

**2009 UUCSEA ANNUAL CONGREGATIONAL MEETING
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**UUCSEA
Annual Meeting
April 5, 2009**



UUCSEA 2009-2010



AGENDA

- I. Check in, Membership verification, Distribution of ballots - Jerry Covey, Secretary
- II. Call to Order and Opening Remarks - Sharon Covey, President
 - A. Reading of Mission Statement and Covenant
 - B. Adoption of Agenda
 - C. Approval of Minutes of Previous Meetings (April 13, & October 5, 2008)
- III. Highlights of Committee Accomplishments - Burt Jones, Vice President
- IV. Report of the Minister - Rev. Rod Richards
- V. Report of the President - Sharon Covey, President
- VI. Report of the Treasurer – Carol Hanrahan, Treasurer
- VII. Consideration and Adoption of the FY 2009/2010 Proposed Budget
Morris Farr, Finance Committee Chair
- VIII. Old Business (none)
- IX. New Business
 - A. Consideration and Adoption of Bylaw Changes
Carolyn Edwards, Bylaws Committee Chair
- X. Nominating Committee's Report
Patricia Burr, Nominating Committee
- XI. Election of Officers, Trustees and Nominating Committee
- XII. Adjourn

**BUDGET - UUCSEA
FISCAL YEAR
2009 - 2010
ADOPTED 4/5/09**

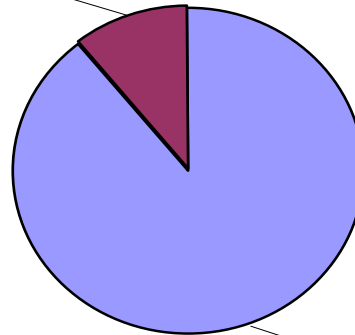
Income		
Fundraising	\$3,000	
Offerings	\$4,700	
E Script	\$300	
Interest Income	\$1,200	
Reserve Fund contribution toward office	\$13,500	
Total non-pledge funds available	\$22,700	
Projected pledge income (sub-total)	\$107,294	
Total available for budget	\$129,994	
Fixed Expenditures		
Office Rent	\$18,000	
Minister	\$76,922	FICA, Housing, Retirement, Ins. & Prof. Exp.
Dues (UUA and PSWD) for 88 members	\$6,776	\$56/member to UUA, \$21/member to PSWD
Facility (school rent)	\$8,500	
Insurance	\$1,200	
Taxes & Licenses	\$100	
Professional Fees	\$2,750	Bookkeeper and CPA
Subtotal	\$114,248	
Adjustable Expenditures		
Communications	\$2,791	
Miscellaneous	\$400	
Music	\$3,525	Professional salaries - Director and Pianist
Newsletter	\$500	
Pledge Campaign	\$100	
Religious Education	\$100	
Sunday Support	\$2,080	
Sunday Services	\$600	
Social Events	\$400	
Social Action	\$3,000	
Training/Meetings	\$2,250	Travel & training for Music Dir.
Subtotal	\$15,746	
Total Expenses	\$129,994	

