

# Unitarian Universalist Community Church of Santa Monica

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## OFFICIAL NOTICE:



**May 19, 12:30 PM: Special Congregational Meeting 2013**

**May 19, 12:45 PM: Annual Meeting 2013**

**We need a quorum to vote in our next leaders.**

**Please help us run the church.**

**Voting in Absentia**

Voting members of the Church who do not expect to be present at the Annual meeting may vote in absentia in either of two ways:

- By designating another voting member, who will attend the meeting, as his or her proxy. **No member shall hold the proxy for more than one absent member.** There is a form to complete which the proxy presents when signing in for the meeting. Proxy Designation forms are available in the Church Office.
- By completing and submitting an absentee ballot. Please return Ballots to the church office in an envelope marked "Absentee Ballot" **with your name on the outside**. Deadline for submitting absentee ballots to the church office is **Friday, May 17 at 12 noon**. Absentee Ballots are available in the Church Office.

**Unitarian Universalist Community Church of Santa Monica  
Special Congregational Meeting Regarding Reinstatement of Secretary as an  
Officer of the Board**

**Sunday, May 19, 2013 at 12:30 pm in the Sanctuary**

**AGENDA**

1. Chalice Lighting
2. Call to Order and Quorum Report
3. Appointment of:
  - a. Inspector of Elections : TBD
  - b. Ballot/Hand Counters : TBD
  - c. Timekeeper: TBD
  - d. Parliamentarian: TBD
4. Proposed Bylaws Amendment:

RESOLUTION: Be it resolved that Bylaws Amendment ARTICLE IV. OFFICERS be adopted into the Bylaws of UUCCSM.
5. Adjourn.

**The Eighty-sixth Annual Congregational Meeting  
Sunday, May 19, 2013 at 12:45 p.m. in the Sanctuary**

**AGENDA**

1. Call to Order and Quorum Report:
2. Appointment of:
  - a. Inspector of Elections: TBD
  - b. Ballot/Hand Counters: TBD
  - c. Timekeeper: TBD
  - d. Parliamentarian: TBD
3. Adoption of Rules of Meeting
4. Approval of minutes: May 13, 2012
5. Presentation of Board of Directors & Nominating Committee candidates
6. Election of candidates
7. Minister's report: Rebecca Benefiel Bijur
8. President's report: Cynthia Cottam
9. Treasurer's report: Kit Shaw
10. Presentation of 2013-2014 budget: Kit Shaw

RESOLUTION: The congregation hereby approves the budget presented for the 2013-2014 fiscal year
11. Report on proposed Facility Renovation Project: Bryan Oakes
12. Resolution to support Compassionate Immigration Reform: Cathie Gentile
13. Installation of elected officers and members of the Board & Nominating Committee:

Jerry Gates
14. New Business and members' comments
15. President's remarks
16. Adjourn

*The Board of Directors hopes all Church members will share in the participatory democracy of this Congregation. A quorum for all Church business meetings consists of not less than 1/6 of the voting members. Non-members are welcome to attend, but cannot vote. Childcare will be available.*

## Bylaws Amendment

The intention of this amendment is to eliminate the position of Second Vice-President, so that the four officers of the nine-member Board are the President, the Vice-President, the Secretary, and the Treasurer. The duties of secretary will cease to be the responsibility of the First Vice-President and will be assumed by the Secretary.

The change in Article IV.C.1 is a housekeeping item left over from the reduction in the size of the Board from twelve to nine members.

### ARTICLE IV. OFFICERS

A. The Officers of this Church, who shall be elected for a term of one year, shall be:

1. A President, who shall also be Chairperson of the Board of Directors.
2. A ~~First Vice-President~~, who shall act in place of the President when the latter is unavailable. ~~and who shall act as secretary to the Church Corporation and to the Board, and in that capacity shall record the minutes of all Board meetings and Church business meetings. In addition, the duties of the First Vice-President include those specified in Article III, Sections B, D.3, F and G; Article VIII, Section K.2; Article XI, Sections C, D, E and H; Article XII, Section C.4; and Article XIII, Section A.1.b. Any or all of these latter duties may be delegated to the Church Administrator or other appropriate staff member(s) at the discretion of the First Vice-President.~~
3. A ~~Second Vice-President, who shall act in place of the President when both the President and First Vice-President are unavailable.~~ A Secretary, who shall act as secretary to the Church Corporation and to the Board, and in that capacity shall record the minutes of all Board meetings and Church business meetings. In addition, the duties of the Secretary include those specified in Article III, Sections B, D.3, F and G; Article VIII, Section C.4; and Article XIII, Section A.1.b. Any or all of these latter duties may be delegated to the Church Administrator or other appropriate staff member(s) at the discretion of the Secretary.
- ~~5-~~ 4. A Treasurer, who shall be responsible for monitoring the financial performance and condition of the Church and advising the Board and the Congregation on the significance thereof, and who shall be bonded in an amount to be determined by the Board.

