

# UUCLV ANNUAL REPORT 2015

Report of the Board of Trustees.....	2
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## Committee Reports

Worship.....	4
Committee on Ministry.....	5
Long Range Planning.....	5
Nominating.....	6
Stewardship.....	6
Building Use.....	7
Property.....	7
Personnel.....	8
Church Family.....	8
Membership.....	8

## Additional Materials:

\* 2014-15 Treasurer's Report

## UUCLV BOARD OF TRUSTEES' ANNUAL REPORT (2014-2015)

June 14, 2015

The bylaws require the Board of Trustees to "present to the membership at the Annual Meeting a full report of its activities and proceedings during the previous fiscal year."

The members of the 2014-2015 Board are:

Jan Phillips, President	Marie Tweed, Past President
Ellen Bell, Vice President	Rev. Don Garrett (ex officio, non-voting)
Cheryl Ann Lombardi, Clerk	Emma Finkle, Youth Representative (non-voting)
Nancy Butow, At-Large Trustee	Sarah Johnson, At-Large Trustee
Chris Johannessen, At-Large Trustee	Robert Kriebel, At-Large Trustee
Ilse Stoll, At-Large Trustee	Tom Zimmerman, At-Large Trustee

### Meetings:

- The Board held its regular meetings every month, normally on the first Thursday; these meetings customarily opened with discussion of the "monthly theme" prepared by Rev. Don.
- Other Board meetings:
  - Retreat on August 9, 2014
  - Special-purpose meetings on March 8 and April 19
  - Workshop with Mark Bernstein of the UUA Central Eastern Region on April 4
  - Luncheon meeting with Rev David Pyle (JPD Executive Director) on May 17.
- A congregational meeting was held on January 18 to approve application to the JPD for a "Chalice Lighter" grant to help to fund the proposed wheelchair lift project.
- Several "town hall meetings" were held after church services, usually with a focus topic.
- Executive committee (President, Past President, Vice President and Minister) met monthly in advance of and to plan for Board meetings.

### Proceedings:

- Approved the minutes of the annual congregational meeting (June 8, 2014) as submitted;
- Revised the Board's Covenant
- Appointed Emma Finkle as Youth Representative to the Board (non-voting)
- Appointed "task forces" to:
  - Investigate options to enhance and finance the Memorial Garden. Review committee charters for the Board (ongoing process).
  - Assess options/process to evaluate Ministerial performance, working with Committee on Ministry.
  - Propose bylaws revision(s) related to membership
- Approved a entrance/exit plan for emergency shelter clients to avoid conflicts with school tenants.
- Accepted outside independent review of 2013-2014 financial records; no deficiencies were found by the reviewer.
- Reviewed and revised closure-of-church procedures (e.g. for inclement weather).
- Approved continuation of membership in the Lehigh Conference of Churches.
- Adopted policy to not allow members of the church to be retained as contractors.
- Adopted direct monthly allowance for Administrator's health insurance and discontinued direct purchase of insurance.

- Prepared and submitted annual report to UUA, including certification of membership (202) in January.
- Requested Property Committee and HAVEN to investigate options for soundproofing the gym.
- Authorized application for grant from JPD Chalice Lighters to help fund wheelchair lift project. The congregation approved the application at a special meeting on January 18. In April, the JPD approved a grant to us.
- In conjunction with service leaders, cancelled two Sunday services due to snow.
- Monitored progress on capital projects (see below)
- Recommended JPD awards to Emma Finkle (Outstanding Youth) and Kate Scuffle (Outstanding Staff). (Emma was awarded at JPD conference in April.)
- Recommended Ginnie Blocker and Ann Gastinger for Northampton County Outstanding Seniors. Ann and Ginnie (posthumously) were recognized by the county in May..
- Worked with the Administrator and the Membership Committee to update database and refine related reporting (Marie).
- Reviewed policies adopted by past Boards; reaffirmed or deleted as deemed appropriate.
- Reviewed changes to the Personnel Manual developed by the Personnel Committee.
- Appointed replacement members of Committee on Ministry as recommended by Rev. Don.
- Attended JPD annual conference (Jan and Ellen) in April
- Decided that the church Annual Report be prepared following the annual congregational meeting.
- Endorsed for presentation at the annual congregational meeting (June 14, 2015)
  - Proposed 2015-2016 budget (prepared by Finance Committee)
  - Proposed bylaws revisions (prepared by bylaws revision task force)
  - Proposed resolution in support of Gov. Wolf's death penalty moratorium (prepared by Social Action Committee)
- Approved and documented arrangements for Gym lavatory project funding.
- Reviewed Memorial Garden task force report; approved plan concept.

