

UUCMP Annual Meeting Agenda May 5, 2019

1. Check in and distribution of ballots
2. Quorum call 11:15 a.m.
3. Call to order, Don Reynolds, President
4. Agenda Review and Approval
5. President's Remarks, Don Reynolds
6. Approval of Minutes:
 - a. Annual Meeting - May 6, 2018
 - b. Congregational Meeting - January 27, 2019
7. Nominations and vote on board membership
Nominees to fill Trustee positions:
 - a. Jon Czarnecki (3-year term); Kent Weinstein (3-year term)Other Offices:
 - a. Nominating Committee: Don Reynolds (3-year term)
8. Approval of Operating Budget for 2019-2020 fiscal year
9. Counting of Ballots
10. Adjournment

ANNUAL MEETING
MINUTES
May 6, 2018

Call to Order by Lauren Keenan, President, at 11:05 a.m.

Verification of Quorum: Fred Hamilton and Jon Czarnecki verified quorum; 82 members present which meets the quorum requirement of 46.

Approval of Minutes:

- 1) Annual Meeting, May 7, 2017

Motion to approve the Minutes (moved and seconded)- motion passes; approval is unanimous

Elections:

- 1) Board of Trustees Nominees: Jon Czarnecki; Page Galloway; Fred Hamilton; Peggy Hansen; Mibs McCarthy.
- 2) Other Offices:
 - a. Program Council Moderator: Lauren Keenan
 - b. Nominating Committee: Lauren Keenan

Amendments and Changes to the Bylaws:

Discussion: The bylaws are being amended and changed to eliminate language that is outdated, to make the language more inclusive, and to provide for internal consistency within the bylaws. Primarily, these changes are to made to clarify the various endowments. Clarification is provided that the changes in nomenclature will not alter the relationship of the church to the various endowments and is made to ensure that there is no confusion as to which entity is being referenced. Additional question is raised with regard to sections relating to membership and whether these changes mandate specific financial contributions in a manner which may exclude members. Additional clarification is provided that the language is fairly standard and does not eliminate the ability of the ministerial team to waive the requirements as specified in the bylaws.

Motion to approve the changes to the Bylaws (moved and seconded)

Operating Budget for the 2018-2019 Fiscal Year:

Discussion: Questions raised regarding the line items budgeted for the ministers' salary and housing, specifically, whether the amount budgeted for housing, in light of ever increasing housing costs on the Monterey Peninsula, is adequate. The response is that the salary and housing are total figure which, for various tax and budgetary reasons, are broken out in the spreadsheet. The ministers assure that the amounts indicated are sufficient. Additional question is raised whether the church, in the long range, should be considering funding a parsonage in order to have a more sustainable, long range solution to the spiraling cost of housing. It is determined this is a matter better taken up as a matter of long range planning. The congregation is very pleased with the thoroughness and clarity of the budget presented.

Motion to approve the Operating Budget for the 2018-2019 Fiscal Year (moved and seconded)

Resolution on becoming a Sanctuary Congregation:

Discussion: Opening remarks made stating that in last year's meeting the congregation authorized the creation of a leadership team to explore becoming a part of the new sanctuary movement and building alliances with the larger community in that movement. There were six cottage conversations involving 47 participants in the crafting of the resolution and discussion of various actions that may be undertaken as part of this resolution. It is noted that we do have an apartment which may, in the future be offered in service to these goals, however it has currently been offered to a ministerial intern and is unavailable. The letter of President Elect of the Board of Trustees is noted for the record.

Motion to Approve the Resolution to become a Sanctuary Congregation: (moved and seconded)

Voting Results:

New Board Members: Unanimous approval

Program Council Moderator: Unanimous approval

Nominating Committee Representative: Unanimous approval

Amendments and Changes to the Bylaws: Unanimous approval

Operating Budget for the 2018-2019 Fiscal Year: Unanimous approval

Resolution on Becoming a Sanctuary Congregation: 80 votes in favor, 1 vote against, 1 abstention. Motion passes.

Meeting Adjourned 11:45 a.m.

Minutes of the UUCMP Congregational Meeting, January 27, 2019, 11:15 a.m. in the Sanctuary

The meeting was called to order at 11:16. Ninety congregation members were present.

Rev. Axel read words by Mark Morrison Reed to open the meeting.

Don introduced the process of the meeting. More than half of those in attendance had attended the appreciative inquiry workshops. Part of our strategic plan included efforts already begun to reach out to the larger community. Don gave the history of the appreciative inquiry process and provocative proposal. The plan has three main objectives: 1) to grow the community; 2) to increase the ministerial full time equivalent to 1.5 using the anonymous gift of \$250,000.00; and 3) to build the new sanctuary.

Three board members added to Don's comments. Page spoke about the collaborative process and the bold, but reasoned steps. Lauren said she chooses to be on the side of abundance. If we don't start, we won't get anywhere. Peggy said how nice it will be for all our members to be in one space at the same time.

Don read the motion:

"We, the members of the Unitarian Universalist Church of the Monterey Peninsula, enthusiastically approve the Strategic Plan for 2019-2022, and promise to take an active role in supporting our plans for growth.

This approval includes an amendment to our 2018-2019 expenses:

- up to \$26,265 to increase the co-ministerial positions from 1.0 to 1.5 FTE for the remaining five months of the current budget year (utilizing funds from the anonymous gift)

It also includes release of:

- up to \$20,000 for costs associated with exploration of a capital campaign (utilizing capital funds already set aside for this purpose).

We will contribute our talents and treasures, as we endeavor to launch our church to a new level of activity and engagement – so we might be an ever more vibrant and welcoming place for love and justice, a beacon of hope for Monterey County and beyond."

Members of the church shared their thoughts about the motion.

The written vote on the strategic plan motion was taken.

The motion passed 79 to 11.

Don thanked everyone for participating in the democratic process – "democracy in action."

The meeting was adjourned at 12:33.