B. (Unchanged)

C. Any Officer or other member of the Board may be removed from office by a vote at a meeting of the Board or a Church business meeting.

1. Such action at a Board meeting requires an affirmative vote by ~~nine~~ seven or more Board members at an open meeting with the Minister (if there is one) in attendance. Advance notice of a Board meeting at which such a vote is to be taken shall be given in writing to all Board members and to the Minister (if there is one), a copy of this notice shall be posted prominently in the Church, and this notice shall state that such a vote is scheduled to take place.
2. Such action at a Church business meeting requires a two-thirds majority of the total votes cast, and also a two-thirds majority of the votes cast by those present and eligible to vote. The notice of the meeting shall state that such a vote is scheduled to take place. Following such action, a successor shall be appointed as specified in Article V, Section E.

IN ADDITION: All references to the roles and duties of the First Vice-President, other than the role specified in IV.A.2. above, are changed to substitute the word "secretary" in place of the word "first vice-president".

## RULES OF THE MEETING

### Parliamentary Procedure:

In cases of questions on parliamentary procedure, the chair shall rule. If the ruling is contested, the assembly shall vote on whether or not to uphold the ruling of the chair.

### The Handling of a Motion:

1. A member **makes a motion**. ("Member" means voting member of the Church.)
2. Another member **seconds the motion**.
3. The chair **states the question** on the motion.

Neither the making nor the seconding of a motion places it before the assembly; only the chair can do that by stating the question.

When the chair has stated the question, the motion is pending and is open to debate.

4. Members **debate the motion** (unless no member claims the floor to do so) by lining up at a designated microphone.

During debate no one shall speak more than two minutes (unless the assembly declares its desire to waive this rule for a specific speaker.)

No one is entitled to the floor a second time on the same motion as long as any other member who has not spoken on this motion desires the floor.

With the permission of the chair, a non-member may participate in debate (please identify yourself as a non-member when recognized by the chair, so there is no confusion).

5. The chair asks if there is any further discussion and, if there is not, puts the question (that is, **puts it to a vote**), calling for those in favor, those opposed, and those abstaining.
6. The chair announces the **result of the vote**.

During the debate on a motion, a member may join the line at a designated microphone to **amend the motion**.

If the amendment is complicated or unclear, the chair may require that the amendment be provided to the chair in writing.

If seconded, debate and a vote on the motion to amend takes precedence over the original motion.

A motion to amend may also be amended, but only once. If seconded, debate and a vote on the motion to amend an amendment takes precedence over the original motion to amend.

8. During the debate on a motion, a member may join the line at a designated microphone to **"call for the question,"** which is a request to close debate and proceed to a vote.

The chair may observe that the question has been called and ask if there is any objection to closing debate. If there appears to be significant objection, the chair may allow the debate to proceed.

If a member nonetheless wishes to press for closure, she/he may seek recognition and "move the previous question." This is a priority-taking motion which, if seconded, must be voted on immediately. If it carries by a 2/3 majority, then debate on the previous motion is terminated and the chair proceeds immediately to put the previous question to a vote. Otherwise, debate on the previous motion continues.

## Unitarian Universalist Community Church of Santa Monica

### Minutes of Eighty-fifth Annual Congregational Meeting

Sunday, May 13, 2012

**Call to order and Quorum report:** The meeting was called to order at 12:55 PM by Bronwen Jones. Per Kathy Cook, Secretary, there were 72 church members signed in at this time. Nineteen absentee ballots were submitted. Twenty - four members also held a proxy to vote on behalf of an absent church member.

**Appointment of:** Inspector of Elections: Karen Patch, Ballot/HandCounters: Wendi Gladstone, Beth Rendeiro, Timekeeper: John Fels, Parliamentarian: Norb Gallery.

Appointments accepted unanimously.