## **CAPITAL PROJECTS**

The status of capital projects active this year:

- RE Building capstone replacement - completed
- Community Room remodeling - completed
- South tower storm-proofing - completed
- Gym lavatory installation - contracted [expected by end of June]

The Board thanks Rev. Garrett and Staff (Kate Scuffle, Administrator; Jansen Wendell, Life Education Coordinator; Rick Poltarak, Sexton; and Dr. Larry Lipkis, Music Director) for their excellent service this year. Mr. Poltarak is a new employee, hired in November.

Finally, the Board also thanks the committee chairs, committee members, and many, many member volunteers (especially Treasurer Allen Zinnes and Affiliated Community Minister Robin Capoor) for their contributions of time and energy to the church this year.

Respectively submitted,

-- Jan Phillips, for the Board

## WORSHIP COMMITTEE - FINAL REPORT

The Worship Committee meet over the past year to plan and implement the 10:30 Sunday Morning Worship Service. From September 2014 to June 2015, worship services were held every Sunday morning with the following exceptions: October 18<sup>th</sup> service was held in the gym on Saturday evening due to the Sunday Marathon through Bethlehem which makes access to the church impossible during the regular Sunday Morning time, and two Sundays in March when the church was closed due to inclement weather.

Aesthetics of the sanctuary were considered by the committee in an effort to find ways to create more interest and excitement in the front of the sanctuary. To that end, a group of quilters were recruited from the congregation and charged with creating two banners to be hung on the columns behind the pulpit and the lectern. These quilts were installed in the spring and summer. One quilt to welcome us all to the space and one reflecting the peace dove in the mosaic behind the altar. Discussions of flowers and other esthetic elements were conducted but no change in current policy was made. These discussions will continue into the future.

The hole left by the change of the sound system was covered appropriately during a Property Committee work party. This eliminates a potential hazard in the sanctuary while leaving the space accessible, if needed.

Worship themes for the year were established during the summer of 2014. They included: hospitality, connection, memory, blessing, possibility, abundance, integrity, evolution, imagination, play and fun. The services reflected these themes in a multitude of ways.

The sermons were presented by a variety of people bringing many different voices to our members. The distribution follows:

- Rev. Garrett preached approximately 30 sermons (church closures because of inclement weather caused considerable disruption in the schedule)
- Rev. Capoor preached approximately 6 sermons.
- Marie Tweed and Sue Weber preached four sermons.
- Catherine Knowles, the ministerial intern, preached three times.
- Bob Cohen, Dr. Drew Keister, Rev. Janis-Dillon, and Tara Stephenson each preached once. .
- A neutral pulpit was provided for the First UU Church of the Main Line in February.
- The CERG executive preached once in May.
- The Religious Education Committee was responsible for three services: the Christmas Pageant, RE Sunday and Youth Sunday.

Throughout the year, we recognized the variety of sources of religious traditions that inform our services. Yom Kipur, Samhain, Thanksgiving, Winter Solstice, Easter and Flower Communion were all celebrated.

After the congregational meeting in June 2015, Sarah Carlson began her term as Chairperson of the Worship Committee.

I have enjoyed leading the committee over the past three years and look forward to continuing my membership in the committee.

-- Robin Capoor, Chair, 2012-2015.

## UCLV COMMITTEE ON MINISTRY - ANNUAL REPORT

During this church year, the Committee on Ministry worked on the following:

- Assessed the results of the Congregational Survey conducted in 2014 and disseminated the results to the congregation and leadership of the church. Pertinent findings included an overall satisfaction with our church, its activities, values and covenant; although the majority of us did not believe we are fully living our values or integrating the covenant into the life of the church.
- With Rev. Don Garrett and Rev. Robin Capoor, conducted three congregational workshops, two to identify the meaning of membership and one to learn compassionate communication. Our membership workshops showed that what we valued most about membership was that we are an open and caring community, that we encourage personal and spiritual growth, and that we are concerned about and work for social justice. We also identified the following as our responsibilities as members of the congregation – religious education of our children; participating in the governance of the church, including voting at congregation meetings; performing service to the greater community; contributing to the financial needs of the church; participating in the work of the church by serving on committees or other activities; supporting, nurturing and caring for each other; and attending Sunday services together.
- Used the Congregational Covenant to encourage respectful communication between ourselves and with our staff.
- Submitted ministerial compensation recommendations to the Board.
- Working with a task force created by the Board, identified a tool, Fulfilling the Call, to be used next year and beyond to help set ministerial goals and assess the health of the congregation.

