

Board of Trustees (BOT) Monthly Meeting Minutes

Tuesday, Feb 25, 2025, 6:30 – 9:17 PM

Attendees: Linda Nicks (President), Glen Day (Vice President), Becky Harrison (Past President) Stan Kidder (Treasurer), Gay Harrison (Secretary), Andy Walker (BOT at large), Dale Young (BOT at large), Sue Neufeld (BOT at large), Reverend Ron Phares and guests: Lynne Casebeer, Kathleen Brannan, Phyllis Dunn, Ben Wallace, Larry Norfleet, Kristen Psaki and Mike Bennett

Chalice Lighting: Linda called the meeting to order at 6:35 pm and read a blessing.

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.

*Note, Democratic Rules of Order used: Discussion, Motion, Vote; President announces motion carried/passed/failed for minutes and tracker.

III. **Consent Business Items:** Reports from the Minister, Building and Grounds and Membership Teams were provided and reviewed prior to the meeting. Sue moved we accept all consensus items. Glen 2nd, and the administrative motion was approved. See Attachment 1 for the Minister's Report, Attachment 2 for Building and Grounds Update, and Attachment 3 for the Membership Report.

A. **Feb Minister's report:** Board discussions arose about Ron's comment that we must move to a 2nd service. Big question is "can we afford it?" Ideas: Another issue is the crowded coffee time in the small hall. Various ideas were floated and discussed. Unfortunately, Ron still has no volunteers to man a 2nd Service Task Force to work out all ideas/issues. **Gay volunteered** to put together a chart capturing the various options/solutions discussed for BOT review. The full Minister's Report is Attachment 1.

B. **Treasurer's report:** January Treasurer's Report

- a. **Summary:** The Operating Fund is still headed for a deficit, which I now estimate to be \$24,000 at the end of the fiscal year. But the budget deficit is \$105,000. Thus, the projected deficit is 77% under budget. Pledge income through January is 17.4% above budget. The Endowment gained 1.8% in January. That followed a 2.1% loss in October, a 2.3% gain in November, and a 1.9% loss in December. It's been an up-and-down year for the Endowment. In summary, we're doing OK. Full Treasurer's Report is Attachment 4
- b. **Pledge Drive Status:** As of today, in the fourth and final week of the Pledge Drive, 64 pledges have been recorded totaling \$152K, and Kat has about 11 more pledges to enter in Breeze. Last year, at the end of March, we had 96 pledges for a total of \$218K. Thus, we're about 80% of last year. March is our follow-up month. If you haven't pledged, prepare for emails and phone calls! Mark Anderson, Stewardship Team Lead, has done an excellent job with the pledge drive this year.
- c. **Status of Finance Policy & Procedures (P&P)**—This document will be the Endowment Management P&P. The Finance Team/Committee is working on it with the help of Dale Young. It's complicated because the Endowment serves many purposes, among them:
 - i. As a Reserve fund, to cover checking account shortfalls
 - ii. As the deficit coverage fund
 - iii. As an emergency fund or immediate need fund

- iv. As the 30-Year Fund
- v. As the Board Discretionary Fund, which was removed from the Bylaws in 2022.

Even with all these purposes, the Endowment is supposed to grow over time. It's not so easy to get all this (and more) in balance, but we're working on it.

- d. **Chalice and retirement gift payment:** The bill for our beautiful new chalice came due this month. We, the Board, decided to give Rick Schwarz a retirement gift. I didn't know where to expense these things, so I expensed them to the non-existent Board Discretionary Fund. This means, of course, that they will be added to the budget deficit and will be paid for out of the Endowment. This is theoretically legal because the congregation approved a huge budget deficit, which we won't need. It would be better if we could reestablish the Board Discretionary Fund.
 - e. **Gift Acceptance Policy:** Finally, the Finance Committee/Team in collaboration with Dale Young is working on a Gift Acceptance Policy to guide the Board in its Bylaw-imposed duty to accept or reject gifts to the Endowment, one of which we are going to consider later this evening.
- C. **Membership clause/P&P change and Personnel update** – Dale moved that the BOT accept the new Membership P&P as presented. Becky 2nd. Motion passed. (# 28 on BOT Motion Tracker). See Atch 5 for new P&P
- D. **Building and Grounds Report:** See Atch 2. The minister's new office will soon have a door!
- E. **IT Task Force (TF) updates:** Ben discussed that the team is deciding the way forward based on new production hire (Mike). More to report next month.
- F. **Bylaws Review TF:** Dale shared that this TF recommendation is coming to board in March for BOT review/go-ahead.
- G. **Minister's Annual Review TF formal "stand down"; status of P&P:** Becky reported that this TF is still working a final P&P. It will be sent to the governance committee for review.
- H. **Website update:** Ben reported that the new "members' lounge" has been created and is now live with a link to Breeze that allows financial pledges and a Time and Talent sheet to be accomplished on-line. Members can find the member's lounge from the main website menu under "About Us" and that takes you to the option to select "Member's Lounge." The password is "jetpig. The Members Lounge page allows a member to see the church calendar and book spaces for meetings at church.

III. New Business

- A. **Proposal for ASUUC Cannabis Ceremony:** Kristen Psaki joined the BOT on-line to share the history of cannabis therapy/spiritual practices. This practice has the goal of helping people step into a sacred space and do inner work in community. Rev Ron and Kristen want to intentionally bring a cannabis circle into a church environment. The circle itself is 4-5 hours, and, throughout the event, a lot of guidance is given by trained administrators. Support staff also monitor participants. The BOT had several questions:
 - a. How do we keep it safe? Answer: Participants are closely monitored during circle work.

