

**All Souls Church Board of Trustees  
Minutes of Meeting  
November 15, 2017**

Called to order at 7:10 pm by President Chuck Dulaney.

**PRESENT:**

Katie Loughary, Executive Director  
Chuck Dulaney, President  
Anne Bradley, Vice President  
Russell Cross, Vice President  
Ken Ambrose, Trustee  
Peg Barratt, Trustee  
Patricia Lambert, Trustee  
Georgia Yuan, Trustee  
Elizabeth Ashwell, Assistant Secretary  
Jennifer Bruneau, Membership Secretary  
John Strongman, Treasurer  
Mary Swanson, Secretary  
Claire Adrian-Tucci, representing Young Souls

**NOT PRESENT:**

Rev. Rob Hardies, Senior Minister  
Rev. Susan Newman Moore, Associate Minister  
Tim Rhodes, Trustee  
Tracy Zorpette, Trustee

Chalice lighting and reading from *Serving with Grace*.

**PROCEEDINGS:**

1. Agenda item 1 – The agenda was unanimously approved.
2. Introductions by those present were made.
3. Agenda item 2 – Item 2(c) was pulled from the Consent Agenda for separate discussion, and items 2(a) and (b) of the Consent Agenda (noted below) were unanimously approved:
  - (a) Approval of minutes from the September 27, 2017, ASCBOT meeting
  - (b) Approval of 2018 allowances for ministers' housing
4. Agenda item 2(c) – Regarding nominees put forth by the Leadership Development Nominating Committee, John Strongman questioned whether the LDNC had been intentional in its outreach to

persons of color in selecting replacements to the committee. Liz Ashwell, having been involved in the search, assured him that the LDNC had made huge efforts to ensure that the resulting committee was representative of the church's diversity. Although there appears to be no cultural diversity among those remaining on the committee, the new committee (assuming all candidates are elected) will include five persons of color out of fifteen members. The LDNC Nominees Report was unanimously approved.

5. Agenda item 3 – Chuck Dulaney reported that a draft budget was presented to roughly 30 congregants on Sunday, November 12, for discussion. He distributed written notes and comments from that hearing. Chuck secured the board's consensus to share with the congregation prior to the annual meeting a summary budget worksheet that showed 2015 and 2016 actual expenditures (not budgeted) along with 2017 budgeted and projected figures and the 2018 proposed budget amount.

In the face of pushback by Ken Ambrose, John Strongman advised that it was the finance committee's general view to proceed with a balanced budget, and others agreed, citing uncertainties in core donations and the charter school contract. Chuck Dulaney distributed a handout showing pledging activity to date compared to prior years, citing 60 fewer pledges than this time last year. John distributed a handout to frame a discussion to evaluate alternatives for eliminating the \$68,100 deficit in order to achieve a balanced budget. Deliberations included the following:

- The board recommended no changes to expenses already in the budget (a) for raising staff salaries that are below the UUA minimums up to the minimum levels, and (b) for granting a 2% COLA to all other persons on staff (specifically not including Rob Hardies or Katie Loughary, and not including contractors).
- In light of the Beckner Fund committee's desire to fund new ventures rather than those already established, Chuck Dulaney indicated that the committee might be amenable to funding items now included in the proposed budget meeting the "new venture" designation. Katie Loughary then pointed out that the budget allocation of \$18,000 for ASL Interpreter Services expenditures included an expansive plan for new ASL services that would include sign language services at select church meetings as well as training – beyond the plan now established of offering signing only during certain Sunday services. The board decided to inform the DHH Access committee of this possible source of funding and to support it in submitting a grant proposal to the Beckner Fund in the amount of \$11,000 for new services. Chuck agreed to prepare a letter requesting an extension of the deadline for receiving grant proposals set by the Beckner Fund committee from December 1 to January 15. Chuck also agreed to mention in the annual meeting notice that signing would be available upon request for that meeting.

The board decided, by a vote of 6 to 1, to apply the following changes, which are intended to eliminate the \$68,100 deficit, to the draft 2018 budget previously presented at the November 12 hearing, and to present the resulting balanced 2018 budget proposal for vote at the annual congregational meeting on December 10, 2017:

- Increased revenues (net of expenses) from additional congregational

fundraiser [NOTE: Resulting budget will show \$23,000 in additional fundraiser income along with \$8,000 of fundraiser expenses]	<b>15,000</b>
• Reduced expenditures from foregoing expansion of ASL support services	<b>11,000</b>
• Reduced expenditures from eliminating web site support	<b>20,000</b>
• Reduced expenditures from board consultancy services	<b>8,000</b>
• Reduced expenditures from cutting administrative staff professional expense budget	<b>6,000</b>
• Increased revenues from raising general endowment's rate of distribution from 4.25% to 4.67% (being the rate increase sufficient to balance the budget)	<b>8,100*</b>
<b>TOTAL ADJUSTMENTS TO ELIMINATE DEFICIT</b>	<b>\$68,100*</b>

***\*See clarifying note at end of minutes.***

It was also noted in the discussion that if, later in the year, actual income justified increased expenditures, the trustees could consider reversing these budget cuts.

- Agenda item 4 – Georgia Yuan presented a recommendation for changes to the bylaws to (a) add the UUA 8<sup>th</sup> principle on anti-racism to this church's seven principles; (b) to include a process for removal of a member from church membership; and (c) clarify who may attend board of trustee meetings. The changes, as modified by recommendations from the board, were unanimously approved for presentation to the church membership at its annual meeting on December 10, 2017, **in the form attached to these minutes.**

Georgia also presented resolutions for purposes of officially changing/declaring the corporate name of the church to be "All Souls Church, Unitarian" by (a) amendment to the Bylaws of All Souls Church, Unitarian, and (b) amendment to the Articles of Incorporation of All Souls Church, Washington, D.C. The board unanimously approved resolutions for both amendments for presentation to the church membership at its annual meeting on December 10, 2017.

- Agenda item 5 – Chuck Dulaney led the discussion of a proposed agenda for the church's annual meeting on December 10, 2017, and agreed to modify and circulate it again. He indicated that Brian Simmonds Marshall would serve as parliamentarian for the meeting. Peg Barratt stated that she was prepared to serve as co-treasurer along with John Strongman, but that the slate of candidates included in the LDNC's preliminary report did not include her name. Since the board has no voice in these selections, no action was taken other than Peg agreeing to check with the LDNC.
- Agenda item 6 – There were no comments regarding the executive team's written report.
- Agenda item 7 – The board unanimously approved the Whistle-Blower Policy presented by the governance committee without further discussion.
- Agenda item 8 – Outgoing trustees and officers were recognized.

11. Agenda item 9 – At 9:20 pm, a motion was unanimously approved to move to executive session to discuss confidential personnel matters.

Minutes submitted by Mary Swanson, Secretary

***NOTE: While the adjustments approved at this meeting totaled \$68,100, in fact, upon recalculation, the actual figure required to balance the budget was \$68,304. The increased revenues needed to balance the final budget came from the general endowment and from the Mason fund in a total amount of \$8,304 – consistent with the intent of the trustees who favored presenting a balanced budget for vote at the annual meeting.***