## Unitarian Universalist Fellowship of Ames
### Board of Directors
### [TENTATIVE] Agenda

<table>
<thead>
<tr>
<th>Item</th>
<th>Start</th>
<th>Description</th>
<th>Packet</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>6:30</td>
<td>Call to Order, Chalice Lighting, Approve Agenda &amp; Appoint Process Observer &amp; Timekeeper</td>
<td></td>
<td>Gurganus PO – Chase TK – Witherspoon</td>
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<tr>
<td>2.</td>
<td>6:35</td>
<td>CONSENT AGENDA</td>
<td></td>
<td>Gurganus</td>
</tr>
<tr>
<td>2.a.</td>
<td></td>
<td>Consent: December Minutes</td>
<td>3-5</td>
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<tr>
<td>2.b.</td>
<td></td>
<td>Consent: Committee Reports</td>
<td>5-7</td>
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<tr>
<td>3.</td>
<td>6:40</td>
<td>Board Liaison Reports <em>(items not included in packet)</em></td>
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<td>Board</td>
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<tr>
<td>4.</td>
<td>6:45</td>
<td>Minister’s Report</td>
<td>8</td>
<td>Galazen</td>
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<tr>
<td>5.</td>
<td>6:55</td>
<td>Financial Report</td>
<td>Separate</td>
<td>Francom</td>
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<tr>
<td>6.</td>
<td></td>
<td>ACTION AGENDA</td>
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<tr>
<td>6.a.</td>
<td>7:00</td>
<td>Action: Board Dual Read Practice</td>
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<td>Gurganus</td>
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<tr>
<td>6.b.</td>
<td>7:05</td>
<td>Action: Chalice Lighters Grant</td>
<td>9</td>
<td>Gurganus</td>
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<td></td>
<td>7:15</td>
<td>BREAK (10m)</td>
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<td>6.c.</td>
<td>7:25</td>
<td>Action: Bylaw Changes</td>
<td>Separate</td>
<td>Gurganus</td>
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<td>6.d.</td>
<td>7:40</td>
<td>Action: Ministerial Search Committee Recruitment</td>
<td>9, Separate</td>
<td>Gurganus</td>
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<tr>
<td>7.</td>
<td>7:50</td>
<td>Process Observer’s Report</td>
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<td>Chase</td>
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<tr>
<td>8.</td>
<td>7:55</td>
<td>ITEMS FOR THE GOOD OF THE FELLOWSHIP</td>
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<tr>
<td>8.a.</td>
<td></td>
<td>Items for Future Meetings, Misc. Comments</td>
<td></td>
<td>Board</td>
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<tr>
<td>8.b.</td>
<td></td>
<td>Calendar Items</td>
<td></td>
<td>Duckstein</td>
</tr>
<tr>
<td>9.</td>
<td>8:00</td>
<td>Adjourn to Executive Session</td>
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</table>
2022 Board Covenant

One decision, one voice
Be respectful & generous of others/individual differences
Express opinions & solicit diverse views
Create time for all viewpoints to be heard
Be here, present, and prepared
Be generous in time, talent, treasure, and spirit
Celebrate joys and successes
Be mindful of platform & communication
Our eight UU principles guide us

Process Observer Schedule

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<thead>
<tr>
<th>Month</th>
<th>Observer</th>
<th>Month</th>
<th>Observer</th>
<th>Month</th>
<th>Observer</th>
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<tr>
<td>January 18</td>
<td>Chase</td>
<td>May 17</td>
<td>White</td>
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<tr>
<td>February 15</td>
<td>Francom</td>
<td>June 21</td>
<td>Witherspoon</td>
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<tr>
<td>March 15</td>
<td>Olson</td>
<td>July 19</td>
<td>Woline</td>
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<tr>
<td>April 19</td>
<td>Saul</td>
<td>August 16</td>
<td>Chase</td>
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<tr>
<td>September 20</td>
<td>Francom</td>
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<td></td>
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<tr>
<td>October 18</td>
<td>Olson</td>
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<tr>
<td>November 15</td>
<td>Saul</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>December 20</td>
<td>White</td>
<td></td>
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Timekeeper Schedule

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<th>Month</th>
<th>Timekeeper</th>
<th>Month</th>
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<tr>
<td>January 18</td>
<td>Witherspoon</td>
<td>May 17</td>
<td>Olson</td>
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<tr>
<td>February 15</td>
<td>Woline</td>
<td>June 21</td>
<td>Saul</td>
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<tr>
<td>March 15</td>
<td>Chase</td>
<td>July 19</td>
<td>White</td>
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<tr>
<td>April 19</td>
<td>Francom</td>
<td>August 16</td>
<td>Witherspoon</td>
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<tr>
<td>September 20</td>
<td>Woline</td>
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<tr>
<td>October 18</td>
<td>Chase</td>
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<tr>
<td>November 15</td>
<td>Francom</td>
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<tr>
<td>December 20</td>
<td>Olson</td>
<td></td>
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</tbody>
</table>

Board Welcome Schedule: uufames.org/boardwelcome

8th Principle

- Changing the narrative.
- Willingness to be uncomfortable.
- Get proximate.
- Fighting against hopelessness.

- Does this decision accountably dismantle racism and other oppressions in ourselves and our institutions?
Item 2.a.: December Minutes

Unitarian Universalist Fellowship of Ames
Board of Directors
December 21, 2022, 6:30 pm; Zoom
[DRAFT] Minutes

Present: David Brenner, Sarah Carlson, Christopher Chase, Bradley Duckstein (ex-officio), Mike Francom, Rev. AJ Galazen (ex-officio), Jamie Gurganus, Sam Ose, Keary Saul

Absent: Nichole Olson

Guests: Jeff White, Mark Witherspoon, Tigon Woline

1. Called to order at 6:32 pm by President Jamie Gurganus. Rev. Galazen presented a reading and the chalice was lit. Introductions were made around the “room.”
   a. [MOTION]: Approve agenda as presented. (Francom, Carlson, motion carried)
   b. Francom agreed to serve as process observer and timekeeper for the meeting.

2. Consent Agenda
   a. November Minutes
   b. Committee Reports
   c. Membership Reinstatements
   d. Appointments to Endowment Committee
   e. Bequest Designation
   f. [MOTION]: Approve consent agenda as presented. (Chase, Ose, motion carried)

3. Board Liaison Reports (information not included in packet)
   a. Religious Education Committee – 1 new applicant for the Religious Educator position was interviewed this week.
   b. Library Committee – the children’s collection has been evaluated/weeded by the religious education support staff.
   c. Transition Team – meeting monthly; early focus on membership pipeline (facilitating exploration classes); short survey coming to congregation in January; will be working with staff to identify new church management software; other priorities: website redesign & improving Sunday online experience
   d. 8th Principle Awareness & Action Group – requests banner rededication in January; would like to bring in speaker.

4. Minister’s Report
   a. Additions to written report:
      i. Annual Meeting – one of the best he’s attended. Thanks to all for the prep work!
      ii. Administrator position – Gurganus, Galazen, and Duckstein have met several times now to deconstruct and decentralize administrator responsibilities. Next steps: meetings with stakeholders.
      iii. Religious Educator Interview – thanks to Ose and Peggy Earnshaw for participating in this week’s interview. A planning meeting was also held to work through contingency options.
iv. Northcrest & Green Hills Groups – the oldest of our members (and many of our strongest financial supporters) would benefit greatly from Sunday technological improvements.


5. Financial Report
   a. As presented in writing.
   b. Additions to written report:
      i. If educator is hired early in the year, board will need to take a second look at the budget that was set and consider options.
   c. [MOTION]: Accept financial report as presented. (Carlson, Saul, motion carried)

6. Action Agenda
   a. Communications Taskforce
      i. Top priority: A team is needed to look at our website and edit/develop content. Once a rough plan is developed, RFPs can be sent out to designers/developers, and then final content can be created by the taskforce.
      ii. Other areas to work on:
          1. Weekly Email
          2. Printed Materials
          3. Signage
          4. Advertisements
      iii. [MOTION]: A website taskforce will be assembled to evaluate current website and move the project forward. (Saul, Carlson, carried)
   b. Board Goal Review
      i. This year’s board goals were often sidetracked due to the minister’s retirement and involvement of the board in hiring the interim minister.
      ii. Articulating Faith – have had a few stories shared in Sunday services. Social events have also helped to encourage people to share their stories.
      iii. 8th Principle in Board Decisions – challenging to implement, but there have been several conversations along the way.
      iv. Infrastructures to Promote Membership Engagement – membership exploration process has been revived; membership committee is expected to be revitalized early next year.
      v. Lifespan RE – no program is yet finalized; looking toward forming some discussion group (likely hybrid or Zoom) around the 8th Principle, utilizing laity.
      vi. Handbook – done! Yay for not passing it on to yet another board!
      vii. Bylaw Revisions – first round is complete; second round coming next spring.
      viii. Website – taskforce charged tonight.

   a. Were behind, but made up time. Had some unstructured conversation that would’ve been smoother if further structured. Collegial

8. Items for the Good of the Fellowship
   a. Items for Future Meetings
b. Calendar Items
   i. Executive Leadership Team: January 4, 5:30 pm
   ii. Board Meeting: January 18, 6:30 pm
   iii. Board Retreat: February 4

   c. Many thanks to Ose, Carlson, and Brenner for their years of service! And welcome to White, Witherspoon, and Woline!

