

Annual Meeting Packet of the Unitarian Universalist Church of Roanoke

June 3, 2018

“Once you make a decision, the universe conspires to make it happen.”

Contents

- **Church Officers and Professional Staff**
- **Committees**
- **Church Officers and Professional Staff Reports**
- **Committee Reports**
- **Action Items**

Church Officers and Professional Staff:

- President, Spike Harrison
- Minister, Alex Richardson
- VP-Finance, Carl Reed
- Director, Lifespan Faith Development, Alan Moore
- Personnel, Laura Latham
- Music Director, Kerry Morgiewicz

Committees:

- Caring, Sally Garber
- Endowment, Cynthia Petzold
- Connections (Membership), Nancy Brattain
- Shared Ministry, Lynn Yates
- Sunday Services, Bill Bestpitch

Agenda:

- Call to Order and Chalice Lighting
- Determination of a Quorum
- Approval of 2017 Annual Meeting Minutes
- Presentation and Vote on 2018-19 Budget
- Election of Officers
- Special Collections
- Proposed Changes to Bylaws
- Extinguish the Chalice and Adjournment

The Annual Meeting will be held at 11:45 am in the large sanctuary on Sunday, June 3. To vote on important measures affecting our shared future, attendance of all UUCR members is requested. This packet contains summary reports about church activities in the 2017-2018 church year, as well as action items for the coming 2018-2019 church year, which begins July 1. Please read through these materials, and plan to vote in person (or by proxy) on June 3.

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.

Church Officers and Professional Staff Reports

Minister:

Ministers, in largest part, have high hopes and aspirations for the congregations they serve. I strive to be open about my hopes for our ministry together. Since coming to serve UUCR, I've hoped and aspired for the following:

1. UUCR will become ever stronger institution, serving more people each year, supporting our larger Unitarian Universalist faith, and becoming of larger voice in our local community.
2. UUCR will have articulated policies and procedures that guide us all in our efforts together and encourage congregational growth in numbers and spirit.
3. UUCR Staff will have articulated goals for their work. These goals will be for multiple years and will also be the basis for all Staff assessment.
4. I will bring my best self to my ministry. I will not do drama. I will encourage civil exploration of disagreements. I understand communication triangles undermine health in congregation while compassionate directness in communication strengthens. I will speak well of all, assuming the best of intention on everyone's part.
5. I will do all possible to strengthen our UUCR Board, understanding that our congregation is a representative democracy vesting individual authority in the Board. I will encourage our Board to always reach out to UUCR Congregants, UUCR Staff, sister congregations and the UUA for counsel.
6. I will do all possible to move our Board to empower ever more UUCR Congregants and Staff to pursue ministries/service for which they have passion and call.
7. I believe in the goodness of "leaps of faith" and will encourage our congregation, our Board, our Staff, and myself to take them.
8. When the time comes for my ministry with UUCR to end, I will work with our Board, Staff and others to insure we make for happy times together celebrating what we've accomplished and to prepare well for the ministerial colleague who will next be called.

My understanding is that our congregation did much work over the 2017-18 church year to feed these hopes and aspirations of mine. These reports that follow provide much detail about this work.

I look forward to conversation with many of you about what we might do into the future to further the goodness of our congregation.

I am thankful and happy for the privilege of serving UUCR.

**Much heart,
RevAlex**

President:

My report picks up where Past President Jeannie Berger's left off; the continuation of projects proposed and carried out by Jane Haddad and the Short-term Building Enhancement committee. These include electrical outlet and lighting improvements in the upstairs classrooms. The rooms were also painted, and the leaky upstairs bathroom was replaced by a fully handicap-accessible bathroom.

Downstairs, the front and back doors received much attention: new hardware, new locks, and a bright blue paint job on both. The staircase to the RE classrooms was stripped and refinished (at great effort, I might add). Two more stained glass windows were commissioned and installed, one in the foyer and one at the top of the stairs.

By the end of the summer, all windows could be raised and lowered (hurray!) and drapes removed. This, along with well-marked signage for emergencies, enabled us to pass muster with the Fire Marshall (the Board and RevAlex breathed a sigh of relief).

On a sad note, it was decided that work on the playground would be deferred. The Board determined that work on the physical building took priority.

At the end of August, the frightening events in Charlottesville shocked us all. UUCR created a group called "Action Advocates", who formed plans to face the violence and hate we had seen. Over the next few months, it was determined that we would act in several ways. Signs were designed and displayed around the church. (By the new year, a vote by the congregation declared that a permanent sign would be built on the corner of Brandon and Grandin. At the direction of RevAlex, we wanted to reach out to other churches in an effort to promote understanding with all faiths in the Valley.)

At about the same time, the Board appointed a special committee to study policy governance. The three members' task was to create clear policies and update the bylaws to our current needs. The approval of these changes will be an important part of our upcoming Annual Meeting.

In October, the Board voted to declare Rev. Kirk Ballin a "Minister Emeritus" of UUCR. I was particularly proud to be part of that ceremony. It was powerful to see all the past Presidents who came to honor Rev. Ballin.

Also held in October, the annual UUCR Service Auction, our second-largest fundraiser, earned over \$14,000, proving once again how generous this congregation can be.

In December, the Diversity Action Group (formed from the Action Advocates) approached the Board with a request to fund classes about diversity. This eventually led to one of the most extraordinary services that UUCR has ever held: a "White Supremacy Teach-in", complete with small groups discussing what they had heard. This service provoked a lot of thought, and led to some members attending weekday evening events at Black churches. The effort is ongoing, as I write this.

The three most important events of this Spring are still ongoing: The annual Giving campaign, the paving of the parking lot and driveway, and the remodeling of the kitchen. The parking lot and driveway project will probably be completed before this report is published. The kitchen remodeling will begin in May with the bulk of the work occurring in June. Both will cause some dislocation and hardships, but the results will make us proud.

The funding of the parking lot and driveway came from one very generous member of the congregation. The kitchen remodeling will primarily be funded by money bequeathed by the sons of long-time UUCR member Ginny Banks. We're also working on something we're calling a "Kitchen Registry", by which members can offer to help pay for specific items like appliances and cabinets. The event will happen sometime this summer.

The Giving campaign is over \$25,000 short of its goal at this time. Efforts will continue to reach that goal. It is obvious that the stewardship of this church must become a year-round project.