- b. How do we obey the law since cannabis law is different in each municipality/state? Answer: More research is needed for Colorado Springs specifically, but cannabis is legal in CO and participants must purchase and bring products they purchase themselves. She would guide participants on how to purchase correct products.
 - c. What is the cost? Answer: The BOT received no specific cost numbers, but some payment would be required for facilitators
 - d. Why hold it in church versus a private home/space? Answer: Ron sees it as a spiritual modality and Kristien pointed out that holding the cannabis circle in the church would allow us to experience it in community. Concerns of BOT members were shared. Would it be polarizing for congregation? Would it earn ASUUC “bad press”, etc. The congregation may not be ready for the circle to be held on church grounds, but a church sponsored event off site should perhaps be considered. Rev Ron and Kristen will take our input under consideration. More to follow on whether or not this event happens.
- B. **Larry Norfleet proposal for Lay Leadership Training gift:** Larry discussed his long relationship with ASUUC. He sees issues with getting leaders to work for our church. He has made a generous offer of a \$100K donation to fund Lay Leadership training. His gift will be an irrevocable donation. Larry wants these funds to be permanent/sustaining, so prefers ASUUC keep the corpus of this donation at \$100K. How we invest it dictates the earnings available for Lay Leadership training. One option discussed was to give grants from this fund. This development fund would be for lay leaders and NOT paid staff. Accountability would be needed annually (at the annual meeting). Ben mentioned that we could rename “Nominating Committee” to “Leadership Development Committee” and assign this committee oversight of Lay Leadership training. Some training costs that we could fund include OWL offsite training, webinars, on-line options; SOUL matters training and BOT Training. Larry gave priorities for the use of the funds in his proposal. The BOT had some questions for Larry: Would per diem and travel for training be covered? Dale pointed out that Larry’s proposal needs to be clarified before the BOT votes on it. Larry will consider all ideas and finalize his donation’s intent and any restrictions.
- C. **Guest Host Update – Phyllis Dunn:** Woman and baby staying at ASUUC (Charri and Jonathan) is NOT a sanctuary case. She is in NO danger of being deported. She has definite visa permission to stay and is working to finalize her status. We are in no danger of having ICE come to take her. However, “Privacy” signs should be placed on her room and the basement access. ICE could come into our “open to public” space like the large hall but cannot come into places marked “private.” Signs are already up on the Minister’s office, Kat’s office, Downstairs and the basement guest room. Phyllis will make laminated signs to put up and the main entry sign that welcomes everyone taken down. Dale made a motion that we put “Private” signs on all sensitive places in the church. Glen 2nd. Motion passed and is #29 on the BOT Motion Tracker. This guest has specific rules for staying at ASUUC while she awaits the apartment Catholic Charities is securing for her by June. Our hosting her allowed her to leave the family shelter she was in—greatly improving her and the baby’s life. Accompaniment Sanctuary Coalition (ASC) covers her expenses (utilities, etc.).
- D. **Introduction of Digital Ministries Coordinator:** Mike was introduced to the BOT. He starts 1 March. The BOT reviewed and approved the new Production and Digital Ministries Coordinator position in special meeting on 13 Feb. See Atch 6 for Minutes of that Meeting, and Atch 7 for the new position’s job description.

- E. **ASUUC Governance Committee report, Co-Chairs Ben Wallace; Dale Young:** New P&Ps are being created to include a new grievance policy, childcare and private guest space policy. These P&Ps will be before the board for review by the March BOT meeting.

- F. **Council, (Town Hall, Volunteer Fair, Council Secretary position):** Glen reported that the next Council Meeting is 18 March. Topics for this meeting will include discussing a Town Hall event that the Council would be invited to attend. Planning 3 simple main topics to start conversations. 1, Social justice efforts, 2, The second service question and 3, Communication technology updates. They want to plan the Town Hall to be after a service. Also discussing a volunteer fair. Possibly that our youth will be included in the volunteer fair. Also, Glen is planning to ask the council about having a council secretary for organization and continuity. NOTE: A Town Hall is scheduled for 6 April with for discussion of the 8th principle, led by our Dismantling Racism Team. The council will come up with another name for their event at right now its tentative date is 27 April.

- G. **Approval of 2 ASUUC GA voting delegates aside from Rev Ron, per UUA:** Linda asked for guidance from UU headquarters on how we had to approve voting attendees and learned there is no set way to approve these representatives. Becky moved: “The board approve Glen Day as our voting member for UU GA 2025”. Sue 2nd motion. Glen abstained from vote; all others voted “yea”. Motion passed. This is motion #30 on the BOT Motion Tracker.

- H. **Beth Elliot Ordination ceremony status:** Becky reported that Kathleen and Lynn will plan Beth’s ordination. The co-planners are Beth’s church in Albuquerque NM. They set aside \$1500 for the ceremony and Beth has asked that ASUUC match that amount. Lynn asked if we could do a special collection for the ordination. We must check with Social Actions before any special collection. Glen mentioned doing a 2nd collection on 30 March because it is a 5th Sunday. Ben could set up a square account for donations. Sue moved “that we set aside up to \$1500 from our treasury, minus any personal donations collected, for Beth Elliot’s ordination”. The motion was seconded by Glen and passed with a unanimous vote. It is listed as motion #31 on the BOT Motion Tracker. Beth will work with the NM and CO members of her ordination committee to coordinate details. We now must plan a special congregational meeting to vote earlier than the Annual Congregational Meeting on accepting Beth as an affiliated minister. ASUUC has booked 4 May for the special congregational meeting. 1 June 2025 is the Annual Congregational Meeting where we will call a final vote on Beth’s ordination/affiliation. Beth’s request for her ordination at ASUUC is Attachment #8.

- I. **Linda Moved** that the BOT Sign up for Kitchen Duty one Sunday a month. The group decided to volunteer for the 1st Sunday of each month when Linda brings a cake. Gay 2nd the motion and the motion passed. This is motion #32 on the BOT Motion Tracker. Becky and Gay will work this Sunday. Gay will send out a sign-up sheet for future months. Shift personnel should arrive no later than 10am for shifts and all BOT members are encouraged to bring food for the coffee hour the BOT works.