Submitted by Mibs McCarthy, UUCMP Board Secretary

Nominees for the Board of Trustees (three year term)

Jonathan E. Czarnecki:

Personal/Professional: Jon Czarnecki has worshiped with the Unitarian Universalist Church of the Monterey Peninsula since 2013. As a member, he has worked with Finance, Leadership, Worship Associates, and Religious Exploration facets of Church life. Jon has served as a Trustee, filling out the term of another member who had resigned. He currently is a member of a task force to implement the congregation's direction concerning the Church's strategic plan. Previously, Jon had been an active member of UU congregations in Buffalo, New York and Albany, New York.

Jon has taught and conducted research for seventeen years in the U.S. Naval War College program at the Naval Postgraduate School. His most recent professional interest is investigating the social resiliency of organizations through simulations.

Jon holds a M.A. and Ph.D. in political science, environmental policy and applied social statistics from the State University of New York at Buffalo and a B.S. in social science and industrial management from Clarkson University. He holds several professional certificates in addition to his academic degrees. He has written and published more than 80 articles, essay and commentaries dealing with national security, organizational behavior, and environmental policy. Jon also writes and publishes poetry on occasion.

Jon retired from the U.S. Army and the Army National Guard in 2001 after 27 years of service. Before that he worked as a political analyst and organizer for one of the major political parties in New York State. Jon is married to Melissa, and has five (grown) children and six grandchildren. His interests include reading, golf, dogs (Mandy, Claire, Mariposa, Steve, and Bessie), writing, and the whole wide world.

* * *

Kent Weinstein:

Personal: I grew up in Haddonfield NJ, outside of Philadelphia. I stayed there into my late 30s, except for college (Stockton State College, Pomona NJ) and a very brief time in my 20s, where I lived in California (primarily Palo Alto, Redwood City). I met my wife Rosemary, in 2002, at Star Island in NH (a Unitarian conference center), and moved to Barrington RI to marry her in 2003. I became a step dad to two young girls, Sophie and Corrine, and we had another child together, Robin, in 2005. After our girls were both off to college, we moved to Pacific Grove in 2015, with my father in law Ron.

Denominational: My mother is Episcopal, and my father grew up Jewish. We attended the Unitarian fellowship in Cherry Hill NJ, when I was very small, but stopped going when I was maybe 6. I was sent to Episcopal church school in 5th grade which I abhorred. I couldn't understand why I *had* to believe all of these things that we were being taught. I did like going to the church, though, in 5th and 6th grade, with my friend Tim. We liked to get dress up for the service, and get French Fries after church... I attended Moorestown Friends School for 8th-10th

grade. There I was introduced to Quaker Meeting, and social activism, which both really resonated with me. We as a family went to Star Island regularly from 1967 until my parents were divorced in the early 80's. I continued to go to Star on my own, and with my sister, and then with Rosemary and the kids. Rose was involved with the Providence UU Church, and a small congregation called Bell Street Chapel. I spent a good part of my adult life believing that organized religion, was the cause of many of the problems in this world, and avoided participation in it, because of this belief.


Professional: I spent over 13 years doing antique and classic car restoration. I also spent 15+ years in a family business buying and selling antique and estate jewelry. We attended international gem and jewelry shows all over, the East Coast, and Mid-West. When I moved to Rhode Island in 2003, I got my RI and MA real estate licenses. I started my real estate career at Century 21, and moved over to Keller Williams in 2007. I got my CA real estate license in 2016, and have been thoroughly enjoying helping people in this community.

Hobbies/Interests: Hiking, biking, trees, nature, singing, acting, connecting with people, spending time with friends and family, talking, laughing, taking photos, classic cars, electric cars, architecture, property, futurism, inventing, designing, politics, learning, growing, evolving.

Nominee for the Nominating Committee (3 year term)

Don Reynolds, out-going board member.



Date: April 24, 2019
To: Members and Friends of UUCMP
From:  Robert Brunson, Chair, Finance Committee
Subject: Proposed Budget for 2019-2020 Fiscal Year

The Finance Committee developed the proposed operating plan budget for the church's upcoming fiscal year, which begins on July 1, 2019, working with the present and past chairs and members of various church committees, the church's treasurer, the Board of Trustees, administrative staff, and the ministers. After much review and revision, this balanced budget of \$575,770 was finalized and approved for your consideration by the Board of Trustees at their meeting on April 17. As the chair of the Finance Committee, and in concert with my fellow committee members and the Board of Trustees, I am confident this budget fully supports all the ministries of the church while managing responsibly our cherished resources – physical, financial, and spiritual, and I heartily endorse its approval by the congregation.

Again this year, one of our objectives was to gain an even better understanding of the nature and anticipated timing of activities and events through more detailed funding requests, and we believe we've made more good progress on this with the continued cooperation of all parties.

Some budget highlights of particular note include:

1. The allocation of one-third of the generous anonymous gift of \$250,000 to support benefits expansion, to increase the ministerial commitment to 1.5 full-time equivalents, and to fund additional membership and communications activities to support the outreach goals in the strategic plan is recorded in the Strategic Plan Support Funding Disbursement section under **Other Income & Disbursements**.
2. **Contribution Income**, which represents about 70% of the church's income this year, has jumped more than 8% in next year's budget thanks in large part to the tremendous success of this spring's canvass campaign conducted by the Stewardship Committee.