**Respectfully submitted,
Spike Harrison, 2017-2018 Board President**

Vice President-Finance:

Final Results for Fiscal Year 2016-2017

For the fiscal year that ended 30-Jun-2017: Operating income equaled \$265,929 and operating expense equaled \$276,584. Net operating income equaled a deficit of \$10,655. This deficit equaled 4.0% of operating income. Total pledge income came to \$188,919 or about 71% of operating income. Cash deposits in checking and savings accounts on 30-Jun-2017 totaled \$160,380 (excluding Endowment accounts), of which \$38,796 was in banking sub-accounts (temporarily restricted); current and long-term liabilities accounted for \$50,727 of the cash deposits; unrestricted cash accounted for the remaining \$70,857. This amount represents our accumulated surplus. The surplus decreased from \$81,427 a year earlier.

Invested assets (Endowment funds) on 30-Jun-2017:

Endowment General Fund	\$305,140
Goodykoontz Fund	\$ 40,041
Mission and Ministry Fund	\$ 99,521

Current Fiscal Year 2017-2018

Much has happened already, and much more will be happening soon. We have spent about \$14,000 on capital projects that include electrical work, renovation of the 2nd floor bathroom, state of the art all-building WIFI, and replacement of the back door. To pay for this we will take \$10,000 from the Goodykoontz Fund, and the remainder from maintenance expense. Two large projects are imminent: 1) repaving the parking lot and alley, and 2) renovation of the kitchen. The paving job is a gift from an anonymous donor, which the Board has accepted, having a value of \$42,000. The kitchen project, valued at \$47,000 (maximum approved by Board), was approved by the congregation on May 6. A \$25,000 bequest from the estate of Ginny Banks will be used for the kitchen project. Other contributions have been promised and additional contributions solicited. The remaining balance will be paid from the Goodykoontz Fund.

A budget deficit of \$15,000 is projected. The major factor here is the \$15,000 shortfall in the 2017 annual giving campaign. I overestimated the final result for the giving campaign when the budget was drawn. Many pledges were not renewed. As an expense reduction measure, the Board canceled the remaining \$6,450 of UUCR's pledge to the UUA Annual Program Fund.

Proposed Budget for Fiscal Year 2018-2019

The annual giving campaign, on which the budget is constructed, failed to meet expectations, ending with 94 pledges for a total of \$164,000. A potential \$17,000 is possible from late renewals from current pledges, but part of this potential will not be realized. There is further potential from new and interim pledges during the year, and so I arrive at \$177,000 as my best, though uncertain, estimate for pledge income for the budget. Other income sources, in the aggregate, are mostly flat, except that we will take \$4,500 from the Diana Goodhart Education Fund to pay for increased LFD expenditures.

Expense categories are mostly flat. Notable exceptions include: 1) reduction in UUA Dues to just \$3,000 (Fair Share is around \$18,000), 2) an increase of \$5,440 in the LFD budget, 3) \$1,800 for payroll service, and 4) increased payroll cost, with a 2% cost of living increase.

The proposed budget has a deficit of \$18,843 which equals 7% of the budgeted income. Strategies for handling the deficit include: 1) increase income with fundraisers, 2) follow up on unrenewed pledges, and looking for new and interim pledges, 3) contain expenses, i.e., staying within the budget, 4) using reserves to cover the shortfall.

History of Unrestricted Church Income

2005-06	\$176,054	2011-12	\$219,182
2006-07	\$188,200	2012-13	\$220,395
2007-08	\$248,826	2013-14	\$245,599
2008-09	\$225,234	2014-15	\$244,485
2009-10	\$207,546	2015-16	\$259,724
2010-11	\$206,677	2016-17	\$265,929

Acknowledgements

The finance team currently consists of assistant treasurers Anne Marie Patterson and Martha Boswell, and income coordinators Chris Jordan and Bill Bestpitch. Their efforts are gratefully appreciated.

**Respectfully submitted,
Carl Reed, Vice-President, Finance**

DLFD:

On 11 May 2017, after a long vacancy, the UUCR Board hired a new Director of Lifespan Faith Development (DLFD), Alan Moore, who immediately began rebuilding a Faith Development program focused on objectives outlined by the Board, as follows:

Evaluate and implement age appropriate curricula across the lifespan reflecting a wide variety of spiritual and social justice interests.

- LFD Staff and volunteers provided 327.5 hours of classroom instruction: a 10-week Summer all ages course, a 16-week Fall curriculum for each of five age groups, a 16-week Spring curriculum for each of five age groups, 8 Sundays of all ages 'All RE' events, and 20 youth meetings; UUCR volunteers made a huge positive impact on the quality and success of LFD programs.
- Two of the curricula, *Books and Cooks* and *D-Oh God II*, were new and premiered successfully at UUCR
- Sixty-seven children and youth registered for 2017-18 LFD programs.
- Thirteen of 16 classroom teacher volunteer spots were filled for Fall classes; 16 of 16 classroom teacher volunteer spots were filled for Spring classes.
- LFD collaborated with UUC NRV to offer an Our Whole Lives (OWL) sexuality education class for 8th and 9th graders.
- LFD supported the continuing Adult RE discussion series, *Living the Questions*, under Gene Edmunds' leadership, and other ongoing Adult RE programs: Non-Theists presentations, Earth Friendly Fridays, and Popcorn Theology.
- LFD implemented new Adult RE programs for evaluation: Reflections on the 7 Principles classes, Director's Cut movie nights, *The Sun* magazine discussion group, a contemplative writing group, and a literary magazine under development.

- The DLFD published a spirit play story, *Joe's Soul*, based on the Virginia Tech tragedy.

Plan and implement activities that bring all ages of the church together to promote a sense of social and spiritual connectedness.