V. **Adjourn:** Linda called the meeting to close at 9:17 pm. The next BOT Meeting is 25 March 2025 at 6:30 pm.

Attachments:

1. Minister's Report
2. Building and Grounds Update
3. Membership Report
4. Treasurer's Report
5. Membership Policy and Procedures, 2025
6. BOT Special Meeting Minutes, 13 Feb 2025
7. Production & Digital Ministries Coordinator Duties
8. Beth Elliot Request for Ordination

Attachment 1: Minister's Report

Minister's Report Feb 2025

You know I love puzzles. Well, this one's a doozy. It seems pretty clear we need to go to two services. Here's the puzzle: Can we afford to? Can we afford not to?

I had assembled the 2nd Service Task Force (2STF) in the fall. But no leader emerged and we spun our wheels for a couple of meetings before I let it die of natural causes. The need however, persists.

One of the determinations 2STF was to make was when to go to 2 services. Well, we have had over 185 people for two of the last 4 services. I don't know what the fire marshal says, but to my mind 200 is max capacity. That is well over our membership count and well over what is comfortable, particularly after services. So that task is no longer one the 2STF needs to ponder. The WHEN is ASAP.

The question is how.

Had I my druthers, we'd stick with one service. But we simply do not have space. The way I see it we have 4 options. Each of these comes with a cost, some beyond (but including) financial. Maybe you can think of more.

1. Invest in remodeling the interior of the building so that we can accommodate more people. This would entail either raising and leveling the large hall floor and eliminating pews in order to make the large hall convertible to a small hall. Or it would entail gutting the downstairs in order to turn it into a social hall with a puzzle then about classroom space. Possibly also converting the upstairs area into a choir loft/overflow. Or some combination of these. I think, ultimately, this solution is one that needs to be deeply considered.
2. Invest in staff. If we move to two services, it will cost us an extra couple hours per Sunday for all or most staff. Perhaps we only have RE in one service?
3. Invest in staff, go to 2 services, then invest in remodeling with the aim of returning to 1.
4. Do nothing.

I've asked Rick to chair the 2STF (after previously hoping he might come to that decision on his own). I have yet to hear back from him. It may in fact be that we do not need a TF. It might be that, given there is no longer a question as to when, we just need to figure out staff costs (personnel) and logistics (times, choir, RE, coffee).

I have completed the staff mid-year reviews and discussed them with personnel team lead. Big picture; we have a great staff and we are all rather new to our positions (save Kat) and are identifying places we can improve.

Kat is no longer working Sundays and is now working Fridays. She loves the change as it gives her more time. When Mike, our new Digital Media Coordinator assumes e-letter duties in March (there will be a transition period), Kat will have even more time open up. This should allow her to focus her attention on administrative essentials.

The covenant writing is going way slower than I'd hoped. It is more difficult to write than the mission because it is more specific. I hope to wrap up the next iteration in March. I may turn it over to a task force. Not sure on that yet.

Long and short of it is, to quote Bill Clinton, "the state of the (congregation)... is good."

I've been more active in the activist and political community in town. Some faces and names are becoming more familiar.

Significant Dates

June 3-9 Vacation (final week of the allocated 4 weeks. 4 weeks of study leave already used). This changes from my last report. **June 17-25** General Assembly in Baltimore. I do not think I will be attending in person. I do not want to fly right now. But it will not be a normal week.

Attachment 2, Building and Grounds (B&G) Report:



NOTES

All Souls B&G Team Meeting

5:30 PM March 6, 2025

LIBRARY/NEW MEETING ROOM



Project Lists & Finances

1. Financials for FY25 - fund balances (Jan 31)

B&G Maintenance 4430	\$2,500
Custodial 4450	\$ 141
Souls for Solar	~ \$15,000
2. Projects completed in February
 1. Reorganized music/chancel storage room - Kate, Dan, Gary, Jenn
 2. Repaired window in music room - Dan
 3. Patched holes from asbestos tests - Gary
 4. Restored original electrical panel from ca. 1900 - John
 1. Need to decide where/how to display
3. March Tasks
 1. Snow schedule: 2/23 - 3/8 = Henry; 3/9 - 3/22 = Gary; 3/23-4/5 = Dan
 2. Building walk-thru: Jenn
 3. Reset time on thermostats for daylight savings; clean thermostats as needed - Done
 4. Reset clocks for DST, clean as needed - Done
 5. Maintain/replace gardening tools, hose, fertilizer, mulch as needed
 6. Draft annual report - Jenn
 7. Pre-emergent weed control on lawn
 8. Change garden lights to 7:00-11:00 pm
 9. Replace furnace filters (4)
 10. Hang hose for central vac in music room
4. FY24-25 final projects/budget planning (With max. estimated cost)
 1. Deck planks - Gary (\$600-800)
 2. Blinds (Kat's office, \$200)
 3. Music stand rack (\$400) (split with music if they have funds)
 4. Paint & supplies for downstairs - Jenn (\$300)

5. Remove and fix slide for safety (\$250)
 6. Annuals & top soil for garden (\$100)
 7. Replace black hose (leaking) (\$100)
 8. Chair glides and lighting for library (\$150)
 9. Est. max. total: \$2,300
5. Big projects
1. Accessibility lifts - Gary - amazing new option to build lift inside, across from toilets, in library and RE director office. \$40,000 for equipment, maybe \$70,000 total first rough estimate. Jenn to notify the BOT.
 2. SHF grant - exterior doors and porches - Gary - Project expected to cost around \$100,000, ASUUC share would be \$20,000 at least; grant application due Oct. 1.
 3. Both projects pending decision on how congregation will fund projects (finance team proposal).
6. Grounds Update - Pat
1. Lance from CSU to visit 3/12 at 5pm to discuss converting our lawn to water-wise option
 1. Everyone welcome to attend as able
 2. Need full proposal
 3. Council/BOT presentation
7. Relocation of Minister's Study
1. Door framing plan - John et al.
 2. Door finishing plan - Gay
 3. Ordering window shades - Pat
8. New Meeting Room/Library - ON HOLD pending Board decision
9. Interior painting - downstairs
10. Emerging process and expectations - BOT and Council - Jenn
11. Stained glass art proposal - Jenn - no updates
12. For/From Council (March meeting anticipated)
1. New meeting time: 5:30 pm, first Thursday of each month.
 2. Draft policies - attic storage; purchasing
 3. **Town Hall on April 6 after service to discuss 8th Principle.

