

St. John's Unitarian Universalist Church Annual Congregational Meeting Minutes  
June 2, 2024 in person and online

Presiding: Melissa Rowland, President

Additional Speakers, Presenters: Rev. Jenn Gracen, Interim Minister; Chris Wagner, Treasurer; Meredith Green, Finance Director; Matthew Cowperthwait, Master Planning Team Leader

Parliamentarian: Howard Tolley

Zoom Host: Claire Wagner and Roberto Henriquez

Topic	Discussion/Action	Motion	Made by: 2 <sup>nd</sup> by:	Vote
Reading, Chalice Lighting	12:46 Call to order Introduction by Melissa Rowland, President Chalice Lighting by Rev. Jenn Gracen			
Verify Quorum	Quorum Count: 71 online and in-person			
Meeting format and Voting Instructions	Led by Melissa Rowland via <a href="#">Slide Presentation</a>			
Approve Minutes	Approve congregational meeting minutes from June 4, 2023	Motion to approve minutes	Joetta Prost Brennan Grayson	Unanimous
State of Congregation	Melissa Rowland provided the State of the Congregation in brief remarks. The message is also included in the <a href="#">Annual Report</a> .			
Board Covenant	The Board of Trustees presented the Board Covenant, a written statement as part of St. John's commitment to covenant with each other, which is read at the start of each Board meeting. The Board Covenant is included in the meeting <a href="#">Slide Presentation</a>			
Voting for Leadership Positions	Melissa facilitated online voting and completed collection of in-person paper ballots, for Board positions, Fund Trustees, and Leadership Committee members			
Master Planning Update	The update was provided by Matt Cowperthwait, Team Leader The update is provided in the Annual Report and also the meeting slide presentation. Questions followed from members, including questions about kitchen, HVAC, bema accessibility.			
Intro to Proposed Budget	Chris Wagner, Treasurer, provided review of the budget planning process, with <a href="#">slide presentation</a> , including review/explanation of 2023-24 year-end			

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	projections, expense and income trends, and calculation of available cash balances.			
Intro to Fair Compensation Analysis and Recommendations	Meredith Green, Finance Director, provided review of Board analysis of wages and compensation for Minister and Staff, including the thought process in arriving at a deficit budget. This process included a thorough review of compensation recommendations from UUA and local market standards. Factors in this analysis are highlighted in the Budget <a href="#">slide presentation</a> . Based on this analysis, level-setting was taken on compensation offered to DRE, Custodian, Music Director, and AV Tech. A 2% cost of living adjustment (COLA) was offered to those positions already at or above standards used in the analysis. This includes the Minister, Office Administrator, and Pianist. The proposed budget presents these changes. Equity and justice will continue to be the focus in future salary and benefits discussions.			
Review of Proposed Budget	<p>Chris followed with a detailed review of the proposed budget.</p> <p>Questions arose about benefits offered to staff. Chris, and Meredith were able to clarify eligibility requirements, and accept member input, that further clarification in the budget about benefits eligibility would be helpful for future budget meetings.</p> <p>Questions arose about DRE (Director of Religious Education) position, the importance of the position in the life of the church, and the number of hours budgeted for the position. Rev. Jenn clarified rationale, analysis of the position at other UU congregations, and our history, and emphasized our goal of increasing membership and children's programming, with the hiring of new DRE.</p> <p>Following this discussion and clarification, motion was offered to approve the budget.</p>	Motion to approve the budget as presented	Ann Schuur Jim McDonough	Unanimous
Final Vote Tally for leadership positions	<p>4 votes online in favor of the candidates</p> <p>67 in-person votes in favor</p> <p>none opposed</p> <p>71 votes total</p>			
Announcements	Members are reminded to please complete the Article II survey before General Assembly			
Adjourn	2:15	Adjourn		

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Respectfully submitted,  
Monica Pellman, Secretary