



Group Name	McFarland UCC 2021 Annual Meeting Minutes
Date	January 24, 2021 (held via Zoom meeting: https://zoom.us/j/97010988439 Password: betogether
Recorder	Anne Gerke

Agenda Item / Topic/Question	Discussion / Decision	Action
Welcome & Announcements	Hélène Benink welcomed everyone to the Annual Meeting.	
Call to Order & Annual Meeting 2020 Agenda (Hélène)	<p>The 2021 annual meeting was called to order by the Moderator, Hélène Benink. A quorum was declared.</p> <p>130 – official reported number (130 members; 25% is quorum – need 33 members.</p> <p>Robert’s Rules of Order will govern the formal business of the day. Hélène asked that anyone making a motion or seconding both raise their hand and say their full name, so the minutes are accurate.</p> <p>McFarland UCC members are eligible to vote in the meeting. Questions and comments are for everyone.</p> <p>The following items required a vote:</p> <ul style="list-style-type: none"> • 2020 Annual meeting minutes • Revision to governing documents • 2021 budget • Leadership elections 	All participated
Vote to Approve 2020 Annual Meeting Minutes (Hélène / vote / motion / 2nd)	<p>The Annual Meeting from 2020 were made available on paper and online at http://www.mcfarlanducc.org/annual-meeting-2021.html.</p> <p>Ann Ross made a motion to approve the 2020 minutes as written.</p>	Motion passed

	<p>Jim Martin seconded the motion.</p> <p>All in favor (44). No abstentions. Motion passed unanimously.</p>	
<p>Celebration of 2020 Ministries</p>	<p>Hélène Benink shared a few slides and reflected on milestones that happened in 2020.</p> <ul style="list-style-type: none"> • Shifting to online activities seamlessly with Pastor Bryan’s help • Engaging others in our Not-In-Our-Name campaign • Responding to racial injustice and protests with love and engagement • Planning a prairie garden and managing trees on church property • Creating a new patio • Explaining the Outreach Funds Team and providing significant contributions from our Outreach Funds to McFarland Food Pantry, The Road Home, and WI UCC Camps • Initiating younger youth Zoom meetings • Providing scholarships 	
<p>Sharing Our Gifts with the Wider Church and Community</p>	<p>Hélène Benink shared where MUCC provided financial resources within the wider church and wider community. We are a “5-for-5” church meaning that we contribute to the five UCC offerings throughout the year including:</p> <p><u>Wider Church</u></p> <ol style="list-style-type: none"> 1. One Great Hour of Sharing 2. Strengthen the Church 3. Neighbors in Need 4. Christmas Fund 5. Our Church’s Wider Mission (OCWM) (commitment of 10% of our general fund contributions was maintained in 2020) <p>Total contributions: \$20,766</p> <p>In addition to the “5-for-5”, we continued to share our resources with focused contributions for ministries within our church and throughout the wider community including:</p> <p><u>MUCC and Wider Community</u></p> <ul style="list-style-type: none"> • Pastor Discretionary Funds • MUCC Youth Group Fundraising • MUCC Dana Crumpton Scholarship • MUCC College Scholarship 	