UUCSEA 2009-2010



Fixed and Adjustable Expenditures

**Adjustable
Expenditures**
11%

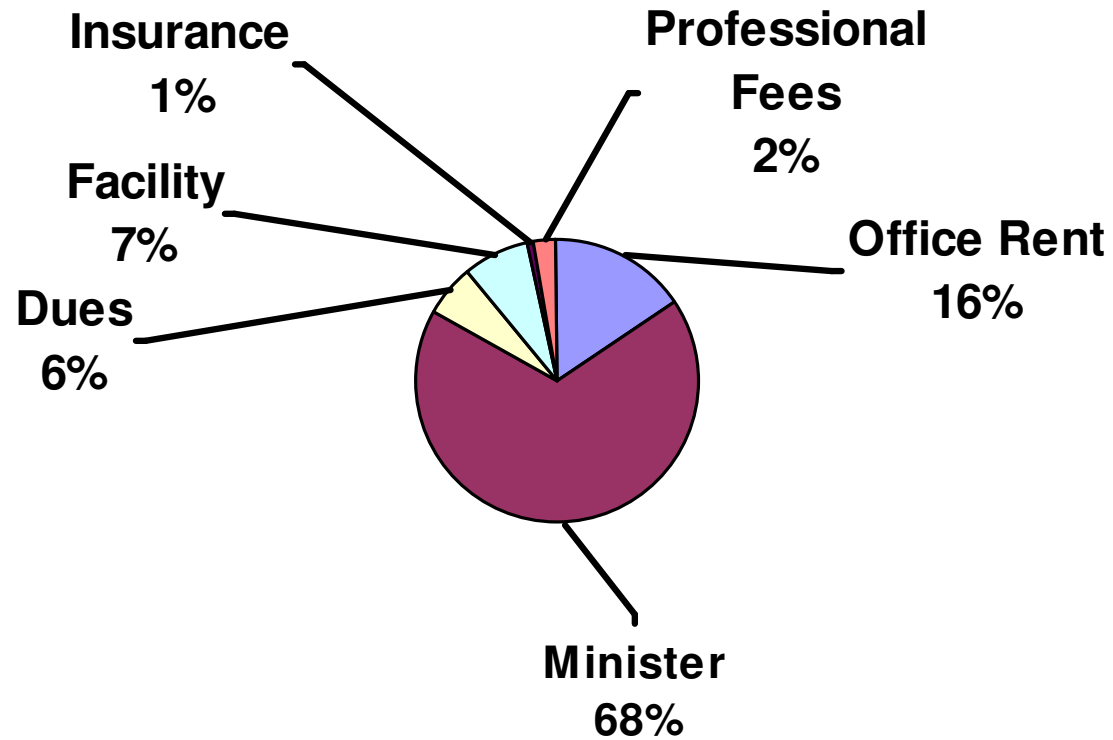


**Fixed
Expenditures**
89%

UUCSEA 2009-2010



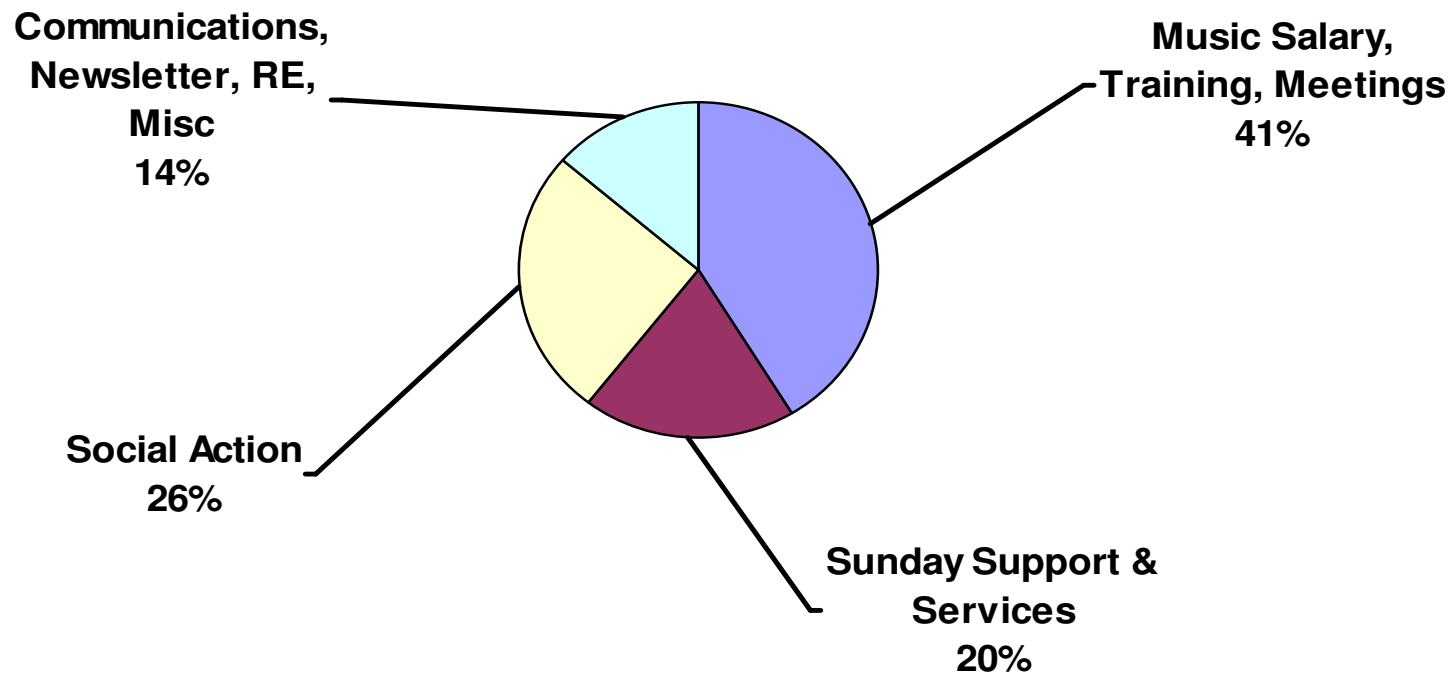
Fixed Expenditures



UUCSEA 2009-2010



Adjustable Expenditures



UUCSEA 2009-2010



Ballot

President

- Terry Zapotocky
- Other

Board Member (2 yrs)

- Wally Hoggatt
- Other

Treasurer

- _____
- Other

Secretary

- Pamela Lee
- Other

Board Member (2 yrs)

- Suzanne Stoffolano
- Other

Nominating Committee

(Vote for 3)

- Ellen Taylor
- Burt Jones
- Carol Hanrahan
- _____

UUCSEA Sunday Services Schedule 2008-09

		Minister's Schedule by the Numbers		
		Letter of Agreement	Color Key	Actual
July 6, 2008	Martha Matthewson			
July 13, 2008	Self Evident Truths			
July 20, 2008	La Luna Tunes - Mitzi			
July 27, 2008	Night Journeys	26 to 30 - preaching		: 36
August 3, 2008	Mercurial Musings	preaching/leading	facilitating	: 3
August 10, 2008	To Hell With It	4 -	fifth Sunday	: 4
August 17, 2008	Body and Soul	up to 4 -	association work	: 2
August 24, 2008	Religion by the Numbers #8	8 -	vacation & study leave	: 6