9. Adjourned to executive session at 7:43 pm.

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**Item 2.b.: Committee Reports**

<table>
<thead>
<tr>
<th>Cluster/Committee</th>
<th>Notes</th>
<th>Last Received (Board mtg)</th>
<th>Liaison</th>
</tr>
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<tbody>
<tr>
<td>Administrative &amp; Property</td>
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<tr>
<td>Building</td>
<td>Inactive</td>
<td>Dec 2019</td>
<td></td>
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<tr>
<td>Grounds &amp; Landscape</td>
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<tr>
<td>Library</td>
<td></td>
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<tr>
<td>Community Building</td>
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<tr>
<td>Caring Network</td>
<td></td>
<td>Dec 2022</td>
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<tr>
<td>Congregational Life</td>
<td>Inactive</td>
<td>never</td>
<td>Woline/Francom</td>
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<tr>
<td>Healthy Relations Team</td>
<td>Inactive – merge with COSM</td>
<td>Mar 2020</td>
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<tr>
<td>Membership Services</td>
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<td>May 2020</td>
<td>Woline/Francom</td>
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<tr>
<td>Nominating</td>
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<td>Finance</td>
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<td>Endowment</td>
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<td>Finance</td>
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<td>May 2022</td>
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<tr>
<td>Outreach</td>
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<tr>
<td>Partner Church</td>
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<td>Program</td>
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<tr>
<td>Art Exhibition</td>
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<td>Dec 2019</td>
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<td>Religious Education</td>
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<td>June 2022</td>
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<td>Sunday Service</td>
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<td>Transition Team</td>
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<tr>
<td>Committee on Shared Ministry</td>
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**Caring Network**
December 11, 2022
Attending: Rev AJ Galazen, Rilla Fox, Trish Strah, Jonah Powell, Carol Barrick, Lynne Van Valin, Nevvab Munirih, and Dorothy Lewis

Thank you to the Library Committee for providing snacks!

1. **Chalice Reading** by Rev. AJ Galazen
2. **Minutes** from November 10, 2022 approved without correction
3. **New Secretary** - Dorothy Lewis agreed to take over secretary responsibilities from Rilla Fox
4. **New subcommittee lists** resulting from November initiatives to clean up and consolidate lists were distributed. No additions or deletions were noted.

5. **Review of Caring Network Annual Report for 2022**
   1. Continue regular meeting on 2nd Thursday of each month through 2023
   2. Add October 30, 2022 – Memorial for Lotus Miller to major accomplishments
   3. **ACTION ITEM – Added review of Caring Network Mission Statement to Jan 2023 agenda – copies passed out for members to consider prior to January 12, 2023 meeting.**
   4. Noted the Caring Network is now at its largest size in recent history with the recent addition of three new members
   5. Discussed reasons for rotating members off the committee
      1. Normal term is 2-3 years but can be longer
      2. Reasons to rotate or retain members beyond normal term
         1. To retain person with historical or other special knowledge
         2. To retain committee membership numbers sufficient to the need
         3. To provide for input of new experience and ideas
         4. To broaden participation from the congregation
   6. Discussed recommendation for new dishwashers and acknowledged need to coordinate with Kitchen Angels

6. **Old Business – Thinking of You Cards** on Anniversary of Event
   1. Determined this was not a feasible activity for the Caring Network due to lack of records for non-members referenced in milestones
   2. Rev. AJ Galazen suggested the recognition of the passing of members from the past year could become part of the All Souls Day program; transitioning forward year to year by using new software that improves church recordkeeping.

7. **Options for tracking milestones and caring concerns**
   1. Discussed options to the use of the bulletin and/or separate cards to gather critical information about needs, concerns, and caring network follow-up from milestones. One aspect of this is providing a means for those who refrain from speaking milestones but would like to have them recognized or possibly spoken by someone else. Rev AJ Galazen suggested that the Worship Committee needs to have input on this topic.
   2. **ACTION ITEM – Carried forward as agenda item in January 2023. All members were asked to draft a paragraph to be used weekly in the bulletin and on new milestone cards. The paragraph should explain two new milestone options: 1) Members may provide contact information if follow-up by the Caring Network is desired, and 2) Members may indicate that they prefer to write the milestone and have it read at the podium. At the January meeting the committee will collaborate on a final draft of the paragraph and discuss how to distribute and collect the cards. According to AJ’s recommendation, our plan will then be submitted to the Worship Committee.**

8. **Review of last month’s outreach/events**
   1. Death Café – great attendance and very successful event
   2. Contacts with people of concern
      1. [List of 6 households redacted]
   3. Addressing first contacts by Caring Committee - We need put a procedure in place to assure that the Caring Network makes an appropriate response when we are informed of a likely need within our community. Getting in touch with the individual of concern is the first step in finding out if a caring need exists and the extent to which the individual
wants the Caring Network to take action and to communicate that within our network of care providers or to the congregation at large. Committee members contacting individuals should discuss this and relay the information to Rilla Fox who will follow up as needed with other committee members or subcommittees.

4. A committee member expressed concern over the complexities the Caring Committee is trying to address in meeting the personal expectations of every individual in the congregation. Others agreed we need to reach a balance.

9. **Review of Outreach for upcoming month.**
   1. [List of 2 households redacted]

10. **Other Business** – Rev. AJ Galazen announced a new monthly program he is starting to gather congregational input into committee activities. Tentative programs: January – Building Committee, February - Worship Committee, May – Caring Network. Other committees will be added to the schedule

Minutes submitted by Dorothy Lewis
**Item 4: Interim Minister’s Report – Rev. A.J. Galazen**

1. **Transition Team.** Initial survey completed and being compiled for the Board.
2. **Committee on Shared Ministry.** The CoSM sent out a letter in early January to all members and friends. We attended a webinar to expand our understanding of shared ministry. This committee is building a good foundation that future members will inherit.
3. **Worship.** The Sunday Services Committee has been working very well together to plan lay-led services and assist at minister-led services. An ad hoc group chaired by Mary Richards is investigating upgrades to the electronic streaming and A/V system.
4. **Music.** I am meeting monthly with the Interim Music Leadership Team, consisting of Ginny Molgaard and Kitty Fisher. We have enjoyed a variety of new musicians!
5. **Religious Education.** Rylee and Gabby are continuing to support the program. The Religious Educator Search Committee has interviewed two new candidates for the position, and the search process continues.
6. **AMOS.** I met with Courtney Dufford, Chief Organizer for AMOS last week, and made plans for an AMOS based service in April, with Courtney offering a workshop.
7. **Meetings with Individuals and Leadership.** I’m available to meet with individuals at their request. I met with Rev. Brian Eslinger, Minister Emeritus, and Rev. David Pyle from the UUA advising on Board development. Jamie and I continue to meet weekly.
8. **Interim Assessment Model.** We will meet after the Board meeting to compare reports.
9. **Social Justice.** On the fourth Sunday of each month, I will host a roundtable meeting after the service to communicate the social justice opportunities available.
10. **Zoom Community.** I am committed to meet regularly with those who attend on Zoom, to continually improve the online experience and welcome new members. According to participants, there has been a marked improvement in sound quality and user satisfaction. We are also looking at increasing participation from the Zoom community.
11. **Program Guide.** The new Winter/Spring Program Guide was mailed to all members and friends along with the CoSM & TT letters. There has been a good response to the mailing, and I hope some of the new programming will increase participation.
12. **Monthly Saturday Roundtables.** These roundtables will serve both to educate the fellowship on the work and needs in several areas of ministry. Our first roundtable will be held this Saturday and will concentrate on the building and grounds.
13. **Christmas Eve.** We welcomed the holiday with a well-attended candlelight service.
14. **Drop-In Soul Matters.** Our first sessions, one on Zoom and one in person, were both attended by 4 people. As word gets out, I hope more people will attend.
15. **Hosted Interfaith MLK Service.** In cooperation with AARLA, the Ames Area Religious Leaders Association, we hosted the Annual Interfaith MLK Service. Several members of the fellowship assisted, and Ven. Dr. Douglas Gentile spoke.
16. **Administrator Transition.** Jamie, Bradley and I continue to meet monthly to plan the transition to the next administrator. We have identified tasks that could or should be moved to others, and have begun the search for an integrated software package that will streamline operations and hopefully help design a new website.
**Item 6.b.: Chalice Lighters Grant**

ELT would like the board to apply for a Chalice Lighters Grant through MidAmerica UUA, most likely to fund a music staff position. A general overview will be provided verbally, and volunteers solicited to complete the application by February 15, 2023.

