



Clara Barton & Massachusetts Bay Districts of Unitarian Universalist Congregations



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Clara Barton District Report of the District Executive March 5, 2011

Our grand experiment in staff and program sharing with the Clara Barton District is now eight months old. We've moved out of the initial startup phase with its focus on administration and into a program-oriented phase where implementation is key. Here are some highlights since my last report in December 2010.

Administration & Financial Management

We continue to focus on coordinating MBD and CBD's administrative and financial management systems. Some highlights from these efforts:

Administrative

- continue to build our database of congregational leaders. The CBD-MBD district newsletter now goes out to a whopping 3,000 people.
- advocacy around getting congregations to use the myuua.org information system where congregational administrators keep all contacts up to date themselves. This replaces the district's own directory and eliminates redundancy.
- streamlined all of our program-related communications; the standard is now two pre-event notices, sidebars about programs in all district newsletters, pre-event notification to all registrants, and an e-mail with program handouts, link to evaluations, and follow-up webinar instructions waiting in participant in-boxes hours after events.
- Featured district administration in January newsletter entitled "Administry," written by DA Judy Murray.

Financial

- Finalized structural changes to both the CBD and MBD budgets so that line items (and the Quickbooks chart of accounts behind them) are identical. Sounds easy but this is an extremely complicated task.
- created a balance sheet for CBD (which I will share with you when I present year-end financials in July)
- Preparing RFP for MBD and CBD audits
- CBD made a donation to the Klamath Falls UU Fellowship to support recovery after their building fire

Financial Assessment

I am submitting a single financial document that includes three pieces of information: a current budget report (through March 3), FY11 year-end projections, and a draft FY12 budget.

A special note: We have paid all back payroll taxes to the IRS and the Commonwealth. We are still waiting for an assessment of penalties and interest.

Current Financials

At this point, it is more helpful to talk about the projections than the current actuals, simply because we have a pretty good idea how the year is going to play out. Here are some things to pay attention to:

- income from conferences and trainings is expected to be about \$5,000 higher than budgeted; expenses are expected to be \$5,500 higher (because of greater attendance than we had budgeted for)
- income from reserve transfers will be \$6,000 higher than budgeted because we paid unanticipated back payroll taxes
- total income is expected to be \$10,000 higher than budgeted
- staff expenses are expected to be \$7,000 less than budgeted because of unspent professional expenses by the Director of Faith Formation
- I expect to give Doug a \$3,000 performance bonus in modest recognition of the extra work he has taken on since Deb's departure
- the bottom line: I project \$13,500 in net income for FY11

Proposed FY12 budget

Draft FY12 budget figures are included in the fourth column of the attached financial documents. I will explain the rationale for any significant changes during my verbal report to the board, but in the mean time here are some highlights:

Income Side

- 3% increase in APF contributions
- \$5,000 increase in income from trainings and conferences
- we will introduce a new fee structure for all FY12 programs and conferences which rewards Fair Share congregations (by giving them access to a lower group registration rate), and which subsidizes congregations of 75 people or less (by reducing the per-person registration from \$75 to an estimated \$40)
- don't freak out about the "total income" line being so much lower – it's because the endowment draw hasn't yet been factored in!

Expense Side

- I need the board to give me "cost of governance" expenses for FY12 as required by policy governance

- I have changed the calculation for the “administrative offset” and “office expense” payments to MBD because I wanted a rational justification. The best I could come up with was to allocate the total cost of the two districts’ administrative and office expenses based on each district’s percentage of total certified members. CBD congregations have 37.8% of the total members in our districts (6,546 of 17,272 total). This resulted in an increase of about \$1800 for FY12. We will need to continue to work on a more rational formula, because this one doesn’t take into account MBD’s actual increases in expenses or CBD’s ability to pay, but for now the new formula is a good middle ground.
- total expenses are projected to be \$2,000 more than in FY11
- I anticipate a need for a \$35,820 endowment draw in FY12 (\$7,200 or 17% less than in FY11)

Staffing

I will share exciting news about our new Director of Congregational Development when I see you in person!

The Director of Faith Formation position has been posted, and we intend to hire someone to begin July 1.

