**Pilgrim House Board Meeting Minutes**

September 10, 2015

Present: Adam Aanerud, Mel Aanerud, Sharon Borg, Mary Carlson, Carol Green, Al Potter, Susan Setter, Fred Green.

7:00 Opening Words (Carol) Chalice

* Welcome, Visitors:
* Approve Minutes last board meeting: Motion by Sharon, second, Fred, approved.
* Approve current agenda and any additions
* Brief notes from Chair: Carol thanked everyone for coming and asked that we stay on task.

7:10 Unfinished Business (follow up on Action Items from previous board meeting)

1. Mel to report back to the Board how other congregations handle travel expenses for delegates to UU conventions. Most do not have a policy; pay some, if they can. Others have a budget for delegate registration. Some have a designated amount budgeted and when it’s gone, it’s gone. Discussion followed. Motion by Mary C. that PH budget for delegates registration fees for Mid America and GA. Second by Sharon, approved. Mel will find out the exact fees so this can be put in the budget.

2. Fred will put an announcement in the newsletter about the phone/modem resolution.(Done)

3. Each committee will develop short and long term goals. Give to Lisa Schlotterhausen. Ongoing.

4. Mel will plan a facilitator training for September. It will be held on September 20.

5. Mary R. will ask Julia if she plans to continue teaching preschool. Julia will not be continuing as preschool teacher. Pay is $50 for 2 hours. All are asked to submit possible candidate names. Carol will announce the need at the program on 9/13.

6. September 12 is clean up day; Fred will put an announcement in the newsletter.(Done) RE is doing their own clean up.

7:15 New Business Items

 1. A small group met to talk about ways to get to know PH members. We want to try "Sunday Stories" on Soup Sundays at 12:00. A member would talk about themselves to whomever wants to attend. Mary Carlson will present to the Board the format, etc. and an outline of how it will work.

Mary explained that there will be a moderator who will work with the storyteller for a presentation format. The session is to last about 45 minutes

2. Kathy A. asked that we look at the volunteers still need, specifically someone to coordinate sign up and support for treaters and greeters. Carol will ask identified members (Cynthia and Les) if they are interested.

3. Harvest Fest will be held Oct. 24. This is the only date that Ken S. and his group are available. Carol will find a coordinator for this event.

7:20 Inter-Committee Communication

Share highlights from last month. What is coming up? What should we focus on? Where do you need help?

7:30 pm

1. \*Treasurer: Susan Setter: Nothing out of the ordinary; $37,000 in checking; $4500.00 in the money market account.

2.Finance Chair: Jean Strait: not present

3.\*Social Action: Sharon Borg: Walk for Hope to raise money for Alexandra House is Sept. 26. Go online to sponsor the PH team or sign up to walk. Great turnout for the CEAP walk a mile for your neighbor fundraiser in July.

Mary C. reported that the Coat drive is being held now through October 11. Flyers are posted.

4.Program: Lollie Jensen: not present. Mel indicated that 70% of the programs are set for the year.

5.Religious Education: Adam Aanerud: Has some volunteers for teaching.

6.Congregational Care: Mary Ryan: not present

7.\*Membership: Mel Aanerud: good summer attendance.( 50 people average).

1. ostcards sent out to infrequent attendees.

8.\*Building and Grounds: Al Potter: Al thanked Jean S. for the staining and power washing work that she has done.

9.Tech Committee: Wayne LeBlanc: (Fred)Oct. newsletter information due by Sept. 20.

Summarize action steps of this meeting – Mary Carlson

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1. Mel will find out the exact fees for delegates so this can be put in the budget.
2. Each committee will develop short and long term goals. Give to Lisa Schlotterhausen.
3. Carol will ask identified members (Cynthoan and Les) if tehey are interested in coordinating treaters and gtreeters
4. Carol will announce at the program on Sept. 13 about the need for a preschool teacher.
5. Carol will try to find a Harvest Fest Chair.