General Information: [https://www.uua.org/midamerica/giving/chalice-lighters](https://www.uua.org/midamerica/giving/chalice-lighters)

Application: [https://uua.wufoo.com/forms/chalice-lighters-grant-application/](https://uua.wufoo.com/forms/chalice-lighters-grant-application/)

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**Item 6.d.: Ministerial Search Committee Recruitment**

The current list of members and friends has been randomly divided. Board members will need to call their assigned households and follow (generally) the script below, collect responses, and submit them back to the office by Wednesday, March 15. Additional information will be provided verbally in the meeting.

**Call Script:**

Hello! My name is _____, and I serve on your Fellowship Board of Directors. The Board is tasked with selecting names of members of the congregation who will serve on the search committee. We are calling members and friends to ask who you feel will represent the congregation well in selecting our next settled minister. The suggestions you provide will be gathered (anonymously) and the board will then begin the process of narrowing the list and contacting potential committee members.

We are searching for people who:

- Are trusted and understand confidentiality
- Are responsible and accountable team members
- Are good listeners
- Work well with others
- Know the history and needs of congregation
- Have excellent communication and writing skills

Does anyone from the congregation come to your mind who has these qualities? Who would you like to see serve on our search committee?
Dear UUFA Board Members,

I have reviewed the December 2022 financial documents sent to me by the congregational administrator. There remain sufficient funds on hand for normal operations. Thanks to the generosity of fellowship members, budgeting practices, and care in expenditure, our fellowship remains in superb financial health.

**Current Balances:**

The checking account balance on Dec 31st was $96,970.44 with outstanding checks totaling $15,206.22 and outstanding deposits totaling $6,845.00, for an adjusted balance of $89,609.22. We are well above our goal level of having at least one month’s operating expense (~$26,000) in checking. The savings/money market account balance as of Dec 31st was $43,159.87. The savings balance is at a level that could cover about 1.5 months of operating expenses, not the three months preferred. This is not of major concern given the health of the checking account, as well as other backup sources.

**Revenue Highlights:**

- Of the $288.2K of projected open pledge income, about $297K, or about 103% YTD budget has been received so far in the 2022 budget year.
- Total projected income (includes other sources) of $289.2 stands fulfilled at 103.8% of annual budget.

**Expense Highlights:**

- I have reviewed credit card expenditures for December 2022 and find all charges to be appropriate.
- At the end of December, 100% of the year had expired, while 88.5% of budgeted expense had been executed.

Overall, the fellowship ended the year with a small surplus. This was largely due to expenditures being lower than budget, and significantly impacted by staff salaries being under budget after hiring challenges in 2022.

Note that as the 2022 finances are further reviewed there may be small adjustments to the December financials. Any significant adjustments will be brought to the board. Operations will continue as they are currently. Any issues, other than normal operation, have been brought to the Board.

Submitted for Board review and comment,

Mike Francom, Secretary-Treasurer
## Unitarian Universalist Fellowship of Ames

### Consolidated - December 2022 (preliminary) - SUMMARY (short form)

Please note that all reports are unaudited and subject to final adjustments.

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Prior Period End</th>
<th>Current Period</th>
<th>Year to Date</th>
<th>YTD Budget</th>
<th>YTD Budget %</th>
<th>Annual Budget</th>
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<td>CONTRIBUTION INCOME</td>
<td>270,669.44</td>
<td>26,765.70</td>
<td>297,435.14</td>
<td>288,236.00</td>
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<td>INTEREST INCOME</td>
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<td>*</td>
<td>0.00</td>
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<td>MISCELLANEOUS INCOME</td>
<td>2,492.27</td>
<td>125.00</td>
<td>2,617.27</td>
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<td>261.73%</td>
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<td><strong>TOTAL INCOME</strong></td>
<td><strong>273,199.69</strong></td>
<td><strong>26,912.57</strong></td>
<td><strong>300,112.26</strong></td>
<td><strong>289,236.00</strong></td>
<td><strong>103.76%</strong></td>
<td><strong>289,236.00</strong></td>
<td><strong>103.76%</strong></td>
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<table>
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<tr>
<th>EXPENSES</th>
<th>Prior Period End</th>
<th>Current Period</th>
<th>Year to Date</th>
<th>YTD Budget</th>
<th>YTD Budget %</th>
<th>Annual Budget</th>
<th>Ann. Budget %</th>
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<tbody>
<tr>
<td><strong>FIXED EXPENSES</strong></td>
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<td>PROGRAM STAFF</td>
<td>117,334.01</td>
<td>11,530.71</td>
<td>128,864.72</td>
<td>151,065.00</td>
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<td>4,728.51</td>
<td>63,808.46</td>
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<td>922.09</td>
<td>21,839.24</td>
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<td>99.50%</td>
<td>21,950.00</td>
<td>99.50%</td>
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<tr>
<td>BUILDING &amp; GROUNDS</td>
<td>24,150.99</td>
<td>2,549.12</td>
<td>26,700.11</td>
<td>32,487.00</td>
<td>82.19%</td>
<td>32,487.00</td>
<td>82.19%</td>
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<tr>
<td><strong>Subtotal Fixed Expenses</strong></td>
<td><strong>221,482.12</strong></td>
<td><strong>19,730.43</strong></td>
<td><strong>241,212.55</strong></td>
<td><strong>279,950.00</strong></td>
<td><strong>86.16%</strong></td>
<td><strong>279,950.00</strong></td>
<td><strong>86.16%</strong></td>
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<td><strong>DEPARTMENTS/COMMITTEES</strong></td>
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<td>DENOMINATIONAL</td>
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<td>18,248.50</td>
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<td>98.65%</td>
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<td>300.00</td>
<td>100.00%</td>
<td>300.00</td>
<td>100.00%</td>
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<td>4,950.00</td>
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<td>5,858.49</td>
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<td><strong>OTHER EXPENSES</strong></td>
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<tr>
<td>OTHER EXPENSES</td>
<td>2,920.63</td>
<td>0.00</td>
<td>2,920.63</td>
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<td>449.33%</td>
<td>650.00</td>
<td>449.33%</td>
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<td><strong>Subtotal Other Expenses</strong></td>
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<td><strong>0.00</strong></td>
<td><strong>2,920.63</strong></td>
<td><strong>650.00</strong></td>
<td><strong>449.33%</strong></td>
<td><strong>650.00</strong></td>
<td><strong>449.33%</strong></td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>268,383.80</strong></td>
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<td><strong>328,182.00</strong></td>
<td><strong>88.53%</strong></td>
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| EXCESS INCOME/EXPENSES      | 4,815.89         | 4,741.84       | 9,557.73     | -38,946.00 | -38,946.00   |

Please note that all reports are unaudited and subject to final adjustments.
### Incomes

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<tr>
<th>Item</th>
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<th>Year to Date</th>
<th>YTD Budget</th>
<th>YTD Budget %</th>
<th>Annual Budget</th>
<th>Ann. Budget %</th>
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<td><strong>SUBTOTAL</strong></td>
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<td><strong>CASH IN HAND</strong></td>
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<td><strong>SUBTOTAL</strong></td>
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<tr>
<td><strong>TOTAL CASH INCOME</strong></td>
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</tr>
</tbody>
</table>

### Expenses

**FIXED EXPENSES**
- Program Staff Salaries $110,749.00
- Net Salary Received $90,296.04
- Payroll-deducted UUFA pledge $2,499.96
- Benefits plus Retirement $20,799.65
- FICA $1,734.40
- Professional Development $2,603.56

**SUPPORT STAFF**
- Staff Salaries $44,758.58
- Benefits and Retirement $10,490.20
- FICA $3,547.91
- Professional Development $283.28

**SUBTOTAL SUPPORT STAFF** $59,079.97

**ADMINISTRATIVE EXPENSE**
- Marketing $82.69
- Community Outreach $0.00
- Bank Charges $129.88
- Square Credit Card Fees $305.30
- Office Supplies $1,143.81
- Postage $441.58
- Printing $0.00
- Professional Services $3,048.92

**SUBTOTAL ADMINISTRATIVE EXPENSE** $5,152.18

**INSURANCE**
- Workers’ Comp Insurance $1,338.00
- Umbrella $350.00
- Multi-Peril $7,549.00

**SUBTOTAL INSURANCE** $9,237.00

**PHONES & INTERNET**
- Telephone & Internet $2,812.43
- Website $557.15
- Computer Expenses $0.00
- Computer Software $866.56
- Lease Equipment $2,289.83