- High school Youth joined congregational life by participating in 'America's Original Sin,' the White Supremacy Teach-in, the Annual Egg Hunt, and YRUU fundraisers: Soup sale, Book Drive, Chalice Jewelry, and 'When Lilacs Last Bloomed'
- LFD nurtured youth leadership and involvement in congregational leadership: UUCR youth served as greeters, Youth Advisory Council (YAC) co-chair, YAC members, LFD Council member, Classroom teachers, RE Assistant, Childcare staff, curriculum evaluation and development
- Stories for all ages were incorporated into several Sunday services
- 'Popcorn Theology' and Harry Potter movie nights were sustained through the Fall
- LFD conducted two Intro to UU classes With Rev Alex and the Connections Team
- DLFD delivered a sermon about the Charlottesville rally
- LFD staff led the Annual Bread Service
- LFD staff helped plan and implement intergenerational Holiday services
- LFD initiated the practices of a Children's offering and chalice children
- LFD staff and the Hogwarts class filled the church calendar with Social Action Campaigns: Fighting illiteracy, hunger, poverty, child slavery, sickness, animal cruelty, and environmental destruction
- LFD supported the Music Director and Assistant with Children's music programs
- The DLFD led an all-ages Non-Theists presentation on the Medicine Wheel
- LFD collaborated with Non-Theists Group to organize an all-ages presentation: *How I Survived as a Jewish Child in Nazi-Occupied France*

Coordinate Lifespan Faith Development outreach in the community

- The Hogwarts class conducted fundraisers in support of community organizations: Reading Seeds, Food Bank, Roanoke Refugee Partnership, Equal Exchange Co-op, Richmond Justice Initiative, St. Jude's Children's Hospital, Franklin County Humane Society Planned Parenthood & Adoption Center, and Blue Ridge Land Trust
- DLFD answered the call to UU Clergy to bear witness at the Charlottesville rally, and he secured the outer door at FUMC Charlottesville through several hours and two emergency lockdowns
- DLFD and lay persons participated in social action events: Charter bus from UUCR to Water is Life Rally in Richmond, gun safety protests at congressional offices and March for Our Lives in Washington, van to Prison Reform Rally in Richmond, and Mountain Valley Pipeline resistance actions at Bent and Peters Mountains,
- LFD attended and promoted congregational participation in local faith events: Black Nativity, Confession to Communion, and Voices of Faith dinner and concert
- DLFD attended Living the Pledge anti-racism trainer training at UUC NRV; Nonviolence training at UUCR; Combatting Racial Injustice conference at Virginia Tech; Poor People's Campaign training at UUCR
- LFD hosted a Community Singing Circle in the Fellowship Hall
- LFD sponsored Community Service placements
- The DLFD taught *Inside Out Dads*, a six-week fatherhood and literacy course for incarcerated fathers at the Montgomery County Jail
- YRUU participated in events in collaboration with other UU youth: * Shantiniketan Temple; Environmental Justice Film Series; * Trampoline Park; Mountain CON Youth Conference; * Paintball; Bonfire (* - hosted by UUCR)
- DLFD facilitated choir collaborations with the UUCR and UUC NRV Music Directors
- DLFD developed a Young Adult Outreach survey used by congregations in U.S. and Canada
- YRUU continued participation in Pack a Snack and labeled and packed books for Reading Seeds
- LFD collaborated with UUC NRV to offer an OWL sexuality education class for 8th and 9th graders

Develop programmatic and volunteer infrastructure to support spiritual education at UUCR

- The LFD Council, chaired by Laura Latham, was formed to guide and support LFD programs and goals.
- The Youth Advocacy Council, co-chaired by Sophie Gettings and Cindy Honeycutt, was formed to facilitate planning, decision-making, and leadership development for youth groups
- DLFD developed online planning documents to facilitate week-to-week and long-range planning, shared with LFD and Administrative staff; an online registration system for children and youth registration; an online volunteer survey form; an online drive for sharing curriculum and volunteer resources; messenger and phone tree

applications to facilitate YRUU communication for planning and emergency contact purposes; and online scheduling for Child Care and Youth Advisor events. These resources are being documented and maintained for use by future LFD staff.

- LFD staff successfully employed classroom prep sheets to manage an ambitious weekly classroom activity calendar
- LFD prepared four-year curriculum map for long-term planning
- Congregational and staff volunteers organized classroom supplies and library
- DLFD authored a weekly Faith Development Newsletter
- DLFD contributed to Administrator's weekly and monthly newsletters
- DLFD worked with staff and lay leaders to support web and social media presence
- LFD implemented a plan for an autonomous YRUU
- LFD staff recruited a dedicated and responsive Substitute Teaching Team
- DLFD developed and implemented a SUUSI matching scholarship
- LFD staff supported the Administrator's development of PowerChurch system
- LFD staff routinely filled vacant volunteer positions and supported programs with personal funds, vehicles, and phones

Supervise ad hoc Lifespan Faith Development paid staff. Recruit, train, support and inspire volunteer staff

- Twenty-four congregational volunteers supported Summer children and youth RE programs, and 49 congregational volunteers supported Fall & Spring children and youth RE programs
- DLFD developed and filled the LFD Admin position, hiring Bonnie Evans
- Eliminated Youth Assistant position in order to support Youth autonomy goals
- LFD staff conducted Fall and Spring Teacher training brunches
- LFD staff and Council led and modeled YRUU leadership development activities – exploring autonomy, drafting covenants, planning meetings, Escape Room, Paintball, YAC, committee placements, planning the Mother's Day / Bridging service
- LFD staff, Council, and volunteers executed four successful volunteer appreciation events
- YRUU hosted a Holiday Supper for Youth Advisors
- DLFD completed an annual performance evaluation for the LFD Administrator
- Staff effectiveness and morale have been hindered by a vacant Personnel Committee for much of the year

Coordinate childcare for church events

- Childcare wage staff provided Sunday childcare and instruction as well as for special events
- Staff and building team moved and decorated new nursery space on the ground floor
- Staff and volunteers moved and decorated classrooms to match curricular themes, and cared for these spaces throughout the year
- Childcare staff implemented a program providing fresh fruit for Sunday child care
- DLFD recruited primary and secondary child care staff, and authorized wage payments on a monthly basis

Remain current with age-appropriate and effective religious education curricula

- DLFD joined the Liberal Religious Educators Association (LREDA) and participated in the LREDA Annual Conference and workshops
- DLFD participated in online monthly Southeast Region LREDA meetings
- DLFD participated in Virginia Association of UU Ministers (VACUUM) meetings
- DLFD completed and received credit for the UU Theology renaissance module, the first step in the Religious Educator credentialing process
- DLFD attended SELREDA workshops: "The Death of Sunday School and the Future of Faith Formation," and "Creating Effective Change in your Congregation"
- DLFD completed the UU Music Network (UUMN) Multicultural education workshop
- DLFD attended collegial meetings with local UU staff
- At the LREDA conference, DLFD participated in a Non-Violent Communications course until it ended prematurely, and participated in a Young Adult Ministry seminar
- DLFD participated in an online Communications Style seminar
- DLFD completed Adult OWL training

Administer the Lifespan Faith Development budget and ensure that all policies are followed

- A budget targeted to support 25 enrollees was used to support 67 enrollees
- DLFD and LFD Council submitted and revised Faith Development Policies and Procedures for Board approval
- LFD staff and class participants collaborated to create classroom covenants and policies
- DLFD developed emergency procedures and evacuation/shelter plans with Building leadership for Board approval

Work collaboratively with the Minister, council, committees, and lay leadership, and the Board

- DLFD and LFD staff collaborated closely with the Minister, Administrator, LFD Council, YAC, Music Director, Personnel Chair, VP Finance, the Building, Connections, Shared Ministry Committees, assistant Music Director, and participated in Board meetings. See examples of collaboration above.
- Alan took off his DLFD hat and participated socially in Adult Choirs, Chili Cookoff, Service Auction, Auction events, and other social activities
- UUCR staff have not received proper church or UUA staff orientation

**Respectfully submitted,
Alan Moore, Director, Lifespan Faith Development**

Personnel:

Alan Moore was hired as Director of Lifespan Faith Development with a start date of June 1, 2017.