August 31, 2008	Friendship - Congregation	10 -	monthly Sunday off	: 1
September 7, 2008	Fasting			
September 14, 2008	A Day's Work			
September 21, 2008	sabbatical coverage Empty Bowls Service	Rod at Valley UU		
September 28, 2008	Five Smooth Stones #1			
October 5, 2008	Days of Awe			
October 12, 2008	Association Sunday: Growing Our Spirit			
October 19, 2008	Discovery			
October 26, 2008	American Idolatry			
November 2, 2008	We Remember Them			
November 9, 2008	What Now?			
November 16, 2008	Five Smooth Stones #2			
November 23, 2008	Guest at your Table			
November 30, 2008	Gratitude - Congregation			
December 7, 2008	The Sacred Fig			
December 14, 2008	Winter of our Discontent			
December 21, 2008	Dark Matter: The Winter Solstice Service			
December 28, 2008	Work of Christmas			
January 4, 2009	Master of my Fate			
January 11, 2009	Playing the Race Card			
January 18, 2009	Music Sunday			
January 25, 2009	Change We Can Believe In			
February 1, 2009	Trappings of Death - Vicki French			
February 8, 2009	Planet of Love			
February 15, 2009	Darwin Day			
February 22, 2009	Purgatory			
March 1, 2009	40 Days and 40 Nights			
March 8, 2009	Religion by the Numbers #1			

