

Parish Committee Minutes

First Parish Unitarian Universalist of Arlington

April 23, 2019

Present: Steve McMullin (Chair), Marie Meter (Vice Chair), Lori Kenschaft (Clerk), David Klingsberg (Treasurer), Sara Galantowicz (Parish Committee Member), Jeff Roberts (Parish Committee Member), Marta Flanagan (Minister)

(1) Consent agenda. *The members of the Parish Committee voted 4-0-2* to accept the consent agenda, which consists of the April 9 minutes.

(2) Stewardship Drive. (Adding to the conversation on April 9; April 9 handout is in Appendix A.) Marta observed that the number of new pledgers is down compared to recent years and – even more significant – the average pledge by new pledgers is about half of the average pledge by new pledgers in recent years (\$577 this year vs. \$1091 last year). If the new pledgers had pledged at a level typical for previous new pledgers, the stewardship drive would have been very close to its goal. This gap is of particular concern because it is rare that people dramatically increase their pledges – they tend to continue as they start, with incremental changes. We are concerned that new pledgers may not have been informed that First Parish needs an average of roughly \$2,000 per member to do what we do.

(3) Budget for FY 2020. The Parish Committee reviewed the written documents provided by the Finance Committee (Appendix B). The Parish Committee agreed with the gist of the proposed budget, but did not consider either budget document clear enough to approve. In particular, the Parish Committee believes that a proposed budget should always include the budget for the current year for comparison.

The members of the Parish Committee voted 6-0-0 to ask for a detailed budget statement comparing FY 2019 and FY 2020.

Steve will talk with David Dreyfus, Chair of the Finance Committee, and request a detailed budget document that uses the format that has been used in previous years and includes a column with comments explaining changes that are not self-evident (for example, when the Finance Committee has decided to change the line item for an expense.) Steve will also request a draft of a budget document aimed at the congregation, with larger categories and brief explanations of what these categories include. The Parish Committee would like to receive these budget documents by Wednesday, May 1.

The meeting adjourned at 9:07 p.m.

Draft minutes submitted by Lori Kenschaft, Clerk
Approved by the Parish Committee, May 14, 2019

Upcoming hosts: May 14 Maggie, June 11 Tom

Appendix A

2019-20 Narrative key points, as of April 8, 2019:				
· We raised \$657K (target \$680K); 288 pledgers (target 300) = 1.4% more than we raised last year for budget calculations = 97% of goal				
What happened?				
· We set our \$\$ targets high (vs. targets of the last 2 years): target was 5% over last year ACTUAL, 11.5% over last year's target				
· We lost a major donor (not unusual)				
· No upside surprises this year (did have them prior 2 years)				
· % of pledgers lost is steady for the last 4 years (15%, \$40K)				
· Fewer "new" pledgers coming in to make up for turnover (last 2 years were unusually high), though 248 families pledged both last year and this year -- a record!				
· Repeat pledgers increased pledges by 2.7% but target increase was 5%				
· Followup: 139 on list, 20 said no, 40 pledged, 6 promised to pledge but haven't yet. 70+ did not respond to multiple emails/calls/messages				
Why did it happen?				
· (perhaps) higher uncertainty among pledgers due to tax law changes				
· (perhaps) lower interest/attendance due to Marta sabbatical and February vacation week/weather				
· (perhaps) people just ignore email and phone calls these days				
· (perhaps) tired of being asked for \$\$ - but see analysis of groups' pledging behavior, below				
· (perhaps) many people heard about the success of 2nd minister fundraising and so thought we didn't need their pledge				
Interesting observation:				
· Distinct difference between pledgers who pledged last year AND pledged to 2nd minister fund (+5%) vs. those that did not (-1%) (note: individual behavior varies!)				
Some proposed changes for next year:				
Have the campaign start on March 1, 2020 (Lead Donor event could be Feb. 29).				
This would allow the campaign to run during better-weather weeks, and avoid school vacation week, and thus be presented during services when our attendance is highest.				
BUT we'd need to be finished or almost finished by 2nd week of April in order for Parish Committee to approve the budget for the following year.				
Key numbers and trends:				
Dollar targets & actuals	16-17	17-18	18-19	19-20
pledge goal	\$595,000	\$575,000	\$610,000	\$680,000
\$ Pledges used for budget	\$525,000	\$595,000	\$648,000	\$656,761
% of \$ goal for budget	88%	103%	106%	97%
# of households pledging for budget	228	277	287	288
% of participation goal for budget	n/a	101%	101%	96%
Average pledge	\$2,303	\$2,148	\$2,258	\$2,280
# of NEW pledges	43	65	56	39
Total \$ NEW pledges	\$34,379	\$55,962	\$61,096	\$22,516
\$ change vs. last year (ex NEW)	\$45,123	\$51,977	\$34,208	\$17,227
% change vs. last year (ex NEW)	8.93%	9.53%	5.77%	2.72%
overall % change vs. last year (for budget)	7.6%	13.3%	8.9%	1.4%