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
Garden Team	Pat Zeddies, Janice Black, Becky Harrison, Jenn DeWoody, Charmaine D'Alessandro, Heather Ashbee
Friendly Copy	Kat Lane

Attachment 3: Membership Report

All Souls Unitarian Universalist Church Membership Team Report 2025

Team Members: Lyne Hannan, Patty Wiley, Marion Ceruzzi, Gaye Woullard, Christine Youngdahl, Charmaine D'Alessandro, Barbara Kohlhaas, Kitty Turner, Kirsten Reece, Janice Black, Bobbie Poole, Kaye Brabec, Jan Clover

2024: We gained 30 new members in 2024. All of these people attended the Getting to Know You-You Path to Membership, signed the Membership Book and most are pledging, though not all. We are working on hammering home the requirement to pledge to be in accordance with the bylaw change that was passed in June 2024.

The Membership team kicked off the new Liturgical Year at our September 2024 meeting which was held at Third Space Coffee's meeting room. We created a covenant for the group which will be reviewed in six months, and which will be included with every month's meeting agenda. The team discussed the importance of confidentiality, and all members were given a confidentiality agreement to sign and were instructed to turn it into Kat Lane, church administrator.

The Welcome Desk is running smoothly with the key being to greet every newcomer, ascertain what brought them to All Souls, answer any questions they may have, and to connect them with people in charge of the areas of interest they express interest in. Communication between Membership and the Team Leads is working well.

We do have a problem with staffing services held on Zoom. For 2024 we had three members of the team, plus Ben Wallace for the summer months which was wonderful. However, for this current year we are down to only two people being able to represent Membership on Zoom which is a problem. We are actively recruiting for new membership team members as we also lost two members in the month of January 2025, Marion Ceruzzi and Kitty Turner.

Respectfully submitted: Patty Wiley

Attachment 4: Treasurer's Report

3:40 PM
02/22/25
Cash Basis

All Souls Unitarian Universalist Church

Balance Sheet

As of January 31, 2025

ASSETS				
Current Assets				
Checking/Savings				
Ent Bank Accounts				
General Fund Savings 00				201.11
Operating Account 10				6,211.92
State Historical 13				36,823.10
Total Ent Bank Accounts				43,236.13
Total Checking/Savings				43,236.13
Other Current Assets				
Endowment Long Term Investment				1,328,563.11
Total Other Current Assets				1,328,563.11
Total Current Assets				1,371,799.24
Fixed Assets				
15000 • Furniture and Equipment				10,000.00
16000 • Stained Glass Windows				324,000.00
18000 • Building				2,157,000.00
Total Fixed Assets				2,491,000.00
TOTAL ASSETS				3,862,799.24
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
20001 • Minister Discretionary				832.56
20002 • Westside Cares				-211.31
20003 • Souls for Solar				15,175.10
20004 • Share The Plate				3,477.25
20005 • Child RE				492.65
20006 • Youth RE				2,998.88
20007 • Building Grounds Fund/Donations				
20007.1 • Plant Sale				282.02
Total 20007 • Building Grounds Fund/Donations				282.02
2200 • Payroll Liabilities				5,394.03
Total Other Current Liabilities				28,441.18
Total Current Liabilities				28,441.18
Total Liabilities				28,441.18
Equity				
Retained Earnings				47,659.55
30000 • Opening Balance Equity				3,575,272.32
32000 • Unrestricted Net Assets				203,358.21
Net Income				8,067.98
Total Equity				3,834,358.06
TOTAL LIABILITIES & EQUITY				3,862,799.24

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

										Jan 25	Budget	Jul '24 - Jan 25	YTD Budget	Annual Budget	
Ordinary Income/Expense															
				Income											
				Fund Raisers											
					3210 • Church Rental - General				293.00	750.00	3,117.00	5,250.00	9,000.00		
					3420 • Grocery / Scrip Cards				0.00		316.11				
					3440 • Auctions				0.00	0.00	20,788.42	13,000.00	13,000.00		
					3450 • Other Fundraisers				0.00	333.00	-262.14	2,335.00	4,000.00		
					Total Fund Raisers				293.00	1,083.00	23,959.39	20,585.00	26,000.00		
					Regular Contributions										
					3110 • One Time Online				0.00	0.00	874.00	0.00	0.00		
					3115 • Pledges Payments										
					3115.6 • Pledges 23-24				0.00		3,996.46				
					3115.7 • Pledge Payments 24-25				21,622.05		138,121.93				
					3115 • Pledges Payments - Other				0.00	17,287.00	0.00	121,012.00	207,447.00		
					Total 3115 • Pledges Payments				21,622.05	17,287.00	142,118.39	121,012.00	207,447.00		
					3120 • <u>Non Pledge</u>				273.00	1,000.00	5,808.66	7,000.00	12,000.00		
					3320 • Collection Plate				818.59	885.00	5,739.83	6,637.00	11,500.00		
					Total Regular Contributions				22,713.64	19,172.00	154,540.88	134,649.00	230,947.00		
					Total Income				23,006.64	20,255.00	178,500.27	155,234.00	256,947.00		
					Gross Profit				23,006.64	20,255.00	178,500.27	155,234.00	256,947.00		
					Expense										
					Board of Trustees										
					4542 • Discretionary Fund				0.00	0.00	121.47	0.00	0.00		
					Total Board of Trustees				0.00	0.00	121.47	0.00	0.00		
					Employee Expense										
					Payroll Expense										
					4805 • Payroll Taxes (Employer FICA)				775.21	529.00	4,683.95	3,704.00	6,349.00		
					4825 • Workers Compensation Insurance				0.00	101.00	981.50	705.00	1,210.00		
					4835 • Payroll Processing										
					66000 • Payroll Processing				123.40	70.00	702.35	492.00	842.00		
					Total 4835 • Payroll Processing				123.40	70.00	702.35	492.00	842.00		
					Total Payroll Expense				898.61	700.00	6,367.80	4,901.00	8,401.00		
					Senior Minister										
					4110 • Salary				2,566.66	2,566.66	17,966.62	17,966.70	30,800.00		
					4115 • Housing Allowance				4,766.66	4,766.66	33,366.62	33,366.70	57,200.00		
					4120 • Retirement				733.32	635.00	5,133.24	4,446.00	7,621.00		
					4125 • Medical, Dental, Life Ins.				2,027.96	2,253.00	13,575.86	15,767.00	27,032.00		
					4130 • Disability				95.33	87.00	667.31	614.00	1,049.00		
					4135 • Professional Expense				0.00	733.00	1,451.55	5,135.00	8,800.00		
					4145 • FICA Reimbursement				561.00	561.00	3,927.00	3,927.00	6,732.00		
					Total Senior Minister				10,750.93	11,602.32	76,088.20	81,222.40	139,234.00		
					Total Employee Expense				11,649.54	12,302.32	82,456.00	86,123.40	147,635.00		
					Fundraiser Expense										
					4724 • Event Coordinator / AV Tech				0.00	100.00	0.00	700.00	1,200.00		
					4730 • Rental Expense				0.00		17.00				
					4740 • Auction				0.00	167.00	1,181.21	1,165.00	2,000.00		
					Total Fundraiser Expense				0.00	267.00	1,198.21	1,865.00	3,200.00		
					Outreach										