3. The **Fundraising Income** section has doubled this year due to three factors: (1) Miscellaneous Fundraisers includes a \$10,000 campaign to support planned piano renovations; (2) proceeds from various Life Enrichment activities are credited in the operating budget rather than a restricted account; and (3) the gross proceeds from most fundraising activities are now being recognized separately from their associated expenses rather than reporting only the net gain.
4. Additional funding for this fiscal year will be acquired through transferring to the operating budget with the consent of the responsible parties \$5,285 in funds that were previously been held in “restricted” accounts related to Life Enrichment and the church bookstore/cart.
5. More communication and detailed funding requests from the various committees and programs about their planned activities and events for next year has driven increasingly thoughtful funding requests for **Committees/Programs**, which again risen substantially over last year’s budget, although the bulk of the jump this next year is related to funding for piano renovations.
6. An additional \$6,020 (123%) is included in the budget for **Finance/Stewardship** to account for the anticipated expenses associated with raising the gross funds recognized under **Fundraising Income** that were not previously tracked separately, but netted from the event proceeds.
7. A new item is included under **Social Justice (63000)** for funding a special new-member fee arrangement (\$2,000) for joining *Communities Organized for Relational Power in Action (COPA)* as part of the church’s commitment to the sanctuary movement.
8. Although administrative and operational expenses (not including **Payroll Expenses**) appear to have increased by \$42,232 (59%) over last year’s budget, this is substantially the result of actually funding \$24,000 for unanticipated contingency expenses as well as the reclassification of bookkeeping and accounting expenses to Professional Fees from the Payroll Expenses line.
9. The **Employee Expenses** budget grew by \$61,297 (20%) due almost entirely to the costs of expanding the church’s ministerial support from the equivalent of one full-time position to 1.5 full-time ministers, with a much smaller impact coming from expanding staff benefits.
10. Fortunately, the payroll expenses for administrative employees dropped by 18%, even with incorporating the recommendations of the Personnel Committee for staff compensation and professional development as well as the inclusion of 10 hours per week over current staffing levels for additional office support (e.g., outreach activities, administrative tasks, facilities and wedding coordination, etc.). Funding is also included for one-half of the expenses associated with potentially engaging another intern minister in the summer of 2020.

Thank you to the all members and friends of the Unitarian Universalist Church of the Monterey Peninsula for your dedication and support throughout the year to the ministry and mission of our church!

Unitarian Universalist Church of the Monterey Peninsula

Proposed Operating Plan Budget One-Page Summary

2018-2019 Budget Proposal Approved by Board of Trustees for Consideration at Congregational Meeting			
	2017-2018 Fiscal Year Actual	2018-2019 Fiscal Year Budget	2019-2020 Fiscal Year Budget
Income			
41000 · Contribution Income	260,778	369,000	399,100
42000 · Investment Income	6*	-	-
43000 · Fundraising Income	23,425	21,880	41,100
44000 · Endowment Disbursement	6,864	10,000	20,000
46000 · Facilities Donations	38,208	20,000	26,952
47000 · Miscellaneous Income	201	-	-
48000 · Other Income & Disbursements	-	23,126	88,618
Total Income	329,482	444,006	575,770
*Does not include dividends and capital gains not credited to the operating fund.			
Expenses			
50000 · ADMINISTRATION			
50500 · Bank Service Charges	149	156	84
50550 · Cash Over/Short	141		
51000 · Communications	12,681	11,870	12,964
52000 · Postage & Shipping	925	300	755
53000 · Office Expense	10,398	7,471	8,916
54000 · Property Expense			
54100 · Facility Services	16,267	22,400	22,884
54200 · Maintenance/Repair	14,635	6,264	11,553
54299 · Property Systems / Taxes / Insurance	11,379	9,390	11,915
Total 54000 · Property Expense	42,281	38,054	46,352
55000 · Utilities Expense	15,623	11,877	9,860
57000 · Professional Expenses	3,611	2,361	11,390
58000 · Contingencies and Miscellaneous	20,551	0	24,000
Total 50000 · Administration	106,360	72,089	114,321
60000 · PROGRAMS / COMMITTEES			
60100 · Communications			3,500
60200 · Association Support Payments	21,894	23,500	22,777
60300 · Leadership Development	0	9,000	2,630
61000 · Lifelong Learning	1,312	6,112	5,785
62000 · Congregational Life	9,033	5,315	7,495
63000 · Social Justice	350	4,000	7,910
64000 · Worship	7,243	10,455	30,500
65000 · Finance/Stewardship & Fundraising Expenses	1,458	4,900	10,920
Total 60000 · PROGRAMS/COMMITTEES	41,290	63,282	91,517
70000 · EMPLOYEE EXPENSES			
71600 · Workers' Compensation Insurance	1,140	2,200	1,400
72000 · Payroll & Benefits			
72100 · Minister Pay & Benefits	148,229	152,333	220,397
72150 · Intern Minister		16,000	8,000
72200 · RE Employees	27,078	30,190	31,323
72300 · Music Employees	44,455	46,242	52,993
72400 · Administrative Employees	46,519	50,708	41,645
72500 · Payroll - Other	0	0	0
Total 72000 · Payroll	266,281	295,473	354,358
73000 · Payroll Taxes	7,962	10,962	14,174
Total 70000 · Employee Expenses	275,383	308,635	369,932
Total Expense	423,033	444,006	575,770
Net Operating Budget Surplus or (Shortfall):	\$ (93,551.00)	\$ 0	\$ 0

2019-2020 Budget Proposal Approved by Board of Trustees for Consideration at Congregational Meeting

	2017-2018 Fiscal Year Actuals	2018-2019 Fiscal Year Budget	2019-2020 Fiscal Year Budget
Income			
41000 · Contribution Income			
41005 · Cash Offering	9,255	9,000	11,500
41006 · Donation	26,711	30,000	26,600
41017 · 2017 6 Months	12,817		
41018 · 2017-2018 Fiscal Year	211,995		
41019 · 2018-2019 Fiscal Year		330,000	10,000
41020 · 2019-2020 Fiscal Year		-	351,000
Total 41000 · Contribution Income	260,778	369,000	399,100
42000 · Investment Income			
42100 · Interest Income	6	-	-
Total 42000 · Investment Income	6*	-	-
43000 · Fundraising Income			
43010 · Cultural Events	1,584	1,376	3,500
43020 · Miscellaneous Fundraisers	115	-	10,000
43030 · Annual Auction	17,235	15,000	16,000
43040 · Super Flea Fundraising	3,841	5,000	3,300
43060 · Equal Exchange	650	504	2,300
<i>Life Enrichment Activities</i>			6,000
Total 43000 · Fundraising Income	23,425	21,880	41,100
44000 · Endowment Disbursement	6,864	10,000	20,000
46000 · Facilities Donations			
46100 · Facilities Use Donations	38,208	20,000	26,952
Total 46000 · Facilities Donations	38,208	20,000	26,952
47000 · Miscellaneous Income			
47100 · Art Sales		-	-
47200 · Miscellaneous Income	201	-	-
Total 47000 · Miscellaneous Income	201	-	-
48000 · Other Income & Disbursements			
Strategic Plan Support Funding Disbursement			
Expanded Benefits Funding			6,306
Ministerial Compensation Funding			63,832
Outreach/Communication/Membership Expansion			10,400
Total Strategic Plan Support Fund Disbursement		-	83,333
48202 · Adult Life Enrichment Fund Disbursement (21651)			5,000
Bookstore Fund Disbursement (21655)			285
48204 · Board Reserve Fund Disbursement		4,606	-
48200 · Other Income/Disbursements		-	
Intern Fund Disbursement		8,000	
Life Enrichment Fund Disbursement		7,657	
OWL Fund Disbursement		2,863	
Total 48000 · Other Income & Disbursements	-	23,126	88,618
Total Income	329,482	444,006	575,770
*Does not include dividends and capital gains not credited to the operating fund.			