Comparison of groups	Everyone: pledging to 2nd min		breakout: Lead donors vs everyone else, by pledging to 2nd min fund			
	no 2nd min	both	LD, no 2nd min	LD both	others no 2nd	others both
\$ Pledged	\$256,835	\$399,926	\$102,984	\$226,363	\$153,851	\$173,563
# of households pledging	158	130	16	29	142	101
Average pledge	\$1,626	\$3,076	\$6,437	\$7,806	\$1,083	\$1,718
\$ change vs. last year (ex NEW)	-\$2,427	\$19,654	-\$1,590	\$15,053	-\$837	\$4,601
% change vs. last year (ex NEW)	-1.0%	5.0%	-1.5%	6.6%	-0.6%	2.7%
Household pledging patterns	final 2016-2017	final 2017-2018	final 2018-2019	2019-2020		
total # of households on list	452	419	426	434		
# member households on list	325	299	298	308		
# nonmember households on list	127	120	128	126		
# member households who pledge	225	227	235	236		
# nonmember households who pledge	28	56	56	52		
% households who pledge	56%	68%	68%	68%		
% on list who are members	72%	71%	70%	70%		
% asked member households who pledge	69%	76%	79%	79%		
% asked nonmembers who pledge	22%	47%	44%	41%		

Appendix B

FIRST PARISH UNITARIAN UNIVERSALIST OF ARLINGTON, MA		
PROPOSED BUDGET FOR FY2020		
Level service budget (only required changes have been made)		
EXPENSES		
Compensation	\$558,089	
General and Office Expenses	\$45,450	
Property	\$106,029	
Religious Education	\$9,500	
Music	\$13,500	
Other Committees	\$18,850	
Dues and Outreach	\$61,021	
TOTAL EXPENSES	\$812,439	
INCOME		
Pledge income (current and prior)	\$644,150	
Plate	\$38,000	
Other income (Trustees, Fundraisers, Rental)	\$131,146	
TOTAL INCOME	\$813,296	
NET INCOME	\$857	
From FY 2019 Additional Minister Support	\$16,179	
Discretionary Income	\$17,036	
DISCRETIONARY EXPENSES (Proposed)		Balance
Cost of living increases	\$13,666	\$3,370
Fair compensation increases	\$3,370	\$0
NOT PROPOSED		
Add to the "set aside for Youth Group Trip Coordinator." The position requires many, many hours, and we would like to offer more fair compensation	\$900	-\$900
Increase hours for Music Director from 23 to 28 hours, plus additional benefit expenses.	\$8,150	-\$9,050
Increase DRE professional expense budget	\$6,400	-\$15,450
Property funds need to be increased		
Other notes of importance		
ParCom budget dropped from \$10K in December to \$6,500 in April		
RJCC dropped from \$3000 to \$2300 (but note there was an extra \$940 added to an RJCC designated fund)		
RE designated funds are sufficient for RE one-off wish list items		
Office Assistant hours dropped significantly		
Youth Program Coordinator budgeted compensation increased significantly in FY20		
Stevie Carmody ordination expense added to ParCom budget (\$1,500, included above)		

