

UNITARIAN UNIVERSALIST CONGREGATION OF THE QUAD CITIES Board Minutes

04/12/ 2025, 9:06 a.m.

Join Zoom Meeting <https://us02web.zoom.us/j/89063177715?pwd=YmtPL1J5a3BxMU1acnYyREZEVk04QT09>

Meeting ID: 890 6317 7715 Passcode: 343149

All members are welcome to attend the Board of Trustee meetings.

BOT Members in attendance: Lori McCollum (Chair), John DeGreve (Treasurer), Bill Stengel (Vice Chair), Darcy Anderson (Clerk), Gale Springer (Trustee) Linda Pratt (Trustee), Miryam Andrews-Ohlman (trustee), Alice Martin - Program Council, On Zoom- Ann Herington- Pledge drive coordinator and Program council. Contract Minister, Rev. Sabrina Trupia- Absent

2024-25 UUCQC Board of Trustees Annual Board Goals

We, the 2024-25 UUCQC Board of Trustees, will continue:

1. To offer support of social justice issues inside and outside our congregation. For this year, we will focus on those that are in alignment with our values and with the priorities of the UUA as outlined in the 2024 Action of Immediate Witness and Business resolutions.
2. Review and revise as needed the charges and policies of committees and teams. Particular attention will be given to Endowment, Stewardship, Creation of adult Re, restart of youth RE and welcome/membership.
3. Develop lifelong congregational generosity, in time, talent and treasure. As a board, we will model the generosity we want to develop and will help the congregation in this goal.

TIME FOR CENTERING & REFLECTION: Lite chalice, No reflection given at this meeting

Presentation: Director of Religious education- follow up on 03/25 presentation for proposed Owl summer camp run by Bethany Children's Home as a summer camp starting Monday 06/23/25 M-F 3 hrs per day for children 4-6th grade. Report per Dre that a contract was sent from Bethany that was changed from the original proposal. The change was a request that UUCQC pay for : \$40.00 fee for new curriculum, a child's book with a cost of \$15.00/student, a parent book without reported costs and for daily student snacks. It was discussed that these additional costs are not known to be part of the registration fee of \$75.00/student. The DRE is asked to contact Bethany Children's- Contact Kimberly Kim regarding if the child and parent book are included in registration and if the congregational volunteer for summer camp will be needed in the classroom or on site. Parents of children attending OWL summer camp would not be advised to volunteer if required to work in the room. DRE will report on these questions as soon as possible and an electronic Board vote will be obtained.

During the 03/25 board meeting initial discussion, the board had agreed to fund \$300.00 towards enrollment of children from the UUCQC. There had been 03/25 discussion regarding if this funding could be a possible grant request from Endowment. Board awaits a presentation from the Endowment Committee regarding defining grant qualifications for presentation to the congregation.

Consent Agenda- move summary Audit Report to Discussion Agenda. Table report on Rental team until 05/25 meeting.

Motion to accept the consent agenda by Springer with second by Stengel . 7 Aye, 0 Nayes

Discussion Agenda

-Treasurer’s Summary for MARCH 2025

General Checking Account-Beginning Balance \$34,860.63

Deposits \$30,374.72, Checks/Debits \$19,024.88- March Checking Balance \$46,210.47

Reserve Checking Account- Beginning Balance \$38,021.36, No activity this month, Feb- \$38,021.36

Building Loan Balance \$26,082.56

24-25 Pledge Campaign Total \$201,511.04. 107 , Amount Received to date \$173,757.50

Replace the Roof Fund: \$62,440.00 received as of 12/30/24. Paid White Roofing \$38,401.00. Balance as of February is \$24,039.00

COMMUNITY Foundation UUCQC Endowment

4th Qtr Statement- Beginning balance: \$16,202.60, Total additions: **-\$190.05**, Fees: **-\$46.18**

3rd Qtr Balance: \$15,996.37

COMMUNITY Foundation UUCQC Agency Endowment

4th Quarter Statement, Beginning balance: \$6815.15, Total additions: **-\$79.96**, Fees: **-\$19.44**