March 15, 2009	Caring About Caring - Frena Gray-Davidson
March 22, 2009	Enough is Enough
March 29, 2009 Justice Sunday	Justice Sunday - Terry Zapotocky 5th Sunday
April 5, 2009	Promise Keepers
April 12, 2009	Resurrecting Religion: The Easter Service
April 19, 2009	TBA
April 26, 2009	The Great Transformation: Buddha's Birthday
May 3, 2009 da apr. 30 - may 3 me	TBA Rod at District Assembly
May 10, 2009	Mother Nature: The Mother's Day Service
May 17, 2009	Growth - Congregation 5th Sunday for May 31
May 24, 2009	Planet of War
May 31, 2009	Paradise 5th Sunday (see May 17)
June 7, 2009	TBA
June 14, 2009	Follow the Flag
June 21, 2009	Father Figure: The Father's Day Service
June 28, 2009	TBA

Minister's Schedule by the Numbers		
<i>Letter of Agreement</i>	<i>Color Key</i>	<i>Actual</i>
26 to 30 - preaching		: 36
preaching/leading	facilitating	: 3
4 -	fifth Sunday	: 4
up to 4 -	association work	: 2
8 -	vacation & study leave	: 6
10 -	monthly Sunday off	: 1

UUCSEA Annual Meeting 04/07/09

Minister's Report, Rev. Rod Richards

Unitarian Universalist Church of Southeastern Arizona

Mission Statement:

- * To create a welcoming community of caring people where all receive emotional support, intellectual stimulation, and respect for their individual spiritual paths
- * To work for justice and equality in our community and the world
- * To increase respect for the natural environment
- * To promote the principles of Unitarian Universalism.

Covenant of UUCSEA

As we journey together, searching for truth, working for justice and strengthening the web of life, we covenant to honor and care for each other.

We are here this afternoon to do the business of the congregation and to recommit ourselves to the work of advancing the mission of our congregation. We do so with our insights, our presence, our gifts, and our hopes.

We gather with the memory of all those who have gone before us in the liberal religious tradition, envisioning a community that came together not by creed but by commitment. We remember their vision and their courage.

We gather with deep appreciation for the founders of the Unitarian Universalist Church of Southeastern Arizona, for their work and dedication to this community. We remember the hard work of those who planted and nurtured the seeds of Unitarian Universalism here in Sierra Vista and all of Southeastern Arizona.

We are grateful to all those who had faith in this community and were thus inspired to give generously of their time and talents and financial resources to ensure that we had an office, a home, a physical presence in the community.

We gather to voice our appreciation to the staff of our congregation--Sharon Douglas, our Music Director, and Carmen Griffin, who helps us set up for Sunday Services and assists in Religious Education—the Board of Directors, who have skillfully and conscientiously educated and guided the congregation through the many challenges and structural changes that come with the transitions we face as we grow, and our many, many volunteers who have helped to guide and shape the expression of our mission. We are exceedingly grateful for your service to the UUCSEA.

We are grateful to everyone whose contributions, large and small, made it possible for us to achieve our goal of having an office. We recognize that more can be accomplished working together than as individuals.

We are confident that our new office will provide more opportunities to become a touchstone to those who seek a loving, caring, and diverse religious community for themselves. It has already expanded my experience and practice of ministry in ways I could not have imagined. We are opening not only our doors, but our hearts.

In so doing, we are committed to going out to the broader community, working with others who share our goals and values. We commit ourselves to making these dreams become a reality for ourselves, our children, and those yet to discover our community.

April 5, 2009

Report of the Committee on Ministry to the Congregation

Activities of the Committee for 2008-2009

Max Frye was welcomed as a new member of the Committee, replacing Burt Jones who was elected to the Board of Directors. The other members are Lorraine Groberg and Patricia Burr.