As Personnel Committee Chair, I participated in several Town Hall meetings through the church year, fielding questions about diversity in hiring and growth of the RE program among others. I proposed the Board approve participating in the UUA's health insurance plan for all staff members. That proposal has been tabled pending further financial research and consideration. I also researched UUA and professional organizations' recommended professional expenses budgets for professional staff.

Due to personal reasons, I resigned as Personnel Chair in October 2017. The Executive Committee temporarily acted as Personnel Committee until a replacement chair could be found. Claire English has agreed to serve as Personnel Committee Chair for the 2018-2019 church year, and I am working with her as she grows into her roll.

**Respectfully submitted,
Laura Latham**

Music Director:

Sundays

- The choir sang a minimum of two Sundays each month from September 2017 to May 2018.
- Other Sundays were filled by guest musicians, myself on piano, and the Good Enuf Choir*
- Sunday music planned in consultation with the minister and the Sunday Services Committee as well as other groups preparing services. Other groups included:
 - Diversity Action Committee which planned the “White Supremacy Teach-in”
 - Reading Seeds
 - Lifespan Faith Development Team for the Mother’s Day Celebration
- *The Good Enuf Choir was formed this year to create an opportunity for more church members to get involved in the music program, and having extra musical support on days when the choir is not singing. Beth Caruthers has done a wonderful job planning music, and feedback has been positive.
- Have worked for the past two years on teaching the congregations some hymns and responses they can regularly sing. We have repeated the Lifelines song and asked the congregation to join in. We also have been offering hymns from the Social Justice Songbook, which have been sung regularly in services.

Outreach

- The choir participated in three outreach events this year:
 - We combined with the New River Valley UU choir in Blacksburg in the fall and at UUCR in the spring.
 - In December, the choir caroled around the neighborhood, then enjoyed a potluck social.
 - Plans are underway to join regional UUs in a choir festival in Winston-Salem at the end of September.
- The music director went to the UUMN conference last summer in Arlington, making new contacts and returning with new ideas.

Children

- The children have participated by singing in church twice this year. Each time has been planned six weeks in advance with practices beginning four to five weeks in advance of the Sunday they sing. This year, they sang at Christmas (both during the Sunday morning service and in the Christmas Eve service, and on Mother’s Day).
- We have also worked to identify the creative talents of each individual child and hope to use those in the future.

Church Traditions

- The music director has worked along with the rest of the staff to identify practices both old and new that may become a regular part of the UUCR worship calendar. For each of these, the music was an integral part of the service (or could be).
 - We celebrated the Edict of Torda and learned the background our Unitarian Universalist principle of religious freedom.
 - We had a “White Supremacy Teach-in”
 - We celebrated flower communion in conjunction with Easter
 - We celebrate Mother’s Day as a recognition of our collective desire to live in peace and take care of one another
 - We gather in September to renew our commitment
 - We have discussed having a Sunday in October to honor those who have passed on
 - We hold an annual bread communion and chili cook-off
 - Christmas traditions

Summer

- Summer 2017: organized a group of choir and non-choir members to participate in bringing the sounds of the south and Appalachia to UUCR. We combined songs gathered by song catchers from around our region along with old nostalgic hymns. This program got very positive feedback.
- Summer 2018: we will be looking into camp songs. Those that we learned as children, or didn't learn and what memories they have for us. We have a wide variety of resources to pull from: books, pamphlets, and our memories.

**Respectfully Submitted,
Kerry Morgiewicz**

Committee Reports

Shared Ministry:

The Shared Ministry Committee (SMC) continues to support and monitor the well-being of the church-wide ministry. We meet monthly to reflect on ways to assess church climate and explore means of gathering ongoing feedback from the Minister, Board and congregation. A representative of SMC attends each Board meeting.

In the past year, the SMC worked on the following projects:

- 1) Conducted Listening Circles in January and April on these topics: (Summaries of the Listening Circles responses can be found on the SMC web page)
 - a. Do you have to be an activist to be a Unitarian-Universalist?
 - b. Spirituality - Living our Values - Programs and missions at UUCR
- 2) Facilitated two Town Hall meetings, October 8 and March 18. Summaries of the Q & A from both meetings can be found on the SMC web page.
- 3) Administered Congregational Assessment - Year Two. SMC coordinates the annual church assessment. This year the survey form was abbreviated, but still solicited feedback on the same matters covered in last year's initial survey. After the assessment is concluded, SMC will prepare a summary to present at the annual meeting on June 3. Complete responses will be shared with the Board, and copies will be made available to any interested congregant through the church office.
- 4) Encouraged church committees to prepare and share their annual goals. These were posted in the church, and committee accomplishments will be celebrated publicly.

Members of the Shared Ministry Committee (SMC) as of May 2018 are: Betsy Biesenbach, Barbara Bockner, Esther Johnson, Anne Perrin, Don Wages, and Lynn Yates (chair). Reverend Alex serves on SMC ex-officio. Many thanks for Lynn for her service as Committee chair this year, and to Lynn and Betsy for completing their terms.

**Respectfully submitted,
Lynn Yates**

Endowment:

The Endowment Trustee Investment Funds sustain the mission of the Unitarian Universalist Church of Roanoke. Earnings from the Endowment Fund investments up to policy limits are distributed at the UUCR Board's request; the *inflation-adjusted* principal is preserved in perpetuity.

The Seven Principles Fund supports intermediate-term needs of our church. Both principal and earnings are available to finance projects.

The four Endowment Trustees, elected by the congregation, meet frequently to review and manage the investment portfolio as appropriate to the time frames of each of these funds.