**SUBTOTAL PHONES & INTERNET** $6,527.37

**BUILDING & GROUNDS**
- Furniture/Equipment $0.00

**SUBTOTAL BUILDING & GROUNDS** $0.00

**UTILITIES**
- Elect. Water. Sewer $2,421.41
- Gas $2,416.97
- Waste $686.61

**SUBTOTAL UTILITIES** $5,506.99

**BUILDING MAINTENANCE**
- Janitorial Supplies $695.11
- Repairs/Maintenance $5,120.87
- Service Contracts $9,121.75
- Elevator Permit $175.00
- Elevator Service $1,015.18
- Fire Alarm $227.14

**SUBTOTAL BUILDING MAINTENANCE** $20,917.15

**TOTAL INCOME** $273,199.69

**TOTAL EXPENSES** $270,289.36

**TOTAL INCOME** $273,199.69

**TOTAL EXPENSES** $270,289.36

**NET INCOME** $2,910.33
<table>
<thead>
<tr>
<th>DEPARTMENTS/COMMITTEES</th>
<th>Prior Period End</th>
<th>Current Period</th>
<th>Year to Date</th>
<th>YTD Budget</th>
<th>YTD Budget %</th>
<th>Annual Budget</th>
<th>Ann. Budget %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Extinguishers</td>
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<td>45.63%</td>
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<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td>0.00%</td>
<td>500.00</td>
<td>0.00%</td>
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<tr>
<td>Pest Control</td>
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<td>690.15</td>
<td>750.00</td>
<td>92.02%</td>
<td>750.00</td>
<td>92.02%</td>
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<td>Roofing Inspections</td>
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<td>0.00</td>
<td>0.00</td>
<td>300.00</td>
<td>0.00%</td>
<td>300.00</td>
<td>0.00%</td>
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<tr>
<td>Subtotal Building &amp; Grounds Maintenance</td>
<td>17,070.25</td>
<td>898.24</td>
<td>17,968.49</td>
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<td>87.04%</td>
<td>20,851.00</td>
<td>87.04%</td>
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<td>Grounds Maintenance</td>
<td>1,567.75</td>
<td>1,230.00</td>
<td>2,797.75</td>
<td>5,000.00</td>
<td>55.96%</td>
<td>5,000.00</td>
<td>55.96%</td>
</tr>
<tr>
<td><strong>Subtotal Building &amp; Grounds</strong></td>
<td>24,150.99</td>
<td>2,549.12</td>
<td>26,700.11</td>
<td>32,487.00</td>
<td>82.19%</td>
<td>32,487.00</td>
<td>82.19%</td>
</tr>
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<td><strong>Subtotal Fixed Expenses</strong></td>
<td>221,482.12</td>
<td>19,730.43</td>
<td>241,212.55</td>
<td>279,950.00</td>
<td>86.16%</td>
<td>279,950.00</td>
<td>86.16%</td>
</tr>
</tbody>
</table>

**DEPARTMENTS/COMMITTEES**

**DENOMINATIONAL**

- UUA: 18,248.50
- Partner Church Council: 0.00

**Subtotal Denominational**: 18,248.50

**BOARD EXPENSES**

- Board Retreat: 200.00
- President's Discretionary: 100.00

**Subtotal Board Expenses**: 300.00

**RELIGIOUS EDUCATION**

- Adult RE: 0.00
- Y9-12 Program Supplies: 231.14
- Y9-12 Faith in Action Project: 0.00
- Y9-12 Scholarships: 0.00
- Y9-12 IOWM Dance: 0.00
- Y6-8 Program Supplies: 197.61
- Y6-8 Faith in Action Project: 0.00

**Subtotal Religious Education**: 1,285.75

**SOCIAL RESPONSIBILITY**

- Collection: Recipient: 12,059.41
- AMOS: 2,857.00
- Good Neighbor: 1,500.00
- Partner Church Support: 1,000.00
- Partner Church Wire Fees: 0.00
- Partner Church Com Exp: 0.00

**Subtotal Social Responsibility**: 17,416.41

**PROGRAMS**

- Art Exhibition: 45.98
- Endowment Acquisition: 0.00
- Berger Library: 202.00
- Membership Services: 425.51
- Stewardship: 35.09
- Sunday Service Committee: 771.62

**Subtotal Programs**: 1,480.20

**MINISTRY EXPENSE**

- Kitchen Supplies: 660.51
- Caring Network: 329.55
- Church Supplies: 595.88

**Subtotal Ministry Expense**: 1,585.94

**OTHER EXPENSES**

**OTHER EXPENSES**

- Special Projects: 1,430.63
- Licensing: 1,440.00
- Rental Refund: 50.00

**Subtotal Other Expenses**: 2,920.63

**TOTAL EXPENSES**: 268,383.80

**EXCESS INCOME/EXPENSES**: 4,815.89

---

Please note that all reports are unaudited and subject to final adjustments.
# Unitarian Universalist Fellowship of Ames

**Income and Expense by Month**

Consolidated - 2022

<table>
<thead>
<tr>
<th></th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
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<td></td>
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<tr>
<td>CONTRIBUTION INCOME</td>
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<td>18,988</td>
<td>25,487</td>
<td>38,722</td>
<td>16,637</td>
<td>19,564</td>
<td>15,400</td>
<td>25,059</td>
<td>16,792</td>
<td>30,010</td>
<td>18,309</td>
<td>26,766</td>
<td>297,438</td>
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<td>3</td>
<td>3</td>
<td>3</td>
<td>5</td>
<td>7</td>
<td>22</td>
<td>58</td>
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<td>MISCELLANEOUS INCOME</td>
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<td>250</td>
<td>13</td>
<td>125</td>
<td>591</td>
<td>125</td>
<td>125</td>
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<td>314</td>
<td>525</td>
<td>135</td>
<td>125</td>
<td>2,617</td>
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<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>45,831</td>
<td>19,240</td>
<td>25,502</td>
<td>38,850</td>
<td>17,231</td>
<td>19,692</td>
<td>15,528</td>
<td>25,226</td>
<td>17,109</td>
<td>30,540</td>
<td>18,451</td>
<td>26,913</td>
<td>300,113</td>
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</table>

|                      |         |          |        |        |        |        |        |        |           |         |          |          |       |
| **EXPENSES**         |         |          |        |        |        |        |        |        |           |         |          |          |       |
| FIXED EXPENSES       |         |          |        |        |        |        |        |        |           |         |          |          |       |
| PROGRAM STAFF        | 12,187  | 13,646   | 11,997 | 12,264 | 14,913 | 12,541 | 3,538  | 8,586  | 10,048    | 9,219   | 8,397    | 11,531   | 128,867|
| SUPPORT STAFF        | 4,829   | 5,754    | 4,599  | 4,633  | 6,590  | 5,160  | 789    | 2,101  | 9,278     | 819     | 909      | 922      | 63,809 |
| ADMINISTRATIVE EXPENSE| 1,007   | 1,327    | 1,034  | 987    | 1,173  | 789    | 2,101  | 9,278  | 819       | 909     | 909      | 922      | 21,846 |
| BUILDING & GROUNDS   | 2,079   | 2,299    | 2,503  | 3,166  | 1,455  | 1,532  | 1,040  | 2,696  | 1,354     | 2,019   | 4,011    | 2,549    | 26,703 |
| **Subtotal Fixed Expenses** | 20,102 | 23,026   | 20,133 | 21,050 | 24,131 | 20,022 | 10,108 | 26,472 | 17,749    | 20,274  | 18,427   | 19,731   | 241,225|
| **DEPARTMENTS/COMMITTEES** |         |          |        |        |        |        |        |        |           |         |          |          |       |
| DENOMINATIONAL       | 4,487   | 0        | 4,587  | 0      | 0      | 0      | 0      | 0      | 0         | 0       | 0        | 0        | 18,248|
| BOARD EXPENSES       | 0       | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0         | 0       | 0        | 0        | 301    |
| RELIGIOUS EDUCATION  | 270     | 582      | 582    | 614    | 295    | 228    | 0      | 17     | 526       | 938     | 934      | 908      | 5,858  |
| SOCIAL RESPONSIBILITY| 0       | 450      | 4,832  | 1,000  | 0      | 8,604  | 0      | 659    | 599       | 535     | 738      | 1,408    | 18,825 |
| PROGRAMS             | 90      | 163      | 34     | 29     | 0      | 65     | 359    | 347    | 104       | 214     | 75       | 196      | 1,676  |
| MINISTRY EXPENSE     | 53      | 0        | 55     | 94     | 343    | 526    | 0      | 21     | 232       | 103     | 159      | 159      | -72    |
| **Subtotal Departments/Committees** | 4,900  | 1,195    | 10,090 | 1,737  | 602    | 9,423  | 4,946  | 1,044  | 1,726     | 6,413   | 1,906    | 2,440    | 46,422 |
| **OTHER EXPENSES**   |         |          |        |        |        |        |        |        |           |         |          |          |       |
| OTHER EXPENSES       | 277     | 600      | 0      | 0      | 176    | 1,245  | 0      | 0      | 0         | 333     | 290      | 0        | 2,921 |
| **Subtotal Other Expenses** | 277    | 600      | 0      | 0      | 176    | 1,245  | 0      | 0      | 0         | 333     | 290      | 0        | 2,921 |
| **TOTAL EXPENSES**   | 25,279  | 24,821   | 30,223 | 22,787 | 24,909 | 30,690 | 15,054 | 27,516 | 19,475    | 27,020  | 20,623   | 22,171   | 290,568|

