

Board of Trustees (BOT) Monthly Meeting Minutes Sept 30, 2025, 6:30pm in the ASUUC Library

**Indicates reports BOT reviewed prior to the meeting*

1. Attendees:

BOT Members: Glen Day (President), Lynn Hughes (VP), Linda Nicks (Past President), Stan Kidder (Treasurer), Gay Harrison (Secretary), Sue Neufeld (Member At Large), Dale Young (Member At Large) Reverend Ron Phares (Minister)

Visitors: Mark Anderson (In-Person Visitor) and Ben Wallace (On-line Visitor).

Opening: President Glen Day called the meeting to order at 6:35 pm and shared a motivation quote.

Mission Statement: Rooted in a community of love, the mission of ASUUC is to cultivate compassion, foster spiritual connection, and enact transformative justice to heal ourselves and the world.

BOT Covenant: With love and mutual respect, we promise to come prepared, listen with empathy, communicate with honesty, and honor the decisions we make together.

2. All Attendee's checked in around the table (optional for visitors) before business started.

3. Consent Business Items

- a. *Approval of past month's minutes: The Board held a retreat in August, so no official minutes were created. The retreat was held on 16 August and was facilitated by Ben Wallace and Angela Sullivan. The retreat focused on the President's main goal for the year, Communication. Glen focused on ways to improve communication between the BOT and the congregation, within the congregation and outside our community (via social media, etc.). It was agreed to avoid pettiness and strive to make leadership a spiritual practice that allows us to lean into the policy and mission of our church. The BOT reviewed each member's responsibilities and discussed other interests each member had that would allow them to work as a liaison in areas we want to strengthen. It was an invigorating day of getting to know each other and agreeing on the tone of the new BOT. Thank you, Angela and Ben, for facilitating a wonderful event!
- b. * Minister's Report: Ron shared his report, available for full review at attachment #2.
- c. * Volunteer Fair: Notes on a successful Volunteer Fair are at attachment #3.
- d. * Event/Rentals Committee notes are at attachment #4
- e. * Religious Education (RE) report is at attachment #5

4. Team and Committee Reports

- a. *** Treasurer's Report:** Stan presented the Financial Team Notes and asked if there were any questions on the July Treasurer's report as posted in attachment #6. Overall, we continue to have a solid money accounting per our budget. Stan was happy to announce that the newly reconstituted Finance Committee met last Monday evening and had a good meeting. Stan is trying to finalize the funding for Beth Elliot's ordination. The Board was presented with a final cost tally and decided to ask the Albuquerque UU church to cover expenses by one of their attendees that was above the congregationally approved amount of ASUUC's contribution.
Stan explained the Finance Team's work towards an "Aspirational Budget". To be developed in January, this forward-thinking budget will be used to provide focus and to inspire pledging during the February pledge drive. Mark Anderson will head creating a long-term budget by leading a visioning workshop for the Board. The BOT visioning exercise can't be done at a regular BOT meeting as it will take approximately five hours to complete the process. The BOT agreed to meet for three hours on 1 Nov from noon to 3pm, and on 7 November from 6 to 9 pm to create the aspirational budget.
- b. *** Building and Grounds (B&G) Report** is presented as attachment #7. The B&G has been very busy. The Minister's new (and beautiful) door and trim is now installed and only a few more coats of varnish are required to call that major project done. The clean-up day saw many workers out cleaning up and repairing items. The slide on the playground was removed by brave volunteers on ladders with saws. Thank you to everyone that donated their time. The BOT agreed to tell the B&G to focus on making the small hall less noisy as that issue has become a front-runner of concern with the now-combined 2-service coffee hour. Gay made a motion that "The BOT approve B&G develop recommendations on moving ahead on sound proofing the Small Hall." Lynn seconded the motion, and all present voted "yea" to pass the motion. This is motion #79 on the BOT Motion Tracker (attachment #1). Soundproofing solutions for the small hall are to be considered in the October B&G meeting with recommendations to go to the BOT. The B&G had a request to hang items in church by the Lay Ministry team and that highlighted that the church has no policy on hanging items. The BOT agreed that the B&G should help us create that Policy and Procedures document before we grant any request to hang additional items. With the B&G's help, the governance committee can ensure that Policy and Procedure will protect church walls and offer a long-term plan for items hung inside the building. Dale will reach out to Jenn for the B&G's input. The B&G reports that they've received four ASUUC Exterior Rehabilitation Grant Letters so far.
- c. **Personnel Committee Update:** Dale Young reported on progress with clarifying job descriptions and pay for our Audiovisual Team as well as finalizing paperwork for how staff will support the new 2-service workload. Her full report is at attachment 8. Dale told the board that they need to assign someone the job of updating the minister's contract every year, so all approved salary increases are documented. This task

remains to be assigned. The Personnel Committee needs new volunteers as several key past participants will step down in 2026.

- d. **Governance Team:** Dale Young reported that she and Ben Wallace met with the Leadership Development Committee to offer support for figuring out what the church's leadership skills/needs are. Dale has offered to start working on a policy with Finance for availability and use of the Leadership Development Endowment Fund. Attachment #9 is her full report. In addition, Dale and Nike reviewed the Policy and Procedures for Use of Church Space and found a few updates needed. The P&P was offered to the board for re-review and vote of acceptance (attachment #10). Dale moved "that the BOT approve the revised "P&P for Use of Church Spaces."" Linda seconded the motion, and all BOT members voted "aye" so the motion passed. This is motion #80 on the BOT Motion Tracker. The team could use more volunteers to cover all they need to work on.
- e. **Bylaws Task Force:** Dale Young's report is at attachment #11.
- f. **Care Team Updates:** Linda Nicks shared that the Care Team has been busy supporting members. From cards, meals and even a long-term meal train, the Care Team aims to let members know we are with them. The recent passing of Eric Corwin has the team reaching out to his wife to help in any way needed.
- g. **Membership Team:** Ben Wallace provided an in-depth report to the BOT (see attachment 12). The team has been very busy and is now working on ways to link volunteer needs with the Time and Talent survey to better place people in areas where we can use their talents. The Team is working to unpack and improve the communication process about leadership changes. Ben will check the existing P&Ps to see if amendments are needed. Ben Wallace will lead the Membership Team and Gaye Woollard will co-lead Welcome efforts.
- h. **Digital Ministry/IT Team Status Report:** Please see attachment 13.
- i. **Auction Team Status Report:** Please find Heather Ashbee's report at attachment 14. The Auction is scheduled for Saturday, 18 October. Online silent auction items can be bid on beginning 12 Oct. The Auction Team hopes to see more families with children participate.

5. New Business

- a. **Library Committee Request:** A generous gift of shelves was offered to hold the new banned books section of our library. The BOT decided a Policy and Procedure (P&P) needed to be created about accepting gifts and that we also needed specific guidance P&P on how any item would be attached to church walls. Dale volunteered to begin work on these guidance documents. The gift of and installation of shelves is on hold pending these P&Ps.

- b. Becky Harrison asked the BOT to give directions on who should care for the indoor plants at church. It was agreed this task should not fall to the Aesthetics team and the BOT will ask Becky if the Building and Grounds team could water/monitor all indoor plants.
- c. Determination of who puts on the proposed ASUUC Town Halls: The BOT decided that Glen and Linda (Present and Past Presidents) would share the duty of organizing town halls. Expect 3 town halls and the Annual meeting to serve as our annual congregational town hall schedule.
- d. Discuss the executive calendar: Glen, Linda, Lynn and Dale are collaborating on moving the exec calendar onto Google Workplace and ensuring it shows the detail needed for planning.

6. Final Comments:

- a. President Glen Day shared our thanks to several people:
 - i. For putting up the ASUUC Peace Poles: Pat Zeddies, Janice Black, Charmaine D'Alessandro, Diane Page, Dan Hall, and to the RE community.
 - ii. Thanks went to Patty Whiley for consistent Membership and Welcome efforts.
 - iii. The Kilted Patroller and Parasol Patrol were also thanked for helping us with security.
- b. Adjournment: The September BOT Monthly Meeting was adjourned at 8:35 pm.
- c. Next BOT Monthly Meeting(s) – 28 October and 18 November. 6:30 pm at ASUUC
- d. *Minutes respectfully prepared and submitted by BOT Secretary, Gay Harrison.*

14 Attachments:

- 1. BOT Motion Tracker
- 2. Minister's Report and Church Org Chart
- 3. Volunteer Fair Report
- 4. Event/Rentals Committee Report
- 5. Religious Education (RE) Report
- 6. Treasurer's Reports (July and 2025 Annual Report)

7. Building and Grounds Report
8. Personnel Committee Report
9. Governance Team Report
10. Policy and Procedures: Use of Church Space
11. Bylaws Task Force Report
12. Membership and Welcoming Report
13. Technology Team Update
14. Auction Team Report

Attachment 1: BOT Motion Tracker

All Souls UU Church Board of Trustee (BOT) Motion Tracker

As of 1 Oct 2024, this tracker will log all motions put before the BOT and voted on. Vote results will be captured here.*