	<ul style="list-style-type: none"> • McFarland Food Pantry • International Crane Foundation • UNICEF • Haiti Allies <p>Total contributions: \$54,037</p> <p>We also made significant contributions from our Outreach Funds to three organizations this year including:</p> <ol style="list-style-type: none"> 1. McFarland Food Pantry 2. The Road Home 3. WI UCC Camps <p>Colleen Krattiger reminded everyone that in October 2019, members and friends of the congregation participated in a Visioning session resulting in the identification of 12 “opportunities” or outreach activities that we intended to support during 2020 and beyond.</p> <p>Of the 12 opportunities to reach out to others, some were commitments that McFarland UCC had been doing for many years such as supporting the McFarland Food Pantry, the Holiday Giving Tree, and Sundaes on Thursdays. The visioning session also helped us identify and clarify some of the newer areas of focus for our church, including the Not-In-Our-Name campaign, Eco-Justice (the Green Team), and support for Haiti. During 2020, we have highlighted outreach activities each month at our worship services on the 3rd Sunday of the month.</p> <p>Colleen invited everyone to the next Outreach Ministry meeting scheduled for Thursday, January 28, 6-8 pm. This meeting will look at our many outreach efforts and discuss how to best coordinate and understand all that we are trying to do. Some of our outreach efforts overlap both in terms of the work itself and the people involved. This meeting, facilitated by Rachel Saladis, is about making sure we are clear and organized with all this wonderful work. We invite you to consider participating in one of our ministries this year. This is a great way to get to know other members of the church.</p>	
<p>Approval of Governing Documents (Hélène)</p>	<p>Joan Jacobsen highlighted several governing documents, including our Constitution, Bylaws, and Reed-Smeaton Outreach Fund. Members of SaLT are recommending revisions to our governing documents to clarify our</p>	<p>Motion passed</p>

/ vote / motion /
2nd)

understanding of membership in our congregation. There are also editorial changes recommended for language consistency in the governing documents. Two versions of the proposed revisions were made available online.

- Revisions to Article V, explain member expectations and include the following:
 1. Affirm and support this congregation's overall way of living out the teachings of Jesus as revealed in the Bible and the Spirit's ongoing guidance in and to this particular faith community
 2. Celebrate and honor our differences (individual opinions and preferences, personal beliefs) and regard this diversity as a strength for this church community
 3. Respect each other's individual freedom to question and wrestle with issues of personal faith

Lavon Geasland highlighted another expectation of members which is identified in Article V, C:

1. Support the overall life of this congregation by helping each other find and share our gifts, being together for worship as often as possible, and encouraging each other as we seek to be about the joyful work of serving this world and doing our best to help it be more loving and just.

Lavon also highlighted Article V, D, 3, the proposed revision is to clarify the process about changing member status.

- Members may remain a Member or be moved to "Inactive" or "Friend" status based on the Member self-identification of intent and desire. If this information is not available, then the Servant Leadership Team shall use discretion with changing the Member status.

Finally, revisions within all governing documents include:

- Changing any reference of "**Covenant Partner**" to "**Member**".

Hélène Benink reminded everyone that the proposed revisions are recommended by our leadership team to

clarify our understanding of membership in our congregation.

Denny Blackmore had a question re: overall way of living out the teachings of Jesus...please clarify the “overall way” language. Helene mentioned that it is “general”. Denny would like the language revised to “general way” of living. The SaLT Team should review this for 2022.

Ann Ross made a motion to approve the revisions to the MUCC Governing Documents.

Geoff Brink seconded the motion.

All in favor (44). No abstentions. Motion passed unanimously.

Financial Update & 2021 Budget (Joan / vote / motion / 2nd)

Joan Jacobsen provided several slides to represent the past and current state of the MUCC financials. The annual meeting materials included two documents.

1. The document with the bar graphs (below) presented the summary of the general or operating fund (revenues and expenses) for the past 12 months.
2. The second document provided details about our 2019 and 2020 actual expenses and our proposed budget for 2021.

Instead of going through this information line-by-line, Joan highlighted the 2020 budget to actual, our giving and expense trends, and the 2021 proposed budget. Tim was allowed at the end of the review for questions.

Operational Expenses	2020 Actual	2020 Budget	\$174,273
Property	14,791		
Office	11,123		
Wider Church	18,936		
Pastor	80,859		
Other Staffing	23,411		
Mission and Service	4,021		
Extraordinary Expense	8,617		
Total	161,758		
Budget Total	174,273		
Actual Under Budget	(12,513)		