**Adoption of Rules of the Meeting:** Moved - Sue Bickford, Seconded - Tom Troccoli. Approved unanimously.

**Approval of Minutes** of May 15, 2011 Annual Congregational Meeting and February 26, 2012 Business meeting: Moved - Rick Rhodes, Seconded - Alan Brunell. Accepted unanimously.

**Presentation of Board of Directors and Nominating Committee candidates :** Jerry Gates presented the slate of candidates for the Board and Nominating Committee and moved their acceptance. It was approved unanimously by a show of hands. New Board members elected: Cynthia Cottam - President, Barbara Gibbs - 1<sup>st</sup> Vice-President, Rob Briner - 2nd Vice-President, Kit Shaw - Treasurer, Rebecca Crawford - Member at Large. Continuing (no vote required) Members at Large: Pat Gomez, Bruno Lacombe, Vilma Ortiz and Bronwen Jones as Past President. Newly elected members of the Nominating Committee: Stephen Young, Pam Teplitz, Jerry Gates. Continuing (no vote required): Phyllis Kory, Katie Malich, Rima Snyder.

**Minister's Report – Rev. Erika Hewitt, Acting Minister.** Rev. Hewitt presented a report prepared by Rev. Benefiel Bijur who was on family leave. In the report, she thanked members for their love and service to this community and the wider world. She noted staff changes this year: Nurit Gordon - Administrator, Seth Houston - Director of Music, Louis Durra – organist, who resigned. Babies born this year, Kathryn Duckman and Gabriela Henderson-MacLennan. Community members who have died this year: Libby Barach, Michael D'Asaro, Milton Holmen, Julie Kinsinger, John Raiford, Andrew Still, Jim Weinberg, George Bell, Margaret Thurmond DePrima and Donald Nierlich. Our Generous Congregation and Christmas Eve offerings totaled over \$6000 and were given to CLUE-LA, Common Ground, Home Boy Industries, NAMI, OPCC, Southern California UU Justice Team, Turning Point, the UUA and the Westside Food Bank.

**President's Report – Bronwen Jones.** She noted that we are celebrating the second year of our settled minister and look forward to her return on July 1, with baby Nathan in her arms. She explained she will not be Board president for another year due to many other commitments claiming her time including starting an internship at the Santa Monica UCLA chaplaincy program. She reflected on the difficulty of staff changes, in particular, losing Louis Durra as our organist/pianist. She noted the health of the church community and the blossoming of many of committees including Membership, Rental, Interweave, Green, Dining for Dollars and Lifespan RE. She noted contributions by Atheists, Agnostics, Humanists and Secularists (AAHS) and the art wall in Forbes Hall. She recognized the hard work of Stewardship, Personnel, Nominating and Finance Committees and the community outreach of Faith In Action. CareNet is evolving with leadership passing from Charles and Christina Haskell and Beverly Alison to Karl Lisovsky. Forbes Hall and the patio hold more events and people enjoy seeing children in the cottage play yard.

Bronwen asked Tom Hamilton to update re: sanctuary roof replacement. A structural engineering report indicates that the north wing of the sanctuary is less robust than other areas. The city does not require upgrades if no changes are made in types of tile. Upgrades to support the weight would be needed if clay/concrete tiles replace asphalt tiles on the sides. Three contractors will be asked to bid on the upgrades.

Bronwen offered heartfelt thanks to the Board members for serving this past year including those leaving the Board - Sue Bickford, Alan Brunell, Kathy Cook, Beth Rendeiro, and Norb Gallery. Vilma Ortiz, Bruno Lacombe and Pat Gomez will be continuing on the Board. Bronwen thanked Erika Hewitt for coming to serve as Acting Minister for 3 months. She pledged to support the new president in the upcoming year.

**Treasurer's Report – Alan Brunell** – Alan noted adoption of an expansion budget several years ago and then 3 ½ years ago, staff and programs cuts that were necessary due to the economic downturn. The plan was to draw on reserves to run a small deficit budget. Fortunately the donations, bequests, vigorous efforts by the Stewardship Committee and new members pledging have helped cover the deficit and the reserves have not been depleted as expected. In the last year, the percentage of our Generous Congregation donations has increased from 15% to 25% and money has been spent on building and maintenance work that had been deferred. The current actual budget deficit is \$14,741 which is less than the predicted \$20,175.

Beth Rendeiro responded by noting that our positive financial situation is due to unexpected bequests and to Stewardship soliciting increased pledges. Membership is static. Increased membership is needed to restore past program cuts. It is important to welcome visitors and help them engage.