We met several times with Rod throughout the year as issues arose which were germane to the life of the congregation and to our Committee's function. Our discussions were always lively and interesting and, most often, fruitful as well.

We discussed and more clearly defined the Committee's role vis-à-vis the congregation and minister, and prepared, as a result of our discussions, a Statement of Purpose and a list of duties/responsibilities for the Committee. We expanded efforts to gather feedback from the congregation and its leadership to support and inform our evaluation of the ministry.

The Committee met with the Board of Directors at their regular meeting on January 6, 2009, to present its annual performance evaluation of the Reverend Rod Richards. Our report to the Board also included our Statement of Purpose as well as an outline of our duties to the congregation as we perceive them. We agreed to meet with the Board every four months to apprise them of our activities and to consult on the shared ministry of UUCSEA.

Respectfully submitted,

Lorraine Groberg, Chair

Patricia Burr

Max Frye

April 5, 2009

Report to the Congregation on Sunday Services for 2008-2009

The annual schedule (attached) documents the variety of services that we planned throughout the year.

Speakers from the wider community included Vicki French (from Renaissance House, a behavioral health facility for homeless women) and Frena Gray-Davidson (on caring for the elderly and understanding Alzheimers Disease and other forms of dementia). La Luna Tunes also returned to grace us with their beautiful music.

Members of the congregation led and participated in services on friendship, gratitude, and the profound power of music, while we supported the work of the Unitarian Universalist Association on Association Sunday (“Growing Our Spirit”) and the Unitarian Universalist Service Committee in our Guest at Your Table Service and Justice Sunday, celebrating the 60th Anniversary of the Universal Declaration of Human Rights. The Empty Bowls service raised awareness of the growing need experienced in our wider community and raised money for some of the community organizations that work to meet those needs.

We revised and adopted a new template for services which is made available to facilitators and speakers, and created “backup” services which are kept at Bella Vista in case a speaker is unable to attend at the last moment.

We experienced some of the highest attendance numbers we’ve ever had at services this year, for which we are humbly grateful. We will continue to work at increasing participation, nurturing creativity, and facilitating profound encounters with the mystery that holds us all.

Respectfully submitted,

Rev. Rod Richards

UUCSEA

Account Information as of March 31, 2009

Basic Checking Account	\$14,313.91
Basic Certificate of Deposit	\$36,114.44
Building Fund Certificate of Deposit	\$15,197.44
Building Fund Money Market	\$4,970.21
Minister Discretionary Fund	\$3,070.50

Care Team Report (Annual Report for 2008/2009)

Two changes were recently made in Care team leaders. Rita A and Terry Z changed jobs so now Terry is primary leader of team 3 and Rita is her backup. Sharon Travis has taken over as leader of Team 8 replacing Patricia Burr.

No additions or deletions have been made to the Care lists since September. Some policy needs to be in place as to when people should be added. Some folks come for a short time and then drop out and it is confusing to keep adding and subtracting. The Coordinator also needs to have new names fed to her for the lists which I would suggest be revised about every 6 months. I think when teams reach about 15 that a new team needs to be started.

I still want to make business size cards for leaders to be issued to team members to carry which have the leader's and backup's name with their phone number and with the co-coordinator and the minister on the reverse side. I will try to carry through with this in the next month. It got pushed to the rear with Jim's health issues.

Karen Horton, Chair

(the care team roster can be found on the UUCSEA website)

**Communication Committee
Annual Report
2008 – 2009**

The largest project for the Communication Committee has been our radio ads. The Congregation approved an expenditure of \$3000 for the fiscal year which was matched with a UUA grant of \$3000. We contracted K101 to run the ads after determining that station reached more of the community. All of the ads were made between September and March.