Color Key:	Green = Motion Passed by BOT
Orange=Motion Tabled	Yellow = Passed in Congregational Meeting
Red=Motion Failed	Purple = Online BOT Motion Vote

BOT Names/Positions on 2026-2027 Board of Trustees (BOT)

P=Glen Day, VP=Lynn Hughes, Past P=Linda Nicks
T=Stan Kidder, S*=Gay Harrison, At Large= Sue Neufeld, Julie Caballero and Dale Young

Version: Updated 12 October 2025 *Document maintained by BOT Secretary

Motion #	Date of Action (MM/DD/YYYY)	Motion Title	Moved By/Seconded By	Motion Description	Outcome
71	7/14/2025	Approve use of ASUUC Visitor Space	Dale Young/Sue Neufeld	Move that the BOT approve use, should it be needed, of the ASUUC's visitor spaces by our newly hired Office Administrator from out of state, for a time not to exceed 2 months.	Motion Passed
72	7/22/2025	Approve Congregational Sponsorship	Stan Kidder/Linda Nicks	ASUUC approved Congregational Sponsorship of Jenn Keating as aspirant	Motion Passed
73	7/22/2025	8th Principal Banner/Verbiage	Dale Young/Julie Caballero	Move that the BOT accept the 8th Principle banner verbiage and design as presented.	Motion Passed
74	7/22/2025	Plant Native Grasses	Gay Harrison/Lynn Hughes	Move that the BOT approve Building and Grounds proposal to replace Dale Street grass with native species	Motion Passed
75	7/22/2025	Prepare State Historical Fund request	Dale Young/Linda Nicks	Move the BOT approve Building and Grounds to hire a consultant to prepare and submit, to the State Historical Fund, our request for repairing church entrances	Motion Passed
76	7/22/2025	Update Letter of Hire for Nike Meyer	Dale Young/Linda Nicks	Move that the BOT approve updating the Letter of Hire for Nike Meyer to include the statement that we are offering the position of Church Administrator for a minimum of 2 years	Motion Passed
77	7/22/2025	UUA Treasurer Report lags 2 months	Gay Harrison/Dale Young	Move that the BOT accept the UUA treasurer reports from 2 months prior as what our BOT reviews at each monthly meeting.	Motion Passed
78	7/22/2025	Use of Church Space P&P	Dale Young/Stan Kidder	Move that the BOT approve the "Use of Church Space Policy and Procedures" with content as provided but to be reformatted by BOT Secretary	Motion Passed
<i>note</i>	<i>Aug-25</i>	<i>No motions-- New Board met for a retreat</i>			
79	9/30/2025	Sound Proofing of Small Hall	Gay Harrison/Lynn Hughes	Move that the BOT approve Building and Grounds to develop recommendations on moving ahead on sound proofing of Small Hall	Motion Passed
80	9/30/2025	Revised Policy and Procedures: Use of Church Space	Dale Young/Linda Nicks	Move that the BOT accept the revisions to the P&P on Use of Church Space	Motion Passed

Attachment 2: Minister's Report

September always feels like a month of beginnings, a plane gathering speed for take-off. It's been no different this year. We have two new-to-ASUUC-church-year employees, a handful of new board members, a few significant leadership changes in Service Leaders & Membership, and prep for two-service transition in addition to the normal momentum acceleration. All of the afore-mentioned novelties seem to be lifting off with minimal turbulence.

What's odd is that the two-service shift makes October feel like a big new beginning as well. We have held two all council second service prep meetings. Staff seems prepared. Teams seem like they are making the appropriate accommodations. I think the congregation - more or less - understands why they are making this change (financial, strategic, and theological). But there will undoubtedly be unforeseen puzzles (and opportunities) that crop up that will require some quick wits and calm nerves.

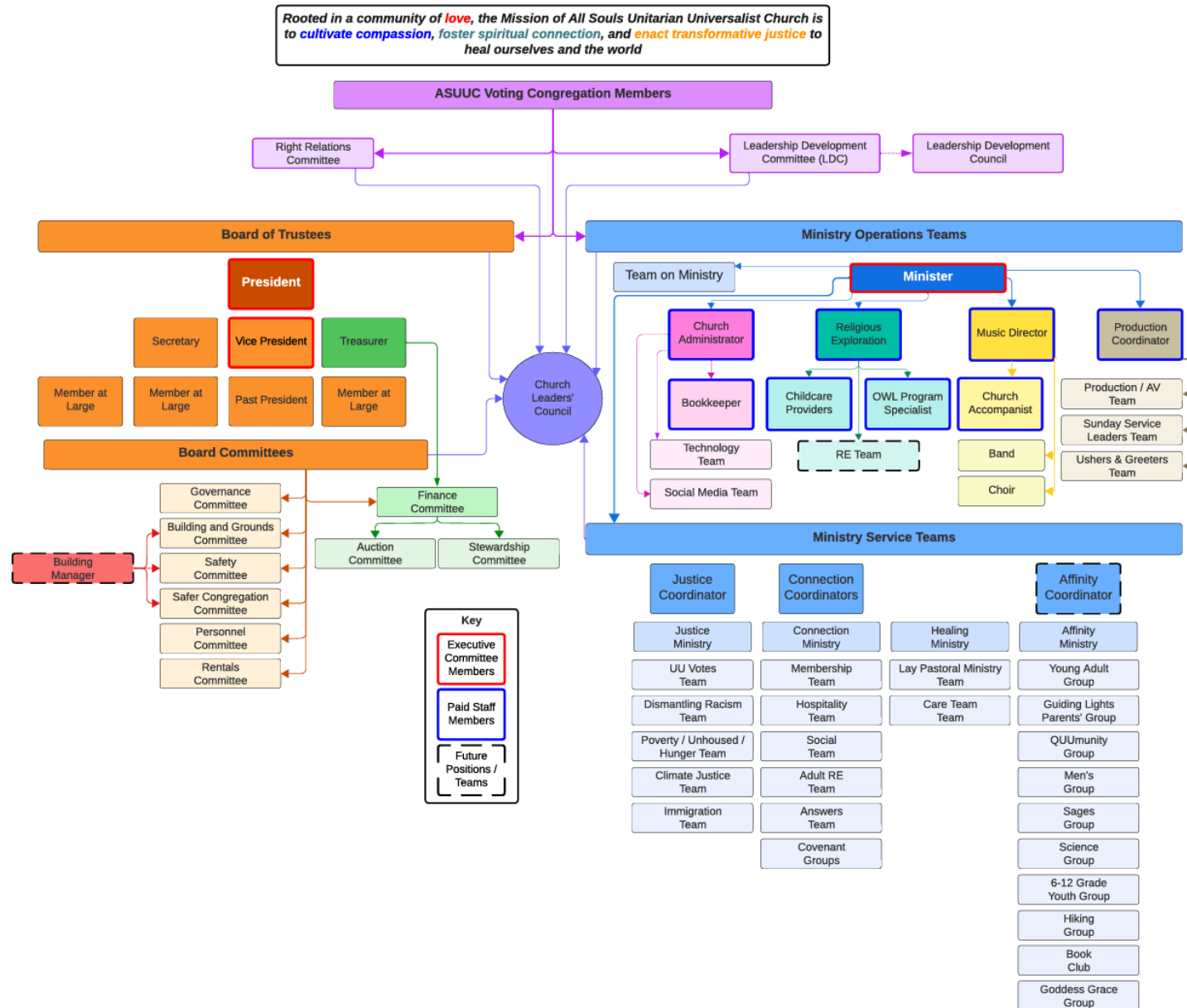
As with any big transition, a key part will be keeping the eye of the storm calm. That's me. And that's you. A quiet confidence that fuels both grace and curiosity will help us solve any puzzles while also keeping the waters calm. I am confident, in fact. I am confident in the can-do nature of All Souls. Confident? I'm delighted by it. I think we have the camaraderie and competence to handle all the puzzles and turbulence that we might be inviting.

This second service shift may prove to be permanent and good. Or it may turn out that it doesn't suit us. Each result will bring new puzzles. But I do not think that either will depend on the skill of staff and volunteers.

Now some bullet points.

- New staff:
 - Matthew Brown - AV
 - Nike Meyer - Admin
 - I am beyond happy with both hires. As they acclimate to ASUUC and us to them, there have been some discovery moments - both of challenges and abilities. But nothing out of the ordinary for new hires. Some of them have compelled us to clarify some of our P&P's (Events Team for example). And that's a good thing (thanks Dale!).
- Social Media
 - We now have a social media presence! It's fun. Nike and the Soc Med team are doing good work. You can help them, and us, by "liking" and sharing any and every ASUUC piece of social media that appears on your feed.
- AV
 - Matthew has diagnosed some of our persistent audio challenges (mics cutting out, radio sound, etc) and is working the mitigate.