Unitarian Universalist Church of the Monterey Peninsula

	2017-2018 Fiscal Year Actuals	2018-2019 Fiscal Year Budget	2018-2019 Fiscal Year Budget
Expenses			
50000 · Administration			
50500 · Bank Service Charges	149	156	84
50550 · Cash Over/Short	141		
51000 · Communications			
51100 · Advertising	534	840	840
51200 · Comcast Business Services	2,098	1,824	1,989
51300 · Phone System	1,670	1,026	1,026
51400 · Web Site	2,433	1,680	2,475
51500 · Hearing Impaired Systems	5,946	6,500	6,634
Total 51000 · Communications	12,681	11,870	12,964
52000 · Postage & Shipping			
52100 · Postage & Shipping	925	300	755
Total 52000 · Postage & Shipping	925	300	755
53000 · Office Expense			
53100 · Computers	2,997	2,039	1,950
53200 · Software	434	36	516
53300 · Office Equipment Rental	2,520	2,508	2,508
53400 · Office Supplies	2,011	1,200	2,100
53500 · Printing/Reproduction	2,351	1,688	1,828
53600 · Administrative Background Screening (Non-RE)	85	21	14
Total 53000 · Office Expense	10,398	7,492	8,916
54000 · Property Expense			
54100 · Facility Services			
54110 · Sexton and Cleaning Services	15,227	21,200	21,624
54120 · Janitorial Supplies	1,041	1,200	1,260
Total 54100 · Facility Services	16,268	22,400	22,884
54200 · Maintenance/Repair			
54201 · Interior Maintenance/Repair	12,708	3,984	7,953
54202 · Exterior Maintenance/Repair	1,927	2,280	3,600
Total 54200 · Maintenance/Repair	14,635	6,264	11,553
54299 · Property Systems / Taxes / Insurance			
54300 · Sound System/Video Equipment	2,134	400	400
54400 · Fire Systems	660	540	2,000
54500 · Property Taxes	599	550	335
54600 · Property/Liability Insurance	7,986	7,900	9,180
Total 54299 · Property Systems / Taxes / Insurance	11,379	9,390	11,915
Total 54000 · Property Expense	42,282	38,054	46,352
55000 · Utilities Expense			
55100 · Electric Service	2,935	1,000	1,000
55150 · Solar System Repairs and Maintenance		-	-
55200 · Gas Service	2,587	2,865	2,520
55300 · Waste Management Service	2,325	2,372	1,300
55400 · Water Service	1,864	840	840
55450 · Well Monitoring & Repair	5,912	4,800	4,200
Total 55000 · Utilities Expense	15,623	11,877	9,860
57000 · Professional Fees			
57100 · Payroll Service Fees	2,228	2,190	2,240
57200 – Temporary Employment Services			-
57300 · Legal Fees	1,334	-	-
57400 · Accounting Services	[See Administrative Employees under Payroll Expenses]	[See Administrative Employees under Payroll Expenses]	9,000
57500 · Licenses and Permits	50	150	150
Total 57000 · Professional Expenses	3,612	2,340	11,390
58000 · Contingencies and Miscellaneous			

Unitarian Universalist Church of the Monterey Peninsula

	2017-2018 Fiscal Year Actuals	2018-2019 Fiscal Year Budget	2018-2019 Fiscal Year Budget
58100 · Contingencies	20,280	-	24,000
58200 · Miscellaneous Expenses	271	-	-
Total 58000 · Contingencies and Miscellaneous	20,551	-	24,000
Total 50000 · Administration	106,360	72,089	114,321
60000 · PROGRAMS/COMMITTEES			
60100 · Communications			3,500
60200 · Association Support Payments			
60201 · UUA Annual Program Fund Support	14,760	16,000	15,716
60202 · PCD Annual Program Fund Support	7,134	7,500	7,061
Total 60200 · Denomination Contributions	21,894	23,500	22,777
60300 · Leadership Development			
60301 · Board Visioning			
Strategic & Long-Term Planning Initiative		7,000	-
60320 · Leadership Training & Development		2,000	2,630
Total 60300 · Leadership Development		9,000	2,630
61000 · Lifelong Learning			
61100 · Life Enrichment	15	100	100
61300 · Religious Exploration			
61310 · RE Supplies	621	540	1,370
61315 · Curricula			420
61320 · RE Training		1,300	1,425
61330 · RE Travel		560	330
61340 · OWL Program	403		
61341 · RE Food		890	740
61351 · RE Background Screening	273	1,092	600
61360 · RE Recognition/Appreciation		980	800
61370 · RE Special Events		650	-
Total 61300 · Religious Exploration	1,297	6,012	5,685
Total 61000 · Lifelong Learning	1,312	6,112	5,785
62000 · Congregational Life			
62100 · Membership	261	515	895
62300 · Caring Network	104	300	300
62400 · Building & Grounds			
62410 · B & G Inside Improvements	5,285	1,000	1,800
62420 · B & G Outside Improvements		1,000	1,800
Total 62400 · Building & Grounds	5,285	2,000	3,600
62500 · Events and Fellowship	3,383	2,500	2,700
Total 62000 · Congregational Life	9,033	5,315	7,495
63000 · Social Justice			
63100 · Social Justice Outreach	350	2,000	2,910
63105 · COPA Membership		2,000	5,000
Total 63000 · Social Justice	350	4,000	7,910
64000 · Worship			
64100 · Music Programs			
64110 · Music Equipment	175	500	20,500
64120 · Music Supplies	880	1,500	1,500
64130 · Musicians--Occasional	3,933	5,000	5,000
64140 · Choir Enrichment Activities			500
Choir UUMN Scholarships		455	
Total 64100 · Music Programs	4,988	7,455	27,500
64200 · Worship Expenses			
64220 · Worship Speaker Honoraria	1,700	2,450	2,450
64230 · Worship Supplies	555	550	550
Total 64200 · Worship Expenses	2,255	3,000	3,000
Total 64000 · Worship	7,243	10,455	30,500
65000 · Stewardship & Finance Expenses			