In December, the Shared Ministry Committee asked this committee (and all other church committees) to share several goals that we have set for ourselves in the coming year. These goals (to optimize our investments; to distribute money for the benefit of the church in accordance with our fiduciary duty; and to streamline and clarify our procedures) are reflected in this report.

Endowment Fund

The Endowment Fund increased by \$23,000 in 2017 to just over \$319,000, driven almost entirely by the rising stock market (this is well above the inflation-adjusted principal of \$278,600 as of December 2017). To meet fiscal year 2017-2018 UUCR general operating budget requirements, the Board requested the maximum allowable 4% disbursement from the Endowment Fund earnings for this fiscal year (July 1, 2017 – June 30, 2018). Depending on stock market performance, we estimate this total disbursement for FY 2017-18 to be approximately \$12,000.

Gifts to the Endowment Fund in 2017 totaled \$1,070.

During 2017, we brought the reporting and management of the stock and bond portion of the Endowment Fund in-house, changing custodians from Schwab Institutional to Schwab Retail. The Endowment Fund is fully invested in accordance with the UUCR Trustee Investment Funds Policy Statement.

We are monitoring the value of these Endowment Fund holdings with respect to the inflation-adjusted principal to ensure that the Endowment Fund is keeping pace with inflation.

Seven Principles Fund

The Seven Principles Fund consists of the Goodykoontz Trust Fund and the Mission and Ministry Fund. Gifts to the Seven Principles Fund totaled \$2,460 in 2017.

The Goodykoontz Fund, restricted to capital expenditures, has supported much of the Building Enhancement Committee's work over the past year. As a result, the Goodykoontz Fund balance decreased from \$62,000 to \$40,000 during 2017, with another \$10,000 - \$20,000 of spending anticipated for additional building improvements this year. These monies are distributed upon prior request from the Board; amounts greater than \$10,000 require congregational approval.

The Mission and Ministry Fund focuses on projects critical and urgent to sustain UUCR, or that congregants feel are important to the larger community. The M&M Committee solicits, reviews and approves grants from the Fund. The Endowment Committee disburses these monies to UUCR Finance, which tracks the grants as they are spent.

By request of the original donor, we have invested a portion of the Mission and Ministry Fund for long-term growth in a low-cost, moderate growth Vanguard index mutual fund. The remaining 25% of the M&M Fund is in a money market fund at HomeTown Bank for ease of disbursement. Grants from the M&M Fund so far total \$7,000. The fund balance at the end of 2017 was \$94,600.

Please note that certain short-term funds are NOT managed by the Endowment Trustees. Examples include the recent stained-glass window initiative, and upcoming kitchen and pavement projects.

Works in progress and future directions:

- Encouraging additional donations to all of the Trustee Investment Funds.
- Generating a new form to accurately reflect the wishes of each donor.
- Clarifying the guidelines for fund disbursements.
- Considering implementing a 3-year freeze on spending from new Endowment Fund donations.
- Working closely with the Board and Finance by furnishing reports of our activities and meeting annually and on request.
- Updating the Endowment Brochure.

For additional information about the Endowment Committee's work, contact any of the Endowment Trustees. The four trustees elected by the congregation each serve a staggered four-year term, and can serve no more than two consecutive terms.

Respectfully submitted by Cynthia Petzold, Chair;

Ann Hackworth, Bert Spetzler and Lowell Inhorn, trustees

Caring Committee:

The mission of the Caring Committee is to provide support to members and friends during times of need and to celebrate with them in times of joy. This year we supported many of our members and friends by providing meals, rides and companionship during illnesses and following surgeries. We also assisted in receptions following memorial services. We meet monthly during which we have a card ministry to support our members and friends in times of illness, sorrow or joy. A group of members of the Caring Committee provide the Lifelines during the Sunday service.

**Respectfully submitted,
Sally Garber**

Building Enhancement Committee:

Between July 2017 and April 2018, the Building Enhancement committee completed the following:

- Hung Susan Loy framed piece in hallway near office.
- Raised money, oversaw design and installation of two more stained glass windows. One in foyer, one at top of stairs landing + plaques.
- Installed new paper towel dispensers in upstairs bathroom and kitchen.
- Organized cutting back of shrubs, trees, etc. on church's front lawn
- Framed and hung "famous UU's poster" in RE Office upstairs.
- Bought and installed new address numbers on front of church above doorway.
- Installed shelving (Bill Haddad) below each of the three TV monitors.
- Cleaned the damp & moldy basement & discarded 20+ cans of old paint.
- Repaired front door....again.
- Painted new back door.
- Installed mirror in upstairs bathroom.
- Installed shelving in church office.
- Installed two bulletin boards in upstairs hallway and coat hooks in classrooms.
- Installed blinds and safety gate in nursery.
- Updated the minister's photos in the Olin Room.
- Updated the alcove sign where the joys and concerns book is kept.
- Obtained plans for remodeling the UU Kitchen from 2 companies in 2017 and a third company in 2018....with specs and prices for cabinetry, hardware, counter tops, appliances, sinks/faucets/electrical and plumbing, paper work for a building permit from Roanoke City, etc.
- Bought trash and recycling receptacles for the Fellowship Hall and for the kitchen.
- Dave Brattain sealed the wall between the Sanctuary and the kitchen so that more kitchen cabinets can be added. Move money savings for UUCR.

- Blinds were installed in the Olin and Broker rooms thanks to Bill Haddad, Bob Egbert, and Jim Overholser. This completes the instillation of all blinds in the church.
- With Megan's help, we had an asbestos test done for the kitchen area by IE in order to satisfy a requirement for the building permit. The results of the test showed no asbestos in that area.
- The kitchen ceiling was repaired and painted by Dave Brattain and Jerry Trammell, saving the church much money.
- Gave a presentation to the Board of Directors of the plans for the kitchen with the committee's recommendations, expected costs, and detailed plans.
- Gave a second presentation to the BOD on April 10th, 2018 recommending that we use Roanoke River Cabinetry Company to do the remodeling of the church kitchen. It was approved by the BOD and awaits a vote from the membership in early May.

**Respectfully submitted,
Jane Haddad**

Sunday Services:

UUCR Church Administrator Megan Brauch has assumed responsibility for maintaining a schedule of Sunday services, including the members scheduled to perform the responsibilities necessary to conduct the services: Worship Associates, Music, Life Lines, Audio/Visual, Ushers, Greeters, and Coffee.