- I've instructed Matthew to disable the chat on zoom during services. It has been an on-going distraction to the AV desk that leads to miscues. He is now testing audio visual on zoom as he does in the room prior to service.
 - The hard truth is that we need to prioritize the experience of the folks in the room. Zoom is a wonderful and accessible platform. But the in-person experience is both better attended and the bedrock of our production. I don't think everyone will love this change at first.
- Justice Stuff
 - As part of Faith Table, I will be meeting with Mayor Yemi to encourage him to take a more visibly compassionate and justice oriented and PUBLIC stand with regards to immigration and the relationship between COS and federal agencies.
- Now that we're moving into the functional part of the year, I am very interested in seeing how our new org chart activates. (attached in e-mail).
- Moving forward, I feel both board and minister should seek to encourage and support the Leadership Development Committee.
- I also believe we need some attention devoted to our Right Relations/Conflict Management P&P's. Dale and I have discussed this briefly. I imagine we will lean into it with more vigor in the coming weeks.



Attachment 3: Volunteer Fair Report

Adult Education - 5 folks signed up for 7 different classes

B&G - 5 new volunteers

Sun Service - 3 sign-ups to usher, 3 for aesthetics

Social - 5 sign-ups to host Circle Suppers

Care Team - 1 new volunteer

Membership - 2 new recruits, multiple referrals to affinity groups to learn more about UU, Path to Membership

Auction - 8 signups to assist with Auction night success

BOT Committees - 4 new volunteers for Finance Team, 1 for Governance

Safety - 1 new volunteer

Stewardship - 6 volunteers for testimonials, 8 sign-ups to host potlucks during Stewardship Drive, 1 to canvas as to “giving” during the dinners

Attachment 4: Event/Rentals Committee Report

Meeting with Black Rose: Attendees present: Michael Walty, Bart Weinberger, Nike Meyer and myself. Michael was appreciative of the policy and offered to increase the rent for each group meeting to \$40. Nike offered and Michael agreed to be billed at the end of the month.

Discussion after the meeting resulted in a suggestion to revise the policy to include that the committee will hold to one-time rental flat rates with only minor adjustments as appropriate and will consult with Board for any unusual situations. See requested policy revisions. Also will add that a "Use of Church Space" policy will be given to all Recurring rentals.

Meeting with the Buddhist meditation group: present: Paul Malek, Dale Young, Nike Meyer, Bart Weinberger and Dan Hall. Got a history of the group. Currently small group open for new members. No All-Souls members currently. Agreed to keep current agreement and building safety...contribute once or twice a year.

Bart and Dale met with Rev. Ron to discuss details for brochure that spell out what is free and what is not for Member Rites of Passage. Bart is not comfortable with charging for Coordinating these events so agreed to revise the policy for this (see attached revision). Also, Dale didn't notice that description of immediate family had been edited to no longer allow for "grandparents as parents and families of choice. This is corrected along with some other minor corrections in the revised policy attached.

Attachment 5: RE Report (Board Report June 2025 to September 14, 2025)

Attendance since last report:

6/1/2025: **11** (4 nursery, 6 elementary, 1 youth)
6/8/2025: **7** (3 nursery, 4 elementary)
6/15/2025: Intergenerational
6/21/2025: **8** (2 nursery, 6 elementary)
6/29/2025: **15** (5 nursery, 10 elementary)
7/6/2025: **12** (3 nursery, 9 elementary)
7/13/2025: Intergenerational
7/20/2025: **1** nursery
7/27/2025: **5** (2 nursery, 3 elementary)
8/3/2025: **8** (6 nursery, 2 elementary)
8/10/2025: **14** (7 nursery, 7 elementary)
8/17/2025: **14** (3 nursery, 11 elementary)
8/24/2025: **9** (6 elementary, 3 nursery)
8/31/2025: **8** (6 elementary, 2 nursery)
9/7/2025: Intergenerational Service (Water Communion)
9/14/2025: **31** (6 nursery, 13 elementary, 12 youth)

As anticipated, attendance was lower over the summer. However, our opening weekend of RE following Water Communion had excellent participation, with **31 children and youth** across nursery, elementary, and youth groups.

Nursery

I am especially in need of additional nursery volunteers. For the past few months, we've relied heavily on one dedicated volunteer, but since his wife is expecting a baby any day, he will be unavailable for a while. With the shift to two services in October, I will need one additional nursery volunteer per Sunday compared to one-service Sundays. While this balances out somewhat (as we will need one fewer elementary volunteer), nursery coverage remains a challenge.

It is particularly difficult when Kristina is unavailable (due to illness or personal reasons), as at least one nursery volunteer must be CPR certified—and ideally both. Thankfully, several of our volunteers already have this training through their work in education or healthcare. Still, filling all 4 nursery spots without Kristina present on a non-intergenerational Sunday is especially challenging. If we continue with two services long-term, and our congregation grows, we may want to consider fully staffing the nursery with paid childcare providers (either just on occasions when Kristina is gone or on a regular basis to assist Kristina).

Elementary

Through October 5, we are continuing with themed lessons based on the JETPIG principles. Beginning October 12, we will partner with the Antiracism Team to offer **Embrace Race for UU Families** (a parent program) alongside **Drawing Differences** for children during RE. The parent portion will be offered via Monday evening Zoom, while the children's program will be incorporated into Sunday RE.

This year's group includes more upper-elementary children, giving us a more balanced age spread. If we were still running two elementary groups during one service, I would likely split into K–2 and 3–5. However, with two services, we will continue with one K–5 group per service. The *Drawing Differences* curriculum is designed for ages 8–11 but provides guidance for adapting to younger children, making it a good fit for our groups.

OWL

Heather is coordinating a 4th–5th grade OWL program beginning in October, and planning is going well.

Youth

On our opening Sunday, we had **12 youth** in attendance—our highest ever on a single Sunday. The group met in the library, which felt a bit crowded. Ben and I are wondering about the timeline for the lift construction, which will allow the youth to meet in a more spacious, accessible room.

Attachment 6: Treasurer's Reports (July Report and 2025 Annual Report)



All Souls Unitarian Universalist Church
of Colorado Springs

Treasurer's Report

June 2025 Monthly Report

and

FY2024-2025 Final Report

Stan Kidder

Treasurer

5:51 PM
08/23/25
Cash Basis

All Souls Unitarian Universalist Church
Balance Sheet
As of June 30, 2025

	A	B	C	D	E	F	G
1							Jun 30, 25
2	ASSETS						
3	Current Assets						
4	Checking/Savings						
5	Ent Bank Accounts						
6					General Fund Savings 00		201.16
7					Operating Account 10		40,846.99
8					State Historical 13		36,823.10
9					Total Ent Bank Accounts		77,871.25
10					Lay Leadership Development Fund		105,891.10
11					Total Checking/Savings		183,762.35
12	Other Current Assets						
13					Endowment Long Term Investment		1,328,039.44
14					Total Other Current Assets		1,328,039.44
15					Total Current Assets		1,511,801.79
16	Fixed Assets						
17					15000 · Furniture and Equipment		10,000.00
18					16000 · Stained Glass Windows		324,000.00
19					18000 · Building		2,157,000.00
20					Total Fixed Assets		2,491,000.00
21	TOTAL ASSETS						4,002,801.79
22	LIABILITIES & EQUITY						
23	Liabilities						
24	Current Liabilities						
25	Other Current Liabilities						
26					20001 · Minister Discretionary		832.56
27					20002 · Westside Cares		-211.31
28					20003 · Souls for Solar		15,175.10
29					20004 · Share The Plate		6,167.43
30					20005 · Child RE		492.65
31					20006 · Youth RE		5,471.63
32					20007 · BuildingGroundsFund/Donations		
33					20007.1 · Plant Sale		125.57
34					20007 · BuildingGroundsFund/Donations - Other		558.16
35					Total 20007 · BuildingGroundsFund/Donations		683.73
36					20008 · Lay Leadership Development		105,891.10
37					20009 · Elliot Ordination Fund		2,334.95
38					20111 · Second Service Fund		3,709.76
39					2200 · Payroll Liabilities		10,319.39
40					Total Other Current Liabilities		150,866.99
41					Total Current Liabilities		150,866.99
42	Total Liabilities						150,866.99
43	Equity						
44					Retained Earnings		47,659.55
45					30000 · Opening Balance Equity		3,575,272.32
46					32000 · Unrestricted Net Assets		203,358.21
47					Net Income		25,644.72
48					Total Equity		3,851,934.80
49	TOTAL LIABILITIES & EQUITY						4,002,801.79

5:59 PM
08/23/25
Cash Basis

All Souls Unitarian Universalist Church
Profit & Loss Budget Performance
June 2025

