

UNITARIAN  
UNIVERSALIST  
CHURCH OF  
JACKSON



## Jan 16, 2024 Board Minutes

### ATTENDANCE

President Gwen Pevey  
President-elect Jill Morgan  
Treasurer Lisa Dunn  
Secretary Dianna Albertson  
Trustee Evelyn Moore  
Trustee Sue Moss  
*Quorum reached*

### OTHER ATTENDEES

Minister Jim Becker Snowdancer  
Stacy Callender

### AGENDA

Light Chalice  
Approve Dec. 2023 Minutes  
Treasurer's Report  
Minister's Report  
Approve Snowdancer's Ministerial Services Agreement  
Discuss Ministerial Relations Council (MRC)  
Update on Warehouse Electric Costs  
Discuss UUA Annual Cert. - Deadline Feb. 5  
Update on Architect's Plans  
Update on Background Check Company  
Discuss Members Preferred Method of Contact  
Discuss Process for Accessing UUJXN Info  
Update on Pledge Drive  
Other Business  
Extinguish Chalice

### LIGHT CHALICE

The chalice was lit at 6:32

### **APPROVE DEC. 2023 MINUTES**

A motion to approve the minutes was made by Dianna.

It was seconded by Lisa.

All approved.

### **TREASURER'S REPORT**

Jill made a motion to approve the treasurer's report.

Evelyn seconded it.

All approved.

*See Attachments*

### **MINISTER'S REPORT and APPROVE SNOWDANCER'S MINISTERIAL SERVICES AGREEMENT**

The board and Snowdancer discussed the breakdown of the report, this is a trial run to work out any issues. Lisa asked about the cost of other activities when Snowdancer would be representing the church because we need a financial process for the budget, these costs have not been included in the budget and funds will have to be reallocated from other committees.

The Extended Medical Leave section will be reworked, changing the long-term disability language to allow for more flexibility and the board will vote on it in Groupme.

*See Attachment.*

Lisa made a motion to accept the report.

Jill seconded it.

All approved.

### **DISCUSS MINISTERIAL RELATIONS COUNCIL (MRC)**

The board discussed MRC which will provide support for the minister.

This has been written into the Policy and Procedures.

The committee can meet 2-4 times a year or more often, if needed.

People who serve on the committee cannot be board members.

The board will discuss their picks in Groupme.

### **UPDATE ON WAREHOUSE ELECTRIC COSTS**

Brian, the previous groundskeeper, authorized outside lights.

Entergy is charging \$271 which owns the outdoor lighting (streetlights).

Gwen will talk to Eric about the exorbitant amount being charged to the church that is beyond the outdoor lighting costs.

*See Attachment*

### **DISCUSS UUA ANNUAL CERTIFICATION**

The deadline for the certification is February 5. Lisa will do the financial information.

UUA will send a suggested amount but we have budgeted \$1,000.

### **UPDATE ON ARCHITECT'S PLANS**

An update will be given in February by the architects at our next board meeting.

The drawings will be finalized at the end of January and they will meet with the committee to go over any alterations.

### **UPDATE ON BACKGROUND CHECK COMPANY**

Dianna will call to find out if any of the 3 companies listed on the UUA website will review an occasional background check as opposed to having an ongoing contract.

### **DISCUSS MEMBERS PREFERRED METHOD OF CONTACT**

Per the Ministry Council, Eric, the sole person on the Care Ring, needs a small team to contact members quarterly via phone or email.

The board discussed adding a field to the TTT online form to ask members their preferred method of contact.

### **DISCUSS PROCESS FOR ACCESSING UUIXN INFO**

We need an improved process for security pertaining to our websites where our information is stored. At this time, everyone is using the same login with the same passwords.

Google has a two-step process with Stacy as the contact person.

Sue and Gwen will look into solutions, then bring them before the board. Any final solutions approved by the board will be added into the Policy and Procedures.

### **UPDATE PLEDGE DRIVE**

Lisa shared the TTT spreadsheet with the board.

### **OTHER BUSINESS**

1. Stacy screen-shared a document that she had created several years ago about providing a welcome pamphlet and other materials to new members, visitors and guests which were divided into adult, teen and child categories. Some of the suggested materials were books, pocket guides, coming of age journals and bookmarks.

Stacy was asked to present this to the board and to ask about the funding for the supplies which will need to be restocked over time. Lisa will reword the budget and then discuss it with Jill and Snowdancer. Stacy will submit her proposal in the Ministerial Groupme, as well.

2. Stacy reported that the RE and nursery needs a complete cleanout.

3. Dianna asked the board about working on the church's archival materials: organize, preserve and digitalize.

Snowdancer said that we need to repair 2 scrapbooks that are falling apart.