The only function of the SSC now is to identify and arrange for speaker(s) on Sundays when the minister is not in the pulpit. The committee has been successful in this endeavor and always welcomes suggestions for future guest speakers or programs.

Thanks to Bonnie Evans for taking minutes of committee meetings.

**Respectfully submitted,
Bill Bestpitch**

Connections Team (Membership):

Connections Team members: Nancy Brattain (chair), Lydia Woerner, Judy Robertson, Chris Yates, Bob Egbert, Hildy Getz, John Nortan-Jenson

The Connections Team has met on the 2nd Thursday of each month.

This year, the Connection Team has accomplished the following:

1. Provided greeters for every Sunday Service. The Sunday greeters ensure that newcomers as well as regular attendees feel welcome before and following the service. This may include name tags, introductions and orientation, RE orientation, information about programs, or information about donating.
2. We hosted two Newcomer Meet Ups. Meet ups are a gathering of newcomers, Connection Team, and Board members after Sunday service to eat, get to know each other, and learn about UUCR. The first one was held in the fall at the Church with 18 attending. The 2nd one was held at in April with 18 attending.
3. We continue to work closely with Megan, the Church Administrator, to ensure new comers receive a welcome email, UUCR weekly e-news, or any follow up. Megan has also assisted us with updating our Website page, re-creating a membership brochure, updating the directory, and updating our new comer packets.
4. Facilitated and/or supported the following social activities:
 - December – New Member Sunday (16 new member) and all church potluck
 - January - Birthday Connection Sunday
 - March – All church potluck
 - April – Intro to UU class
 - May – UUCR Church Picnic
5. Facilitated the joining of new members, with the assistance of a Board member and/or RevAlex. Eighteen individuals joined UUCR this year as of May 6.

**Respectfully submitted,
Nancy Brattain, Chair**

Nominating:

The following is the proposed Board slate for 2018-2019. The entire Board and Endowment committee are listed for informational purposes. **Only positions noted by an asterisk (*) are being voted on.** The President and President-elect are each one-year terms, but part of a two-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
President	Cy Dillon	2019
<i>*President Elect</i>	<i>Bob Egbert</i>	<i>2020</i>
Personnel	Claire English	2019
At Large	Beverly Telfer	2019
At Large	James Rosar	2019
<i>*Board Clerk</i>	<i>Jeanne Larsen</i>	<i>2020</i>
<i>*At Large</i>	<i>Katherine Hoffman</i>	<i>2020</i>

** indicates positions being voted on at the 2018 annual meeting*

Endowment Committee		
Position	Name	Term Expiration
<i>Chair</i>	<i>*Cynthia Petzold</i>	<i>2020</i>
Committee member	Bert Spetzler	2020
Committee member	Lowell Inhorn	2018
Committee member	Ann Hackworth	2019

** indicates positions being voted on at the 2018 annual meeting*

ACTION ITEMS

2018-19 Slate of Nominees

Board

President-Elect	Bob Egbert
Board Clerk	Jeanne Larsen
At Large	Katherine Hoffman

Special Collections Report

Special Collections Ballot for 2018-19

At the annual meeting in 2006, UUCR members voted to contribute the offerings from four Sunday services each year to community service or social justice agencies in the Roanoke Valley. Members choose the beneficiaries for the upcoming year at each year's annual meeting. To be eligible, an agency must serve the local community and must be nominated by a UUCR member or friend who works or volunteers for the organization. Dates in parentheses indicate when agencies have benefited from special collections in the past. The organizations which received funding in 2017-18 (Refugee and Immigration Services, Habitat for Humanity, Blue Ridge Literacy, Legal Aid Society) are not eligible for funding in 2018-19, so do not appear on the ballot.

Please vote for up to four.

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

Blue Ridge Land Conservancy Kids' River Days

The Blue Ridge Land Conservancy's Kids' River Days is a program that gets local schoolchildren out of the classroom and into our rivers and streams. They learn how to use insects and other small animals living in the water to tell if it's clean or dirty. They also learn about the effects of pollution, why it's important to protect water quality for our neighbors downstream, and the importance of trees and plants in keeping water clean. Approximately 750 children from Roanoke City, Roanoke County and Salem Public Schools will participate in these fun and memorable one-day field trips on local conserved lands. It's our way of teaching "respect for the interdependent web of all existence of which we are a part."

<https://www.blueridgelandconservancy.org/bay-days--river-days.html>

UUCR contacts: **David Perry, Bill Hackworth**

Family Promise (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.

www.familypromiseroanoke.org

UUCR contacts: **Erin Dove, Hildy Getz, Joan Wages**

Happy Healthy Cooks (March, 2016)

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.

<http://HappyHealthyCooks.org/>

UUCR contact: **Bill Bestpitch**

New Horizons HealthCare (March, 2010; March, 2012; September; 2013; June, 2016)

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 and community health promotion. It also works with other community resources to coordinate 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.

www.newhorizonshealthcare.org

UUCR contact: **Eileen Lepro**

Planned Parenthood Health Systems (September, 2007; June, 2011; June, 2013; September, 2016)

Planned Parenthood Health Systems seeks to ensure that every individual has access to preventive reproductive healthcare and education in order to make thoughtful and responsible decisions regarding sexuality and parenthood. They provide health services including family planning and birth control, gynecological care and cancer screenings, testing and treatment of sexually transmitted infections, medical and surgical abortion, mid-life services, and pregnancy testing and education. They also sponsor programs for schools, community groups, religious organizations, and corporations on topics related to birth control and pregnancy, sexually transmitted infections, women's health, effective communication skills and decision-making, adolescent pregnancy prevention, and positive parenting skills.

www.plannedparenthood.org

UUCR contact: Liz Stone

Planned Pethood Clinic and Adoption Center (June, 2017)

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 has performed over 50,000 spay/neuters since opening in 1999. The Adoption Center rescues dogs and cats from area shelters 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 12,000 dogs and cats since opening in 2007 and also works with local animal protection agencies to identify and prosecute animal cruelty cases. Sponsored by the Franklin County Humane Society, the clinic and shelter serve all of SW Virginia.

<http://plannedpethoodrockymount.com/about.html>

UUCR contact: **Marybeth Chaconas**

Roanoke Area Ministries (December, 2007; June, 2012; December, 2013; December 2015)

Roanoke Area Ministries provides 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 regularly help serve lunch and provide many other services at RAM House.