In addition, I have:

- recruited two new APF chairs for CBD (Steve Lieman, from our congregation in Groton, and Jon Sass from Northampton), and I’m working to recruit a third. Laurel Amabile, the Director of the Annual Program Fund at the UUA, will meet with me, Michael Quarrey and the new team this Sunday to plot strategy.
- recruited and managed a team of district consultants, including 5-10 hours a week of dedicated consultant coverage for religious education support

Significant Consultations: Congregations Served (December 1, 2010 to March 1, 2011)

CBD

First Parish Unitarian Universalist Church of Chelmsford; adaptive leadership consultation (Doug)
Unitarian Universalist Society of Grafton/Upton; meeting facilitation between COM and Board w/
adaptive leadership training, congregational meeting facilitation (Sue and consultant John
Gibb-Millspaugh)

UU Church of Greater Bridgeport, CT; consultation with minister, Board President (Sue and Doug)

All Souls UU Church, Greenfield, MA; consultation with minister (Sue)

First Parish in Groton; adaptive leadership consultation with minister and Board Chair (Sue)

UU Society of Hartford (CT); extensive consultations with minister, Board, Committee on Ministry,
and congregation (Doug and Sue)

First Church UU in Leominster, MA; consultation with minister (Sue)

UU Church in Meriden (CT), consultation with Board on size transitions (Doug)

Unitarian Universalist Parish of Monson, MA; consultation with minister (Sue)

Unitarian Society of New Haven, Hamden CT; extensive consultations with minister, DRE, and Standing Committee (Sue and Deb)
All Souls UU Congregation of New London, CT; nomination (unsuccessful) as Breakthrough Congregation; consultation with minister, site visit (Sue)
First Congregational Parish, Unitarian, Petersham, MA; consultations with minister (Sue)
Unitarian Universalist Fellowship of Storrs, CT: consultation with minister (Sue)
Unitarian Universalist Church of West Brookfield, MA; consultation with minister, site visit (Sue)
First Unitarian Church, Worcester MA; participated in worship service, mini-workshop on lay pastoral care (Sue)

MBD

First Parish Arlington; facilitated leadership retreat on governance and size transitions (Doug)
First Parish in Belmont; facilitated congregational conversation (Meck)
First Parish Church in Beverly; facilitated ministerial startup (consultant Justine Sullivan)
First Parish in Cambridge; consultations with minister (Sue)
First Parish in Concord; extensive meetings with ministers, staff, Standing Committee, Transition Team and Search Committee; consultations with various UUA staff (Sue)
First Parish Church in Dorchester; consultation with minister (Sue)
Universalist Church of Essex; consultation with minister (Sue)
Gloucester Unitarian Universalist Church; consultation with minister and Board, listening circle training (Sue and Deb)
UU Church of Greater Lynn, facilitated leadership retreat (Doug)
First Parish UU Medfield; RE Visioning retreat (consultant Justine Sullivan)
First Parish in Milton; covenanting workshop for Parish Committee (Doug); consultation with minister (Sue)
First Parish in Needham, UU; facilitated leadership retreat (consultant John Gibb-Millsbaugh)
First Unitarian Society of Newton; facilitated ministerial startup workshop (Doug); participated in installation of new minister (Sue)
Unitarian Universalist Church of Reading; consultations with leaders (Sue)
First Parish in Sudbury; consultations with minister (Sue); consultation with Board (Doug)
UU Society of Wellesley Hills; consultation with DRE Search Committee (Deb), consultant with search committee on pre-candidates (Sue)
First Parish in Watertown; consultation with minister (Sue)
First Parish in Wayland; consultation with minister (Sue)
First Parish Church of Weston; consultation with ministers (Sue)

Programs between November 15, 2010 and March 1, 2011

Our CBD-MBD programs have been extremely popular this year. All OWL trainings have been at capacity. Attendance at Doug's Got Purpose Learning Congregation series actually increased from the first to the second event (95 for the first event to 105 for the second), a combined total of 165 people attended the Lay Pastoral Care training, and 100 more attended the Larry Peers event. There has been unprecedented attendance at both CBD and MBD events.

Got Purpose II: MBD (Doug)

Got Purpose II: CBD (Doug)

+ follow-up webinar "office hours"

Our Whole Lives Training of Trainers, high-school age; program 1

Our Whole Lives Training of Trainers, high-school age; program 2

Consultation for congregations with two ministers, with Transitions Director Keith Kron (Sue)

Creating and Designing Lay Pastoral Care Teams: MBD (Sue)

Creating and Designing Lay Pastoral Care Teams: CBD (Sue)

+ follow-up webinar "office hours"

UUMA Chapter – CBD; Doug led a short workshop on lay leadership development

Who is in Charge Here, a Learning Congregation program with Larry Peers

CBD Middle School Youth Rally

Staff Contributions to the Larger UU Movement

- Doug is the chair of the GA Program Development Committee
- Sue served on the faculty for the UUA's first-year ministers' seminar, leading a program on adaptive leadership
- Sue facilitated the annual retreat of the Pacific Western Regional District Staff
- Sue completed her service on the UUA's Stewardship FORTH task force, which developed a new model of year-round congregational stewardship efforts
- Meck presented two workshops at the Mountain Desert District's Creating Beloved Community conference in Denver
- Sue is on the program team for the Leap of Faith initiative, the UUA's flagship growth-related pilot program; as the DE of a participating congregation (MBD's First Parish in Milton) she is also the "coach" facilitating the Milton-Richmond VA congregational collaboration
- Meck met with social justice program coordinators from three other districts