**EXCESS INCOME/EXPENSES**  
20,552  
-5,581  
-4,721  
16,063  
-7,678  
-10,998  
474  
-2,290  
-2,366  
3,520  
-2,172  
4,742  
9,545

*Please note that all reports are unaudited and subject to final adjustments.*
## Unitarian Universalist Fellowship of Ames

### Changes in Equity

1/12/2023 05:01 PM

**December 2022 (preliminary)**

<table>
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<tr>
<th>CONSOLIDATED ALL FUNDS</th>
<th>Beginning Balance</th>
<th>Direct Transactions</th>
<th>Income</th>
<th>Release from Restrictions</th>
<th>Expenses</th>
<th>Ending Balance</th>
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<td>3100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted Net Assets</td>
<td>3110</td>
<td>51,514.14</td>
<td>0.00</td>
<td>26,912.57</td>
<td>0.00</td>
<td>75,081.08</td>
</tr>
</tbody>
</table>
| **PLEASE NOTE**: The agreed upon roof repayment for FY2022 to Unrestricted Net Assets has now been made in full, as well as the FY22 repayment to the capital replacements fund and a partial repayment for FY23. Funds that come in will continue to be repaid to the capital replacements fund through 2023.

### DONOR RESTRICTED

| 3200 |                     |                     |        |                          |          |                |
| **PLEASE NOTE**: The agreed upon roof repayment for FY2022 to Unrestricted Net Assets has now been made in full, as well as the FY22 repayment to the capital replacements fund and a partial repayment for FY23. Funds that come in will continue to be repaid to the capital replacements fund through 2023.

### TEMPORARILY RESTRICTED

| 3201 | COMMITTEES & ACTIVITIES | 3211 | Social Justice Grants | 3122 | 750.51 | 0.00 | 0.00 | 0.00 | 0.00 | 750.51 |
|      | Artist Works Sold       | 3123 | 5,659.27              | 0.00 | 0.00 | 0.00 | 0.00 | 5,659.27 |
|      | Berger Library          | 3124 | 3,048.57              | 0.00 | 0.00 | 0.00 | 0.00 | 3,055.78 |
|      | Partner Church          | 3125 | 1,586.45              | 0.00 | 100.00 | 0.00 | 0.00 | 1,686.45 |
|      | Mindfulness Meditation  | 3126 | 0.00                  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|      | Wed PM Programs         | 3127 | 315.73                | 0.00 | 0.00 | 0.00 | 0.00 | 315.73 |

### RELIGIOUS EDUCATION

| 3220 | RE Campus              | 3221 | 500.00                | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 |
|      | RE K8 OWL              | 3222 | 1,462.64              | 0.00 | 0.00 | 0.00 | 0.00 | 1,462.64 |
|      | RE K8 COA              | 3223 | 115.49                | 0.00 | 0.00 | 0.00 | 0.00 | 115.49 |
|      | RE Scholarships        | 3224 | 320.00                | 0.00 | 0.00 | 0.00 | 0.00 | 320.00 |
|      | RE Y+F Intern Stipend  | 3225 | 0.00                  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

### CAPITAL EXPENDITURES

| 3230 | Memorial Garden        | 3233 | 2,622.07              | 0.00 | 0.00 | 0.00 | 0.00 | 2,622.07 |
|      | Audio-Video Project    | 3234 | 0.00                  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|      | ** Roof Repair **      | 3235 | 4,350.00              | 0.00 | 3,255.00 | 0.00 | 0.00 | 2,850.00 |
|      | Landscaping            | 3236 | 0.00                  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

### MISCELLANEOUS FUNDS

| 3240 | Minister Undesignated  | 3241 | 1,024.45              | 0.00 | 0.00 | 0.00 | 0.00 | 1,024.45 |
|      | Prof Devel Rollover MIN| 3242 | 650.00                | 0.00 | 0.00 | 0.00 | 0.00 | 650.00 |
|      | Prof Devel Rollover REL| 3242 | 900.00                | 0.00 | 0.00 | 0.00 | 0.00 | 900.00 |
|      | Prof Devel Rollover ADMIN| 3242 | 600.00                | 0.00 | 0.00 | 0.00 | 0.00 | 600.00 |
|      | Snow Removal           | 3244 | 1,844.87              | 0.00 | 0.00 | 0.00 | 0.00 | 1,844.87 |
|      | Dream It Up & Do It Fund| 3245 | 8,757.83              | 0.00 | 0.00 | 0.00 | 0.00 | 8,757.83 |
|      | Admin Discretionary    | 3246 | 478.16                | 0.00 | 0.00 | 0.00 | 0.00 | 478.16 |
|      | Sabbatical & Search    | 3247 | 1,363.25              | 0.00 | 0.00 | 0.00 | 0.00 | 1,363.25 |
|      | Website Development    | 3248 | 5,505.93              | 0.00 | 0.00 | 0.00 | 0.00 | 5,505.93 |

### MEMORIAL GIFTS

| 3250 | Memorial Gifts - general| 3250 | 10,000.00             | 0.00 | 0.00 | 0.00 | 0.00 | 10,000.00 |

### PASS-THRU

| 3260 | Prepaid Pledges         | 3261 | 9,150.00              | 0.00 | 10,590.00 | 0.00 | 0.00 | 19,740.00 |
|      | Endowment Grant (from)  | 3262 | 0.00                  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|      | Dance Be-Cause          | 3264 | 0.00                  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

### SUBTOTAL DONOR RESTRICTED

| 3201 | 61,105.22              | 0.00 | 15,701.00             | 0.00 | 0.00 | 71,908.43 |
|      | Endowment Contributions | 3301 | 100.00                | 0.00 | 3,000.00 | 0.00 | 3,100.00 |

### SUBTOTAL PERMANENTLY RESTRICTED

| 3300 | 61,105.22              | 0.00 | 18,701.00             | 0.00 | 0.00 | 75,008.43 |

### TOTAL EQUITY

| 112,619.36 | 0.00 | 45,613.57 | 0.00 | -30,143.42 | 128,089.51 |

Pledged Roof 2021 - Outstanding: $65; Received: $202,900.76
Pledged Roof 2022 - Outstanding: $4,350; Received: $32,785.00
Pledged Roof 2023 - Outstanding: $20,935; Received: $15,000.00
Bylaws
Unitarian Universalist Fellowship of Ames
Amended and adopted December 11, 2023

Article I – Name and Status

Section 1. The name of this Fellowship is the Unitarian Universalist Fellowship of Ames, Iowa (Fellowship). Its building is located at 1015 North Hyland Avenue, Ames, Iowa 50014.

Section 2. The Fellowship is affiliated with the Unitarian Universalist Association, Boston, Massachusetts, and with the MidAmerica Region of that Association.

Section 3. The Fellowship is a non-profit corporation incorporated in the State of Iowa according to the document entitled “Amended and Related Articles of Incorporation of the Unitarian Fellowship of Ames, Iowa.” (Filed for record, January 19, 1973, Book 13, Page 768, State of Iowa, Story County.) Nothing in these Bylaws is intended to be contradictory to the articles of that document.

Article II – Purpose

Section 1. The Fellowship is a religious organization that cherishes the traditions of Unitarian Universalist and other liberal religious movements. It is organized to promote the objectives of its own members and of the Unitarian Universalist Association. It brings together free people of honest, reverent spirit for the common study, affirmation, and practice of religion without dogma. It helps its members apply religious and ethical values to the enrichment of their daily lives. The members of the Fellowship share a basic belief in the importance of individual thought and respect for the personalities and convictions of others. They have faith in human dignity and its potential.

Section 2. Among the objectives of the Fellowship are helping one another in the search for truth, aiding in the spiritual and intellectual development of each person to his or her fullest capabilities, uniting in action against human injustices, and working for human fellowship among all people on Earth. In pursuing these objectives, the members of the Fellowship try to avoid all unreasonable and dogmatic prejudices, especially those concerning race, creed, gender, and sexual orientation, and to emphasize love and support of our fellow human beings, the surrounding community, and the universe.