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. This organization provides essential support for children who have had very difficult lives.

www.roact.org/casa

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

St. Francis Service Dogs (March, 2017)

St. Francis Service Dogs is an internationally accredited non-profit organization whose purpose is to assist children and adults with disabilities become more independent and self-sufficient through partnership with a professionally trained service dog. Though it takes on average two years and \$25,000 to prepare and certify a service dog, the St. Francis service dogs are provided to their partners for free. The effect is profound.

www.stfrancisdogs.org

UUCR contact: **Susan Anderson-Hodges**

Sexual Assault Response and Awareness, Inc. (SARA) (March, 2015)

SARA is the sexual assault crisis center for the Roanoke Valley. It is estimated that one in three women will experience sexual violence during their lifetimes, but only 5-10% of assaults are ever reported to the police, partly due to the lack of social support victims receive. SARA has been providing services to survivors of rape, sexual abuse, and other forms of sexual violence for over 30 years. They provide free confidential counseling services to survivors and their families and also provide trained advocates who offer immediate support and information to victims negotiating the medical and legal systems. This may include accompanying the woman to the hospital in order to obtain medical care or have forensic evidence collected and, if she chooses to report the assault, providing support throughout the legal process.

www.sararoanoke.org

UUCR contact: **Barbara Horton**

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.

www.tapintohope.org/HeadStartProgram.aspx

UUCR contact: **Amy Hatheway**

Virginia Western Community College Access Program

Community College Access Program makes college available tuition-free to graduates of public high schools in Botetourt, Craig, Franklin, and Roanoke Counties and the cities of Roanoke and Salem who meet the program's academic and financial criteria. It assists qualified students who do not have sufficient financial aid to cover the cost of tuition for up to three years at Virginia Western Community College. CCAP supports as many students as possible based on student need and available funding.

www.viriniawestern.edu/ccap

UUCR contact: **Bert Spetzler**

West End Center (December, 2009; December, 2014)

The West End Center serves children who live in many of Roanoke's most disadvantaged neighborhoods and seeks to equip them with the developmental assets they need to become productive, responsible adults. It serves as a safe after-school haven for children and youth and offers a tutoring program, parents' program, and pregnancy and school dropout prevention programs.

www.westendcenter.org

UUCR contact: **Kitty Schear**

Proposed Changes to UUCR Bylaws

The following changes to the Bylaws are the result of a Policy Governance model created and released as a pilot program for this church year.

ARTICLE VI: MEETINGS OF THE MEMBERSHIP

The President, ~~the Vice Presidents,~~ **the Vice-President Finance**, the Minister, the Director of Lifespan Faith Development, the Music Director, and each committee chair shall submit a written report to the Clerk at least one month prior to the Annual Meeting.

Section D: The President shall preside at each meeting of the membership. In the President's absence the meeting shall be presided over by ~~the Past President,~~ the President-Elect, ~~or the Vice-President Council,~~ in that order. The presiding officer may appoint a parliamentarian for the meeting.

ARTICLE VII: BOARD

Section B: The Board shall consist of ~~ten (10)~~ **seven (7)** active members at least eighteen (18) years of age as follows:

1) A President-elect, **and a President,** ~~and Past President.~~ The President-elect shall be elected for a ~~three-year~~ **two-year** term, ~~with the two succeeding years to be served respectively as President and Past President.~~

2) ~~A Vice-President Council and~~ **Two** Members-at-Large shall be elected in odd-numbered years for two year terms.

3) A Clerk, Vice-President Finance, and ~~two~~ **one** Members-at-Large shall be elected in even-numbered years for two year terms.

5) The President-elect/~~President/Past President~~ shall not serve more than one consecutive ~~three-~~ **two-**year cycle in that office. Other Board members may not serve more than two consecutive terms in the same office.

Section E: ~~—The Board, in consultation with the Minister and the Personnel Committee, shall hire and dismiss all salaried employees and fix their compensation. Recommendations for hiring salaried employees shall be made by the Personnel Committee in cooperation with the Minister and the appropriate Committee (e.g., Facilities would recommend the hiring of a sexton). In the absence of a clear committee relationship, the Personnel Committee shall act alone in its recommendation to the Board. Employees may be discharged, by the Board, for non-performance of duties or for other causes.~~

The Minister, under the direction of the Board, is responsible for maintaining a productive and effective staff, for ensuring that its efforts are directed toward fulfilling the Church's Mission and Annual Vision of Ministry, and for compliance by the staff with all Board policies. The Minister ensures that the staff's working conditions are fair, humane, respectful, and professional.

The Minister, in collaboration with the Personnel Committee, is authorized to hire for any Program staff positions that have budget approval. Program Staff, in consultation with their supervisor, are authorized to hire for any program assistants based on budget approval. New positions or positions that are not in the current budget require Board approval. All Staff employment contracts must be approved by the Board.

Prior to discharging a staff member, their supervisor and the Personnel Committee ensures that the proposed decision complies with applicable laws and Board policies. The Personnel Committee notifies the Board when an employee is terminated.

An internal due-process grievance procedure for paid staff will be maintained and published by the Personnel Committee in the Personnel Policy Manual.

ARTICLE IX: COMMITTEES

~~Section A: The Church Council shall consist of the chairs or designated representatives of committees identified by the Board. The Vice-President Council or his or her designee shall chair the Council, which shall meet at least quarterly. The Council and its members are responsible for executing and managing the programs of the Church, as defined by the Board.~~

Section A: The Board may establish Committees to help carry out its responsibilities. The Board, as a whole, commits to clearly directing all Committees by outlining specific written objectives and restrictions.

~~Section C: The Committee on Harmonious Relations (CHR), when activated by the board, shall consist of three (3) to five (5) members appointed by the Board for terms to be determined at activation. Consecutive terms are permitted. The CHR shall select its own leader and recommend to the Board persons for appointment as needed to fill any vacancies. The CHR shall have discretion to call upon past members to assist the committee's activities. The CHR shall report to the board its activities.~~

~~The duties and responsibilities of the CHR are to assist Church members in resolving conflicts through direct communication and by working together toward cooperative solutions. CHR shall establish guidelines and operate according to them~~

~~Section E: The Personnel Committee shall be constituted by the Board and perform such functions as the Board directs. The chair shall be a member of the Board.~~

The Personnel Committee assists the Board in its oversight of the congregation's personnel matters. These include ensuring that the Personnel Manual is up-to-date, annual staff assessments are conducted, job descriptions are reviewed and updated, staff training occurs, and that all staff are performing consistent with Board policies. Membership includes at least one Board member as chair and the Minister.