Tom Kersun and Eric may have some items, others are in a storage unit and in the warehouse. All of the archival materials need to be put in a single safe spot and create a library space for accessibility.

4. There will be a final warehouse give-away this upcoming weekend and the remaining items will be sent to NUTS.

5. Gwen reported on the DC protest she attended. She met a group that is interested in accessing our archives pertaining to Civil Rights and Queer struggles in the South.

6. Suggestions for candidates to fill the president-elect, secretary and trustee board positions will be presented and discussed in Groupme. The last month for the secretary and one trustee is June.

7. The board and minister agreed the bylaws need to be amended to remove language excluding members who don't fill out the TTT form. Someone will need to type it up and bring it before the congregation for a vote.

### **EXTINGUISH CHALICE**

Chalice was extinguished 9:10

---

# Minister's Report to the Board

For the Month of January 1-16, 2024

Ministry Item	Number of Events	Hours Spent	Salary / Travel	Flexible	Detail
Ministry Sundays	1	5	X		Jan 7 – illness; Jan 14 --
Funerals				X	
Weddings				X	
Prep for Non-Min Sundays (Scripts)	1	4	X		Jan 7
Vespers	1	3	X		Jan 3
Creativity Matters			X		
Chalice Scribes	1	1			Jan 8--Volunteer due to facilitator being elsewhere
Events that demand minister presence		2		X	I was asked and attended an ecumenical service celebrating MLK Jr Day at Safe Harbor Family Church, Jan 14 @ 5 PM.
Rites of Passage				X	
Programming for all Sundays		7 of 40	X		
Attendance: GA, SR events, clergy events				X	
Office Supplies					
Travel (if and when needed)				X	
CUUPS events	1				
Board Mtgs	1				Jan 16
Contract Prep		6			
Meetings w/Members	1	1			
Ministry Council	1	2			Prep and Meeting time Jan 13
Totals	8	31			

Special Requests for the Board:

Additional Funds Request:

Other or Long-Term Considerations:

*Snowdancer*

Rev. Jim Becker (Snowdancer)

	Total Actual	Budget	Over (Under) Budget
<b>Exploring Our Beliefs</b>			
1-71 Guest Minister/Speaker Fees	4,865.76	10,980.00	(6,114.24)
1-72 Musician and Performer Fees	1,125.00	1,500.00	(375.00)
1-73 Sound and Video Equipment	146.44	500.00	(353.56)
1-74 Music Licenses	317.00	375.00	(58.00)
1-75 Worship Materials	881.73	1,800.00	(918.27)
1-76 RE Supplies	342.97	2,500.00	(2,157.03)
1-77 Flower Communion and Other Special Events	493.65	800.00	(306.35)
1-78 Nursery Attendant	143.00	672.10	(529.10)
<b>Exploring Our Beliefs Total:</b>	<b>8,315.55</b>	<b>19,127.10</b>	<b>(10,811.55)</b>
<b>Living Our Values</b>			
1-81 Living Our Values Expenses	159.94	500.00	(340.06)
<b>Living Our Values Total:</b>	<b>159.94</b>	<b>500.00</b>	<b>(340.06)</b>
<b>Changing Our World</b>			
1-91 Changing Our World Expenses	0.00	500.00	(500.00)
<b>Changing Our World Total:</b>	<b>0.00</b>	<b>500.00</b>	<b>(500.00)</b>
<b>Total Expenses</b>	<b>51,272.13</b>	<b>56,404.30</b>	<b>(5,132.17)</b>
<b>Total General Fund Net Income (Loss)</b>	<b>(20,003.38)</b>	<b>(27,004.30)</b>	<b>(7,000.92)</b>

#### **Building Fund**

##### **Income**

##### **Buildings and Grounds: Renovations**

2-01 Building the Future Income	132,559.00	0.00	132,559.00
2-02 State St Lease Purchase	19,000.00	0.00	19,000.00
2-03 Insurance Proceeds - N State St Property	25,761.30	0.00	25,761.30

<b>Total Income:</b>	<b>177,320.30</b>	<b>0.00</b>	<b>177,320.30</b>
----------------------	-------------------	-------------	-------------------

##### **Expense**

##### **Buildings and Grounds: Renovations**

2-11 Building the Future Expenses	12,405.34	0.00	12,405.34
2-12 State Street Expenses	20,745.00	0.00	20,745.00

<b>Total Expenses:</b>	<b>33,150.34</b>	<b>0.00</b>	<b>33,150.34</b>
------------------------	------------------	-------------	------------------