Unitarian Universalist Church of the Monterey Peninsula

	2017-2018 Fiscal Year Actuals	2018-2019 Fiscal Year Budget	2018-2019 Fiscal Year Budget
65100 · Stewardship & Fundraising		4,900	4,575
Cultural Events Expenses			2,420
Annual Service Auction Expenses			1,825
Super Flea Expenses			300
Equal Exchange Expenses			1,800
<i>Total 65100 · Stewardship</i>			<i>10,920</i>
65200 · Finance	1,458	-	-
<i>Total 65000 · Stewardship & Finance Expenses</i>	<i>1,458</i>	<i>4,900</i>	<i>10,920</i>
Total 60000 · PROGRAMS/COMMITTEES	41,290	63,282	91,517
70000 · Employee Expenses			
71000 · Staff Benefits			
71600 · Workers Compensation Insurance	1,140	2,200	1,400
<i>Total 71000 · Staff Benefits</i>	<i>1,140</i>	<i>2,200</i>	<i>1,400</i>
72000 · Payroll			
72100 · Minister Pay & Benefits			
72101 · Minister Housing Allowance	58,464	40,000	54,000
72103 · Minister Salary	32,886	53,069	94,923
72104 · Minister Professional Expenses	12,600	14,000	14,892
72106 · Minister Benefits			
72107 · Minister Retirement Contribution	9,135	9,734	14,892
72108 · Medical Insurance	25,388	25,404	27,484
72109 · In-Lieu of FICA/Medicare 7.65% (Base Cap)	7,140	7,354	10,396
Additional In-Lieu of Medicare 1.45% (Over FICA Cap)			189
72111 · Dental Insurance	836	948	1,225
72113 · Life & AD&D Insurance	764	744	608
72114 · LTD Insurance	1,016	1,080	1,787
<i>Total 72106 · Minister Benefits</i>	<i>44,279</i>	<i>45,264</i>	<i>56,581</i>
<i>Total 72100 · Minister Pay & Benefits</i>	<i>148,229</i>	<i>152,333</i>	<i>220,397</i>
72150 · Intern Minister			
72160 · Intern Minister Compensation (2020-2021)		16,000	8,000
<i>Total 72150 · Intern Minister</i>		<i>16,000</i>	<i>8,000</i>
72200 · RE Employees			
72210 · RE Director	21,632	21,500	21,420
72211 · DRE Retirement Contribution	1,575	660	2,142
DRE Life & AD&D Insurance			175
DRE LTD Insurance			257
DRE Medical Insurance			-
DRE Dental Insurance			-
72215 · DRE Professional Expenses		1,500	2,142
72220 · RE Team Member	3,871	6,530	5,187
<i>Total 72200 · RE Employees</i>	<i>27,078</i>	<i>30,190</i>	<i>31,323</i>
72300 · Music Employees			
72310 · Music Director	26,250	27,038	27,579
72311 · Music Director Retirement Contribution	2,625	2,704	2,758
Music Director Life & AD&D Insurance			224
Music Director LTD Insurance			331
Music Director Medical Insurance			4,437
Music Director Dental Insurance			269
72315 · Music Director Professional Expense	980	2,200	2,758
72320 · Staff Accompanist	14,600	14,300	14,637
<i>Total 72300 · Music Employees</i>	<i>44,455</i>	<i>46,242</i>	<i>52,993</i>
72400 · Administrative Employees			
72410 · Administrator	24,733	26,520	15,912
72411 · Administrator Retirement Contribution	984	1,768	
Administrator Life & AD&D Insurance			131

Unitarian Universalist Church of the Monterey Peninsula

	2017-2018 Fiscal Year Actuals	2018-2019 Fiscal Year Budget	2018-2019 Fiscal Year Budget
Administrator LTD Insurance			191
72415 · Admin Professional Expense		420	400
72420 · Office Assistant	12,274	12,000	14,321
Office Assistant Life & AD&D Insurance			118
Office Assistant LTD Insurance			172
Other Office Assistance			10,400
72425 · Accounting Services	8,528	10,000	<i>[See Accounting Services under Professional Fees]</i>
Total 72400 · Administrative Employees	46,519	50,708	41,645
72500 · Payroll - Other		-	-
Total 72000 · Payroll	266,282	295,473	354,358
73000 · Payroll Taxes	7,962	10,962	14,174
Total 70000 · Employee Expenses	275,383	308,635	369,932
	423,033	444,006	575,770
Net Operating Budget Surplus or (Shortfall):	\$ (93,551)	\$ 0	\$ 0
	-28%	0%	0%