Assign opening/closing words for next meeting (Oct.8):

Mary Carlson

7:55 Motion by Fred to adjourn, second by Susan. Approved

\*Report attached

Respectfully submitted,

Mary Carlson

Social Action Report

September 2015

We had the best representation ever by Pilgrim House at the Walk a Mile for Our Neighbors in July, with Lisa Schlotterhausen having the record for our group - 8 miles!! Thanks to all who participated.

We will collect clean, new or lightly used warm winter coats, scarves, mittens and gloves as well as new winter hats for the Coat Drive.  The coat drive is scheduled for October 17, so Sunday October 11 will be the last day to bring clothing to donate.  This benefits needy families in the north suburban area served by Ralph Reeder food shelf and the community support center.

Saturday, September 26 is Walk for Hope, a walk/run to support Alexandra House.  Michelle Gardner has set up the on-line sign up for Team Pilgrim House, and we currently have 4 people signed up.

We will meet this fall to work on goals for the year.

Sharon Borg, Chair



**Membership Committee**

**September 2015**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Summer Programs** | **Adults** | **Youth** | **Visitors** | **Total** |
| 6-21-15 | Science in our Daily Lives | 33 | 8 | 7 | 48 |
| 7-19-15 | Helping Paws – The Dogs in the Blue Coat | 36 | 4 | 11 | 51 |
| 8-9-15 | Twin City Chinese Dance Company | 28 | 10 | 15 |   51 |

Average attendance 2015 - 50.0

2014 - 37.7   2013 – 37.7   2012 – 31.0   2011 – 36.7

2010 - 37.7   2009 – 39.0   2008 - 49.7

* Summer programs:
	+ Continued the strategy of coordinating with Program Committee on family-friendly monthly programs with goal of attracting/retaining younger membership and also involving the larger community
	+ Program attendance increased from previous years
1. Other summer activities included:
	* Lanesboro bike trip, marching in Pride Parade, a potluck picnic night at PH, the Walk a Mile for Our Neighbors at Silver Lake Park
2. Sent 35 post cards to infrequently attending members and guests to encourage them to attend in the fall
3. In updating of membership records, Karen Barnard (Dobson) is in the process of moving to Idaho and we will keep her as an active member until she is actually moved.  Current membership count = 91.

Building and Grounds

Progress since last month:

         Completed repair of the entry structure from damage caused by carpenter ants.  There is no other evidence of ants at this time - the window sills remain clear of ant debris.

         Brush haul-away by Don Wahlberg

         Front entry ramp staining by Jean Strait and Diana

         Power washing by Jean Strait

         Social room windows were washed inside and out.  The screens are very difficult to re-attach.

         Trimmed and hauled away portions of the very-old juniper on the edge of the ramp.

Pending:

         Rear entry painting and door varnishing by Jean and Jim Cadwell

         Repair of the highway 96 concrete steps by a contractor

I believe the upstairs area is ready for Sunday's program (no cleanup crew necessary).  The kitchen washcloths need to be washed off-site.  Perhaps someone from the BOD can take them home and return them.

Downstairs could use a clean-up.

I have out-of-town company and may not make the board meeting this time.  Will confirm tomorrow.