<b>Total Building Fund Net Income (Loss)</b>	<b>144,169.96</b>	<b>0.00</b>	<b>(144,169.96)</b>
--	-------------------	-------------	---------------------

#### **Memorial Fund**

##### **Income**

3-01 Memorial Fund Income	0.00	0.00	0.00
---------------------------	------	------	------

##### **Expense**

3-11 Memorial Fund Expenses	151.20	0.00	151.20
-----------------------------	--------	------	--------

<b>Total Memorial Fund Net Income (Loss)</b>	<b>(151.20)</b>	<b>0.00</b>	<b>(151.20)</b>
--	-----------------	-------------	-----------------

	Total Actual	Budget	Over (Under) Budget
<b>Special Fundraising Fund</b>			
<b>Income</b>			
4-01 Special Fundraising Income	0.00	0.00	0.00
<b>Expense</b>			
4-11 Special Fundraising Expenses	0.00	0.00	0.00
<b>Total Special Fundraising Fund Net Income (Loss)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Community Garden Fund</b>			
<b>Income</b>			
7-01 Community Garden Donations	4,750.00	0.00	4,750.00
7-02 Community Garden Grants	9,000.00	0.00	9,000.00
<b>Total Income:</b>	<b>13,750.00</b>	<b>0.00</b>	<b>13,750.00</b>
<b>Expense</b>			
7-11 Garden Materials	4,542.48	0.00	4,542.48
<b>Total Expenses:</b>	<b>4,542.48</b>	<b>0.00</b>	<b>4,542.48</b>
<b>Total Community Garden Fund Net Income (Loss)</b>	<b>9,207.52</b>	<b>0.00</b>	<b>9,207.52</b>
<b>Pass Through Donations</b>			
5-01 Pass Through Donations Income	255.00	0.00	255.00
5-11 Pass Through Donations Expense	255.00	0.00	255.00
<b>Total Income:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Unitarian Universalist Church of Jackson**  
**Budget versus Actual Income and Expenses**  
**January through December 2023**

	Total Actual	Budget	Over (Under) Budget
<b>General Fund</b>			
<b>Income</b>			
1-01 Pledges	28,546.86	27,600.00	946.86
1-02 General Donations	2,452.05	1,800.00	652.05
1-04 General Fundraising Income	77.39	0.00	77.39
1-05 West St Rentals	0.00	0.00	0.00
	<b>31,076.30</b>	<b>29,400.00</b>	<b>1,676.30</b>
<b>Administration</b>			
1-07 Interest & Investment Income	192.45		192.45
Administration Total:	<b>192.45</b>	<b>0.00</b>	<b>192.45</b>
<b>Total Income</b>	<b>31,268.75</b>	<b>29,400.00</b>	<b>1,868.75</b>
<b>Expense</b>	<b>Actual</b>	<b>Budget</b>	
<b>Administration</b>			
1-11 Board Expenses	988.31	808.00	180.31
1-12 Office Supplies	138.70	250.00	(111.30)
1-13 Storage Expenses	994.00	972.00	22.00
1-14 General Fundraising Expenses Faithify Campaign	1,237.02	100.00	1,137.02
1-15 Service Charges	768.58	1,000.00	(231.42)
<b>Administration Total:</b>	<b>4,126.61</b>	<b>3,130.00</b>	<b>996.61</b>
<b>Affiliation</b>			
1-21 UUA Fair Share Expenses	3,911.00	3,800.00	111.00
<b>Affiliation Total:</b>	<b>3,911.00</b>	<b>3,800.00</b>	<b>111.00</b>
<b>Building and Grounds: Maintenance &amp; Operations</b>			
1-31 West St Utilities & Communications Expense	19,229.04	15,000.00	4,229.04
1-32 West St Repairs and Maintenance	1,549.65	1,500.00	49.65
1-33 West St Janitorial Services	3,972.00	3,972.00	0.00
1-33 West St Landscaping Service Expense	1,250.00	2,500.00	(1,250.00)
1-34 West St Insurance	6,535.00	5,000.00	1,535.00
<b>Building and Grounds: Maintenance &amp; Operations Total:</b>	<b>32,535.69</b>	<b>27,972.00</b>	<b>4,563.69</b>
<b>Minister</b>			
1-41 Minister's Salary	0.00	0.00	0.00
1-42 Minister's Housing	0.00	0.00	0.00
1-43 Minister's Benefits	882.00	0.00	882.00
1-44 Minister's Expenses	0.00	0.00	0.00
<b>Minister Total:</b>	<b>882.00</b>	<b>0.00</b>	<b>882.00</b>
<b>Support Staff</b>			
1-51 Support Staff Salaries	679.90	679.90	0.00
1-52 Payroll Tax Expense	0.00	195.30	(195.30)
<b>Support Staff Total:</b>	<b>679.90</b>	<b>875.20</b>	<b>(195.30)</b>
<b>Welcoming Community</b>			
1-61 Welcoming Community Expenses	661.44	500.00	161.44
<b>Welcoming Community Total:</b>	<b>661.44</b>	<b>500.00</b>	<b>161.44</b>