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

[illegible]

						Jan 25	Budget	Jul '24 - Jan 25	YTD Budget	Annual Budget
					4801 • Subscriptions and Memberships	0.00		914.07		
					Total Property and Office Related	1,829.23	2,291.00	14,084.50	16,038.00	27,493.00
					4430 • General Maintenance	421.85	550.00	2,223.42	3,850.00	6,600.00
					4450 • Custodial Supplies	176.82	46.00	3:37 PM 02/22/25 Cash B 408.27	320.00	550.00
					4460 • Structure and Liability	1,025.04	1,031.00	6,100.00	0.00	12,375.00
					4610 • UUA Fairshare	1,025.00	1,025.00	7,100.00	1,000.00	12,300.00
					4803 • Administrator Salary					
					4803.2 • Administrator Retirement	259.50	162.00	1,810.51	1,128.00	1,938.00
					4803 • Administrator Salary - Other	2,595.00	2,595.00	18,165.00	18,165.00	31,140.00
					Total 4803 • Administrator Salary	2,854.50	2,757.00	19,975.51	19,293.00	33,078.00
					4804 • Administrator Professional Exp	0.00		100.00		
					4808 • Accounting / Bookkeeping	798.00	727.00	5,544.00	5,091.00	8,726.00
					Total Sustaining Operations	8,130.44	8,427.00	55,660.94	58,987.00	101,122.00
					64700 • Miscellaneous Expense	0.00	0.00	215.00	0.00	0.00
					Total Expense	28,171.29	30,127.32	192,965.01	211,382.40	362,019.00
					Net Ordinary Income	-5,164.65	-9,872.32	-14,464.74	-56,148.40	-105,072.00
					Other Income/Expense					
					Other Income					
					Net Realized/Unrealized Gain/Loss	23,593.57	0.00	70,571.19	0.00	0.00
					Other Revenue					
					Interest Income	0.00		24.65		
					State Historical Income	0.00		48,694.00		
					3810 • Other Income					
					Interest Income	5.65		17.49		
					Total 3810 • Other Income	5.65		17.49		
					Total Other Revenue	5.65		48,736.14	0.00	0.00
					Total Other Income	23,599.22	0.00	119,307.33	0.00	0.00
					Other Expense					
					Other Expense					
					3824 • State Historical Expense	0.00		80,029.90		
					3825 • 30 Yr Project	4,566.23	0.00	4,907.23	0.00	0.00
					3826 • Infrastructure - B&G	0.00	0.00	1,760.00	0.00	0.00
					3827 • Infrastructure - AV/Tech	0.00	0.00	614.24	0.00	0.00
					Total Other Expense	4,566.23	0.00	87,311.37	0.00	0.00
					Total Other Expense	4,566.23	0.00	87,311.37	0.00	0.00
					Net Other Income	19,032.99	0.00	31,995.96	0.00	0.00
					Net Income	13,868.34	-9,872.32	17,531.22	-56,148.40	-105,072.00



UU Common Endowment Fund (UUCEF)

July 01, 2024 Through January 31, 2025

Account Number: 611296

Account Name: All Souls Common Endowment Fund

UU Common Endowment Fund

24 Farnsworth Street

Boston, MA 02210-1409

Account Activity Summary

Beginning Balance - Close of Business Jun 30, 2024	\$1,354,230.92
Additions	0.00
Withdrawals	(96,239.00)
Realized Gains / Losses	15,243.58
Change in Market Value	55,327.61
Ending Balance - Close of Business Jan 31, 2025	\$1,328,563.11

Asset Details

Asset Description	Shares	Market Price	Market Value	Net Cost	Unrealized Gain (Loss)
UUCEF_POOL	104,767.1815	\$ 12.681100	\$ 1,328,563.11	\$ 1,071,532.57	\$ 257,030.54
Grand Total			\$1,328,563.11	1,071,532.57	257,030.54