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
									Jun 25	Budget	Jul '24 - Jun 25	YTD Budget	Annual Budget	% of Budget
1														
2								Ordinary Income/Expense						
3								Income						
4								Fund Raisers						
5								3210 • Church Rental - General	450.75	750.00	5,403.75	9,000.00	9,000.00	60%
6								3420 • Grocery / Scrip Cards	0.00		316.11			
7								3440 • Auctions	23.85	0.00	21,471.98	13,000.00	13,000.00	165%
8								3450 • Other Fundraisers	0.00	333.00	-39.31	4,000.00	4,000.00	-1%
9								Total Fund Raisers	474.60	1,083.00	27,152.53	26,000.00	26,000.00	104%
10								Regular Contributions						
11								3110 • One Time Online	1,000.00	0.00	2,167.34	0.00	0.00	
12								3115 • Pledges Payments						
13								3115.6 • Pledges 23-24	0.00		3,996.46			
14								3115.7 • Pledge Payments 24-25	9,847.97		208,915.65			
15								3115.8 • Pledge Payments 25-26	6,032.59		27,556.61			
16								3115 • Pledges Payments - Other	0.00	17,287.00	0.00	207,447.00	207,447.00	0%
17								Total 3115 • Pledges Payments	15,880.56	17,287.00	240,468.72	207,447.00	207,447.00	116%
18								3120 • Non Pledge	2,290.00	1,000.00	9,097.76	12,000.00	12,000.00	76%
19								3320 • Collection Plate	649.90	1,106.00	10,565.43	11,500.00	11,500.00	92%
20								Total Regular Contributions	19,820.46	19,393.00	262,299.25	230,947.00	230,947.00	114%
21								Total Income	20,295.06	20,476.00	289,451.78	256,947.00	256,947.00	113%
22								Gross Profit	20,295.06	20,476.00	289,451.78	256,947.00	256,947.00	113%
23								Expense						
24								Board of Trustees						
25								4542 • Discretionary Fund	0.00	0.00	3,621.47	0.00	0.00	
26								Total Board of Trustees	0.00	0.00	3,621.47	0.00	0.00	
27								Employee Expense						
28								Payroll Expense						
29								4805 • Payroll Taxes (Employer FICA)	566.38	529.00	8,398.85	6,349.00	6,349.00	132%
30								4825 • Workers Compensation Insurance	0.00	101.00	2,152.50	1,210.00	1,210.00	178%
31								4835 • Payroll Processing						
32								66000 • Payroll Processing	99.30	70.00	1,245.90	842.00	842.00	148%
33								Total 4835 • Payroll Processing	99.30	70.00	1,245.90	842.00	842.00	148%
34								Total Payroll Expense	665.68	700.00	11,797.25	8,401.00	8,401.00	140%
35								Senior Minister						
36								4110 • Salary	2,566.66	2,566.66	30,799.92	30,800.00	30,800.00	100%
37								4115 • Housing Allowance	4,766.66	4,766.66	57,199.92	57,200.00	57,200.00	100%
38								4120 • Retirement	1,099.98	635.00	8,799.84	7,621.00	7,621.00	115%
39								4125 • Medical, Dental, Life Ins.	2,027.96	2,253.00	23,715.66	27,032.00	27,032.00	88%
40								4130 • Disability	95.33	87.00	1,143.96	1,049.00	1,049.00	109%
41								4135 • Professional Expense	2,344.03	733.00	4,320.63	8,800.00	8,800.00	49%
42								4145 • FICA Reimbursement	561.00	561.00	6,732.00	6,732.00	6,732.00	100%
43								Total Senior Minister	13,461.62	11,602.32	132,711.93	139,234.00	139,234.00	95%
44								Youth Program	0.00		-50.00			
45								Total Employee Expense	14,127.30	12,302.32	144,459.18	147,635.00	147,635.00	98%
46								Fundraiser Expense						
47								4724 • Event Coordinator	0.00	100.00	250.00	1,200.00	1,200.00	21%
48								4730 • Rental Expense	0.00		43.88			
49								4740 • Auction	0.00	167.00	1,358.51	2,000.00	2,000.00	68%
50								Total Fundraiser Expense	0.00	267.00	1,652.39	3,200.00	3,200.00	52%
51								Outreach						
52								4732 • Social Justice Team	250.00	331.00	3,176.79	3,969.00	3,969.00	80%
53								4733 • Communications	0.00	167.00	0.00	2,000.00	2,000.00	0%
54								Total Outreach	250.00	498.00	3,176.79	5,969.00	5,969.00	53%

5:59 PM
08/23/25
Cash Basis

All Souls Unitarian Universalist Church
Profit & Loss Budget Performance
June 2025

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1									Jun 25	Budget	Jul '24 - Jun 25	YTD Budget	Annual Budget	% of Budget
55								Religious Exploration Expense						
56								4153 • Adult Programs	0.00		7.88			
57								4154 • RE Team Lead Prof Expenses	0.00	125.00	884.95	1,500.00	1,500.00	59%
58								4156 • Nursery Care Providers	270.72	271.00	3,258.64	3,248.00	3,248.00	100%
59								4158 • RE Team Lead Salary	1,081.26	1,081.00	12,975.12	12,975.00	12,975.00	100%
60								4241 • RE Supplies	0.00	183.00	394.16	2,200.00	2,200.00	18%
61								4251 • RE Activities	0.00	117.00	167.92	1,400.00	1,400.00	12%
62								4254 • OWL Expenses	0.00	42.00	588.51	500.00	500.00	118%
63								4256 • OWL Program Specialist Salary	529.26	0.00	6,351.12	6,381.00	6,381.00	100%
64								4257 • Navigating Adulthood	351.11	500.00	2,797.16	6,000.00	6,000.00	47%
65								Total Religious Exploration Expense	2,232.35	2,319.00	27,425.46	34,204.00	34,204.00	80%
66								Resource Development						
67								4717 • Stewardship Drive	0.00	42.00	171.49	500.00	500.00	34%
68								Total Resource Development	0.00	42.00	171.49	500.00	500.00	34%
69								Service Expense						
70								4710 • Guest Ministers	0.00	317.00	2,306.44	3,800.00	3,800.00	61%
71								4711 • Liturgical Supplies	309.33	100.00	1,107.99	1,200.00	1,200.00	92%
72								4714 • Fellowship / Hospitality	133.86	25.00	1,113.66	300.00	300.00	371%
73								4725 • Choir Music & Supplies	0.00	128.00	199.96	1,535.00	1,535.00	13%
74								4726 • Special Music / Musicians	0.00	50.00	710.00	600.00	600.00	118%
75								4739 • Production Expense	0.00		20.99			
76								4807 • Accompanist Salary	1,061.66	1,062.00	8,493.28	12,740.00	12,740.00	67%
77								4820 • Music Director Salary	1,865.62	1,866.00	22,387.44	22,388.00	22,388.00	100%
78								4821 • Music Director Reirement	0.00	153.00	0.00	1,841.00	1,841.00	0%
79								4823 • Sunday Service Coordinator	0.00	1,820.00	25,193.00	21,840.00	21,840.00	115%
80								4824 • Production Assistant	0.00	103.00	1,260.00	1,230.00	1,230.00	102%
81								4827 • Music Staff Prof Expense	425.00		1,781.51	525.00	525.00	339%
82								Total Service Expense	3,795.47	5,624.00	64,574.27	67,999.00	67,999.00	95%
83								Soul Care						
84								4700 • Caring Team Expense	0.00	8.00	5.38	100.00	100.00	5%
85								4713 • Membership and Visitors	100.00	108.00	870.45	1,290.00	1,290.00	67%
86								Total Soul Care	100.00	116.00	875.83	1,390.00	1,390.00	63%
87								Sustaining Operations						
88								Property and Office Related						
89								4410 • Waste Disposal	496.97	117.00	1,687.67	1,400.00	1,400.00	121%
90								4411 • Safety Team	0.00		17.59			
91								4420 • Utilities	0.00	1,083.00	7,645.90	13,000.00	13,000.00	59%
92								4475 • Government Dues/Fees	0.00	8.00	148.24	100.00	100.00	148%
93								4490 • Contracted Building Services	467.64	592.00	5,611.68	7,100.00	7,100.00	79%
94								4531 • Telephone & Internet	86.42	92.00	1,099.79	1,100.00	1,100.00	100%
95								4532 • Office Supplies	0.00	125.00	1,278.71	1,500.00	1,500.00	85%
96								4534 • Technology Fees	171.00	116.00	3,038.47	1,393.00	1,393.00	218%
97								4550 • Bank and Credit Card Fees	0.00	8.00	25.90	100.00	100.00	26%
98								4551 • Merchant Fees	256.86	125.00	2,289.43	1,500.00	1,500.00	153%
99								4727 • Technology	0.00	25.00	20.00	300.00	300.00	7%
100								4801 • Subscriptions and Memberships	0.00		914.07			
101								Total Property and Office Related	1,478.89	2,291.00	23,777.45	27,493.00	27,493.00	86%
102								4430 • General Maintenance	488.04	550.00	5,556.45	6,600.00	6,600.00	84%
103								4450 • Custodial Supplies	140.49	46.00	889.27	550.00	550.00	162%
104								4460 • Structure and Liability	0.00	1,031.00	10,250.40	12,375.00	12,375.00	83%
105								4610 • UUA Fairshare	1,025.00	1,025.00	12,300.00	12,300.00	12,300.00	100%
106								4803 • Administrator Salary						
107								4803.2 • Administrator Retirement	389.25	162.00	3,108.01	1,938.00	1,938.00	160%

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08/23/25
Cash Basis

All Souls Unitarian Universalist Church
Profit & Loss Budget Performance
June 2025