**Unitarian Universalist Church of Jackson**  
**Balance Sheet**  
**As of December 2023**

**Assets**

Current Assets		
Bank Accounts		
Charles Schwab Account	284,658.97	
Cadence Checking - Operating Account	15,428.76	
Cadence Checking - Escrow Account	<u>126,624.00</u>	
Total Bank Accounts		426,711.73
Other Current Assets		
Deposits Income	2,256.00	
Funds Awaiting Deposit	<u>160.00</u>	
Total Other Current Assets		2,416.00
Total Current Assets		
Other Assets		
Change in Value of Investments	<u>(65,113.32)</u>	
Total Other Assets		<u>(65,113.32)</u>

**Total Assets** 364,014.41

**Liabilities**

Current Liabilities		
Escrow - N State Street Lease/Purchase	0.00	
Deposits Expenses	<u>0.00</u>	
Total Current Liabilities		0.00

**Total Liabilities** 0.00

**Funds**

General Fund	89,482.24
Building Fund	159,673.75
Memorial Fund	1,743.10
Special Fundraising	103,907.80
Community Garden Fund	9,207.52
Pass-Through Donations	<u>0.00</u>

**Total Funds** 364,014.41

**Total Liabilities and Funds** 364,014.41

Charles Scwab Account Asset Composition	Ending Balance at 9/30/23	Interest and Dividend Income	Transfer of Shares - Vanguard	Unrealized Gain (Loss)	Ending Balance at 12/31/23
Bank Sweep/Cash	10,039.33	11.25	0.00	0.00	10,050.58
Equities	184,862.30	47.49	0.00	32,104.16	217,013.95
Equity Funds	41,391.22	0.00	0.00	4,199.46	45,590.68
Exchange Traded Funds	6,261.42	29.53	4,995.06	717.75	12,003.76
<b>Total Account Value</b>	<u>242,554.27</u>	<u>88.27</u>	<u>4,995.06</u>	<u>37,021.37</u>	<u>284,658.97</u>

in

216-3854

ge 1 of 2

ternet

Business Solutions Center  
877-ETRBIZZ (877-387-2499); 8a-5p, Mon-Fri  
Power Outage or Safety Concern, 24 hrs/7days  
800-968-8243 (800-9OUTAGE)

**Account Summary for Unitarian Universalist Church Of Jackson**

Account # 151221231	Mail Date	QPC 09000
Invoice # 320004177632	11/29/2023	Cycle 21
Amount to be drafted 12/20/2023		\$402.03

**Account Detail**

Previous Balance	387.33
Payment Received (11/20/2023)	-387.33
<b>Remaining Balance</b>	<b>\$0.00</b>

**Current Charges**

Energy Charge	100.31
Fuel Adjustment 400 kWh @ \$0.000351	0.14
<b>Total Metered Charges (Contract 17242710 )</b>	<b>\$100.45</b>

**Area Lighting**

-- Rate --	Qty	-- Facility Type --	-- kWh --	
150HPS	1	150W HPS	60.0	13.69
30FWDB	1	Wood Pole		4.91
Energy Charge				4.26
Fuel Adjustment		60 kWh @ \$0.000351		0.02
<b>Total Area Lighting Charges (10/25/2023 - 11/22/2023)</b>				<b>\$22.88</b>

**Security Lighting Billing**

-- Rate --	Qty	-- Facility Type --	-- kWh --	
400WDSL	6	400W HPS	990.0	176.70
30C7WB	1	Wood Pole		1.55
Energy Charge				70.32
Fuel Adjustment		990 kWh @ \$0.000351		0.35
<b>Total Security Lighting Charges (10/25/2023 - 11/22/2023)</b>				<b>\$248.92</b>
City Sales Tax				3.72
State Sales Tax				26.06

<b>Current Month Energy Charges</b>	<b>\$402.03</b>
-------------------------------------	-----------------

Account 151221231

QPC 09000

Invoice # 320004177632

ustomer Service  
877-ETRBIZZ  
(877-387-2499)

Amount to be drafted 12/20/2023

\$402.03

Bill to be Drafted. DO NOT PAY.