Cash Clearing Detail

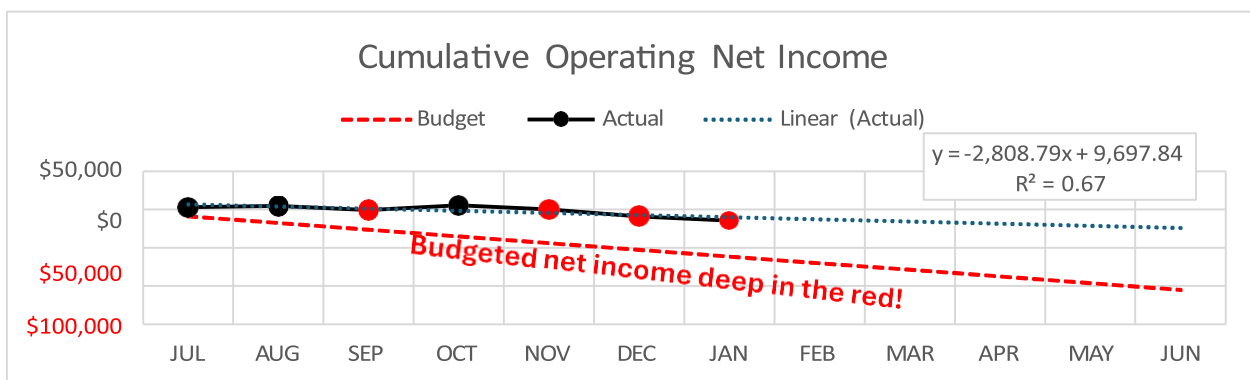
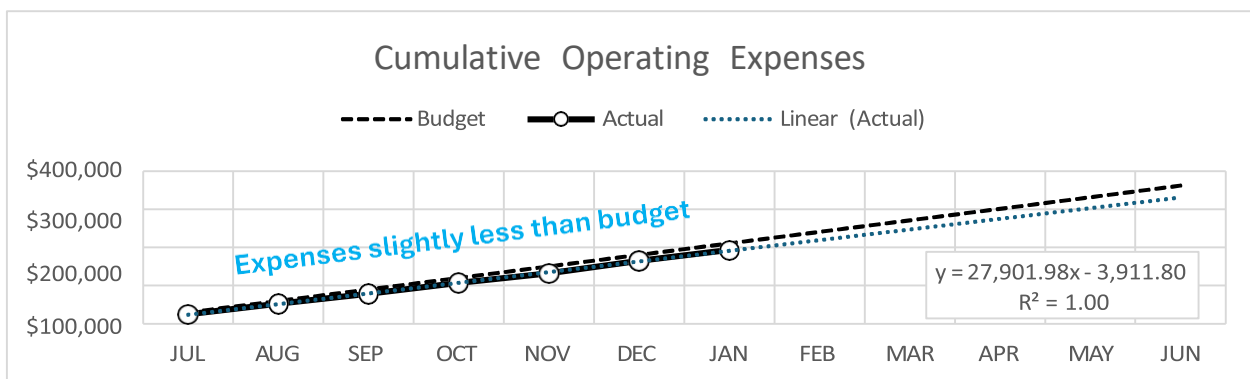
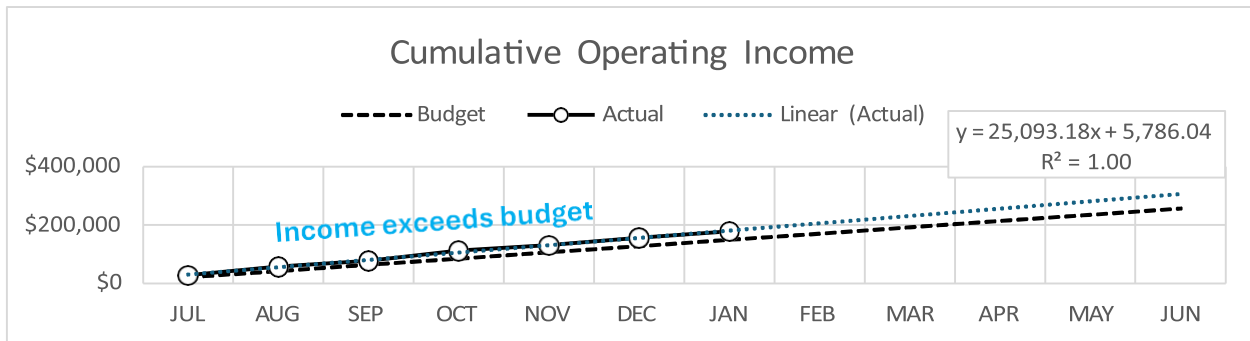
Description	Date	Amount
Sold UUCEF Shares	07/01/2024	\$ 46,239.00
UUCEF611296-All Souls Common Endow Fd All Souls Unitarian Universalist C	07/03/2024	(46,239.00)
Sold UUCEF Shares	08/01/2024	30,000.00
UUCEF611296-All Souls Common Endow Fd All Souls Unitarian Universalist C	08/02/2024	(30,000.00)
Sold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