Al



|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pilgrim House UU Fellowship |  |  |  |  |  |  |  |  | 4:45 PM |
| Profit & Loss Budget Performance |  |  |  |  |  |  |  |  | 9/5/2015 |
| June through August 2015 |  |  |  |  |  |  |  |  | Cash Basis |
|  |  |  |  | Jun - Aug 15 | Budget | Jun - Aug 15 | YTD Budget | Annual Budget | % Budget |
| Income |  |  |  |  |  |  |  |  |  |
|  | Contributions, Non-Pledge |  |  | $254  | $2,500  | $254  | $2,500  | $2,500  | 10% |
|  | Fundraiser |  |  |  |  |  |  |  |  |
|  |  | Auction |  | $0  | $6,000  | $0  | $6,000  | $6,000  | 0% |
|  | Total Fundraiser |  |  | $0  | $6,000  | $0  | $6,000  | $6,000  | 0% |
|  | Interest, Dividends |  |  | $0  | $100  | $0  | $100  | $100  | 0% |
|  | Pledge Invoice |  |  | $8,990  | $39,069  | $8,990  | $39,069  | $39,069  | 23% |
|  | Unbudgeted |  |  |  |  |  |  |  |  |
|  |  | Adopt a Shelter |  | $0  | $750  | $0  | $750  | $750  | 0% |
|  |  | Great Decisions |  | $0  | $1,200  | $0  | $1,200  | $1,200  | 0% |
|  | Total Unbudgeted |  |  | $0  | $1,950  | $0  | $1,950  | $1,950  | 0% |
| Total Income |  |  |  | $9,244  | $49,619  | $9,244  | $49,619  | $49,619  | 19% |
| Gross Profit |  |  |  | $9,244  | $49,619  | $9,244  | $49,619  | $49,619  | 19% |
| Expense |  |  |  |  |  |  |  |  |  |
|  | Building |  |  |  |  |  |  |  |  |
|  |  | Capital Fund |  | $0  | $4,800  | $0  | $4,800  | $4,800  | 0% |
|  |  | Cleaning |  | $225  | $1,600  | $225  | $1,600  | $1,600  | 14% |
|  |  | Electricity |  | $437  | $1,650  | $437  | $1,650  | $1,650  | 26% |
|  |  | General, Building & Grounds |  | $5,822  | $15,900  | $5,822  | $15,900  | $15,900  | 37% |
|  |  | Mowing |  | $467  | $1,500  | $467  | $1,500  | $1,500  | 31% |
|  |  | Natural Gas |  | $126  | $1,560  | $126  | $1,560  | $1,560  | 8% |
|  |  | Plowing |  | $0  | $1,000  | $0  | $1,000  | $1,000  | 0% |
|  |  | Property Insurance |  | $1,368  | $3,000  | $1,368  | $3,000  | $3,000  | 46% |
|  |  | Supplies, Kitchen |  | $0  | $450  | $0  | $450  | $450  | 0% |
|  |  | Supplies, Non-kitchen |  | $0  | $200  | $0  | $200  | $200  | 0% |
|  |  | Telephone |  | $308  | $1,200  | $308  | $1,200  | $1,200  | 26% |
|  |  | Water & Sewer |  | $357  | $975  | $357  | $975  | $975  | 37% |
|  | Total Building |  |  | $9,109  | $33,835  | $9,109  | $33,835  | $33,835  | 27% |
|  | Children's Learning Program |  |  |  |  |  |  |  |  |
|  |  | Community Building |  | $0  | $400  | $0  | $400  | $400  | 0% |
|  |  | Curriculum |  | $0  | $100  | $0  | $100  | $100  | 0% |
|  |  | OWL/Coming of Age |  | $0  | $500  | $0  | $500  | $500  | 0% |
|  |  | RE Support |  | $0  | $0  | $0  | $0  | $0  |  |
|  |  | Supplies |  | $0  | $400  | $0  | $400  | $400  | 0% |
|  | Total Children's Learning Program |  |  | $0  | $1,400  | $0  | $1,400  | $1,400  | 0% |
|  | Committees |  |  |  |  |  |  |  |  |
|  |  | Congregational Care Comm |  | $0  | $1,000  | $0  | $1,000  | $1,000  | 0% |
|  |  | Finance |  | $0  | $150  | $0  | $150  | $150  | 0% |
|  |  | Membership |  | $0  | $150  | $0  | $150  | $150  | 0% |