3 rd Quarter Balance: \$6715.75

UUA Endowment: EF-UUCQC As of February 26, 2025

Beginning balance: \$200,909.94, Current Year Net Income: \$12,089.11,

3rd Qtr Total Net Worth: \$212,999.05

Proposed Budget 25-26 with a HALF TIME Contract MINISTER

Team Budget Requests for 2025-2026	
TEAM	25-26
ENVIRONMENT	\$ 250.00
LDC	\$ 100.00

ARCHIVES	\$ 300.00
MUSIC TEAM	\$ 1,500.00
WELCOME	\$ 650.00
PROPERTY TEAM	\$ 10,000.00
RELIGIOUS SVC	\$ 3,000.00
COMMUNITY MEALS	\$ 600.00
Earth Based	\$ 200.00
Production	\$ 400.00
Social Justice	\$ 400.00
Youth RE	\$ 1,100.00
Interior Design	\$ 300.00
TOTAL	\$ 18,800.00
REVENUE	
Description	2025/2026
Pledge Receipts	\$200,000.00
Building Rentals	\$20,300.00
Collections 50%	\$5,000.00
Pdg Shrinkage 2%	-\$3,500.00
Unpledged Donati	\$25,000.00
2nd Time Around Sale	\$6,000.00
Vendor Fair	\$1,200.00
Misc Fundraiser	\$1,500.00
TOTAL	\$255,500.00
1/2 TIME MINISTER	2025-2026
Minister Salary	\$ 33,500.00
Minister Retirement	\$ 3,350.00
Min Med/Dent Insurance 7%	\$ -

Min Life/Disab Insurance 2%	\$ 670.00
Min Prof Exp 7%	\$ 2,345.00
Min FICA Reimbursement 8%	\$ 2,680.00
Minister's Travel Mileage	\$ 2,000.00
SUB-TOTAL MINISTER	\$ 44,545.00
STAFF	
Music Salary	\$ 16,225.00
Office Admin Salary	\$ 26,804.00
Custodian Salary	\$ 17,338.00
Child Care	\$ 6,000.00
DRE Salary	\$ 15,000.00
Employer FICA 7.65%	\$ 6,225.00
SUB-TOTAL STAFF	\$ 87,592.00
TOTAL MINISTER AND STAFF	\$ 132,137.00
REMAINING OPERATING EXPENSES	
Utilities - MidAmerican Energy	\$ 10,000.00
Utilities - Arcadia Power	\$ 300.00
Utilities IA American Water Co	\$ 400.00
City of Davenport - Sewer	\$ 1,200.00
Telephone - CS Technologies	\$ 1,300.00
Office Expense	\$ 1,200.00
Office Machine Consultants - Printer	\$ 3,300.00
Postage	\$ 200.00
Property Team - Bldg/Grounds	\$ 10,000.00
Property Reserve Account	\$ 10,000.00
Interior Design Team	\$ 300.00
Software Subscriptions	

MetroNet	\$ 1,200.00
Realm Contract	\$ 2,500.00
Zoom, Constant Contact, Adobe, Ministry safe	\$ 2,000.00
Insurance/Bond	\$ 13,000.00
Payroll Processing	\$ 2,000.00
Bldg Loan Interest	\$ 1,500.00
Snow Removal	\$ 1,700.00
IT Team	\$ 1,000.00
Production Team	\$ 400.00
Realm Contribution Processing Fees	\$ 1,000.00
Religious Services Team	\$ 3,000.00
Music Team Expense	\$ 1,500.00
Youth RE Team	\$ 1,100.00
Membership/Welcome Team	\$ 650.00
Pastoral Care Team	\$ 250.00
Minister's Discretionary Fund	\$ 1,000.00
Archives Team	\$ 250.00
PR/Advertising	\$ 1,000.00
Environment Justice	\$ 250.00
LGBTQIA Team	\$ 300.00
Stewardship Team	\$ 300.00
Leadership Development	\$ 100.00
Community Meals	\$ 600.00
Earth Based Team	\$ 200.00
Social Justice Team	\$ 400.00
UUA Program Dues	\$ 1,000.00
TOTAL OPERATING EXPENSES	\$76,400.00
INCOME NECESSARY TO BREAK EVEN	\$ 208,537.00
PROJECTED REVENUE	\$ 242,700.00
Projected Surplus if all is maintained	\$ 34,163.00

Request per Stengel that further discussion regarding proposed budget after final Pledge drive report.