Transaction Details

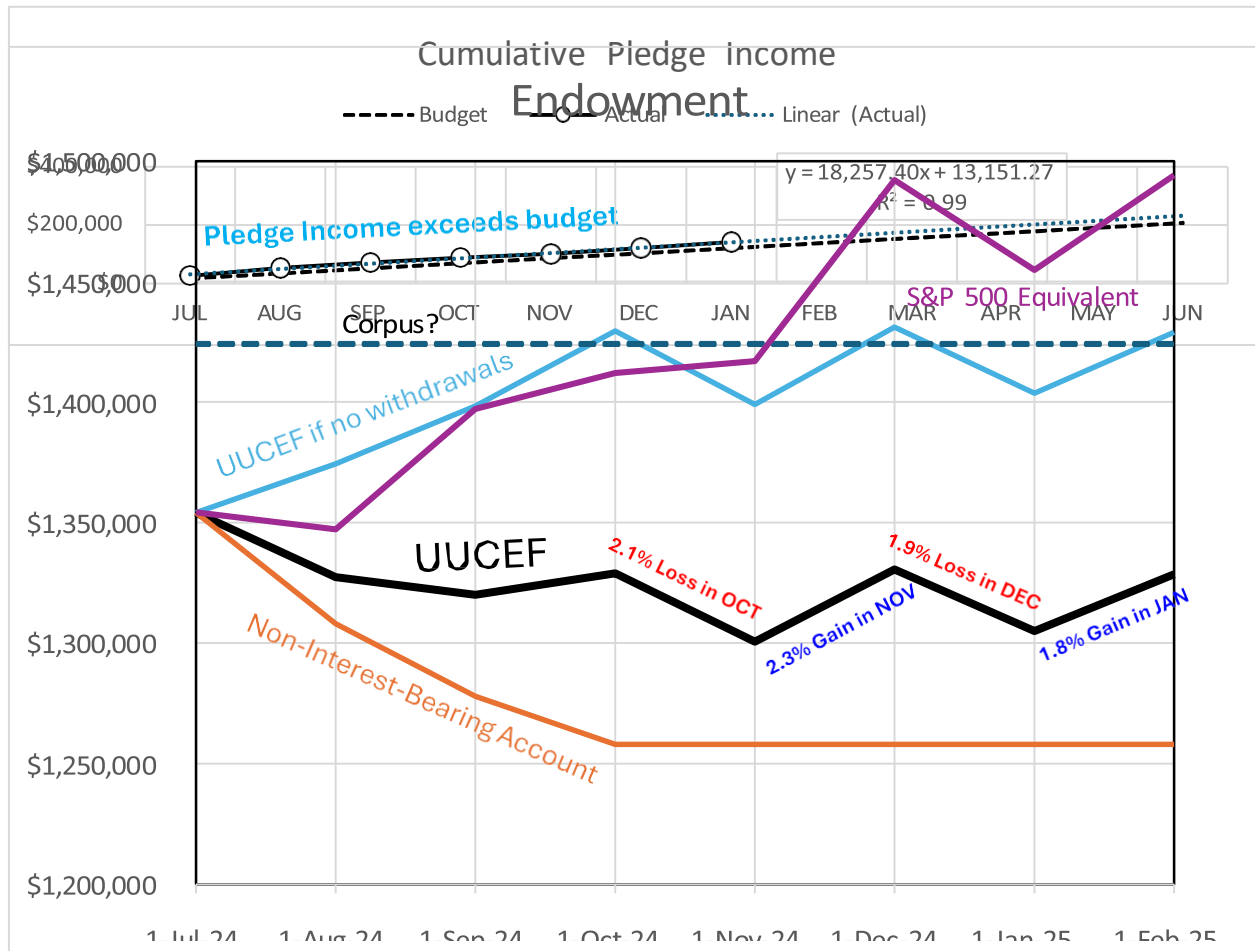
Sale Details	Date	Price	Shares	Amount
UUCEF_POOL	07/01/2024	\$ 12.017700	(3,847.5748)	\$ 46,239.00
UUCEF_POOL	08/01/2024	12.196000	(2,459.8229)	30,000.00
UUCEF_POOL	09/01/2024	12.408600	(1,611.7854)	20,000.00
Total Sales				\$96,239.00

The Report

1. Seven months into the fiscal year, the Operating Fund remains surprisingly near balance. Expenses exceed income by only about \$14,000, whereas the budgeted deficit is more than \$61,000. Extrapolating to the end of the fiscal year (June 30, 2025) the operating fund deficit is projected to be \$24,000, or about 23% of the budgeted deficit of \$105,000. There are some upcoming expenses and new pledges which will modify this projection.



2. Pledge income through January is 17.4% above budget. Extrapolating to the end of the fiscal year, it appears that we may have \$232,000 in pledge income versus a budgeted \$207,000.



3. The Endowment gained 1.8% in January, continuing the up-and-down behavior of late. There were no withdrawals in January. Note that the definition of the "Corpus" that I have been using is questionable. Stay tuned.

Respectfully submitted February 23, 2025, by Stan Kidder, Treasurer

Attachment 5: Membership Policies and Procedures

Path to Membership Class Exemption, Approved

Date: February 25, 2025

Source: Membership Team

Purpose

To bring our membership into compliance with a bylaw revision in June 2024 which stipulates that all new members must take the Getting to Know You-You Path to Membership class.

Policy

This policy clarifies that anyone who was a Member of All Souls Unitarian Universalist Church at the time of the recent Membership Bylaw change in June 2024, will be “grandfathered in” regarding the new requirement to take the Getting to Know You-You Path to Membership class, i.e., members of All Souls prior to June 2024, are exempt from the requirement to take the Getting to Know You-You Path to Membership class.

Procedures

This policy should be disseminated to the Treasurer, the Church Administrator, and the Membership Team Lead as they are responsible for identifying members who are eligible to vote in the Annual Congregational Meeting.

Storage

Should be placed in the Membership Team folder in the appropriate repository.

Attachment 6: Minutes of BOT Special Meeting (Feb 2025)

To: Gay Harrison

Cc: **Board of Trustees**

Subject: 13 February 2025 BOT Special Meeting Minutes

Attending: Ron Phares, Glen Day, Stan Kidder, Linda Nicks, Dale Young, Sue Neufeld, Becky Harrison. **Absent:** Gay Harrison and Andy Walker

1. **Consideration of Beth Elliott's ordination:** We will ask the congregation to vote on ordaining Beth Elliott by calling for a special congregational meeting (requires at least a notice of 30 days). We need a quorum of 20 percent (approximately 30 members in good standing) to pass the vote. Becky proposed the special congregational meeting be held 4 May and that we propose an ordination date of Saturday, 17 May.

Becky made a motion "I move that the Board present the name of Beth Elliot as a candidate for Ordination at ASUUC." Dale seconded the motion. All present approved, so the motion passed. This is posted as motion #25 on the BOT Motion Tracker.