ARTICLE X: MINISTER

Section B: The Minister shall be responsible to the ~~membership of the Church and the~~ Board for the effective performance of his or her duties, and shall be evaluated annually by the Board. The Minister shall render all such reports as the Board may require, and shall make whatever recommendations to the Board as seem pertinent to the general interests of the Church. The final decision in matters of policy or procedure shall rest with the Board or the active members

FY 2018-19 Proposed Budget

	2018-19	2017-18	Change
I N C O M E			
4000.1 - PLEDGE INCOME			
Annual Giving Campaign	177,000	192,000	-15,000
Shrinkage adjustment	-7,000	-7,000	0
Pledge, extra donations	4,000	4,000	0
Total 4000.1 - PLEDGE INCOME	174,000	189,000	-15,000
4100 - NON-PLEDGE CONTRIBUTIONS			
Non Pledge donations	6,000	5,000	1,000
Sunday cash offering	4,000	4,000	0
Total 4100 - NON-PLEDGE CONTRIBUTIONS	10,000	9,000	1,000
4200 - FUNDRAISER INCOME			
Service Auction	15,000	14,000	1,000
Corporate rewards programs	2,600	3,600	-1,000
Total 4200 - FUNDRAISER INCOME	17,600	17,600	0
4300 - CHURCH USE			
Church Use	3,000	4,000	-1,000
Cellular leases	42,400	41,400	3,000
Total 4300 - CHURCH USE	45,400	45,400	0
4400 - OTHER INCOME			
Transfer from Acct 1043	4,500	0	4,500
ENDOWMENT Distribution	11,500	11,500	0
Total 4400 - OTHER INCOME	16,000	11,500	4,500
TOTAL INCOME	263,000	272,500	-9,500

EXPENSES

· ADMINISTRATION

5102 · Office supplies & misc	2,000	1,600	400
5104 · Postage	800	800	0
5106 · Telephone	1,300	1,800	-500
5108 · Copy machine contracts	3,600	3,600	0
5110 · Internet & computer	2,500	2,000	500
5112 · Advertising	300	300	0
Total ADMINISTRATION	10,500	10,100	400

· BUILDINGS & GROUNDS

5202 · Maintenance	7,600	7,600	0
52xx · Utilities_Electricity & Gas	7,200	7,200	0
5208 · Utilities_Water & Sewer	600	800	-200
5209 · Utilities_Stormwater fee	700	700	0
5210 · Janitorial supplies	800	600	200
5211 · Janitorial contract service	9,800	9,360	440
5212 · Groundskeeping service	4,000	3,000	1,000
Total 5200 · BUILDINGS & GROUNDS	30,700	29,260	1,440

FY 2018-19 Proposed Budget

	<u>2018-19</u>	<u>2017-18</u>	<u>Change</u>
5300 · UUA DUES			
UUA ANNUAL PROGRAM FUND	3,000	8,600	-5,600
Total 5300 · UUA DUES	<u>3,000</u>	<u>8,600</u>	<u>-5,600</u>
5400 · FINANCE / ACCRUALS /			
5402 · Prop/Liab Insurance	3,600	3,600	0
5212 · Maintenance accrual	100	100	0
5712 Minister Sabbatical accrual	100	100	0
5406 Service charges & misc finance	500	500	0
5407 Payroll Service	1,800	0	1,800
5454 · Fundraising + Miscellaneous	400	600	-200
Total 5400 · FINANCE & FUNDRAISING	<u>6,500</u>	<u>4,900</u>	<u>1,600</u>
5500 · COMMITTEE EXPENSES			
Committee Expense - Other	600	1,100	-500
Fellowship & Coffee	900	900	0
Total 5500 · COMMITTEE EXPENSES	<u>1,500</u>	<u>2,000</u>	<u>-500</u>
5550 · BOARD EXPENSES			
Contingency items & gifts	600	1,100	-500
Leadership development	1,500	1,500	0
Personnel Committee	220	220	0
Total · BOARD EXPENSES	<u>2,320</u>	<u>2,820</u>	<u>-500</u>

**5600 · LIFESPAN FAITH
DEVELOPMENT**

5602 · Program materials & supplies	7,000	1,700	5,300
5603 · Adult faith development	1,000	1,000	0
5604 · Teacher education & devel	400	400	0
5610 · Youth groups	1,000	500	500
5612 · Sunday AM child care	3,000	2,600	400
5613 · Other committee child care	500	1,260	-760
Total · LIFESPAN FAITH DEVEL	12,900	7,460	5,440

5700 · SUNDAY WORSHIP

5702 · Sunday Services committee	3,600	3,600	0
5704 · Music program	3,050	3,050	0
5705 · Altar supplies	400	300	100
5711 · Audio-visual equipment	250	500	-250
Total 5700 · SUNDAY WORSHIP	7,300	7,450	-150

FY 2018-19 Proposed Budget

	2018-19	2017-18	Change
PAYROLL			
MINISTER'S PACKAGE	85,680	84,000	1,680
STAFF SALARIES			
6510 · Congregational Admin	28,320	27,765	555
6530 · Director LFD	29,039	28,470	569
6532 · Director LFD_Bonus	3,750	3,750	0
6540 · Music Director	24,798	24,312	486
6541 · Music Director_Bonus	3,000	3,000	0
6550 · Asst Music Dir	4,229	4,146	83
6552 · Youth Advisor	5,621	5,511	110
6570 · Church Assistant	3,005	2,946	59

Total 6500 - SALARIES	101,763	99,900	1,863
EMPLOYEE BENEFITS			
(other than Minister)			
Employer share FICA	7,785	7,642	143
Health Insurance	3,750	3,750	0
Disability Insurance	0	497	-497
Retirement benefit	4,445	2,754	1,692
Professional Expense_Music Dir	700	700	0
Professional Expense_Dir LFD	3,000	2,000	1,000
Total EMPLOYEE BENEFITS	<u>19,680</u>	<u>17,343</u>	<u>2,337</u>
TOTAL PAYROLL	207,123	201,243	5,880
TOTAL OPERATING EXPENSE	<u>281,843</u>	<u>273,833</u>	<u>8,010</u>
OPERATING SURPLUS / DEFICIT	<u>-18,843</u>	<u>-1,333</u>	

OFFICIAL PROXY

Unitarian Universalist Church of Roanoke

2015 Grandin Road SW

Roanoke, Virginia 24015

MEETING OF THE MEMBERSHIP

Date of Meeting:

June 3, 2018

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