**Presentation of 2012-2013 Budget – Alan Brunell** – Increased expenses in the 2012-2013 budget reflect increased cost of earthquake insurance, severance for Louis Durra, 2-3% increases for staff member's compensation, adding another person to staff pre-school/nursery and increases of \$100-200 for some program budgets. He noted a change of combining the line items for the order of service assistant and the administrative assistant. He noted that 80% of the budget is for staff compensation. The proposed deficit is \$27,398. We can sustain this deficit level for 4 years – we have over \$100,000 in unrestricted reserves. Revenue sources include increased rental rates for some 12 Step groups who have paid the same amount since the 1960s. The rental Committee is planning to attract more rental income.

**Resolution: The congregation hereby approves the budget presented for the 2012-2013 fiscal year.** Moved - Alison Kendell, Seconded - Tom Troccoli. Passed unanimously.

**Installation of Elected Officers** - Facilitated by Sue Bickford.

**New Business and Member Comments** - None

**Incoming President's Remarks – Cynthia Cottam.** She expressed thanks to Bronwen, outgoing Board members, and acting Minister, Rev. Hewitt. She voiced excitement to be the new president and reviewed early experiences in UU leadership which she now sees as having led her to the position of being the president of her church as an adult. She looks forwards to welcoming Rev. Rebecca back and to supporting her young family, to “embark upon the journey of nourishing new life”. She also expressed excitement to having a new roof, a new website, new staff members and the gifts they bring. She asserted that as our president, she “cares most about how we as a community treat one another.”

# UUSM Nominating Committee Slate 2013 - 2014

## Board Nominations

### Board Nominations for Vote



Cynthia Cottam, President.  
Second term



Barbara Gibbs, First VP/VP  
Second term



Rob Briner, Second VP/Secretary.  
Second term



Kit Shaw, Treasurer.  
Second term.



Pat Gomez, Member-at-Large.  
Second term.

### Continuing on Board No vote required



Bruno Lacombe, Member-at-Large.  
Continuing, no vote required.



Vilma Ortiz, Member-at-large.  
Continuing, no vote required.



Bronwen Jones, Past President.  
Second term, non-elected position.



Rebecca Crawford, Member-at-Large.  
Continuing, no vote required.

# Nominating Committee

## For Vote



Gretchen Goetz  
Three-year term



Teri Bond  
Three-year term

## Continuing on Committee no vote required



Stephen Young  
Continuing, no vote required



Phyllis Kory  
Continuing, no vote required



Jerry Gates  
Continuing, no vote required



Katie Malich  
Continuing, no vote required



**UUSM Proposed Budget Fiscal  
Year 2013-14**

	2012-13 Budget	2013-14 proposed budget	
<b>INCOME</b>			
1	Pledge Receipts	397,000	<b>410,000</b>
2	Non pledged contributions	30,000	<b>17,720</b>
3	Dedicated Fund Transfers		<b>26,600</b>
4	<b>FUNDRAISING</b>		
5	Art Wall sales	1,000	<b>1,000</b>
6	Dining for Dollars	30,000	<b>30,000</b>
7	Newsletter Subscription and Scrip	0	<b>290</b>
8	Other Fundraising	1,500	<b>1,800</b>
9	Rental net income	33,000	<b>40,000</b>
10	Investments earnings	2,000	<b>1,500</b>
11	<b>TOTAL INCOME</b>	<b>494,500</b>	<b>528,910</b>
<b>EXPENSE</b>			
12	Ministry	141,606	<b>142,167</b>
13	Music	50,775	<b>53,847</b>
14	Religious Exploration	84,864	<b>86,787</b>
15	Sustaining Programs	10,250	<b>21,200</b>
16	UU Congregational Affairs	15,136	<b>21,165</b>
17	Administration	137,930	<b>134,079</b>
18	Allocation to Emergency Reserve		<b>6,414</b>
19	Maintenance Personnel	28,452	<b>28,258</b>
20	Equipment and Building	12,000	<b>16,600</b>
21	Facility Operation	41,186	<b>43,800</b>
22	<b>Total EXPENSE</b>	<b>522,199</b>	<b>554,317</b>
23	<b>NET ORDINARY INCOME</b>	<b>-27,699</b>	<b>-25,407</b>

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17. Includes office supplies, copier, bank & credit card charges, office equipment, insurance, IT and phones as well as staff related expenses.