Article III – Membership

Section 1. Any person fourteen-sixteen years of age or over who is a) is in general sympathy with the purpose stated in Article II of these Bylaws, b) is supportive of the UUA Statement of Principles, c) participates in a path to membership process, d) makes an annual contribution to the church Fellowship operating fund according to his or her means, and d) participates in the life of the Congregation, may become a member of the Congregation by signing the Membership Book, and by receiving approval of the Board of Directors.

a) Active Members 18 years and older: Have signed the Membership Book and fulfilled the responsibilities of membership as stated in Section 1. These members have access to all services provided by the Congregation, and are eligible to vote on all matters affecting the
Congregation, stand for election, and/or serve in the capacity of committee chair. These members are included in the official membership number reported annually to the UUA.

b) **Youth Members:** A youth between the ages of at least 14-16 years old and younger than 18 years old may become a youth member of the Congregation if he or she is in compliance with the requirements for membership in Section 1, who has successfully completed a Coming of Age or other transition or preparatory program/curriculum approved by the Religious Education program, and is prepared to pledge in time, in talent or financially within their means, may sign the membership book. Youth members have access to all services provided by the Congregation but do not have the right to vote at Congregational meetings. Youth members are not included in the official membership number reported annually to the UUA.

c) **Friends of the Congregation:** Have not signed the membership book, but are active participants in and/or contributors to the life of the Congregation. Friends of the Congregation have access to all services provided by the Congregation but are not eligible to vote, stand for elected office, or serve in the capacity of chair of a committee. Friends of the Congregation are included in the church directory but are not included in the official membership number reported annually to the UUA.

d) **Honorary Life Members:** Upon the recommendation of the Minister and/or Membership Committee, and of the majority vote of the Board of Directors, a person who has demonstrated unusual support of the Fellowship over a lengthy period of time may be voted an Honorary Life Member who shall have all the rights and privileges of an Active Member. Honorary Life Members are not included in the official membership number reported annually to the UUA.

e) **Inactive Members:** Those who have signed the membership book but have not fulfilled the responsibilities of membership as stated in Section 1 shall be moved to inactive membership status. Inactive members have access to all services provided by the Congregation, but are not eligible to vote, stand for elected office, or serve as chair of a committee. Inactive members are not included in the official membership number reported annually to the UUA.

Section 2. The Membership Committee shall submit applications for membership to the Board of Directors. Acceptance or rejection shall be recorded in the minutes of the meeting.

Section 3. Every person becoming a member shall continue to be a member so long as they have met all of the requirements in Section 1 during the current fiscal year, unless:

- a) Voluntarily resigned in writing, or
- b) In-Are removed from the membership list by the Board of Directors.

Section 4. Membership Review: At the conclusion of each operating-pledge campaign, inquiry will be made of those members who did not pledge, ascertaining their desire to maintain membership status at the UUFA. A positive response accompanied by a pledge to the operating budget of the coming fiscal year shall be necessary to retain or renew active membership status. Lack of response or a pledge for a second year will be interpreted that such persons no longer desire to be considered an active member and they shall be classified as inactive members by action of the Board of Directors prior to the Annual Meeting.
Article IV – Congregation

Section 1. The Congregation consists of all members of the Fellowship.

Section 2. The Congregation is the ultimate authority in all major decisions concerning the Fellowship. It elects the Board of Directors and the officers of the Fellowship. It approves the annual budget and any expenditure in excess of the Fellowship’s reserves or any unbudgeted obligation exceeding 10% of the annual operating budget. It may amend these Bylaws and, subject to approval by the State of Iowa, it may amend its Articles of Incorporation.

Section 3. The Congregation exercises its authority at the annual meeting and at other congregational meetings. Other congregational meetings may be either general or special meetings. At special congregational meetings, only items listed on the announced agenda will be considered. Notice of congregational meetings will be sent to all members at least two weeks before the meeting either through the Fellowship newsletter, a special mailing, a phone tree, e-mail, or other means, as determined by the Board of Directors.

Section 4. For congregational meetings, a quorum shall consist of fifteen percent of the voting members for all purposes except the calling or dismissal of a minister, the acquisition or disposal of real estate, the incurring of a financial obligation equal to or greater than twenty-five percent of the annual budget, amending the Bylaws, or amending the Endowment Fund Enabling Document. For these purposes, a quorum will consist of thirty percent of the voting members, voting in person or by absentee ballot on or before the day of the congregational meeting.

Section 5. The right to vote at business-congregational meetings shall be reserved for voting members who have held membership for at least 30 days. There will be no proxy voting, but absentee ballots may be provided at the discretion of the Board of Directors on or before the day of the congregational meeting. All decisions, unless otherwise specified in these Bylaws, are made by majority vote. The president of the Fellowship presides at congregational meetings. Before voting, members will sign to record their attendance at a meeting or their vote by absentee ballot.

Section 6. Normally, the Board of Directors will call a congregational meeting. However, ten percent of the voting members of the Fellowship may, by written petition to the Board, request a congregational meeting. The Board shall then call such a meeting at a time agreeable to at least half of the petitioners.

Section 7. The annual meeting of the Congregation will be held during the last quarter of each fiscal year to elect the officers and Board of Directors of the Fellowship for the coming year, to elect a new member to the Nominating Committee, to elect a new member to the Committee on Shared Ministry, to approve the budget, to present annual reports and appreciations, and to take up other items of business requested.

Article V – Board of Directors

Section 1. The Board of Directors of the Fellowship is the policy body of the Fellowship. The Board is responsible for the care and administration of the property of the Fellowship and for conducting its normal business affairs. The Board affirms all new members.

Section 2. With the exception of those committees whose membership is partially or fully elected by the congregation and described in Article VIII of this document and with the exception of the Endowment Committee as described in Article IX of this document, the Board may create and disband committees as it deems necessary, and will determine the powers and duties of all committees. The Board has the
responsibility to keep the Congregation informed of its actions through the maintenance of up-to-date committee documentation.

Section 3. The Board consists of the three officers of the Fellowship, the immediate past president and five other members. One of these five other members will be a person under the age of 21, who will serve for a one-year term. The other four The five Board members who are neither officers nor the immediate past president will be elected to staggered two-year terms. One of these five board members will act as secretary to the board, responsible for the careful recording and distribution to the congregation of minutes for all congregational meetings and board meetings. No member of the Board who is not an officer may be elected to the Board for more than two consecutive full terms.

Section 4. In the event of a vacancy on the Board between annual meetings, the members of the Board may appoint someone to fill out the term until the end of the fiscal year immediately after the next annual congregational meeting.

Section 5. The president of the Fellowship is the chairperson of the Board of Directors. The president, or the vice president, calls the meeting of the Board.

Section 6. The Board is required to meet at least 11 out of 12 months and at other times as needed.

Section 7. A quorum at a board meeting consists of a majority of Board members.

Section 8. A Board member may be removed from the Board for failure to perform his/her duties. Three consecutive unwarranted absences may be grounds for removal. Such action may be taken by majority vote of the Board.

Section 9. Any Board member may resign from the Board of Directors by notifying the Board in writing. Such a resignation will be effective immediately, unless a later date is specified and agreed to by the Board.

Section 10. All parts of the meetings of the Board of Directors are open except for those dealing with Fellowship personnel or specific members or friends of the Fellowship.

Article VI – Officers

Section 1. The elected officers of the Fellowship shall be the president, vice president, and secretary-treasurer. The president and vice president are elected for one-year terms. The secretary-treasurer is elected for a two-year term, in odd years. The officers are members of the Board of Directors.

Section 2. The president oversees the administrative affairs of the Fellowship to see that they are managed as well as possible. The president presides at all business meetings of the Congregation and the Board, and sees that each standing committee has a chairperson. The minister, current president, and past presidents who remain active members, are designated to officiate at religious ceremonies, including marriage, with the understanding that they will consult with the minister and provide the Board with records of all such ceremonies performed. The Board may approve other officiants at its discretion.

Section 3. The vice president fulfills the duties of the president in the president’s absence and assists the president as needed.

Section 4. The secretary-treasurer is responsible for the receipt, recording, care and spending of all
Fellowship funds. The secretary-treasurer must keep informed of the financial condition of the Fellowship and report such condition monthly to the Board. The secretary-treasurer will report to the Congregation at the annual meeting on the financial condition of the Fellowship and will file with the Board of Directors a final report within two months of the end of the fiscal year.

The secretary-treasurer is also responsible for the careful recording and distribution to the congregation of minutes for all congregational meetings and Board meetings, and the preservation of important letters and other documents.

Section 5. The Executive Leadership Team (ELT) shall consist of the president, the vice president, the immediate past president, and the minister. The ELT will develop the Board agenda items and carry out other responsibilities as designated by the Board.

Article VII – Minister

Section 1. The minister will provide spiritual and administrative leadership to the Fellowship and will represent the Fellowship in the community and promote the Purposes and Principles of the Unitarian Universalist Association.