Cecilia Eberhard, Outgoing Chair

Committee on Ministry: Rory Marushak, Linda Hanna, Robin Capoor, Sue Weber

## LONG RANGE PLANNING COMMITTEE - ANNUAL REPORT

- The Long-Range Planning Committee spent a large portion of this past year responding to a goal of Rev. Don stated at last summer's Program Council retreat: that every member of the congregation be involved in a meaningful church-related activity.

To that end, we surveyed every committee and program asking that those in charge break down their main objectives into the smallest tasks possible. We then categorized as many of those tasks as possible and prepared them on Excel sheets.

We then spent two or three Sundays after church trying to get members to sign up for the various tasks. The responses were not as great as we had hoped, but we did get some people to participate. The results were used by last year's Spaghetti Dinner.

The results are now in the hands of Program Council, which is where they belong. It is hoped that PC and its component members can think of ways to enlist more church members, especially new people preparing for a book signing.

- Members of LRP joined with other committees to restructure the Capital Campaign priorities list.
- The committee also began to determine what additional outreach program(s) members of the congregation felt the church should undertake. Postcards requesting in-pur were sent out in early September. This was in response to indications in the church-wide survey that members felt the church needed more outreach programs.

-- Frank Claps, Chair, Long-Range (Church) planning

## NOMINATING COMMITTEE REPORT

### **Vice President**

Bob Kriebel

### **At-Large Trustees**

Tom Zimmerman –(new term)

Sharon Beckhard

Barbara Diamant

### **Committee Chairs**

**Church Family – Sue Phillips and Kathy Stagl**

**Church Planning – Frank Claps**

**Communications – Jane Benning** (Communications committee: John Kennedy, Dan Hazleton, and Eric Lee. Jane is willing to continue next year and thinks that Eric might be an eventual replacement for her.)

**Denominational Affairs – Christine Davis –will continue one more year.**

**Finance – Cease Blocker will continue.** Adam Wilson will assist and might be open to a chair or co-chair of finance in the near future.

**Membership – Pete Pellegrino and Varee Var**

**Music – Janice Galassi**

**Property** –No one has been found who is willing to chair this committee. Committee members include the following: Pat Herring, Brian Hartlaub, Kurt Zipprodt, Dora Davenport, Gene Hunter, Ilse Zinnes, Dave Campolongo, Bill Rogers, Judy Wright.

**Social Action** – **Gene Hunter** has agreed to continue to chair Social Action. Lily Gioia has declined this year, but might be able to assist next year.

**Stewardship – Dorothy Cockrell**

**Youth R.E. - Kerri Finkle** has agreed to one more year.

**Worship –Sarah Carlson Summer**

**Nominating - Tom Repasch and John Kennedy** have agreed to serve on committee.

## STEWARDSHIP ANNUAL REPORT – 2015-2016 CAMPAIGN

The Stewardship Committee, chaired by Dorothy Cockrell, closed the 2015-2016 campaign with pledges amounting to \$217, 400, to be paid by June 30, 2016. Dorothy extends a thank you to Frank Claps, Christine Davis, Jan Phillips, and Barbara Diamant who joined her in planning and administering the campaign.

All members and friends were asked for a financial commitment to fund the operating budget for the upcoming fiscal year. This year, we have 158 pledges to the UUCLV, including 28 new pledges. This campaign saw an increased use in the convenience of online pledging and about 50 percent of the financial commitments came in this way. However, the campaign could not have been successful without the efforts of 30 volunteer canvassers, who contacted those who did not pledge online. The committee is very grateful to our canvassers.

Finally, thank you to the congregation for coming together to meet the financial needs of the UUCLV by making a pledge.

## **BUILDING USE COMMITTEE**

The Committee consists of one person - the chair, Pat Herring. Building Use is a subcommittee of the Finance Committee.

The purpose of the Building Use Committee is to oversee long term and one time rentals in conjunction with the congregation's use of the church. The Administrator and Sexton manage the day to day details.