FIRST PARISH UNITARIAN UNIVERSALIST OF ARLINGTON, MA
APPROVED BUDGET FOR FY2020

	FY20 budget		
Salary, Benefits & Other Personnel Expenses	\$565,125	\$558,089	Baseline without COLA and Mid-point Fair Comp but with bookkeeper
		\$13,666	COLA
Operating Expenses		\$3,370	Mid-point Fair Comp increase
Office Expenses		-\$10,000	Bookkeeper added as consultant (E20)
Payroll Service	0	\$565,125	Total compensation (E6)
Treasury Costs	6,000		
Postage	600		
Telephone & Internet	3,700		
Supplies/Repairs/Printing	7,100		
Office Equip Lease & Maintenance	6,900		
Computer Software/Hardware	<u>8,000</u>		
Office Expenses - Total	32,300		
Contractors & Consultants			
Consultants - Bookkeeper	<u>10,000</u>		
Contractors & Consultants - Total	10,000		
General Expenses			
Cleaning & Supplies (Housekeeping)	3,800		
Christmas Eve Service Support	850		
Coffee/Friendship Hour Supplies	2,500		
Worship Supplies, Etc.	1,100		
Sound, tapestry, linens Fund	1,000		
Stipends/Honoraria for Guest Speakers	3,300		
Staff development	200		
Sign language interpreter	<u>400</u>		
General Expenses - Total	13,150		

Property Committee		
	Utilities: Gas Heat	14,300
	Utilities: Water & Sewer	6,000
	Utilities: Electricity	2,896
	Solar Power Purchase Agreement	7,600
	Utilities: Gas for Kitchen Range	0
	PowerOptions Membership	175
	Building Maintenance Contingency Fund	2,000
	Heating Maintenance & Repair	2,000
	Elevator Maintenance & Inspection	4,400
	Other Maintenance & Repair	21,000
	Capital Expenditures Reserve Fund	26,000
	Groundskeeping	1,000
	Snow Removal	6,000
	Insurance	<u>12,658</u>
	Property one-time ParCom approved expenses	
	Property - Total	106,029
Religious Education		
	Children & Youth	8,000
	Youth Group Trip Coordination Fund	1,500
	CORI checks	0
	Training for OWL	0
	Other items (2018 - Parcom)	
	Religious Education - Total	9,500
Music Expenses		
	Music Committee	10,000
	Piano Repair	1,500
	Organ Fund set-aside	<u>2,000</u>
	Music - Total	13,500
Other Committees		

	STAR/Adult RE	500
	Denominational Affairs	0
	HR Committee	200
	Lay Ministry	150
	Leadership Development	200
	Membership	1,000
	Parish Committee	6,500
	Parish Committee Contingency Fund	0
	Social Justice committee	3,000
	Stewardship	2,000
	Turning outward	3,000
	Racial Justice Coordinating Committee	2,300
	Other one-time ParCom-approved expenses	0
	Other Committees - Total	18,850
	Total Operating Expenses	203,329
	Dues and Outreach	
	Dues/Memberships	
	<i>First Parish Membership Count</i>	430
	UUA	35,871
	MBD	
	Cooperative Metropolitan Ministries	300
	UU Partnership Church Council	350
	UU Urban Ministry	250
	Mass. Interfaith Power & Light	<u>250</u>
	Total Dues	37,021
	Giving First (=1/2 of plate offerings)	<u>19,000</u>
	Total Dues & Outreach	56,021
	Other Expense Items	
	General expense reserve	(16,179)
	Repayment of loan for capital expenditures	5,000

	Audit reserve	0
Total Other		(11,179)
Total Expenses		813,296
Income		
	<i>Total Pledges</i>	657,000
	95% of Pledges (amt. rec'd or expected)	624,150
	Prior-years Pledges	20,000
	Plate Offerings (including Giving First)	38,000
	Trustees' contribution - capital reserve fund	13,000
	Agnes Whitman Damon Wellington Fund	10,000
	Social Justice - Pie Palace income	3,000
	Harvest Moon Fair (net of expenses)	14,000
	Auction Revenue (current year)	
	Sabbatical Reserve	0
	Auction reserve	
	Other Fundraisers (chili)	1,500
	Executive Assistant salary contribution	2,000
	User Donations/Rental Fees: R.E. wing	56,125
	User Donations/Rental Fees: All Others	25,500
	Parking spaces	6,000
	One-time Gifts	0
	ParCom special purpose	0
	Interest on NOW Acct	21
Total Income		813,296
Surplus /(Deficit)		0