Section 2. The minister will be a non-voting, ex-officio member of the Board and of all committees.

Section 3. The minister will be called, upon the recommendation of the Ministerial Search Committee, by no less than a three-quarters 85% vote of the quorum present at a special congregational meeting. In the case of an interim minister, the appointment will be made by the fellowship Board.

Section 4. The minister will serve under such terms and conditions as set forth in a written contract approved by the Board. The contract will contain a provision for termination of services upon three months’ written notice. The minister’s services may be terminated by the members at a special congregational meeting.

Article VIII – Committees

Section 1. Committees offer congregants an opportunity to build the loving community by assisting with work of the Fellowship. They do this in a broad variety of ways, but often by providing guidance to Fellowship staff and religious leaders, or by executing specific tasks that are within their purview. The roles of the two committees whose membership is partially or fully elected by the Congregation are detailed in the sections below. Other committees appointed by the Board (Article V, Section 2) are not listed herein but are instead listed in committee documentation. The specific roles of each of the Board-appointed committees are determined by the Board, with guidance from the minister and from existing committee members, or from potential members in the case of new committees, and their efforts are subject to Board approval.

Section 2. The Nominating Committee consists of at least three members elected by the Congregation and two members appointed by the Board. The members elected by the Congregation will serve staggered, three-year terms. The members appointed by the Board will serve staggered, two-year terms. The Nominating Committee presents a slate of candidates for officers, Board members, one new Committee on Shared Ministry member, and one new Nominating Committee member at the annual meeting. The committee will announce its selections at least two weeks prior to the annual meeting.

Section 3. A Ministerial Search Committee consisting of five to seven people will be created when the
Congregation is searching for a called minister. The Board will follow then-current guidelines from the UUA Transitions Office for appointing these members, and a congregational vote will be required for their approval. The committee’s members will select the committee chairperson.

Article IX – The Endowment Fund

Section 1. The Endowment Fund was established in 1995 and is governed by the Endowment Fund Enabling Document (see Appendix 1). The Fund’s activities are carried out by the Endowment Committee. The committee cultivates, solicits, and stewards gifts and bequests from all possible sources, and develops and carries out programs for that purpose. The Committee is also responsible for the management, supervision, investment, and disbursement of all assets of the Endowment Fund.

Section 2. The Endowment Committee may not be disbanded by the Board except with a two-thirds majority vote at the Annual Congregational Meeting or a duly-called special meeting.

Article X – Staff

Section 1. The creation and elimination of permanent staff positions will be at the discretion of the Board, in consultation with the minister.

Section 2. Personnel decisions shall be the responsibility of the minister, in consultation with the Board.

Article XI – Fellowship Year

Section 1. The Fellowship’s fiscal year begins on the first day of January each year and ends on the thirty-first day of December of the same year.

Section 2. New officers and new members of the Board elected by the Congregation at the annual meeting assume office at the beginning of the fiscal year.

Article XII – Parliamentary Authority

Section 1. The rules contained in Robert’s Rules of Order, Newly Revised shall govern the Fellowship in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws and-or with any special rules of order the Fellowship may adopt.

Section 2. The terms “written,” “writing,” “mail,” and “mailing,” when used in these Bylaws, includes electronic transmission of such information unless otherwise specified.

Article XIII – Operational Limitations

Section 1. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3), Title 26, U.S. Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2), Title 26, U.S. Code.

Article XIV – Amendments

Section 1. These Bylaws become effective immediately upon their adoption and may not be altered except
by a two-thirds vote at a congregational meeting. Any proposed change will be included in the notice requirement contained in Article IV.

Section 2. Amendments initiated by the Board or one of its committees must be voted on no sooner than ten days, but not later than ninety days, after formal approval of the proposal by the Board.

Section 3. Amendments initiated by individual members of the Fellowship must be submitted in writing to the secretary-treasurer of the Fellowship, signed by at least ten members of the Fellowship. The secretary-treasurer will deliver the proposal to the Board, and the proposal must be voted on no sooner than ten days, and no later than ninety days, after delivery to the Board.

Article XV – Dissolution

In the event of dissolution of the Fellowship, after all outstanding debts have been paid or otherwise provided for, all remaining assets, both real and personal, including all property hereafter acquired, shall become the property of the Unitarian Universalist Association, Boston, Massachusetts.

Article XVI – Non-discrimination Policy

Section 1. We affirm and promote the full participation of all people in the Fellowship’s activities and endeavors – including membership, programming, hiring, and the calling of religious professionals – without regard to age, race, national origin, color, gender, physical challenge, affectional or sexual orientation, or gender identity, and without requiring adherence to any particular religious belief or creed.

Certification of Adoption

1. The duly-adopted Amended Bylaws set forth above supersede the original Bylaws and any amendments thereto.

2. The Amended Bylaws were duly approved at the annual congregational meeting on this date. Approval was in the manner specified herein.

IN WITNESS WHEREOF, the membership of the Unitarian Universalist Fellowship of Ames, Ames, Story County, Iowa, has caused this document to be executed by its duly authorized officers this 11th day of December, 2022.

UNITARIAN UNIVERSALIST FELLOWSHIP OF AMES

Jamie Gurganis, 2022 President, Board of Directors

Michael Francom, 2022 Secretary, Board of Directors
The Unitarian Universalist Fellowship of Ames, Iowa created an endowment fund in 1995 (subsequently revised) to provide an opportunity for its members and friends to make gifts and bequests of money or property to the Fellowship to support and promote the mission of the Fellowship and to express their appreciation for the services, work and influence of the Fellowship in their lives and in the community.

ARTICLE I – NAME AND PURPOSE

A. **Name.** This endowment fund shall be known as THE UNITARIAN UNIVERSALIST FELLOWSHIP OF AMES ENDOWMENT FUND (hereafter referred to as Fund) and all proceeds thereof, including both principal and income, shall be used for the benefit of the Unitarian Universalist Fellowship of Ames, (Fellowship), or any successor thereto.

B. **Purpose.** The purposes of the Fund shall be: 1) to receive money and property from donors, including any person, corporation, partnership, trust, foundation or other organization, by gift, contribution, bequest under will, devise, or other transfer; 2) to invest and manage such money and property; and 3) to use such money and property, including income and principal, as provided herein.

This Fund is not intended to be and shall not be used as a replacement or substitute for the regular Fellowship budget pledge receipt nor any other special funds of the Fellowship.

C. **Limitation.** This Fund is dedicated exclusively for the use and authorized purposes of the Fellowship as a non-profit, tax exempt corporation. This Fund is subject to the Articles of Incorporation and the Bylaws of the Fellowship, and no powers granted in this document, including the power of amendment, shall be exercised in conflict therewith. Any questions arising in connection with the property, receipts, disbursements, or administration of this Fund shall be resolved in favor of preserving all Federal, State and local tax exemptions, the tax deductions and designated purposes of the donors, and all vested rights of third parties.

ARTICLE II - INVESTMENT GOALS AND POLICIES

A. The Endowment shall be managed as a perpetual trust for the benefit of the UUFA. The long-term goal is to pursue modest withdrawals that will (1) support the infrastructure and program needs and (2) provide adequate preservation of the fund for the future welfare of the UUFA.

B. The Endowment committee has responsibility for directing and managing the investment strategy for the long-term preservation and growth of the Endowment Fund. The Endowment Committee shall invest the assets of the endowment with the objective of earning an average annual total return of 6 to 10 percent consistent with moderate risk. The Committee shall endeavor to invest the assets of the endowment in a socially responsible manner.
C. The following investments may be held: (1) insured investments such as cash, savings accounts, certificates of deposit, and U.S. Treasury instruments, and (2) uninsured investments, such as mutual funds, municipal bonds, corporate bonds, stocks listed on the New York, American and NASDAQ stock exchanges, and investment vehicles available through the Unitarian Universalist Association, such as the General Endowment Fund of the Unitarian Universalist Association (UUA). It is preferred policy that individual investment decisions be made by an outside professional wealth manager.

D. When making gifts, donors acknowledge that the investment policies and instruments may change and that their gifts will be invested in the instruments that the Endowment Committee decides are appropriate, which may be different from the instruments employed at the time the donation is made.

**ARTICLE III – ADMINISTRATION OF THE FUND**

The Fund shall be administered by the Endowment Committee. This committee shall manage the assets of the Fund, cultivate, solicit, and steward contributions, and determine use of available funds.