Total number of visitors this fiscal year: 31

How did they find us?:

Family/Friends	7	23 %
Newspaper	2	7 %
Radio	8	26 %
Web Site	9	29 %
Yellow pages	0	0
Office Signs	3	10 %
Other	2	7 %

An ad hoc committee was formed to design the signage at the church office.

Acted as liaison between other committees and the advertising media.

Sent weekly ads to the SV Herald for placement in the Religion section of the paper.

Set up weekly rotating ads in the Church Directory Section of the SV Herald.

Updated the church database regularly and published the Member Directory on hard copy and electronically.

Distributed by email all notices and specific messages to the Congregation.

Office Committee (Ad Hoc)
Annual Report

The Office Committee was formed to research the various aspects of potential office space for UUCSEA. They determined a space was needed of a minimum of 1000 sq. feet, and located in Sierra Vista in a highly visible area. Jim Horton chaired the committee. Jay Jenkins, Gary Rulapaugh and Jerry and Sharon Covey were also members.

It was determined we would be able to rent an adequate facility for a maximum of \$1500 per month.

A Congregational Meeting was held October 5, 2008 and the Congregation voted to rent an office and use up to \$12,000 of the reserve funds for the remainder of the FY 2008/2009.

Jim Horton and his committee found a suitable location at 1020 E. Fry Boulevard in Sierra Vista. Sharon Covey than became the committee chair for leasing, renovation, decoration and start up. Jay Jenkins accepted the position of “Keeper of the Keys”. Jay, Kerry Hales, Jerry Covey and many others became active in getting the office ready to open. The lease began December 5th, 2008.

Roz Carroll provided a generous donation of “comfort” funds. From these funds a Coffee Center was built and includes a small refrigerator and a microwave. Six conference tables and 20 padded chairs were also purchased as well as a Settee, matching chairs and a coffee table.

David and Lorraine Groberg donated funds and oversaw the building of partitions for an office for Reverend Richards.

Jerry Covey, Communications, chaired the Signage Committee, which consisted of Patricia Burr, Kerry Hales, Jay Jenkins, Denise Lott, and Reverend Richards. Stronghold Signs assisted with the design and erected two out door signs and one window sign.

The office committee in charge of getting the office decorated, furnished and ready to open consisted of Sharon Covey, chair, Patricia Burr, decoration lead, Jerry Covey, Uda Gordon, Carol Hanrahan, Jay Jenkins and Reverend Richards. A TP Tea open house was held February 3rd and raised \$1200 in donated goods and cash. This provided coffee, tea, paper products, office chairs, filing cabinets, desks, pens/pencils, phones and much more. Kerry Hale donated a computer and printer.

Carol Hanrahan organized and chaired a volunteer training for office workers February 10 and the office was open.

Report submitted by Sharon Covey

OUR LAST AGENDA ITEM IS ELECTION OF OUR 2009-10 BOARD AND NOMINATING COMMITTEE. PATRCIA BURR WILL PRESENT THE SLATE AND THAN I WILL ASK FOR NOMINATIONS FROM THE FLOOR. YOU MAY SIMPLY CALL OUT A NAME AND THERE IS NO NEED FOR A SECOND, HOWEVER THE PERSON BEING NOMINATED SHOULD HAVE PREVIOUSLY AGREED TO SERVE.

YOU MAY NOMINATE FROM THE FLOOR FOR ANY POSITION. SHOULD WE HAVE MORE THAN ONE PERSON NOMINATED FOR ANY POSITION WE WILL THAN GO TO THE BALLOTS YOU RECEIVED AT THE BEGINNING OF THE MEETING.

PATRICIA WOULD YOU PLEASE PRESENT THE NOMINATING COMMITTEES SLATE OF NOMINEES.

FOR PRESIDENT... TERRY ZAPATOCY HAS BEEN NOMINATED. ARE THERE ANY NOMINATIONS FROM THE FLOOR?

FOR SECRETARYPAMALA LEE HAS BEEEN NOMINATED. ARE THERE ANY NOMINATIONS FROM THE FLOOR?