We currently have 11 long term renters who rent either a classroom, the gym, or the kitchen on a continuous basis which could be anywhere between weekly and once a month. Two renters occupied rooms on an exclusive basis and were in the building at variable times. The Community Services program known as Head Start had the use of two rooms and the gym during the school year. The Montessori School occupied two rooms and used the gym and the yard.

One time rentals include weddings, birthday parties, and other social functions. These usually take place in the Sanctuary, the Community Room or the gym. The rental income from July 1, 2014 through the June 30, 2015 is as follows: kitchen rental - \$13,632, Head start Rental - \$3,400, the Montessori School - \$17,850 and all other one time rental and long term rental - \$24,000. This amounts to \$58,000. This number is the gross income and does not take into account the expenses incurred as a result of the rentals. The expenses may amount to about \$3000 not including equipment that remains for a long term.

-- Pat Herring , Building Use Chair

## **PROPERTY COMMITTEE**

The Committee's purpose is to oversee the church facilities as to the maintenance of the structure and the systems, and as to the general cleanliness and orderliness. The committee coordinates with our sexton, as available. We had no Sexton for a number of months during the fiscal year.

Some items we addressed this year are:

- 1) Met with painters for estimates ranging between \$14,000 and \$18,000 for painting the outside trim of our sanctuary. The range is wide due to variances in scope.
- 2) Installed a light outside the handicap entrance on the garage fascia.
- 3) Contacted Roto Rooter and Service Pro to evaluate our sidewalk drainage problems.
- 4) Met with cleaning companies to clean in lieu of having a sexton. Girls at Work was hire
- 5) Purchased two new refrigerators for the gym kitchen.
- 6) Hired a locksmith who installed the hardware on the door leading from the landing between the back 2nd floor doors and the stairs leading to the gym. The door now operates smoothly as a fire door.
- 7) Repaired the cement in the rear of the garage and around the outside stairs leading to the gym level kitchen.

We had several work parties Work done includes cleaning out the window wells on the outside and getting rid of leaves. Cleaning the gym kitchen, cleaning the coat closet in the Center Street Foyer, cleaning the chair room to make room for our new community room chairs, and cleaning the Wall Street foyer all the way down to the gym door. We removed unwanted items from the basement and behind the

gym curtains. We removed unwanted items from Rooms 302 and 310 to make them rentable. We had the Salvation Army come out several times to take unwanted items. We hired Swint hauling to remove other unwanted items.

-- Pat Herring, Property Chair

## **PERSONNEL COMMITTEE - ANNUAL REPORT**

During the 2014-15 year, the Personnel Committee performed the following tasks:

- Revised and obtained the Board's approval for changes to the Personnel Policy Manual for review by the minister with the employees
- Revised the personnel job descriptions. The minister to review with each employee
- Hired a new Sexton and Sunday Sexton
- Coordinated, with the minister, the merit/cost of living raises for the employees
- Prepared budget for 2015-16
- Approved additional hours for the Administrator and proposed to the Executive Committee a new work schedule
- Reviewed and approved the Personnel Committee's covenant

## **CHURCH FAMILY COMMITTEE**

The Church Family Committee is dedicated to service within our own church community during times of need or crisis. It coordinates volunteer help from the congregation to respond to situations which already exist or which arise. The committee, in cooperation with the congregation, acts much as a loving family does to extend a hand to members and friends in times of need.

In the 2014-15 church year, the CFC issued requests for cards, food, rides, calls and visits for 27 members of the UUCLV. There were 7 memorial service related announcements, with requests for reception donations, including notifications of deaths of members or relatives of members. There were 15 other notifications/requests of a "miscellaneous" nature.

There were 3 requests for transportation help this year .

Grateful appreciation is expressed to all who so generously volunteered to provide comfort, food, financial assistance and transportation when needed by members and friends of the congregation.

It is also important to acknowledge that there are many members of our congregation who operate "silently," helping on their own initiative. Thank you all.

-- Co-chairs: Sue Phillips, Janet Warren

## **MEMBERSHIP COMMITTEE - ANNUAL REPORT**

During the 2014-2015 church year, the Membership Committee staffed the welcome table at coffee hour each Sunday, held four New UU classes and four new member ingatherings. Membership also worked with the church office to maintain the data base and mailing list, and responded to requests from other committees and individuals, and updated presentation materials as needed.

-- Pete Pellegrino, Membership Chair