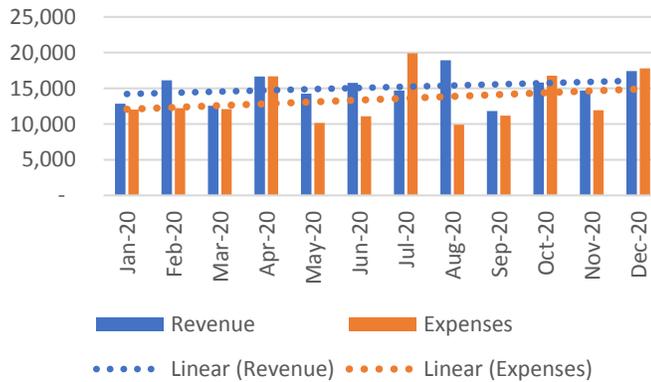
Average Monthly Revenue Needed to Meet Budget	\$14,523
ACTUAL Average Monthly Revenue Jan 2020 – Dec 2020	\$15,131

- For expenses, with focused diligence on expenditures aligned with the closure of the church property and shifting church activities to online participation, we experienced reductions in property, office, and mission and service

Motion passed / 2021 Budget Approved

	<p>expenditures resulting in a positive variance of almost \$11,000 to budget.</p> <ul style="list-style-type: none"> • We fully met our obligations to the wider church. OCWM (Our Church’s Wider Mission) is 10% of our general fund contributions and is part of our annual budget. We were able to make quarterly payments of this obligation to the conference. This money supports ministries of the Association, Conference, and the National Church which ultimately benefits this congregation as well. • There were no pastor expenses for professional activities and mileage this year due to COVID-19 limitations resulting in a positive variance of over \$5,500 to budget • Three of four staff positions were filled throughout the year and salaries continued for our administrative assistant, organist, and custodian. Staff salaries accounted for 18.5% of our expenses. The nursery position was vacant for the year. • We had unplanned expenditures to remove and trim trees, repair the steeple roof, purchase title insurance for the property deed, and SaLT unanimously approved a one-time bonus for the pastor. These unplanned expenditures totaling \$8,617 are under the new budget category of “Extraordinary Expenses”. • Our actual expenditures were \$12,513 less than what was budgeted, even with the \$8,617 addition of extraordinary expenses for the year. • In addition, our average monthly revenue increased 5% over last year and our average monthly revenue of \$15,135 exceeded the monthly revenue needed to meet our <i>budgeted</i> operational expenses. 	
	<p>With 2020 financial commitments that were fulfilled and the ongoing generosity from the congregation along with our management of expenses, our actual year-to-date revenues exceeded actual year-to-date expenses by almost \$20,000 for the fiscal year.</p>	

MUCC Monthly Operations - Last 12 Months



2021 Proposed Budget

Budget Category	2019 Actual	2020 Actual	Proposed 2021
Property	13,704	14,791	14,964
Office	14,456	11,123	12,070
Wider Church	20,335	18,936	18,900
Pastor	76,679	80,859	90,082
Other Staffing	23,629	23,411	24,664
Mission and Service	6,326	4,021	9,000
Extraordinary Expense	-	8,617	10,775
Budget Total	155,129	161,758	180,455
Actual Over (Under) Budget	(7,597)	(12,513)	

- Property and office expenses should continue to be reduced due to anticipated church closure for at least the first two quarters.
- Pastor salary/housing is increased 5%. This increase rolls through several of the line items which are percentage-based including pension, life and disability insurance, and social security offset. The salary increase is based on Pastor Bryan's annual performance review.
- Pastor health insurance is increased 5%. Purchased through the UCC Pension Board.
- Wider church meetings expense is reduced due to anticipated virtual meetings this year.
- Staff salaries are to be continued with the possible addition of nursery staff by Q4.
- Extraordinary expenses this year will include:
 - tree removal of 5 ash trees