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1									Jun 25	Budget	Jul '24 - Jun 25	YTD Budget	Annual Budget	% of Budget
108								4803 • Administrator Salary - Other	2,595.00	2,595.00	31,140.00	31,140.00	31,140.00	100%
109								Total 4803 • Administrator Salary	2,984.25	2,757.00	34,248.01	33,078.00	33,078.00	104%
110								4804 • Administrator Professional Exp	0.00		245.00			
111								4808 • Accounting / Bookkeeping	714.00	727.00	9,408.00	8,726.00	8,726.00	108%
112								Total Sustaining Operations	6,828.67	8,427.00	96,674.58	101,122.00	101,122.00	96%
113								64700 • Miscellaneous Expense	0.00	0.00	215.00	0.00	0.00	
114								Total Expense	27,333.79	29,595.32	342,846.46	362,019.00	362,019.00	95%
115								Net Ordinary Income	-7,038.73	-9,119.32	-53,394.68	-105,072.00	-105,072.00	51%
116								Other Income/Expense						
117								Other Income						
118								NetRealized/UnrealizedGain/Loss	34,814.99	0.00	120,047.52	0.00	0.00	
119								Other Revenue						
120								Interest Income	0.00		52.15			
121								State Historical Income	0.00		48,694.00			
122								3810 • Other Income						
123								Interest Income	7.72		32.35			
124								Total 3810 • Other Income	7.72		32.35			
125								Total Other Revenue	7.72		48,778.50	0.00	0.00	
126								Total Other Income	34,822.71	0.00	168,826.02	0.00	0.00	
127								Other Expense						
128								Other Expense						
129								3824 • State Historical Expense	0.00		80,029.90			
130								3825 • 30 Yr Project	296.27	0.00	7,873.77	0.00	0.00	
131								3826 • Infrastructure - B&G	0.00	0.00	1,208.71	0.00	0.00	
132								3827 • Infrastructure - AV/Tech	0.00	0.00	614.24	0.00	0.00	
133								3860 • Other	60.00	0.00	60.00	0.00	0.00	
134								Total Other Expense	356.27	0.00	89,786.62	0.00	0.00	
135								Total Other Expense	356.27	0.00	89,786.62	0.00	0.00	
136								Net Other Income	34,466.44	0.00	79,039.40	0.00	0.00	
137								Net Income	27,427.71	-9,119.32	25,644.72	-105,072.00	-105,072.00	



UU Common Endowment Fund (UUCEF)

July 01, 2024 Through June 30, 2025

Account Number: 611296

Account Name: All Souls Common Endowment Fund

UU Common Endowment Fund

24 Farnsworth Street
Boston, MA 02210-1409
Phone 617-948-4306

Account Activity Summary

Beginning Balance - Close of Business Jun 30, 2024	\$1,354,230.92
Additions	0.00
Withdrawals	(146,239.00)
Realized Gains / Losses	24,628.68
Change in Market Value	95,418.84
Ending Balance - Close of Business Jun 30, 2025	\$1,328,039.44

Asset Details

Asset Description	Shares	Market Price	Market Value	Net Cost	Unrealized Gain (Loss)
UUCEF_POOL	100,796.1321	\$ 13.175500	\$ 1,328,039.44	\$ 1,030,917.67	\$ 297,121.77
		Grand Total	\$1,328,039.44	1,030,917.67	297,121.77

Cash Clearing Detail

Description	Date	Amount
Sold UUCEF Shares	07/01/2024	\$ 46,239.00
UUCEF611296-All Souls Common Endow Fd All Souls Unitarian Universalist Church	07/03/2024	(46,239.00)
Sold UUCEF Shares	08/01/2024	30,000.00
UUCEF611296-All Souls Common Endow Fd All Souls Unitarian Universalist Church	08/02/2024	(30,000.00)
Sold UUCEF Shares	09/01/2024	20,000.00
UUCEF611296-All Souls Common Endow Fd All Souls Unitarian Universalist Church	09/03/2024	(20,000.00)
Sold UUCEF Shares	04/01/2025	25,000.00
UUCEF611296-All Souls Common Endow Fd All Souls Unitarian Universalist Church	04/09/2025	(25,000.00)
Sold UUCEF Shares	06/01/2025	25,000.00
UUCEF611296-All Souls Common Endow Fd All Souls Unitarian Universalist	06/06/2025	(25,000.00)
		\$ 0.00

Buy and Sale Details

Sale Details	Date	Price	Shares	Amount
UUCEF_POOL	07/01/2024	\$ 12.017700	(3,847.5748)	\$ 46,239.00
UUCEF_POOL	08/01/2024	12.196000	(2,459.8229)	30,000.00
UUCEF_POOL	09/01/2024	12.408600	(1,611.7854)	20,000.00

UU Common Endowment Fund (UUCEF)

July 01, 2024 Through June 30, 2025

Account Number: 611296

Account Name: All Souls Common Endowment Fund

Buy and Sale Details

Sale Details	Date	Price	Shares	Amount
UUCEF_POOL	04/01/2025	\$ 12.360900	(2,022.5065)	\$ 25,000.00
UUCEF_POOL	06/01/2025	12.830100	(1,948.5429)	25,000.00
Total Sales				\$146,239.00



UU Common Endowment Fund (UUCEF)

July 01, 2024 Through June 30, 2025

Account Number: 611435

Account Name: Lay Leadership Development Fund

UU Common Endowment Fund

24 Farnsworth Street
Boston, MA 02210-1409
Phone 617-948-4306

Account Activity Summary

Beginning Balance - Close of Business Jun 30, 2024	\$0.00
Additions	100,000.00
Withdrawals	0.00
Realized Gains / Losses	0.00
Change in Market Value	5,891.10
Ending Balance - Close of Business Jun 30, 2025	\$105,891.10

Asset Details

Asset Description	Shares	Market Price	Market Value	Net Cost	Unrealized Gain (Loss)
UUCEF_POOL	8,036.9701	\$ 13.175500	\$ 105,891.10	\$ 100,000.00	\$ 5,891.10
		Grand Total	\$105,891.10	100,000.00	5,891.10

Cash Clearing Detail

Description	Date	Amount
Purchase UUCEF Pool	05/01/2025	\$(100,000.00)
Withdrawal From Cash / Cash Equivalents	05/31/2025	100,000.00
		\$ 0.00

UUCEF Cash / Equivalent

Description	Date	Amount
Cash Receipts	04/30/2025	\$ 100,000.00
Withdrawal From Cash / Cash Equivalents	05/31/2025	(100,000.00)
		\$0.00

Buy and Sale Details

Purchase Details	Date	Price	Shares	Amount
Cash / Cash Equivalents	04/30/2025	\$ 1.000000	100,000.0000	\$ 100,000.00
UUCEF_POOL	05/01/2025	12.442500	8,036.9701	100,000.00
Total Purchases				\$200,000.00

The Report

Operating Fund

It was a good year for the Operating Fund, the income and expenses of which are detailed on pages 3-5 of this report. Income was 113% of budget (column N, row 21). Expenses were 95% of budget (that is, 5% below budget, column N, row 114). Thus, the deficit (yes, deficit) was only \$53,395 or 51% of the budgeted \$105,072 deficit (row 115 on page 5). The deficit was 16% of total expenses, which is not bad when building back from a global pandemic and major staff turnover.

Something that we can all take pride in is that throughout the fiscal year the bills were consistently paid and the staff were consistently compensated, largely due to the Endowment (see next section).

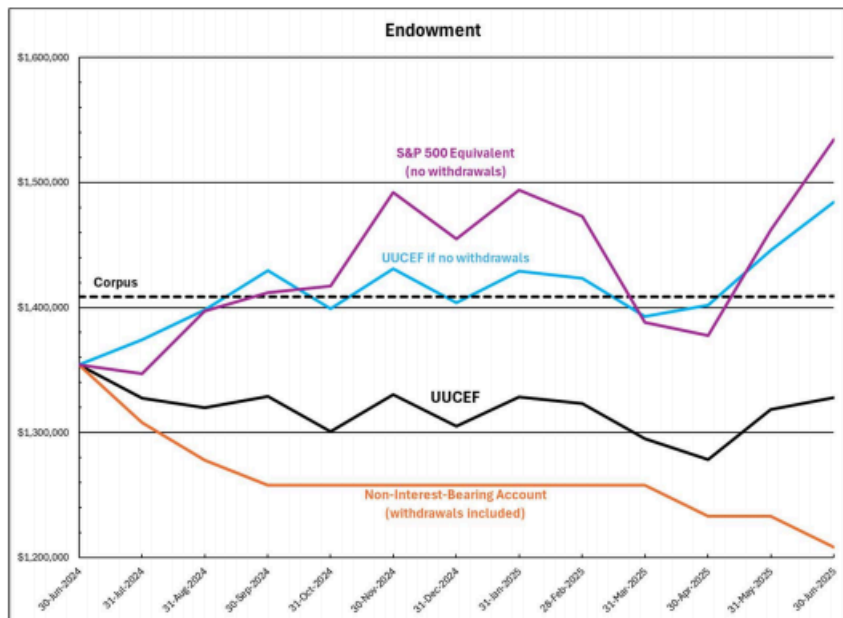
Readers are encouraged to peruse the entire QuickBooks summary of All Souls' fiscal year 2024-2025 financial record on pages 2-5. The Treasurer invites questions (Treasurer@asuuc.org).