2. The BOT held a lengthy discussion/debate about the pros and cons of professionalizing ASUUC's existing position of Production Coordinator by adding hours to include all ASUUC technological management, including webmaster duties, newsletter, and the posting of all BOT-approved Policies and Procedures. Funding this position was thoroughly discussed. Glen had to leave the conversation before a vote. Dale made a motion: "I move that the Board approve additional responsibilities and increased hours for a Production and Digital Ministries Coordinator, starting 1 March 2025." Sue seconded the motion. Dale, Stan, Sue and Gay voted yes. Becky voted no. The motion passed. Note: Gay voted yes via email. This is posted as motion #33 on the BOT Motion Tracker.

The Special BOT Meeting was adjourned by Linda. The next meeting is a regular monthly BOT meeting on 28 Feb.

Submitted by Sue Neufeld
Fri 2/14/2025 6:54 PM

Attachment 7: Production and Digital Ministries Coordinator Job Description

Job Description - Production & Digital Ministries Coordinator All Souls Unitarian Universalist Church

Approved by BOT on 13 February 2025

Job Title: Production & Digital Ministries Coordinator

Status: Part-time salaried employee (approximately 30 hours per week)

Reports to: Senior/Interim Minister

Production Role

Description:

Oversees the production and delivery of worship services and special events, ensuring seamless coordination between the Minister, Music Director, performers, and the congregation. Responsible for supporting in-person and online service elements, ensuring high-quality audio, video, and stage design.

Works regularly with service participants, including the Minister(s), Music Director/band, RE staff, guest speakers, and performers. Collaborates with other church teams as needed for content production, technology integration, event A/V support, and general administrative support.

Responsibilities & Duties:

- Create and manage service slide presentations.
- Design and manage stage setup for services and events, ensuring appropriate aesthetics and functionality.
- Lead the A/V team in coordinating, preparing, and producing live services.
- Record and edit live service video for YouTube, ensuring privacy guidelines are met.
- Capture and edit raw audio for podcast distribution.
- Manage the overall communication and flow of service via the Order of Service Document.
- Recruit, train, and schedule A/V volunteers.
- Recruit, train, and schedule Zoom chat moderators.
- Ensure accessibility for online participants by providing Zoom links, QR codes, and other digital resources.

Desired Qualifications & Experience:

- Proficiency in A/V hardware and software, including sound consoles, lighting consoles, and A/V computers.
- Strong communication skills with the ability to engage effectively with service participants and content creators under tight deadlines.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Strong problem-solving skills and attention to detail.

Digital Ministries Role

Description:

Responsibilities & Duties:

- Establish and maintain IT design standards tailored to the church's digital ministry and operational needs.
- Support hardware and software maintenance, upgrades, and replacements based on technological advancements and budget considerations.
- Provide regular status reports to church leadership on technology and digital ministry initiatives.
- Train leadership, church staff, and group or team leaders on digital design standards and processes.
- Identify gaps in policies and procedures and work with the governance committee and Board to draft and approve necessary policies.
- Oversee church technology enablement and assist with training and troubleshooting within the church's digital ecosystem, including initial testing and implementation plans.
- Recruit, train, and oversee volunteers to ensure manageable workloads and effective digital ministry support.
- Develop and design visual materials for internal groups, events, and reflection series.
- Review all IT-related proposals, assess their applicability and usability, determine cost/benefit, and submit recommendations to the Board of Trustees for approval.
- Develop and maintain guidelines for submitting and editing content for church newsletters and marketing materials.
- Manage and maintain an accurate and visually appealing website using best practices and well-documented policies and procedures.
- Collaborate with the Social Media team and key stakeholders to ensure brand cohesion and implementation.
- Produce audio and video content for promotional and internal church needs.

Technical Duties:

- Ensure that all church technology hardware and software remain up-to-date and functional.
- Collaborate with the internet service provider (ISP) and other vendors as needed.
- Manage church email accounts, ensuring proper organization and security.
- Organize and manage church digital storage and file systems.
- Maintain a secure and accessible password vault for essential church accounts.

Desired Qualifications & Experience:

- Experience with or ability to learn key technology platforms, including but not limited to:
 - Zoom
 - Breeze Church Management System
 - Constant Contact
 - Tithely Web Content Management System
 - Podcast creation and distribution platforms
 - Microsoft 365 Suite
 - Keeper or similar password vault
 - ProPresenter software
- Strong problem-solving skills and attention to detail.
- Ability to work independently and collaboratively in a dynamic church environment.

Attachment 8: Beth Elliott Request for Ordination

February 2025

All Souls Unitarian Universalist Church

730 N. Tejon St.

Colorado Springs, CO 80903

Dear Board of Trustees, In August of 2022, I had the privilege of serving the church as your intern minister. In that extraordinary year, we navigated reopening after the pandemic restrictions, engaging in the Search Process for your current settled minister, tackled 2 years of interim work in half the time, and came together with the larger community in the aftermath of the Club Q mass shooting. Additionally, we accompanied our beloved High Plains church through their last months and came together to celebrate the winter holidays in a collaborative service that reflected the grief and hope of that moment. In that short year, I was transformed by your magnificent congregation and the curiosity, courage, and compassion that everyone carried into these challenging situations. I have recently been approved by the UUA Ministerial Fellowship Committee to enter Preliminary Fellowship, which makes me eligible to seek ordination, and I cannot imagine moving forward without All Souls. It would be an honor if the Board would invite the congregation to consider ordaining me. In recognition of the interdependent nature of our work, I have also asked my sponsoring congregation, First Unitarian Church of Albuquerque, to consider co-sponsoring. The Albuquerque church was my spiritual home for over 20 years and was an important catalyst for my journey. Just like All Souls, they are a beloved part of my ministerial formation, and it would mean so much to me to have both churches join together in ordaining me.

I have been in contact with Rev. Ron and have received his approval to move forward. Please let me know if the Board and the congregation are amenable to proceed with this sacred task.

With deepest gratitude,

Beth Elliot