Unitarian Universalist Church of the Monterey Peninsula

2019-2020 Proposed Operating Budget Comments and Notes

Budget Notes for 2019-2020 Operating Plan	
Income	
Category	Comments & Notes
Account	
41000 · Contribution Income	
41005 · Cash Offering	Net of shared-plate donations from Sunday services.
41006 · Donation	Primarily donations from unpledged individuals and families and contributions from individuals and families in excess of pledged amounts for 2019-2020. Also includes \$1,500 for OWL donations from participating families in the fall.
41019 · 2018-2019 Fiscal Year	Represents runout for the congregation's pledge commitments for 2018-2019.
41020 · 2019-2020 Fiscal Year	Represents the congregation's continuing pledge commitments for 2019-2020.
42000 · Investment Income	
42100 · Interest Income	No interest income is retained in the church's operating account.
43000 · Fundraising Income	
43010 · Cultural Events	Includes primarily ticket sales for the <i>music events sponsored by the church's Music Committee</i> .
43020 · Miscellaneous Fundraisers	Estimated proceeds from a special fundraising campaign to partially support the cost of planned piano renovations.
43030 · Annual Auction	Gross receipts from annual service auction. See Annual Service Auction Expenses line under 65000.
43040 · Super Flea Fundraising	Gross receipts from Super Flea fundraising event. See Super Flea Expenses line under 65000.
43060 · Equal Exchange	Gross receipts collected through sale of Equal Exchange products and merchandise. See Equal Exchange Expenses for cost of goods sold and any other related expenses.
44000 · Endowment Disbursement	
46000 · Facilities Donations	
46100 · Facilities Use Donations	Includes parking lot use-donation from Community Hospital of the Monterey Peninsula during construction activities at \$125/day through December 2019.
47000 · Miscellaneous Income	
47100 · Art Sales	Proceeds from art sales are not reliably forecasted.
47200 · Miscellaneous Income	No significant miscellaneous income is anticipated.
48000 · Other Income & Disbursements	
Strategic Plan Support Funding Disbursement	Allocation from Anonymous Gift to fund Strategic Plan initiatives approved by the congregation in January 2019.
Expanded Benefits Funding	Offset funding to support expanded benefits for church staff approved by Board of Trustees in September 2018.
Ministerial Compensation Funding	Offset funding to support increased compensation expenses associated with expanding ministerial commitment to 1.5 FTE.
Outreach/Communication/Membership Expansion	Offset funding to support enhanced communications and outreach effort to underwrite Strategic Plan goals and objectives.
48202 · Adult Life Enrichment Fund Disbursement (21651)	Transfer of accumulated funds in previously "restricted" Life Enrichment account being moved to Operating Budget with approval of Life Enrichment Committee.
Bookstore Fund Disbursement (21655)	Transfer of accumulated funds in previously "restricted" Bookstore account being moved to Operating Budget.
48204 · Board Reserve Fund Disbursement	Requires board action. None currently contemplated.

Unitarian Universalist Church of the Monterey Peninsula

2019-2020 Proposed Operating Budget Comments and Notes

Expenses			Comments & Notes
Category	Sub-Category		
	Account		
	Sub-Account		
Operations			
50000 · Administration			
	50500 · Bank Service Charges	Account maintenance fee to Rabobank - \$6 monthly for checking account. (Dropped savings account to save \$12 quarterly.)	
	51000 · Communications	Includes spending priorities adjustments based on the charge, direction, and membership of the new Communications Committee and strategic plan.	
	51100 · Advertising	Expenses incurred for <i>MailChimp</i> email management system, <i>Monterey County Weekly</i> , and various job postings.	
	51200 · Comcast Business Services	<i>Comcast</i> monthly three-year contract rate through March 2021.	
	51300 · Phone System	Monthly rate with <i>Telco</i> is \$58.50/mo.	
	51400 · Web Site	Includes \$75 domain renewal in July and monthly web hosting and management fees from <i>Byte Technology</i> .	
	51500 · Hearing Impaired Systems	Invoicing from <i>Caption Pros</i> for captioning during the first service on Sundays runs \$542/mo. + \$125 for extra Christmas service.	
	52000 · Postage & Shipping		
	52100 · Postage & Shipping	Includes \$40/mo. for routine mail and church monthly newsletters; \$50 for each mailing of the Life Enrichment catalogs in fall, winter, and spring; and \$125 for mailing pledge-campaign materials in February. Reduction in postage and mailing costs is actively pursued through the shift to electronic delivery of various church-related materials.	
	53000 · Office Expense		
	53100 · Computers	One-year contract with <i>Red Shift</i> for monthly computer service covering three office workstations and one A/V laptop. This account also includes \$150 annual (August) license for <i>Zoom Communications</i> teleconferencing services.	
	53200 · Software	Includes \$36 annual fee for library cataloging software license (April). Includes \$40/mo. for PowerChurch license. (Dropped QuickBooks 2015 cloud backup to eliminate \$50 annual charge from Intuit.) Add Survey Monkey, being paid by Rev. Elaine?	
	53300 · Office Equipment Rental	Our copier lease contract rate with <i>CIT</i> is fixed at \$209/mo. until September 2020.	
	53400 · Office Supplies	With careful coding of office supply purchases, these general expenses can be limited to \$175/mo.	
	53500 · Printing/Reproduction	Contract for photocopier maintenance with <i>Smile/Tri-County Business Systems</i> includes allowance for black and white copies and for color copies to avoid substantial penalty charges incurred for excess color copies.	
	53600 · Administrative Background Screening (Non-RE)	Covers the cost of background screening for administrative and office employees who do not have regular contact with church children and youth.	
54000 · Property Expense			
	54100 · Facility Services		
	54110 · Sexton and Cleaning Services	Includes \$1,000 monthly charge for janitorial services and \$500 quarterly for carpet cleaning by <i>Bright Edge</i> as well as \$600/mo. for sanctuary and church event set-up services.	
	54120 · Janitorial Supplies	Janitorial and cleaning supplies run approximately \$100/mo.	
	54200 · Maintenance/Repair		
	54201 · Interior Maintenance/Repair	Includes estimated expenses for inside maintenance items such as pest control (\$112 per mo.), painting, plumbing and septic repairs and service (\$600 per trimester), and kitchen appliance repairs.	
	54202 · Exterior Maintenance/Repair	Includes estimated expenses for outside maintenance items such as external pest control, plumbing repairs, and playground repairs.	