Endowment

First, I, the Treasurer, am forever grateful to those former members who contributed so generously to All Souls' Endowment. It allows us to operate smoothly in troubled times. Thank you.

Per All Souls' Bylaws, the Endowment is invested in the Unitarian Universalist Common Endowment Fund (UUCEF, UUCEF.org).

The Operating Fund deficit was covered, of course, by Endowment withdrawals. The following chart shows the Endowment performance over the fiscal year.



The black line shows the actual UUCEF performance: it lost 1.9% (\$26,191) *due to withdrawals*. We ended the fiscal year with \$1.328 million in the Endowment (page 2, column G, row 13). The cyan line shows what the UUCEF would have done if there had been no withdrawals; it would have gained 10% (\$130,468). Note that without withdrawals the corpus (the total of all deposits into the UUCEF) would have been exceeded this year. The orange line shows what would have happened if the Endowment had been placed in a non-interest-bearing account and the same withdrawals had been made: it would have lost 11% (\$146,239). Finally, the magenta line shows the S&P 500 equivalent without withdrawals (and without any fees): it gained 13% (\$180,527).

Now, about those withdrawals. \$80,000 was withdrawn from the endowment to cover the deficit (\$53,395) and to ensure that the checking account had enough money to pay the bills and meet payroll. On the first day of the fiscal year (July 1, 2024), the checking account balance was \$5,588, less than one semimonthly payroll, which was not sustainable. On the last day of the fiscal year (June 30, 2025), the checking account balance was \$53,982, enough to start the new fiscal year. The difference (\$48,394) was largely accomplished by the \$26,605 difference between the endowment withdrawal and the deficit coverage.

In addition, we withdrew \$66,239 from the Endowment to cover our portion (30%, \$46,239) of the State Historical Fund grant for exterior repairs (see next section) and \$20,000 to finalize the contract. We will get the \$20,000 back from the State Historical Society when the construction is complete.

Not counting the \$20,000, we withdrew 9.3% of the value of the Endowment on July 1, 2024. As a general rule, we should withdraw no more than 5% of the Endowment per year. We have work to do.

Summary of 2023 State Historic Fund [SHF] Grant for Exterior Improvements.

Prepared by the B&G Team, July 15, 2025

In April 2023, a grant request was made to the SHF, for shared funding for preservation and renovation of the building exterior of our 132-year-old church. The grant was approved in June of 2023.

The scope of work included:

1. Rehabilitation of Tower - masonry stabilization, wood trim and louver repair and painting, the repair and painting of the roof flashing.
2. Rehabilitation of Roof Gable Ends - which have suffered from paint loss, weathering, and areas of wood rot. Epoxy filler was installed in the rotted areas, trim was replaced, and new paint was applied.
3. Rehabilitation of Exterior Masonry - The masonry on the lower levels of all four facades needed to be repaired and repointed
4. Rehabilitation of the metal panning at the top of the stone veneer – the sheet metal cap was badly weathered, and the substrate was rotted. New wood framing was installed and capped with a prefinished metal panning.

5. Rehabilitation of the brick masonry chimney – the surface was sandblasted to remove old paint, the brick joints were tuckpointed, and a densifier was sprayed on the brick face.

6. Repairs to the chimney flashing to eliminate water leaks.

PROJECT COSTS

\$154,127 INCLUDING A \$15,000 CONTINGENCY

\$107,888 SHF GRANT 70% OF THE PROJECT COST

\$46,239 ASUUC MATCH 30% MATCH WHICH WAS FUNDED FROM THE ENDOWMENT 30 YEAR FUND

CURRENT STATUS

The roof gable ends, chimney stabilization, metal pan replacement and masonry rehabilitation are complete, representing 85% of the project. The remaining work on the tower will be completed this summer.

Treasurer's notes: As of September 1, 2025, the work is still not completed. I expect that it will be completed in Fiscal Year 2025-2026. Also, this work is not part of the Operating Fund because it isn't confined to the fiscal year (July 1 to June 30).

Lay Leadership Development Fund

In April, a generous member of All Souls donated \$100,000 to create the Lay Leadership Development Fund (LLDF), whose purpose is

“...to provide scholarships for lay leaders (not paid staff) to participate in leadership training or activities. Examples include (in order of priority, but not limited to) Our Whole Lives Facilitator Trainings, Unitarian Universalist Association (UUA) workshops, webinars and trainings and General Assembly expenses.”

The LLDF is invested with the UUCEF in an account separate from the Endowment. It has done well this fiscal year, as illustrated in the following chart.



The LLDF will substantially aid the new Leadership Development Committee.

Future

Several financial things remain to be done post pandemic & post staff turnover, among them:

1. Reconstituting the Finance Committee
2. Having an internal audit to identify financial issues which need to be changed
3. Updating the Chart of Accounts, Statement of Financial Position (Balance Sheet), and Statement of Activities (Income Statement or Profit and Loss) to be less confusing and more useful.
4. Implementing a cloud-based accounting package to allow easier and quicker access to financial information
5. Working toward updated financial policies

Stay tuned!

Respectfully submitted September 3, 2025, by Stan Kidder, Treasurer.

Attachment 7: Building and Grounds Report

AGENDA



All Souls B&G Team Meeting

6:30 PM September 4, 2025, Library

1. Financials for FY26

B&G Maintenance 4430	\$ 4956
Custodial 4450	\$ 550
Souls for Solar	~ \$15,000
30-year Restoration Fund	\$
Plant sale/Peace Pole	\$ 125 (not counting pending vouchers)

****Please email Jenn the amount each time you submit a voucher****

0. Projects completed in August

1. Door to minister's office!!!
2. Chancel speaker cloths
3. Continued replacing ramp decking
4. Hosted garden social hour
5. Dumpster lock replaced
6. Name plates

0. September Tasks

1. Mowing: to Sept. 13: Aaron, after - all as needed
2. Building walk-thru: Pat
3. Rekey the lock on the AV desk
4. Refresh emergency and safe room supplies - Jenn
5. Check police bag and update keys, etc. - Dan
6. Change garden lights (7-11pm) - Jenn
7. Check wasp traps - Jenn
8. Weatherstrip north door/ministers office
9. Replace light in Great Hall ceiling - Gary

0. Grounds Update

1. Peace Pole installation (Sept. 11), plant sale balance
2. Water plants indoors
3. Short RE ceremony to dedicate Peace Poles (9/21??)
4. Install dog signs on new posts
0. Lay pastoral ministry team photos in SH? - Sonya Bergeron
 1. Custom frames? Jenn to talk to Council
0. Volunteer Fair planning
 1. Two or three to attend - Kate, Pat, Gary
 2. Eye catching set up - Plants, flower arrangement, building photo
 3. Print sign up sheet, flyer, example agenda - Jenn
0. Congregational Work Day Sept 27
 1. Clean out shed - toss old or unused materials?
 2. Clean out paint room, **Check for exterior paint for playground - Jenn
 3. Clean out balcony
 4. Tackle the playground - Dan has tools; need large plywood for climbing wall
 5. Clean woodwork indoors - Sticky pews
 6. Clean exterior doors -
 7. Clean SH light fixtures -
 8. Mulch
0. SHF Grants - Gary
 1. 2023 grant - goal to finish bell tower work by 9/30 so we can submit new application 10/1.
 2. New grant has received 2 letters of support; need more. Ask plate sharing? Club Q? Other ideas?
0. Lock box combo cheat sheet - Gary shared
0. Ramp decking replacement - ongoing
0. Vertical lift update/next steps - Gary and Henry to meet with building dept. to review proposal.
 1. Detail all options for the Board to consider
0. Painting schedule:
 1. Interior downstairs - Jenn will paint Mondays, Tuesdays (church calendar)
0. Stained glass piece - Jenn is still tracking down options
0. FY25-26 Priorities
 1. Main topic of October meeting!!
 2. Ben Wallace comment re: noise in SH
 3. Each project will need a written proposal and dedicated lead(s) for consideration
 4. Playground plan - detailed proposal for Board?

- 0. Items for/from BOT / Council
 - 1. Second Service Council Meeting update - Jenn
 - 2.
 - 3. Fall workday promotion
 - 4. The church is accumulating stuff...
- 0. Important dates:
 - 1. Next B&G Meeting: Thursday, Oct. 2, 5:30 pm
 - 2. Volunteer fair: Sunday, Sept. 7
 - 3. International Peace Day, Sept. 21
 - 4. Fall workday Saturday, Sept. 27
 - 5. Two service schedule begins, Oct. 5

Building Team	Dan and Dana Hall, Henry Reitwiesner, Jay Hatfield, Janice Black, Jenn DeWoody, Mike Brabec, Mark Nordstrom, Kate Harrison, Gary Harrison, Maria Candiloros, Gay Harrison, John D'Alessandro, Aaron Whittington
Garden Team	Pat Zeddies, Janice Black, Becky Harrison, Jenn DeWoody, Charmaine D'Alessandro, Heather Ashbee
Friendly Copy	Nike Meyer

Attachment 8: Personnel Committee Report:

The Personnel Committee is meeting the last Wed. of the month. Gaye Woullard, Linda Nicks and Dale Young are on the committee. This is Dale's 4th year on the PC and Linda has been on and off for 4 years. Gaye is not interested in being a Lead on the Committee but has been very interested in learning what the PC does. Dale and Linda will be leaving at the end of May. A PC job description was created for the Volunteer Fair with no success for generating any interest.