**UUSM 2012-13**  
**Budget VS Actual.**  
**July 12-March 13**

	<b>2012-13 YTD Actual</b>	<b>2012-13 YTD budget</b>	
	<b>INCOME</b>		
1	Pledge Receipts	313,885	300,750
2	Non pledged contributions	15,282	22,900
3	Dedicated Fund Transfers	0	0
4	<b>FUNDRAISING</b>		
5	Art Wall sales	1,951	750
6	Dining for Dollars	26,458	30,000
7	Newsletter Subscription and Scrip	507	0
8	Other Fundraising	1,777	1,125
9	Rental net income	30,395	24,750
10	Investments earnings	1,623	1,500
11	<b>TOTAL INCOME</b>	<b>391,878</b>	<b>381,775</b>
	<b>EXPENSE</b>		
12	Ministry	96,400	104,241
13	Music	30,650	34,408
14	Religious Exploration	55,498	59,025
15	Sustaining Programs	6,414	7,688
16	UU Congregational Affairs	11,708	11,352
17	Administration	103,225	113,657
18	Allocation to Emergency Reserve	0	0
19	Maintenance Personnel	17,629	18,316
20	Equipment and Building	7,199	9,000
21	Facility Operation	34,139	34,330
22	<b>Total EXPENSE</b>	<b>362,862</b>	<b>392,017</b>
23	<b>NET ORDINARY INCOME</b>	<b>29,016</b>	<b>-10,242</b>

**Statement of Financial Position July-March  
2013**

<b>Cash and Equivalents</b>		<b>Liabilities and Equity</b>	
Bank of America	248,733	Total liabilities	2,574
ML Preferred Deposit	326,017	Andrew Still Bldg Fund	100,000
ML CD	157,509	<b>Reserves</b>	
		Emergency Reserve	130,562
		Minister Equity Sharing reserve	199,528
ML Bank Deposit	160,744	AAHS Fund	567
Prepaid benefits*	296	Unrestricted Savings	254,875
		<b>Administration Fund</b>	
		Book Store Fund	1,930
		DeBeneville Fund	3,827
		Furniture Fund	(2,761)
		Investment earning clearing	10,823
		Project Dazzle	5,110
		Roof Fund	68,282
		Stewardship Fund	4,558
		<b>FIA Funds</b>	
Petty Cash	150	FIA Commissin Fund	2,065
		Hunger Fund	3,940
		Interweave Fund	460
		<b>Ministry Funds</b>	
Total Cash and Equivalents	893,449	Discretionary Fund	1,875
		GC Fund	1,391
		Meyer Retirement Fund	301
		Sabattical Expense Fubd	13,400
		Settled Minister Search Committee	50
		<b>Music Funds</b>	7,904
		<b>RE Funds</b>	
		Guest at Your Table Fund	63
		RE Department Fund	272
		Robert Burke Social Justice Fund	991
		Youth Activities Fund	59
		Youth Trip UU UNO Seminar Fund	10
		<u>YTD change</u>	30,057
		<b>Restricted</b>	
		Women's Alliance Fund	2,699
		Total Pipes Lecture Endowment	32,276
		Will Wright Pulpit Endowment	15,761
<b>Total Assets</b>	<b>893,449</b>	<b>Total Liabilities and Net Assets</b>	<b>893,449</b>

## **Future Facility Renovation Projects**

Recommended by the Board of Directors.

### **RESOLUTION:**

The Board of Directors of the Unitarian Universalist Community Church of Santa Monica is authorized to expend funds required to complete the following projects: lead and asbestos abatement; replacement of the remaining old church windows; renovation of the church offices; electrical replacement and lighting replacement in sanctuary and offices; renovation of the sanctuary and minister's office restrooms. The Board may expend up to \$200,000 of these funds from the Drew Still Building Fund.

## **Faith in Action Resolution**

Submitted by petition.

### **RESOLUTION:**

BE IT RESOLVED that the Congregation of the Unitarian Universalist Community Church of Santa Monica supports Compassionate Immigration Reform as stated in the UUA's Immigration Policy and Programs.

- Uphold family unity as a priority of all immigration policies.
- Create a process for undocumented immigrants to earn their legal status and eventual citizenship.
- Protect workers and provide efficient channels of entry for new migrant workers  
Facilitate immigrant integration into U.S. society
- Restore due process protections and reform detention policies
- Align the enforcement of immigration laws with humanitarian values.
- For the full text of the UUA's Principles of Humane Immigration Reform please go to [uua.org/immigration/policy/reform](http://uua.org/immigration/policy/reform).