2025-26 Pledge Drive Report- Ann Herington (virtual) The 25-26 Pledge closed on 04/06/25 Report of 80 pledges with report of 12 pledges entered this week and 26 pledges outstanding as of today. The current pledge amount is \$175,155.00 which is short by \$70,000.00 from the Pledge goal of \$245,000 for 25-26. Herington reports that there are some 'winter bird' congregants that have not yet returned from their annual trip. Herington reports the Pledge team has not yet analyzed data associated with these pledge results. Herington speculates that the emergency roof repair in 09/24 may have impacted the pledge amounts but the comparison of annual giving has not yet been done. It is mentioned by Mc Collum that the recent Financial market fluctuation may have shaken people on a fixed income. Herington reports a recent contact from 3 congregants requesting to start a match challenge. Herington reports that these 3 individuals are not aware of each other's proposal and are identified as 2 pledging units. The proposal is an offer for an additional \$10,00 per anonymous donor or \$30,000.00. Herington reports that she discussed these proposed challenges with the treasurer yesterday. De Greve (treasurer) reports that a contact has not been made with the offering donors to define the terms of their challenge offer. Herington questions if an announcement of a matching challenge at this time, after the pledge drive has closed, would appear insulting?

Vice Chair Stengel suggests the treasurer and pledge drive lead Herington to contact the 3 anonymous donors and clarify the terms/conditions of their matching challenge. Stengel advises that neither the board nor the pledge team can control how congregants will perceive a request to participate in a matching challenge. Springer reports that she feels a matching challenge provides a positive energy to look inward and consider if an individual can give more. Herington reports positive interchange and strong working dynamics within the pledge drive team. The team includes Ann Herington, Alice Martin, Diann Herinton and Hannah Herington. The Board will send thank you letters to the Pledge drive members.

Return to Proposed 25-26' BUDGET review.

3 proposed budgets with a proposed Income of \$200,000.00 for the following categories: No Minister/Lay led, One third time, Half time.

Lay led- break even would be \$163,992.000, Surplus of \$78,708.00

One third time- Break even is \$ 192,932.00, surplus of \$48,760.00

One half time- Break even is \$208,537.00, Surplus of \$34,163.00.

Discussion: Vice Chair Stengel suggests that voting for a half time contract minister should be considered an investment just as requesting congregants increase their pledges is an investment. Stengel reminds the board that the congregation has requested a minister and providing a half time position moves toward the goal of a full time minister. DeGreve reports that 30 percent of the pledges come from 5 members. He wonders if this is sustainable. Springer notes that there has been positive growth with increased membership. She states that increasing membership and recruiting at professional sites of employment needs to be done. It is questioned what the membership would get from a half time minister. A comparison is made to the previous experience

with a half time Interim Minister for 2 years. Program council member Martin reminded the current board that the previous halftime interim minister was not hired to be the congregation's friend and did a lot to stabilize the congregation.

MOTION- Andrews-Ohlman motions to approve the budget proposal that covers a half time minister. Springer seconds the motion. 7 Ayes, 0 naves.

For Budget Clarity, the Pastoral care team is provided a budget of \$250.00. The Ministerial discretionary fund is increased to \$1000.00 and is available to the Pastoral care team through discussion with the minister.

Action Items:

- Security Cameras. Ring Camera. Safety and health officer Springer will coordinate with IT Cliff Day , Office Administrator and Property team to coordinate installation of the ring cameras at the main and basement doors.
- Job description review- pending
- Sanctuary resolution- Marcy Doyle, lead for the social justice team will work with other sanctuary members Anderson and Burke to revise the resolution for presentation at the townhall and vote at the annual meeting.
- Memorial fund presentation by Alice Martin Program council. A revision of the former (03/03) Memorial policy is presented that requests creation of a priority list of designated items and areas for possible memorial funding (1a) and a method of presenting special donor funded projects that are not on the priority list (2) to the board. The treasurer reports review of the proposed revision of the memorial fund policy with the finance committee. There is concern that a designated list of projects or a proposed donor funding of a project not on list create potential block to existing planned projects associated with maintenance and grounds care. Stengel reminds that Iowa state law regarding gifting instruments requires that if a donation stipulates a specific project the funds must be used as requested. Treasurer suggests that an income earning account can be created to protect donations and prevent donations entering the general account. Suggests a wall sculpture with name plates for donors (example at the Synagog of a giving tree commemoration wall plaque.)
- **Motion:** Mc Collum motions that the treasurer open a Savings account specific for Memorial Donation. Second by De Greve, 7 Ayes, 0 Naves
- Retirement funding for staff per Pratt. Reports that an employee must work at least 20 hrs per week to be eligible for an employer funded retirement plan. A matching retirement fund requires a funding base of 5 % by the employer that is NONOptional and employee can match but not mandatory. It's suggested that an employee could create their own IRA. DeGreve reports that funding a retirement fund for staff who work 20 hr/wk or more at this time is a mistake due to the congregation's existing building loan and outstanding debts (Loan and Funding to QCAir coalition for sanctuary). Stengel reminds that if created a retirement fund it must be offered to all staff including

