

Jubilee! November 21st Board Meeting – Minutes

Attending: Board: Tim Moran, Gretchen Henn, Wiley Garrett, Paul Muller, Jeff Peisner, Louise Slater, Diane DeWitt, John David Short, Michael Smith; **Staff:** Michele Bernhardt, Bruce Mulkey, Susie Davis

Jokemeister – John David - Next month, Tim

REPORT AND REVIEW Items:

Finance Update – Jubilee Treasurer, Gretchen Henn, referenced [November Financial Summary and Profit & Loss Statements](#) emailed on 11/19/22 and entertained questions.

- The Financial Summary projects that current income and expense levels would allow Jubilee to go 10 months without having to access reserves. Of course, income and expense levels may vary. E.g., average income used for the calculation included income from special fall funding campaigns, and expenses offset by deferred salaries and deferred distribution of Hunger Bowl monies.
- In coming months, we'll be receiving net \$17,768 from federal Employee Retention grant.
- In its December meeting, the Finance Committee will consider feasibility of paying some of the deferred staff salaries. Staff with deferred compensation should consult a CPA about tax consequences of timing of their receipt of deferred compensation.
- Louise is coordinating writing thank you notes to Jubilee's top 20 donors.
- Bruce will communicate with any donors still making recurring gifts through old Vanco system and ask if they'd be willing to shift to Breeze.
- We will consider asking an agent from Beverly Hanks come to Jubilee's semi-annual meeting in January to provide an update on status of our building sale.

Laura Collins Review and Agreement Renewal: John David reported that on November 10th, the HR Committee met for a 3-month review that Laura had requested at the start of her service in September. By mutual agreement, Jubilee and Laura will renew our agreement for 6 months, with another mid-term review scheduled. We agree that Laura is not a candidate to become our longer-term leader in our new setting. Her mission is to help provide the kind of vibrancy and stability that will make Jubilee an attractive setting for new longer-term leadership once our sense of direction and timing are clear. The board welcomes this renewal.

Jubilee's Transformation Circle has scheduled an interactive workshop for the Jubilee! Community on Sunday afternoon, December 18th supporting our Community's co-creation of our next steps. This will be part of a series of activities in the process. There was strong support for having a pot-luck lunch on the 18th. *Susie Davis will coordinate food planning.*

Nominating Committee: (Jeff Peisner, Paul Muller, Kathy Busse, Michele Bernhardt) reported:

- New Board members - Suzannah Tebbe Davis and Barry Brandt have completed board applicant questionnaires. Nominating Committee plans to submit proposal and documentation to board for consideration at our December meeting. If approved by the

board, nominees would be presented to Community for vote at January 2023 semi-annual committee.

- **Continuity and Leadership:** Early in the New Year, the Nominating Committee will begin work toward a healthy board continuity and appropriate board leadership beginning with the new service year in July.

How to use proceeds from the eventual sale of the building: It is important to have a process for making decisions on this question prior to sale of the building.

- In its upcoming meeting with the Community Foundation, Jubilee's Finance Team will learn about the Community Foundation's experience and any suggested guidelines for Jubilee's decision-making process.
- Michael reported on request received from Piret and Howard that some money from sale of the building be given as a kind of retirement benefit to Howard and Don in light of the fact that they did not receive retirement benefit during their years of employment with Jubilee. There are many factors related to information, legal matters and fairness that would need to be considered.
- Jubilee's Finance Team will draft a proposal for a process for making decisions about use of proceeds from sale of the building.
- **Care & Compassion work:** The HR team and Bruce are reviewing a proposal from Jay Joslin regarding a program of pastoral care for Jubilee. We hope to consider it in January 2023 meeting. Jay has long-Covid (as does Tim's wife). It is now a recognized disability. Jay needs lodging as well as other support. We will look into practical ways to help.

Semi-Annual Meeting – will be held following Celebration on January 22nd. It will include an update on Jubilee's transition process and may include an report from Beverly Hanks on status of our building sale process.

LaZoom Bus Caroling Tour – Dec. 11th, 6-9 pm - \$30 per ticket

The Earth Team is supporting Carol Greenspan in sale of organic coffee as fundraiser for Jubilee and for the Farm Coop of Jubilee House in Nicaragua.

BOARD DECISIONS:

Proposal – Current Board leadership: Tim Moran proposed that the following be confirmed as board leaders through June, 2023: Tim Moran, chair; Wiley Garrett, vice-chair; Gretchen Henn, treasurer; Michael Smith, secretary. **Approved by consent.**

Proposal – Community Life Coordinator Staff Position. The HR Committee recommends that Susie Davis be approved to serve as part-time Community Life Coordinator as defined *in the attached* position agreement. This position formalizes and expands on a number of functions Susie is already fulfilling. She has agreed to defer compensation until sale of the building or until Jubilee's cash flow allows partial or complete payment. **Approved by consent.**

Proposal - Modification of the Consent Model for board decision-making. The board's leaders propose that we continue to make decisions as much as possible by the consent model. In the event there is a time-urgent decision on which the board members are unable to reach timely consent, the board reserves the right to resort to conventional majority-rule vote. **Approved by consent**

Follow-up Action: If the Bylaws specifies a method of decisions making, Bruce will consult with an attorney about relevant revisions to reflect this intention.

Proposal: That Jubilee Not Implement a formal Fundraising and pledge campaign this year; that we focus our communication efforts, instead, on at least meeting current expenses. Communications may include

- Asking Jubilants to consider a year-end gift
- Asking a few Jubilants to tell in Celebrations about "Why I give to Jubilee"
- Sending a Year-end letter to Jubilants reporting the amounts they gave and pledged in 2022, including a general financial update and invitation to keep giving
- Continuing efforts to attract and engage new people to Jubilee

Approved by consent

Follow-up Action: Gretchen will convene a few members to draft the message and communication plan, then engage Michele Bernhardt.

Proposal - that we liquidate any Jubilee investments in military and any other businesses that are clearly not socially & environmentally responsible. **Agreed by consent**

Follow-up Action: Bruce will work with our broker to implement in the near future.

The meeting adjourned at 8:05 PM with Tim's prayer (blessing or curse?) that we all gain 10 pounds.