Update: PC worked with Matthew Brown, Rev. Ron and the Rentals and Events Committee on clarifying Job Description for AV tech Coordinator and when he and his team would be paid for services outside the Job Description and in compliance with the "Use of Church Space Policy."

PC created Letters of Agreement for staff who have increased hours due to going to two services and worked with the Board Pres., Head of Staff and Church Admin. to get them signed and placed in Personnel files. I believe we are waiting for Laura to sign hers, others have been completed.

PC is requesting that the Board assign someone to create an agreement showing the Minister's salary change and plan for a process for the Board to review and update the Ministerial Agreement which must be done every 3 years. Currently this is assigned to the TOM in the PC Charge (previously sent to the Board).

Attachment 9: Governance Team Report

Committee has included Ben Wallace, Dale Young, and Gay Harrison. The GC has never met as a committee. Currently Ben is working to organize the Membership Team and its many functions and helped with putting together and leading the Board retreat. Ben and Dale met with the Leadership Development Committee to offer support for figuring out what the leadership skills/needs are. Dale has offered to start working on a policy with Finance for availability and use of the Leadership Development fund.

Dale and Gay worked on editing and formatting the “Use of Church Space” policy. After meetings with others (see details below) see the need for revising the policy. See attached revision for Board review and approval.

Jay Hatfield indicated an interest in being on the Governance Committee at the Volunteer Fair. Dale will reach out to him to see what his interests are.

Attachment 10: Policy and Procedure: Use of Church Space

Dale, I need this doc in final form—one I have is in odd font/etc:

Use of Church Space, Including Rental and Member Events,

Policy and Procedures

1. Purpose:

All Souls Church has multiple spaces for meetings, events, and concerts. These spaces are scheduled for Congregational business and activities throughout the week filling the calendar most days and evenings. Special events like Member weddings and life celebrations as well as community requests to hold events at All Souls adds to the importance of setting clear priorities and procedures for deciding how and when to schedule events.

2. Policy Statements:

A. Planned use of church space is managed by the Church Administrator who takes requests for putting meetings and events on the church calendar. *In general, all spaces are reserved on the church calendar with the understanding that things come up and groups may be asked to move to another room. No space belongs to any one group, including recurring rental groups.*

B. The Church Administrator makes decisions on how to prioritize the scheduling of church space based on whether the event is a member-centered event or not, and how easy it is to make last minute changes. The priority is the following:

- 1) Sunday Services, Congregational meetings, Town Halls, New Member Classes, Potlucks, Church Auction, Member Weddings and Member Celebrations of Life.
- 2) Church group meetings and classes (such as Board, committee and team meetings), Religious Exploration classes, affinity groups activities, One-time Rental events * and Recurring rentals.

**Once a one-time rental has been placed on the calendar, a space has been reserved, and a fee has been paid, no other group can schedule or use that space on that day and time. In other words, it moves to #1 on the list of priorities.*

C. The Rental and Events Committee (REC) will manage all one-time events including rentals and will coordinate calendaring any event with the Church Administrator. Any recurring rental must be pre-approved by the Board and that agreement must be reviewed annually, at a minimum. The REC will follow the flat rental

rates agreed on with the Board making only minimal adjustments as appropriate. For any unusual situations, the REC will consult with the Board ahead of time.

D. Bartering/The exchange of rental space for a service (i.e. Sunday Service Speaker).

The REC will consult with the Minister or appropriate Group Lead before making any bartering arrangements.

E. Member Rites of Passage: The REC will manage the Member Rites of Passage events for a member's immediate family, such as weddings and End of Life Celebrations. Minister services use of church space and Event Coordinator are free to members and immediate family. However, rental fees for linens, and Audio-Visual tech support still apply.

F. Member Personal Use of Church: Members of All Souls cannot use the church free of charge for personal events *other than Rites of Passage*. Should they wish to rent the space, members receive a 25% discount. For this policy, the definition of immediate family is a member's parents (or surrogates), children (includes blood related and other adopted children), spouse and life partner.

G. Sponsored groups: All Souls Board of Trustees, Committees and Teams may sponsor a non-profit group that supports the All Souls mission, allowing them the use of church space for free. The sponsoring team or committee is responsible for overseeing the meetings and ensuring that this policy is followed. The sponsored group meeting should be open to All Souls Members and be free of charge for attendees.

H. Non-Profit Use: Other non-profits (not sponsored as described above) may rent church space for a discount of 20%.

I. All church activities must have a member of All Souls or a church staff person present during the activity, unless otherwise arranged.

3. Roles and Services Description:

A. Audio Visual (A/V) Tech Services: All events/rentals needing these services must use trained person vetted by the All Souls A/V Coordinator. The A/V Coordinator has first rights of refusal for these jobs. There is a fee for this service that is approved by the Board.

B. Minister Services: All requests for minister services must go directly to the Minister.

Minister services for Member's Rites of Passage events are free of charge.

Policy and Procedures- Use of Church Space Date BOT Approved: 22 July 2025 Source: Rentals and Events Committee

C. Music Services: Requests for music go to the Music Director who along with the Piano Accompanist has first right of refusal. This included Member's Rites of Passage events. There may be a fee involved and this would be arranged between parties.

D. Event Coordinator (EC): The EC will manage events from beginning to till the end. Fees charged to rent are approved by the Board. For Member Rites of Passage, the EC will volunteer their services. The REC is responsible for identifying ECs and notifying the Church Administrator of who is on the list and following up to be sure they are paid when appropriate.

E. Church Administrator: Works with REC in communicating between parties, keeping

track of agreements and contact information, putting events on the calendar and notifying

parties of any changes. They also collect money and make sure vouchers are processed.

F. Event Venue Request and Agreement Form: This form listing rental rates must be updated by the REC and approved by the Board annually. **G. ASUUC**

waiver and release of liability: This form should be attached to, filled out and signed for any agreement for use of church space at All Souls. **H. Parking, Alcohol Use and**

Smoking Policies: The REC will provide renters with the current policy for these actions as part of the rental agreement: **5.**

Procedures for Rental and Member Right of Passage Event Planning:

A. One Time Event Procedures:

- 1). All rental and event inquiries will be referred to the REC at events@asuuc.org.
- 2). The REC will gather information on whether this is in line with our mission
- 3). The REC will confirm date and room availability with the Church Administrator placing a temporary hold on these and review rental rates as appropriate.
- 4). The REC will also confirm the availability of event coordinator(s), audio visual tech support and Minister as appropriate.
- 5). The REC will make sure that the **Event Venue Request and Agreement** form is completed and signed and that a deposit is collected if applicable.
- 6). A copy of the agreement is given to the renter and/or member, if appropriate.
- 7). The rental/event is placed on the Church calendar by the Church Administrator.
- 8). The Minister and Audio-Visual Coordinator are notified and informed of services requested.
- 9). If an Officiant is requested other than All Souls officiants, the REC can help with locating someone after consulting with All Souls Minister.
- 10). Payment must be worked out between the renter and/or member and this outside Officiant.
- 11). If the All Souls Minister is requested, the Minister is informed and makes their own arrangements if payment is involved. The Minister will inform REC once this is done.
- 12). For Music and Accompanist requests, the REC will contact the Music Director and Accompanist to give them first right of refusal and set up arrangements for them to meet the renter and/or member to discuss further arrangements and payment if appropriate.
- 13). The REC will plan with the renter and/or member on what to set up, linens requested, etc. This must be written in the agreement.

14). The REC will provide renters with the policy for the following as part of the rental agreement:

- a. Parking
- b. Use of alcohol
- c. Smoking

15). Payment is made directly to REC or Church Admin. with cash or check. Options to pay with a credit card are in the process of being worked out.

16). The REC and Church Admin give the renter and/or member a receipt for payment and keep a copy for our records.

17). The Church Administrator will keep records of payments and send them to the Bookkeeper.

B. Recurring Rentals:

1). All rental and event inquiries will be referred to the REC at events@asuuc.org.

2). The REC will gather information on whether this rental is in line with our mission.

3). The REC will gather information on the request and fill out an **Event Venue Agreement**

Form and seek Board approval.

4). Once Board approves the agreement, it will be reviewed and renewed annually at a minimum and

shared with the renter and a new agreement made if needed.

5). The REC will have the recurring rental sign the Event Venue Agreement Form, give them this

Policy highlighting that should there be a change in schedule, there will be an effort to give them at least a 30-day notice so that they can make other plans

6). Payment is made directly to the Church Admin. with cash or check. Options to pay with

credit cards are in the process of being worked out.