Unitarian Universalist Church of the Monterey Peninsula

2019-2020 Proposed Operating Budget Comments and Notes

Expenses		
Category	Sub-Category	Comments & Notes
	Account	
	Sub-Account	
54299	Property Systems / Taxes / Insurance	
	54300 · Sound System/Video Equipment	Annual fall audio/visual tune-up and preventive maintenance servicing by <i>Independent Audio of the Monterey Peninsula</i> .
	54400 · Fire Systems	Includes \$135 Quarterly fire-sprinkler-system-monitoring fee and \$120 annual fire alarm test charge (May) for by <i>All-Safe Integrated Systems</i> and for annual fire extinguisher service by <i>Carlson's Fire and Safety Sales & Service</i> . Also, \$85/mo. base billing account charge for a second <i>California American Water</i> account required for wet fire sprinkler system connection.
	54500 · Property Taxes	Monterey County property taxes in one installment of \$275 (Building: 008-141-002-000) + \$20 (Land: 008-141-014-000) in October 2019 and a personal property tax payment of \$40 (also under 008-141-002-000) in July 2019 for the leased photocopier.
	54600 · Property/Liability Insurance	Monthly premium for church multiple-peril property and liability insurance coverage from <i>Church Mutual Insurance Company</i> .
55000	Utilities Expense	
	55100 · Electric Service	Includes annual <i>PG&E</i> true-up assessment due to non-solar electricity consumption.
	55150 · Solar System Repairs and Maintenance	New account for tracking repair and maintenance expenses of the church's solar system electric plant.
	55200 · Gas Service	Estimated natural gas expenses based on historical <i>PG&E</i> billing.
	55300 · Waste Management Service	Estimated waste disposal expenses based on historical <i>Waste Management</i> billing. (May be able to reduce standing capacity with departure of <i>The Gathering for Women</i> group as a church facility user for FY 2018-2019.)
	55400 · Water Service	Includes base account billing charge for <i>California American Water</i> as backup service to church water well service.
	55450 · Well Monitoring & Repair	Covers periodic invoicing by <i>Cypress Water Company</i> for monitoring, repairing, and maintaining the church's water well system.
57000	Professional Fees	
	57100 · Payroll Service Fees	Covers the \$162 monthly processing fee to <i>BenefitMall</i> , our payroll and payroll taxes servicing vendor, and \$246 fee for annual production and filing of IRS Form W-2s.
	57200 – Temporary Employment Services	Expenses for fees paid to temporary employment agencies.
	57300 · Legal Fees	Church legal expenses.
	57400 · Accounting Services	Expenses for bookkeeping services and for CPA guidance.
	57500 · Licenses and Permits	Includes <i>Aguajito Property Owners Association</i> membership dues and secretary of state fees as well as occasional liquor-service permits as required.
58000	Contingencies and Miscellaneous	
	58100 · Contingencies	FY2017-2018: Sewer Backup! FY2018-2019: More Sewer + Termites! FY2019-2020: ??!
	58200 · Miscellaneous Expenses	No Miscellaneous Expenses are anticipated in fiscal year 2019-2020.
60000 · PROGRAMS/COMMITTEES		
	60100 · Communications	Includes funding for increased highway signage as well as banners, posters, and logo wear for community events. Support is included for outreach advertising for church events along with printing and translation honoraria for Sanctuary outreach.
	60200 · Association Support Payments	
	60201 · UUA Annual Program Fund Support	Association program support payment to <i>Unitarian Universalist Association (UUA)</i> as determined by a new percentage-of-budget payment formula to be paid in April.
	60202 · PCD Annual Program Fund Support	Association program support payment to <i>Pacific Central District (PCD)</i> as determined by a new percentage-of-budget payment formula to be paid in April.
	60300 · Leadership Development	
	60301 · Board Visioning	<i>For initiatives proposed by the Board of Trustees.</i>
	Strategic & Long-Term Planning Initiative	
	60320 · Leadership Training & Development	Includes \$1,500 for expenses to attend the 2019 General Assembly in Spokane, WA and/or a district meeting or participate in other workshops and \$500 for the Leadership/Nominating Committee to conduct in-house training workshops.
61000	Lifelong Learning	
	61100 · Life Enrichment	Covers the cost of light food and reference materials for the adult series of Life Enrichment programs.