NOONE HAS BEEN NOMINATED BY FOR THE POSITION OF TREASURER. ARE THERE ANY NOMINATIONS FROM THE FLOOR.?

(IF SO, DO YOU AGREE TO SERVE AS TREASURER?)

BOARD MEMBERS AGREEING TO SERVE A TWO YEAR TERM ARE WALLY HOGGATT AND SUZANNE STOFFOLANO. ARE THERE ANY NOMINATIONS FROM THE FLOOR?

OUR NEXT AGENDA ITEM IS CONSIDERATION OF THE 2009-10 PROPOSED BUDGET. FOLLOWING THE MOTION AND THE SECOND, OUR FINANCE COMMITTEE CHAIR, MORRIS FARR, WILL GO OVER THE BUDGET AND IT WILL THAN BE OPEN FOR DISCUSSION.

**ALL IN FAVOR SAY AYE OPPOSED AYES
ABSTENTION ???**

MOTION CARRIED

HAVING NO OLD BUSINESS, WE WILL THAN MOVE ON TO NEW BUSINESS AND THE BYLAWS. CAROLYN EDWARDS WILL REVIEW THE BYLAW CHANGES AND SHE WILL THAN CONSIDER MOTIONS AND DISCUSSION.

DISCUSSION AYES NAYES ABSTENTIONS

NOMINATING COMMITTEE NOMINEES ARE CAROL HANRAHAN, BURT JONES, AND ELLEN TAYLOR. ARE THERE ANY NOMINATIONS FROM THE FLOOR?

I ASK FOR A MOTION TO APPROVE THE SLATE AS PRESENTED. (ADD TREASURER???)

SECOND???

DISCUSSION

**ALL IN FAVOR SAY AYE OPPOSED SAY AYE
ABSTAIN ???**

DO I HAVE A MOTION TO ADJOURN?

PRESIDENTS REPORT

When I took the role of president last April, I felt fortunate in being able to work with the outgoing board for two months. A joint project of the outgoing and the new board was to seek UUA assistance in obtaining a consultant to provide an objective outside assessment of our congregation. The consultants report made it clear that we did not have a consensus on building our own church but emphasized that both rod and the congregation really did need an office. The outgoing board also taught me a lot-and I thank you.

But I was not prepared for what a very big year it was going to be. It was rod who gave me my first inkling when we met at the Bisbee coffee company July 29th.

Our consultant, Mary Gleason, had finished her report and we had started looking at governance models. We had a fair idea of what we should do and we had an excellent board that was willing to work hard. Our question was “what could we do in one year”?

We could have prioritized, gone slowly and made our lives a little...maybe a lot... easier. Rod wanted it all. Several hours and several cups of coffee later, we parted with a hug and a promise to work as hard as we could to accomplish as much as we could in one year.

I am pleased with the progress we have made and am deeply grateful to board members, who met twice a month, rarely missed a meeting, and did their homework in between.

We knew we had to accomplish two things in a very short period of time.

We had to develop a system that fit the size of our congregation and we wanted to make that system professional, transparent, and well documented. The only practical way to connect the past with the future is through documentation.

We have put together a policy, procedures and operations handbook, which shows the “how to do” of a wide variety of administrative details. We have provided check lists on a monthly basis. We will transfer as much of the handbook as we can to discs so it will be readily available. I think many of you would be surprised at the administrative detail which must be done such as reports to the Arizona corporation commission and other demanding entities such as the IRS.

The board has made new policies, revised most existing policies and eliminated policies which were not needed. We believe the policies and procedures are clear and concise. The committees have done a great job in defining what they do and how they do it, and job descriptions are being developed.

This represents hundreds and hundreds of hours as we deliberated each policy. We researched past board policies and actions as well as best practices from UUA and other UU churches. I fervently hope this will allow leadership to transfer with continuity.