7). The Church Admin will give a receipt if requested.

8). The Church Administrator will keep records of payments and send them to the Bookkeeper.

Attachment 11: Bylaws Task Force Report

Bylaws Task Force (BTF)

The BTF had a BBQ to celebrate a successful year over the summer. Currently TF is stalled. Ben Wallace has decided to leave the TF, Patricia Reitwiesner is involved in Indivisible and does not have time until after the election in November. Stan is invested in getting the Finance Committee going...had several sign up at the Volunteer Fair.

We could use one or two more people on the TF but did not get any interest at the Volunteer Fair.

Attachment 12: Membership Team Report

ASUUC Membership Team Report: September 2025

1. Current Membership Team Leadership

- a. Ben Wallace - Team Lead
- b. Gaye Woullard - Welcome Desk Lead, Visitor/Member Database Lead
- c. Bobbie Poole (Adult Programs Team) - Getting to Know UU Registration and Curriculum Support
- d. Patty Wiley - Getting to Know UU Food and Potluck Lead
- e. Currently Vacant (TBD) - Answers Team Lead

2. 9/7 Volunteer Fair Update

- a. Our team spoke with many people about the Membership Team and Welcome Desk, we had a few prospective members and currently have one new member and one more considering joining.

3. Getting to Know UU Class - October and November Sessions

- a. Bobbie Poole and the Adult Programs team are going to be helping facilitate class registration for the October and November classes as well as partnering with Rev. Ron to ensure the class attendees know where to be and have their materials for the class.
- b. Patty Wiley will be coordinating the food for the Saturday Morning class session breakfast as well as the New Member Potluck which will be a joint potluck for both classes held on Saturday Nov 22nd from 5-8pm
- c. The Membership Team Leaders will be working Nike to put together the gift bag materials for the new members that will be provided at the New Member recognition

4. Welcome Desk and New Visitor Database Updates

- a. The Membership Team will be staffing the Welcome Desk before both services in two shifts, 8:30am-10:30am and 10:30am to 12:30pm
- b. We have worked to move the majority of the new visitor forms online via Breeze in order to reduce the amount of double work the Membership Team and Church Administrator needs to do.
 - i. A paper form is still available if someone doesn't have a smart phone to scan the QR code for the New Visitor form.
 - ii. Gaye Woullard went back and made sure to contact visitors who had registered during the summer and all visitor follow ups are now current
- c. The Membership Team is proposing that we establish a "Coffee and Questions" table in the Library during the hospitality time between services so that newcomers or folks with hearing or sensory issues can have a quieter, less hectic place to talk with others about the church and figure out how to connect with our community further.

- i. The Leadership Development Committee had a conversation with Ben Wallace and Dale Young at their recent meeting where the idea was hatched in order to potentially provide a mechanism for the LDC members and others to meet newer community members
- ii. Having an alternate location for hospitality would provide a quieter space where community members can more easily have a conversation with congregation members without there being too much noise
- iii. Having this effort housed in the Library would also provide an opportunity for us to put resources, pamphlets, and books that might be of interest to folks new to the UU faith tradition or our church in a place that would be easily accessible
- iv. Ben Wallace spoke with Ron about the idea and Ben plans on bringing it up to the Board at the September 30th Board meeting. If the idea seems favorable, he will work on coordinating with the appropriate stakeholders to do a trial run as we shift to two services.

5. Other Membership Related Updates

- a. Nike has put together a New Visitor button on the front of the website so that folks who are brand new to the church can better get answers to some of their initial questions.
 - i. We got feedback from a visitor in the last week that they had visited the website prior to their visit and found the information very helpful
 - b. Ben Wallace and Nike are working on putting together a “Resources” page on the website with information about our UU faith tradition, resources for leaders, right relations, and any other topics that we think could be helpful for visitors and our congregation.
 - c. Ben Wallace is looking into creating a volunteer database and portal that can be added to the ASUUC website
 - i. The intent would be to provide a mechanism for more effectively publicizing the tasks and roles that teams need help with
 - ii. As soon as the database has been created, Ben will work with stakeholders to create a process for posting volunteer opportunities
 - iii. Future Phase Development Ideas
 - 1. Integrating the current Time and Talents Survey to the database
 - 2. Indexing and filtering views for church volunteer opportunities by team, skill, Myers Briggs types or other helpful metadata to help connect volunteers with available opportunities
 - 3. Creating periodic email digests that could be emailed to volunteers or team leaders with matches to their preferences or team needs
6. Next Membership Team Meeting will be on Monday October 20th at 4:30pm via Zoom

Submitted by Ben Wallace on behalf of the Membership Team

Membership Team Members: Ben Wallace, Patty Wiley, Gaye Woullard, Bobbie Poole, Robin

Laborde, Kaye Brabec, Janice Black, Jan Clover, Charmaine D'Alessandro, Sonya Hill Smith,

Barbara Kohlhaas, Kirsten Reece, , Stacy Sloan, Maria Wallace, Chris Youngdahl,

Questions or ideas for the Membership Team? Contact us at membershipleaders@asuuc.net

Attachment 13: Technology Team Update

ASUUC Tech update

1. Good news, we finally got approval for the free Google for Nonprofits Workspace!
2. The files have not been transferred. Nike is working with Stan to get his emails transferred from Outlook to Google, but we've run into an issue with admin permissions for the old Microsoft account. Still not 100% sure who the admin is or how to change those. For the time being Nike would suggest setting up the new Workspace and Drives and importing the files and info from Teams manually. She can help with the process.
3. President, VP, Treasurer, and Secretary all have official asuuc.net accounts, as well as all staff and several team leaders.
4. For now, Nike's hours are (in-office) M-F 9-2, but Nike can always be reached by email for assistance.

Attachment 14: Auction Team Report

ALL SOULS 2025 AUCTION UPDATE – Sept 27, 2025

2025 Auction Team Members: Heather Ashbee (Team Lead), Rick Schwarz, Sandra Collins, Dale Young, Chris Youngdahl, Kaye Brabec, Charmaine d'Alessandro, Bart Weinberger

Mission: The Annual Auction is a fundraising event at All Souls Unitarian Universalist Church, supporting its annual operating budget and church programming. The Auction is also an important vehicle to deepen inter-personal connections within the All Souls UU Church community.

Activity Update: The All Souls 2025 Auction opens on October 12th. The fundraising goal for 2025 is **\$15,000**.

This year's auction will be held in three parts:

1. **Silent (Online) Auction** – bidding opens on Sunday, October 12th and runs through Sunday, October 19th @ 5 pm. All silent auction bidding is done online through the [Auction Catalog](#). Participants can bid on our popular dinners & parties, services offered by church members, gift baskets, event tickets, hand-crafted items, and more. All events, items and services have been generously donated by members and friends of ASUUC.
2. **Live (In-Person) Auction & Auction Night Party** – will be held on Saturday, October 18th. This is All Soul's biggest all-church party of the year. Party-goers will enjoy an appetizer and dessert buffet followed by a Live Auction led by a professional auctioneer. Last year's Live Auction raised approx.. \$13,000. A Kids' Auction Night Party is being added this year, where kids and youth will have their own (supervised) party downstairs while their parents visit and bid upstairs. It's our hope that, by doing this, we will be able to boost auction participation among our young families.
3. **New to YUU (Online) Thrift Corner** – Open now until December 31st. This is where members can donate and purchase gently used goods and small hand-crafted items. Benefits of NTY include: offering bidders and donors, who might not be in a position to host a party or purchase the pricier auction events, another way to contribute to the auction fundraiser; keeping quality previously loved items out of landfill; providing a "second chance" to purchase unsold auction items after the Silent Auction closes; and, raising some additional money for the Church.

A few accomplishments to date:

- An auction [website](#) was created with pages for Registration/Sign In, a Donate Item form, Donation Ideas, Frequently Asked Questions, the Auction Catalog, NTY Thrift Corner, Live Auction, an Event Calendar, Business Donors, My Account, and Contact Us. Everything needed to participate in the 2025 Auction can be found on the auction website. We use the Auctria Emerald Plan as our software platform, purchased at a cost of \$375.
- So far, 80 events, services and items have been donated to the auction. Of these, approximately half are New-To-YUU items and 17 are dinners and parties. We expect to receive more auction donations before the September 30th submission deadline. So far, we are ahead of where we were last year on donated items, events and services.
- Auction updates and links to the auction website are submitted weekly during September and October to the ASUUC e-News.
- Announcements from the pulpit are given weekly to keep members apprised of "need-to-know" auction information.

- Direct mailings are planned to disseminate information about the Auction Night Party/Live Auction and how to bid in the Silent (online) Auction. A targeted mailing will also go out to the parents of children and youth to encourage attendance at the Kids' Auction Night Party.
- Personalized follow-up letters are sent to donors and registrants.
- A sub-committee (Miranda Ellsworth, Lynn Casebeer, Chris Youngdahl, Kaye Brabec) has formed to plan and prepare activities for the Kids' Auction Night Party.

Biggest challenge: Increasing participation among families with young children.