Unitarian Universalist Church of the Monterey Peninsula

2019-2020 Proposed Operating Budget Comments and Notes

Expenses		
Category	Sub-Category	Comments & Notes
	Account	
	Sub-Account	
61300	Religious Exploration	
	61310 · RE Supplies	Includes classroom crafts, office products, room décor items, new nursery toys, and baby-care supplies for the RE year as well as specific supplies related to RE course curricula.
	61315 · Curricula	Expenses related to acquisition of Religious Exploration course curricula.
	61320 · RE Training	Includes \$750 for certifying three OWL facilitators in July, \$375 for Spirit-Play teacher training, and \$300 for supplies and food for in-house RE-wide teacher training orientation session in August.
	61330 · RE Travel	Chaperone expenses for three district retreats and travel expenses for three teachers to participate in OWL facilitator certification training.
	61341 · RE Food	Includes kids' snacks every Sunday, meals for youth at fall and spring overnight events, and entrees for four family potlucks.
	61351 · RE Background Screening	Cost of implementing new <i>Safe Gatherings</i> child and youth protection training and background screening for 15 RE paid-staff and volunteers.
	61360 · RE Recognition/Appreciation	Celebration and recognition for OWL, COA, and Bridging Seniors and their families and a year-end teacher luncheon and token appreciation gifts.
	61370 · RE Special Events	None planned for 2019-2020.
62000	Congregational Life	
	62100 · Membership	Includes expenses associated with three UU orientation sessions and the new-member joining ceremony in May, the fall ushers and greeters appreciation luncheon, and two other social/potluck events sponsored by the Membership Committee. Also provides for three small-group conversation sessions, one in the fall, one in the winter, and one in spring.
	62300 · Caring Network	Includes greeting, birthday, and get-well-soon cards; postage; and supplies for Caring Network table. Also \$100 for simple refreshments for church memorial services.
	62400 · Building & Grounds	<i>These are new accounts to separate improvements from repairs and maintenance expenses.</i>
	62410 · B & G Inside Improvements	New account for tracking interior improvements to church facilities, including, for example, furniture, new window treatments, and additional fixtures.
	62420 · B & G Outside Improvements	New account for tracking exterior improvements to church facilities, including, for example, new plants and trees, additional planters and fixtures, and additional hardscape.
	62500 · Events and Fellowship	Includes \$175/mo. for coffee and supplies for Sunday services, \$200 for Program Council Committee Fair (September), and \$100 to <i>CHOMP</i> for annual AED training (February).
63000	Social Justice	
	63100 · Social Justice Outreach	Includes funds for membership fees for joining community groups; for supporting forums, speakers, and movies; and for attending conferences, legislative hearings, or demonstrations. Also provides \$500 for providing food for <i>I-Help Men</i> and <i>I-Help Women</i> .
	63105 · COPA Membership	Funding for the suggested 1%-of-church-budget annual membership fee for <i>Communities Organized for Relational Power in Action (COPA)</i> as part of the church's commitment to the sanctuary movement.
64000	Worship	
	64100 · Music Programs	
	64110 · Music Equipment	In addition to semi-annual piano tuning services, the operating budget includes \$20,000 for expenses associated with renovation of the church's grand piano in the Sanctuary; this cost is expected to be offset by a combination of targeted fundraising and possibly a special allocation of Endowment Fund investment proceeds.
	64120 · Music Supplies	Purchase of new sheet music for the church's choir and instrumental performances for Sunday services.
	64130 · Musicians--Occasional	Provides for guest musical soloists at church services on 25 Sundays (includes two services each Sunday @ \$200/Sunday).
	64140 · Choir Enrichment Activities	Includes \$500 for enrichment and community building activities for active choir members.
	64200 · Worship Expenses	
	64220 · Worship Speaker Honoraria	Includes worship speaker honoraria of \$1,400 for Summer (July & August 2019 and June 2020) and \$1,050 for the rest of the fiscal year.
	64230 · Worship Supplies	includes \$240 for occasional worship supplies and \$310 for two semi-annual service planning retreats.

2019-2020 Proposed Operating Budget Comments and Notes

Expenses				
Category	Sub-Category	Account	Sub-Account	Comments & Notes
65000 · Stewardship & Finance Expenses				
	65100 · Stewardship			For Stewardship Committee's \$4,475 in costs associated with the 2020-2021 canvass campaign, including printing, launch, and support recognition. Also includes \$100 for legacy donation recognition by the Endowment Committee.
		Cultural Events Expenses		Includes cultural event staging costs.
		Annual Service Auction Expenses		Expenses associated with conducting the annual church service fundraising auction, including auction software, food, wine, fixtures, decorations, child care, and payment transaction fees.
		Super Flea Expenses		Includes \$300 for Super Flea staging costs.
		Equal Exchange Expenses		Cost of goods sold for Equal Exchange.
	65200 · Finance			For any Finance Committee expenses.

Unitarian Universalist Church of the Monterey Peninsula

2019-2020 Proposed Operating Budget Comments and Notes

Expenses				
Category	Sub-Category	Account	Sub-Account	Comments & Notes
70000 · Employee Expenses				
71000 · Staff Benefits				
	71600 · Workers Compensation Insurance			Represents estimated net annual premium costs; includes coverage for setup workers.
72000 · Payroll				
	72100 · Minister Pay & Benefits			
		72101 · Minister Housing Allowance		
		72103 · Minister Salary		
		72104 · Minister Professional Expenses		
		72106 · Minister Benefits		
		72107 · Minister Retirement Contribution		
		72108 · Medical Insurance		
		72109 · In-Lieu of FICA/Medicare 7.65% (Base Cap)		
		Additional In-Lieu of Medicare 1.45% (Over FICA Cap)		
		72111 · Dental Insurance		
		72113 · Life & AD&D Insurance		
		72114 · LTD Insurance		
	72160 · Intern Minister Compensation (2020-2021)			Accumulation of \$8,000 in funds being collected for Intern Minister expenses in Fiscal Year 2020-2021. Balance of \$8,000 more anticipated to be collected in fiscal year 2020-2021.
	72200 · RE Employees			
		72210 · RE Director		
		72211 · DRE Retirement Contribution		
		DRE Life & AD&D Insurance		Per Staff Compensation Recommendations from Personnel Committee.
		DRE LTD Insurance		
		DRE Medical Insurance		
		DRE Dental Insurance		
		72215 · DRE Professional Expenses		
		72220 · RE Team Member		Per Staff Compensation Recommendations from Personnel Committee.
	72300 · Music Employees			
		72310 · Music Director		
		72311 · Music Director Retirement Contribution		
		Music Director Life & AD&D Insurance		Per Staff Compensation Recommendations from Personnel Committee.
		Music Director LTD Insurance		
		Music Director Medical Insurance		
		Music Director Dental Insurance		
		72315 · Music Director Professional Expense		Includes \$110 for annual membership renewal for Music Director in Association for UU Music Ministries (AUUMM) ; \$1,250 for five nights lodging, meals, and transportation to attend the July 2019 AUUMM conference in Denver; and \$400 for early registration for the July 2020 AUUMM conference.
		72320 · Staff Accompanist		Per Music Director, accompaniment for choir rehearsals, Sunday services, and Christmas performances.
	72400 · Administrative Employees			
		72410 · Administrator		
		Administrator Life & AD&D Insurance		Per Staff Compensation Recommendations from Personnel Committee.
		Administrator LTD Insurance		
		72415 · Admin Professional Expense		
		72420 · Office Assistant		
		Office Assistant Life & AD&D Insurance		Per Staff Compensation Recommendations from Personnel Committee.

2019-2020 Proposed Operating Budget Comments and Notes

Expenses				
Category	Sub-Category	Account	Sub-Account	Comments & Notes
		Office Assistant LTD Insurance		
		Other Office Assistance		Payroll expenses for additional office assistance.
	72500 · Payroll - Other			As in past years, no net "Payroll - Other" expenses are anticipated in the 2019-2020 fiscal year.
73000 · Payroll Taxes				Category to track statutory payroll tax expenses related to compensation.