|  |  | Social Action |  | $500  | $1,161  | $500  | $1,161  | $1,161  | 43% |
|  | Total Committees |  |  | $500  | $2,461  | $500  | $2,461  | $2,461  | 20% |
|  | Dues |  |  |  |  |  |  |  |  |
|  |  | MidAmerica Region |  | $0  | $2,256  | $0  | $2,256  | $2,256  | 0% |
|  |  | UUA |  | $0  | $1,800  | $0  | $1,800  | $1,800  | 0% |
|  | Total Dues |  |  | $0  | $4,056  | $0  | $4,056  | $4,056  | 0% |
|  | Misc |  |  |  |  |  |  |  |  |
|  |  | Bank Fees |  | $112  | $100  | $112  | $100  | $100  | 112% |
|  |  | Brokerage Fees |  | $0  | $50  | $0  | $50  | $50  | 0% |
|  |  | Conferences - GA & MA |  | $320  |  | $320  |  |  |  |
|  |  | High School GA Scholarship |  | $0  | $400  | $0  | $400  | $400  | 0% |
|  |  | Other |  |  |  |  |  |  |  |
|  |  |  | Copyright Expenses | $1,215  | $1,000  | $1,215  | $1,000  | $1,000  | 121% |
|  |  |  | Music | $0  | $50  | $0  | $50  | $50  | 0% |
|  |  |  | Piano Tuning | $0  | $110  | $0  | $110  | $110  | 0% |
|  |  |  | Postage | $10  |  | $10  |  |  |  |
|  |  | Total Other |  | $1,225  | $1,160  | $1,225  | $1,160  | $1,160  | 106% |
|  | Total Misc |  |  | $1,657  | $1,710  | $1,657  | $1,710  | $1,710  | 97% |
|  | Other (Not Budgeted) |  |  |  |  |  |  |  |  |
|  |  | Adopt A Shelter |  | $0  | $750  | $0  | $750  | $750  | 0% |
|  |  | Great Decisions |  | $0  | $1,200  | $0  | $1,200  | $1,200  | 0% |
|  |  | Guest At Your Table |  | $0  | $50  | $0  | $50  | $50  | 0% |
|  |  | Harvest Fest |  | $0  | $250  | $0  | $250  | $250  | 0% |
|  | Total Other (Not Budgeted) |  |  | $0  | $2,250  | $0  | $2,250  | $2,250  | 0% |
|  | Payroll Expenses |  |  |  |  |  |  |  |  |
|  |  | Payroll Taxes |  | $0  | $250  | $0  | $250  | $250  | 0% |
|  |  | Salary |  | $0  | $1,750  | $0  | $1,750  | $1,750  | 0% |
|  |  | Workers Comp Insurance |  | $0  | $230  | $0  | $230  | $230  | 0% |
|  |  | Payroll Expenses - Other |  | $0  | $150  | $0  | $150  | $150  | 0% |
|  | Total Payroll Expenses |  |  | $0  | $2,380  | $0  | $2,380  | $2,380  | 0% |
|  | Program |  |  |  |  |  |  |  |  |
|  |  | Bulletins |  | $12  | $600  | $12  | $600  | $600  | 2% |
|  |  | Kitchen, Celebrations |  | $0  | $100  | $0  | $100  | $100  | 0% |
|  |  | Other-Program |  | $0  | $50  | $0  | $50  | $50  | 0% |
|  |  | Sunday Morning |  | $350  | $4,000  | $350  | $4,000  | $4,000  | 9% |
|  | Total Program |  |  | $362  | $4,750  | $362  | $4,750  | $4,750  | 8% |
|  | Publicity |  |  |  |  |  |  |  |  |
|  |  | Internet |  | $0  | $70  | $0  | $70  | $70  | 0% |
|  |  | Newsletter |  | $0  | $250  | $0  | $250  | $250  | 0% |
|  | Total Publicity |  |  | $0  | $320  | $0  | $320  | $320  | 0% |
| Total Expense |  |  |  | $11,627  | $53,162  | $11,627  | $53,162  | $53,162  | 22% |
| Net Income |  |  |  | ($2,383) | ($3,543) | ($2,383) | ($3,543) | ($3,543) | 67% |
|  |  |  |  |  |  |  |  |  |  |
| Balance in Checking Acct as of 8/31/15 |  |  |  | $37,279  |  |  | (includes funds in Cap. Improve) |  |  |
| Balance in Captial Improve. Acct as of 8/31/15 |  |  |  | $12,000  |  |  |  |  |  |
| Balance in Money Market Acct as of 8/31/15 |  |  |  | $4,598  |  |  |  |  |  |