The second major item we had to do was make our financial system professional and accountable. We had been asking way, way too much of volunteers as we have out grown the family size congregation wherein our finances could be done by one person on a volunteer basis. With the congregations approval we employed a bookkeeper and this has helped tremendously.

We hope the work we have done will help Rod and the incoming board to function in a proactive manner. It may sound like dreary stuff, but lack of organization leads, as you all know, to unproductive reactivity.

Of course, along the way, again with your help, we opened an office. We also established an operational reserve fund and a minister's discretionary fund.

In short, Rod, we have come a long way from our coffee shop meeting. We did lots of the dreary administrative stuff so the incoming board can do the fun stuff. I do think, however, I will put a disclaimer in the handbook warning that this may not be all inclusive and I would like to think that we, as a board, had a little bit of fun while doing the dreary stuff.

Our consultant, Mary Gleason, and our committee on ministry have recommended the need of a visioning for our future workshop. I hope this and multi year planning will be a major focus of the incoming board. Visioning and planning is what I consider the fun stuff.

It has been a big year. Thank you for your support.

Sharon Covey, Board President 4/08 through 6/09.

Social Action Ministry Annual Summary
7/08 through 2/09

The purpose of the Social Action Ministry (SAM) is to inform, educate, and act with the board, congregation and the public on issues of social, economic, and environmental justice and to promote understanding and protection for the natural world. In keeping with this purpose SAM has accomplished the following:

- 7/26/08 -Sponsored the film “Thirst” at the Sierra Vista Public Library. The film was about the battle over privatization of water and international water rights. A panel discussion followed, led by Cado Daly and Tricia Gerrodette. Approximately 30 people attended.
- 8/10/08-The annual SAM congregational meeting was held. The guest speaker was Cecile Lumer, head of the Migrant Resource Center in Naco. She spoke on the needs of and dangers to the migrant worker.
- Collected food and clothing for the Migrant Resources Center in Naco.
- Meals for the homeless are provided the third Monday of each month at Good Neighbor Alliance, led by Ann Danell. Other meals are covered by congregational members on an as-needed basis.
- 10/11/08 Several members participated in the Earth Charter Day at the U of A Campus.

Numerous petitions have been circulated supporting causes compatible with our mission and purpose.

Fundraising by SAM

Sale of coffee, chocolate and eggs	\$154.
(Cost of coffee and chocolate from Equal Exchange)	\$963.

Total Budget

FY 2008/2009 allocation	\$6,300
Fundraising	<u>\$ 154</u>
Total	\$6,454

Expenses by SAM

U of A room rent	\$190.
5 Star Publishing	\$504.
SV Herald	\$978.
La Luna Tunes	\$300.
Good Neighbor Alliance	\$300.

Other Congregational Social Action Activities

Children's Religious Education lead by Rouanna Garden, Heather Kutch, Ann Dannel, Terry Zapotocky and others served as leaders.

The Empty Bowls raised \$1000. The book sales raised \$125. The Children's RE donated \$548. to Good Neighbor Alliance and \$500. to St. Vincent dePaul.

Guest at Your Table UU Service Committee lead by Terry Zapotocky raised a total of \$1,379.37 which was donated by 19 couples or individuals.

Ciculo de Amigos Foundation (CDA) lead by Jeanne McKeen with assistance from Sima Steele and Joyce Carpenter has a separate bank account at National Bank. All records are on the UUCSEA email site. From 7/08 through 2/09 the basket donations totaled \$461.31 and payout for tuition, holiday basket and sympathy gift is \$441.31. All funds are sent directly to CDA which bills quarterly. Greeting cards and letters are sent directly to the student.

SAM is grateful for the support of the congregation and we realize we are spending the congregation's money and that we represent the congregation in our decisions and actions in the community. We encourage you to join the Ministry. We meet the first Sunday of each month at 9:30 AM at the school.

Burt Jones
Chairperson Social Action Committee