u>(400)</u> |
| 5550 · BOARD EXPENSES | | | |
| 5552 · Contingency items & gifts | 300 | 600 | 300 |
| 5554 · Leadership development | 250 | 250 | 0 |
| 5556 · Personnel Committee | 220 | 220 | 0 |
| 5557 · Search Committee | 10,300 | 0 | (10,300) |
| 55xx · Relocation / Installation / Startup | 0 | 10,000 | 10,000 |
| Total 5550 · BOARD EXPENSES | <u>11,070</u> | <u>11,070</u> | <u>0</u> |
| 5600 · LIFESPAN RELIGIOUS EDUCATION | | | |
| 5602 · RE Program materials & supplies | 800 | 800 | 0 |
| 5603 · Adult religious education | 1,500 | 2,100 | 600 |
| 5604 · Teacher education & development | 300 | 400 | 100 |
| 5610 · Youth groups | 1,000 | 1,800 | 800 |
| 5612 · Sunday AM child care | 2,200 | 2,200 | 0 |
| 5613 · Other committee child care | 3,000 | 3,400 | 400 |
| Total 5600 · LIFESPAN RELIGIOUS EDUCATION | <u>8,800</u> | <u>10,700</u> | <u>1,900</u> |
| 5700 · SUNDAY WORSHIP | | | |
| 5702 · Worship programs | 3,000 | 3,000 | 0 |
| 5704 · Music program | 2,790 | 2,850 | 60 |
| Total 5700 · SUNDAY WORSHIP | <u>5,790</u> | <u>5,850</u> | <u>60</u> |

| | <u>FY 2015</u> | <u>FY 2016</u> | <u>Change</u> |
|--|----------------|-----------------|----------------|
| PAYROLL | | | |
| MINISTER'S PACKAGE | | | |
| · Salary & Benefits | 80,600 | 80,600 | 0 |
| Total MINISTER'S PACKAGE | <u>80,600</u> | <u>80,600</u> | <u>0</u> |
| SALARIES | | | |
| 6510 · Office Admin | 14,200 | 14,200 | 0 |
| 6520 · Sexton | 10,400 | 10,400 | 0 |
| 6530 · Dir Lifespan Faith Dev | 28,000 | 28,000 | 0 |
| 6540 · Music Director | 21,500 | 21,500 | 0 |
| 6550 · Asst Music Dir | 3,900 | 3,900 | 0 |
| 6552 · Youth Advisor | 5,200 | 5,200 | 0 |
| 65xx · Bonus | 0 | 3,000 | 3,000 |
| 6500 · Employer share Social Security | 6,365 | 6,594 | 229 |
| Total 6500 · SALARIES | <u>89,565</u> | <u>92,794</u> | <u>3,229</u> |
| EMPLOYEE BENEFITS (other than Minister) | | | |
| Health Insurance | 7,000 | 3,750 | (3,250) |
| Disability Insurance | 750 | 750 | 0 |
| Retirement | 2,475 | 3,125 | 650 |
| Music Dir Professional Expense | 700 | 700 | 0 |
| DLFD Professional Expense | 2,000 | 2,000 | 0 |
| Total EMPLOYEE BENEFITS | <u>12,925</u> | <u>10,325</u> | <u>(2,600)</u> |
| TOTAL PAYROLL | <u>183,090</u> | <u>183,719</u> | <u>629</u> |
| TOTAL OPERATING EXPENSE | <u>256,011</u> | <u>263,800</u> | <u>7,789</u> |
| SURPLUS / DEFICIT | | <u><u>0</u></u> | |

OFFICIAL PROXY

Unitarian Universalist Church of Roanoke

2015 Grandin Road SW

Roanoke, Virginia 24015

MEETING OF THE MEMBERSHIP

Date of Meeting:

May 17, 2015

To the Clerk of the Board:

In accordance with the Unitarian Universalist Church of Roanoke bylaws, as amended May 9, 2013, I hereby designate the member indicated below to cast my vote on any business coming before this meeting.

The Member and Proxy hereby consent to this designation by affixing their signatures.

Member Name

Signature of Member and Date

Designated Proxy Name

Signature of Designated Proxy and Date