A. **Endowment Committee Structure**

- The committee shall have a minimum of three and a maximum of four voting members.
- Committee members shall serve five-year staggering terms.
- Initial appointments to the Committee will be for varying terms so expirations will be phased over the first five years.
- Members may be reappointed for a second consecutive five-year term. After serving two terms, members must be off the Committee for at least one year before being appointed for a new term.
- All Committee members must be current members of the Fellowship.
- Not more than one member may also be on the Board of Directors.
- Officers will be elected by the committee from their current membership. Officers will include a chairperson (or co-chairpersons), a secretary/recorder, and such others as the Committee wishes.
- Decisions on regular business and fund disbursements must have a majority vote on the Committee.
- The Committee shall meet at the call of the chair. The Committee shall hold a minimum of two meetings each year.
- Liaison representatives from the Fellowship Board and the Generosity Team shall serve as non-voting members of the Committee.
- When a vacancy occurs on the Committee, remaining Committee members will recruit a new member for each vacant position and will submit this individual to the Fellowship Board for concurrence and approval. The Committee may remove and replace a member of the Committee, with the approval of the Board, if they are inactive for a full year.
- Balance of perspective and other diversity are desired for the membership of the Committee.

B. **Fund Categories and Restrictions**

- Assets in the Endowment Fund are designated in one of three categories:
  - Common Endowment
  - Donor Restricted Endowment
  - Specific Reserved Endowment
- Assets in these categories are normally commingled for investment purposes.
• Investment gains or losses are shared among the three categories in proportion to the size of each account. Balances in each category are calculated at the close of the fiscal year, or at such other time the Endowment Committee deems appropriate.

• Common Endowment. All assets in the Endowment Fund are designated as Common Endowment unless action is taken by the Endowment Committee to designate them in one of the other two categories.

• Donor Restricted Endowment. Donors are encouraged to make gifts and bequests to the Endowment Fund without restrictions as to the use of the principal and income or the management or investment of the gift. Some donors may wish to place restrictions on their gifts. Before a restricted gift is accepted, the Committee will work with the donors to ensure that any proposed restrictions on the purpose or investment of the gift are consistent with the mission of the UUFA and the goals of the Endowment Fund. The Committee will make the final determination whether a gift can be accepted with restrictions imposed by the donors. If restrictions are accepted, they must be clearly stated in writing, and will be in effect for a period specified by the donor, not to exceed 20 years from the date of the gift. After the specified end date, the Committee has the option to transfer the remaining assets into the “Common Endowment” category.

• Specific Reserved Endowment. The Committee may create one or more “Specific Reserved Endowment” accounts. These accounts provide a secure repository for funds that may be used for a specific need or purpose, generally with a two-to-four-year time horizon.
  - A limited number of Specific Reserve Endowment designations are anticipated, each with a clear mission and each with a specific end date, no more than four years (subject to renewal by the Committee) from establishment. When the goals of the Specific Reserve have been met, or the end date has passed, any fund balance remaining will transfer to the Common Endowment category.

C. Fund Acquisitions

• The Endowment Committee is responsible for soliciting, receiving, and managing all funds designated for the endowment. This includes all immediate gifts of money or other items of value that the Committee deems appropriate for inclusion in the endowment. Memorial giving to the endowment is to be encouraged.

• The Endowment Committee is also responsible for planned or legacy giving to the Fellowship. One or more persons on the Committee shall have responsibility for initiating and follow-up of the planned giving program.

• Planned giving is financial support for the long-term fiscal stability of the Fellowship and can be accomplished in several ways. A person can name the Fellowship as the beneficiary of a life insurance policy or retirement plan. A charitable bequest can be a gift given at any time at the initiation of a donor or may be a legacy gift established through the provisions of a legal will or living trust.

• The Endowment Committee shall develop, and continually update and monitor a program for respectfully contacting members that are candidates for planned giving. The Endowment Committee will maintain a current permanent record of all planned giving commitments that are made to the Fellowship. The Committee shall maintain an ongoing relationship with donors to assure that the commitment is current and that the proceeds of the gift or bequest are received by the Fellowship at the appropriate time.

• The Generosity Team will be made aware of planned giving activities so there is no conflict with annual solicitations for meeting ongoing Fellowship budgets. The operating budget of the UUFA will normally be funded through annual pledges solicited by the Generosity Team.
• The Endowment Committee may request a funding allocation in the operating budget for expenses associated with Fund acquisition activities.

D. Fund Disbursements

• The Endowment Committee manages all disbursements from the Endowment Fund. With the concurrence of the Fellowship Board and majority vote of the Committee, funds are released to the Treasurer following established procedures. Requests for funds from the Endowment originate with the Fellowship Board or from committees with the endorsement of the Board.
• Disbursements from “Donor Restricted Endowment” accounts will be made in accordance with the donor wishes recorded at the time of donation or as subsequently modified.
• Disbursements from “Specific Reserved Endowment” category can be made at any time in any amount by the Endowment Committee with the concurrence of the Fellowship Board that the disbursement is consistent with the intent of the account.
• Disbursements from the “Common Endowment” fund category can be made for approved projects or purposes, subject to the following conditions:
  o A maximum of 5 percent of the beginning of the year balance may be disbursed on an annual basis following established procedures. There is no required minimum annual disbursement amount.
  o Disbursements of more than 5 percent will be made only on the recommendation of the Endowment Committee, approved by two-thirds of the Board of Directors in an open meeting, followed by approval of the membership of the Fellowship. Approval of the membership of the Fellowship shall be secured by affirmative two-thirds vote at the Annual Meeting or a special meeting called in accordance with the Bylaws of the Fellowship (including quorum requirements) then in effect.
• Short term loans may be made from the Fund to the Treasurer, in excess of the 5% limitation, to meet specific needs of the Fellowship. Terms of such loans shall be established on a case-by-case basis.

E. Fund Records and Security

• The Endowment Fund is an integral element of the UUFA establishment. Information regarding investments and disbursements shall be available to interested members. However, any confidentiality restrictions requested by donors must be respected to the fullest extent possible.
• Permanent records of Endowment Committee activities must be maintained in the same system and with the same diligence as other financial and historical records of the Fellowship. One member of the Committee shall be designated as the Recorder/Secretary and shall be responsible for preparing and preserving minutes of each Committee meeting.
• The Recorder/Secretary or a separate designee, in conjunction with the Congregational Administrator, shall establish and maintain a system for recording contacts with individuals with respect to planned giving and bequests. The Committee shall regularly monitor the status of pledged gifts and to see that funds are received by the Endowment Fund at the appropriate time.
• A report of the Fund activities, acquisitions, and disbursements shall be presented to the Annual Meeting each year and at other times as requested by the Fellowship Board. The report shall be reconciled with the complete accounting records overseen by the Fellowship Treasurer.
• The Endowment Fund shall be maintained as a discrete entity, separate from all other Fellowship funds.
• All disbursements from the Endowment Fund shall be made to the UUFA operating account. The Treasurer shall make payments from these fund transfers for expenditures from the endowment as
authorized by the Endowment Committee and the Fellowship Board. The Endowment Committee shall not make direct payments to vendors or personnel.

- The Endowment Fund will be included in the annual internal review performed by the UUFA Finance Committee. An additional independent audit of the Endowment Fund may be requested by the Endowment Committee or by the Fellowship Board.

**ARTICLE IV – NONLIABILITY OF COMMITTEE MEMBERS**

Members of the Endowment Committee shall not be liable for any losses which may be incurred on investment of the assets of the Fund except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she/they acts in good faith and with ordinary prudence. Each member shall be liable only for his/her/their own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self dealing or transactions with the Fund in which the member would receive financial benefit and each shall at all times refrain from any conduct in which his/her/their personal interests would conflict with the interests of the Fund.

**ARTICLE V – SITUS**

This Endowment Fund shall have its situs in the State of Iowa, and all questions pertaining to its validity, construction and administration shall be determined in accordance with the laws of the State of Iowa.

**ARTICLE VI – POWER OF AMENDMENT AND REVOCATION**

The membership of the Unitarian Universalist Fellowship of Ames may, by a two-thirds vote of the members present and voting at an Annual Meeting or a special meeting of the membership (called in accordance with the Bylaws of the Fellowship), modify, amend, or revoke, in whole or in part, the Endowment Fund. In the event the Fund is revoked, the membership shall honor the conditions of all restricted gifts, and shall determine, by a two-thirds vote of the members present and voting, the disposition of all remaining income and principal. Quorum for purposes of this Article shall be the same as that required to amend the Bylaws of the Fellowship.

In the event the Unitarian Universalist Fellowship of Ames ceases to exist, either through merger or dissolution the disposition or transfer of the Fund assets shall be in conformity with the Bylaws of the Fellowship and consistent with any restrictions existing on the funds, subject only to the jurisdiction or a court of equity.

IN WITNESS WHEREOF, the membership of the Unitarian Universalist Fellowship of Ames, Ames, Story County, Iowa, has caused this document to be executed by its duly authorized officers this 11th day of December, 2022.

UNITARIAN UNIVERSALIST FELLOWSHIP OF AMES

Jamie Gurganis, 2022 President, Board of Directors

Michael Francom, 2022 Secretary-Treasurer, Board of Directors