

## **October 16, 2023 Jubilee! Board of Directors Meeting Minutes**

### **In attendance:**

**Board**—Louise Slater, Sharon Cramer, Beth Pape, Diane DeWitt, Maureen Linneman, Jeff Peisner, Tim Moran (by phone)

**Staff**—Laura Collins, Susie Davis

**Committees**— Ray Raymond, Finance

### **Action Items to be completed by November board meeting unless otherwise noted:**

- Susie to prepare cards for Kenilworth Presbyterian; purchase gift card from BB Barns as thank you for use of their space.
- HR Committee to schedule/perform reviews of Bob Lantis, Jay Joslin and Yona FrenchHawk.
- Michele to ensure that minister search status reports are shared in newsletter as often as possible.
- Laura and Susie to talk with Omega regarding having space for the December board meeting when Presbyterian Church will be unavailable.
- Plan to present complete budget for display as slides on November 12<sup>th</sup> Sunday Celebration. Presentation will include memos from Laura and Louise, and from Sharon for Finance and budget. Also discuss at that time our excitement re: new space, plan to use endowment, etc.
- Laura will work with Michele Bernhardt to prepare brochures for pledge campaign.
- Review and decide on a variety of ways to give (especially problematic for those online).
- Finance presented several options to consider. Discussed the high cost of leasing and building out.
- We need to find a way to honor the continuing commitment of John and Kathy Busse.
- Louise will ask Tara to give us a list of the major donors so that board members can write thank you letters to them.
- Louise to send all governing documents to all board members.

## Minutes:

Chair Louise Slater opened the meeting at about 6pm. After a quick check in, Laura led a grounding meditation.

Board reviewed the action items from last month: Most are complete or in process:

- Louise is seeking a way to 'measure immeasurable factors' like spiritual progress (how stressed members/staff feel) on the new dashboard. Discussion brought in other items such as tracking finances, ministerial search, outreach and "inreach."
- The group agreed to give a garden center gift certificate to the Presbyterian Church to thank them. This will allow KP to purchase plants for their ongoing garden project.
- Beth said HR would take on the reviews of Bob, Jay, and Yona. Laura would like to participate but not if they are on Sundays after service.

Reports and commentary throughout the budget discussion:

- Jeff reported that he informally surveyed new people who came to service and generally heard, "I am happy I came."
- Rainbow rental agreement ends on June 30, 2024. Ray estimates that if we were to move again, we would need space of approximately 2600-4800 square feet. He reported that he got pricing on a place on Tunnel Road that charges only \$12/foot, but which would require a build out for three offices and two bathrooms.
- Susie, Ray and Sharon investigated CRM systems to upgrade from Breeze to one that includes a 2-step authorization system. Tara and Susie want to keep Breeze as it works well for them, and they will not have to master a new system. It was decided to "press the Easy button" and avoid the major expense of a new system.
- Ray reported that the Finance Team, then he and Sharon, will review the insurance policy renewal options due 12/31/2023.
- Guy Sayles will be getting back to us with a proposal regarding an ongoing consulting relationship.
- Ministerial Search Task Force reports that the seven applicants who seem to be good fits as our minister were sent questionnaires, and that four have sent in request materials and two others said they were working on their answers to meet the October 28<sup>th</sup> deadline. MSTF has not heard back from the other one.
- Zoom coffee hour had several attendees during the same time as the very popular in-person hospitality time in the 6<sup>th</sup> grade classroom.
- Maureen reported that the Re-Founding is moving along well with more collaboration among the circles. We all need to feed one another: spirit, energy, vision.

- Louise noted that we need to ask Tara to give us a list of the big donors so that board members can write thank you letters to all. Board agreed.

Sharon presented the Finance Committee's proposed budget for 2024. Most of the budget additions and changes were approved at the Annual Retreat on 9/29/2023.

### **Jubilee! 2024 Budget Overview**

#### **Income(\$138,150 projected):**

- Based on 25% Increase in July decided at the retreat. New minister will be the driver
- Same as Q4 2023 through June (\$9,600/ month- increase for 5 Sundays)
- July through December increase 25% (\$12,000/ month - increase for 5 Sundays)

#### **Expenses (\$310,983):**

- Base Budget with 10/1/2023 increases as approved

#### ***Additions:***

- **Minister Search Team:** Jan-March \$6,000 (*Note: \$2,050 Oct-Dec 2023*) Assumed New Minister on Board in March @ \$88,000 (\$7,333/month,\* 33% \$2,420 benefits) rounded up to \$9,800/month which includes housing allocation
- **Administrator:** Assumed no Administrator at \$3,300/month from Oct 2023 forward to Dec 2024
- **Board of Directors:** (Retreat in October 2023) and added a placeholder for a September 2024 Retreat
- **Board Meetings:** Placeholder for Space for Board Meetings \$400/month Jan-Dec 2024 due to Kennilworth agreement ending December 2023
- **Insurance:** General Liability Insurance + D&O: placeholder \$400/ month or \$4,800 (May be high but will know more by Nov Board meeting for approval)
- **Rental Rainbow:** Current agreement ends 6/30/2024 at \$1,425. Assumed stay at Rainbow to increase to \$1,500 Jul-Dec 2024
- **Sunday Morning Celebration:** (Laura) \$250/QE. As of April 1, 2024, no \$200 x 2 Sundays a month for guest speakers
- **Community Life:** Placeholder \$400/month \$4,800 for 2024. Monthly allocation TBD

- **Pathways:** Placeholder \$1,200 for 2 sessions
- **Marketing:** (Michele) Placeholders for various marketing/events/brochures, \$5,650
- **Consulting:** (Guy) Placeholder for assisting on task teams, Minister Search, Board, governance, \$1,200

### Summary

#### **Net Loss \$172,833**

- BoA Current Balance is \$83,000. BoA Balance is projected to be depleted in March 2024.
- April Draw on CFWNC Fund Savings thru Dec 2024 projected to be \$122,833. Finance Team would like to see this closer to \$100,000 deficit

#### **With a \$172,833 overall - projected 2024 funding deficit:**

- Approved Laura's suggestion for the 4-year plan, to afford the new minister room to achieve a successful growth in the community.
  - Year 1 2024 60% funding deficit
  - Year 2 2025 45% projected/target funding deficit
  - Year 3 2026 35% projected /target funding deficit
  - Year 4 2027 25% projected /target funding deficit
- Budget unanimously approved with changes noted.

Board shared their positive feelings about Jubilee!'s status and progress.

Meeting was adjourned at 8:15 pm

#### **Parking Lot:**

- Completion of dashboard—timeline TBD. Louise wants an all-in report for the dashboard vs just finance.
- Beth's idea about Grandmother League.
- Contacting WLOS/ Mountain Express etc. about advertising
- Jeff's continuing surveys of new members (and how to respond)