the minister. Stengel advises that once a retirement program is initiated, it is difficult to stop. Stengel reports retirement funding would be expected by all future employees.

- It is suggested that research regarding a retirement plan for employees has been completed and will be tabled at this time but held as a future goal.

RESOLUTION: To acknowledge the current TREASURER JOHN dEGREVE as representative of the congregation when communicating with financial advisers of memorials. **Motion:** Stengel motions to adopt the resolution acknowledging the current Treasurer- John DeGreve. Motion Second by Springer. 7 Ayes, 0 naves .

- Audit report- Stengel states a written audit report will be forthcoming. Stengel reports for Audit that a new accounting system be considered for the congregation. Stengel advises that the current account in Realm is not understandable and it is important the members of the congregation understand the accounting system. The current Realm system works for membership, pledge drive and documenting communication (when Utilized) but the problem is the church doesn't require that members submit info into Realm. The accounting component in Realm was built in 2020 by previous members and settled minister with use of numerical labels that are difficult to understand. Additionally the program was set up with a list of 500 people who had visited or attended without review of current active membership.
- Audit criticisms :
 1. Don't have a traditional segregation of duties regarding revenue and expenditures
 2. The expenditures don't include copies of receipts from staff credit cards. Stengel advises that the credit cards are the most vulnerable regarding fraud. Credit cards now on autopay. The payments and receipts must be reconciled with an ****check of the verification, much like a current finance team member does on the monthly bank reconciliation.** Advises that copies of receipts must be provided to the treasurer. (**** Correction and revision per Vice Chair of Board Stengel**)- Approved by Vote 7 Ayes, 0 Naves
 3. ****The office administrator** is paying bills biweekly to expedite payment to occasional contractors.
 4. Cash payments- Bridge club makes cash payments . Must have receipts from these payments

Communication within the congregation regarding Board activity. It was suggested during a recent team survey that a link to board minutes be placed on the UUCQC website. Anderson will communicate with Justine Barrati, the digital communication lead about creating a link for board minutes.

Board discussion of upcoming activities: finding candidates, Motto ' Ask, let a person rule themselves out'

Candidate nominees announced to congregation by 04/18/25

Town Hall meeting on 05/04/25 to cover Budget, Sanctuary resolution history and proposed revision, endowment report.

Mail requested absentee ballots on 05/05/25 with request of return by 05/17/25

Flyer printed and posted 10 days before meeting

Call & Warrant or Notice of Agenda for annual meeting due by 05/08/25 (10 days before annual meeting)

ZOOM links for both town hall and annual meeting

Board of trustees continues to plan on a joint meeting with the endowment committee to clarify a possible difference in view of being autonomous . Noted error in the health and safety policy approved in 2024. Pg 26 and 27 reports endowment to be a separate legal entity for the board of trustees. Per Iowa state law, this statement is not correct. Action_ Mc Collum will be in contact with the chair of the healthy congregation committee regarding this statement.on pg 26-27.

Thank You letters to the pledge drive team

Motion to adjourn by Stengel, second by DeGreve, 7 Aye,) Nayes

Extinguished the chalice with closing words at 12:14 pm.

05/10/25 Minutes approved by the Board of Trustees ,

Correction & Revision of Minutes Approved 06/14/25

Submitted by Clerk of Trustees, Darcy J. Anderson