	<ul style="list-style-type: none"> ○ purchase of 24 fellowship space chairs and patio furniture. ○ The 5 trees are all infected with emerald ash borers and need to be removed. The fellowship space chairs were proposed in last year’s budget but were not purchased this year. With yoga classes anticipated to return once we open the church building again, the chairs and tables are moved. The green wood chairs are heavy to move and are not really designed to be used the way we are using them. It has been recommended that we purchase chairs that are easier to move and stack. Of course, the proposed expense for patio furniture is so that we can enjoy our new outdoor space that was created this past fall. ● We are recommending a total budget of \$180,455 which includes one-time extraordinary expenses. This represents an overall increase of 11.5% from our 2020 actual expenses. Our revenues in 2020 were \$181,615. In order to meet our 2021 budget, we are anticipating matching last year’s revenue. 	
	<p><u>Discussion of 2021 Proposed Budget</u></p> <ul style="list-style-type: none"> ● Jayne Fischer asked if we actually pay the Extraordinary Expense in Q4 when we know where things are at? <ul style="list-style-type: none"> ○ Joan clarified that we will not need to worry about that. We have a “rainy day” fund and the expenses are really a one-time expense. This money can be used for the Extraordinary Expenses. ● Thank you, Joan, for all your work on the budget! 	
	<p>This motion is presented by the Servant Leadership Team and does not require a second.</p> <p>All in favor (46). No abstentions. Motion passed.</p>	
<p>2020 Nominations / vote / passing of the gavel /</p>	<p>Cindy Wendorf provided an update on the 2021 nominations which were available online:</p> <p><u>Nominations</u></p>	<p>Motion passed</p>

blessing of leadership

- Colleen Krattiger (Moderator)
- Ann Ross (Vice Moderator)
- Joan Jacobson (Treasurer)
- Lavon Geasland (SaLT)
- Becky Cohen (SaLT)
- VACANT (Financial Secretary)

Continuing Terms

- Anne Gerke (Clerk)
- Cindy Wendorf (SaLT)
- Sue Haeffner (Financial Secretary)

Completing Terms

- Ann Ross will complete her term as Financial Secretary.

- Colleen Krattiger has been our Vice-Moderator this year and will move into a one-year term as Moderator.
- Ann Ross has agreed to be our Vice-Moderator for a one-year term.
- Joan Jacobsen has agreed to another three-year term as our Treasurer.
- Lavon Geasland has agreed to another two-year term as a SaLT member.
- Ann Ross completed her two-year term as a SaLT member and Becky Cohen has agreed to be a member of the Servant Leadership Team.
- Ann Ross also completed her two-year term as one of our Financial Secretaries; this position will be vacant until a second Financial Secretary is appointed by SaLT.

Tom Ludwig made a motion to approve the nominations as presented.

Kelly Wroblewski seconded the motion.

All in favor (45). No abstentions. Motion carried unanimously.

Hélène Benink shared that she feels blessed to serve as the moderator and vice moderator. She thanked everyone for their leadership and passed the gavel to Colleen Krattiger (after sanitizing it and placing it in a plastic bag. 😊)

	<p>Pastor Bryan thanked H��l��ne Benink for her leadership over the past two years as our moderator. We didn't miss a beat over the years. Thank you also for serving the Search Committee as well! Well Done, H��l��ne!!!!</p> <p>Colleen Krattiger will be giving a gift of Thank You to H��l��ne from SaLT and the Congregation.</p>	
<p>Commissioning of 2021 Leaders</p>	<p>Pastor Bryan commissioned the 2021 Leadership Team.</p> <p>Everyone joined in repeating the covenant between each other:</p> <p>We gather in celebration and joy! It is good to be partners with you In the life and ministry of this church.</p> <p>We promise to love you, Honor your leadership, And be partners in the Gospel So that together we may be A faithful and vibrant church, A church with heart, In ministry for those Inside and outside these doors.</p>	
<p>Closing of the 2020 Annual Meeting</p>	<p>Colleen Krattiger closed the meeting.</p> <p>Lavon Geasland made a motion to adjourn the meeting.</p> <p>Anne Gerke seconded the motion.</p> <p>All in favor (44). No abstentions. Motion passed.</p> <p>Meeting adjourned at 11:25 am.</p>	<p>All participated</p>