

Chautauqua United Church of Christ Society
Annual Meeting – August 20, 2017 – 1:00 p.m.
Minutes

Welcome and Call to Order

John Rodgers, President

John led the Service of Remembrance and Celebration. We remembered ten members of the Society who had died since our last Annual Meeting:

Shirley Garth
Chris King
Robert Diller
Eleanor Diller
Jewell Jackson
Don Orander
Parker Calkin
Wesley Sell
Ruth Brickel
Marie Gardner

The Minutes of the 2016 Annual Meeting were presented for approval.

Motion: Peggy O'Connor moved to approve the 2016 Annual Meeting Minutes. Susan Cartmell gave the second. The motion was approved with unanimous vote.

President's Report – John Rodgers

John reported to the Annual Meeting that our Chaplain-Administrator, Rebecca Seldomridge, left Chautauqua last Friday. For family reasons, Rebecca decided she needed to go home early this year and she will not return as C/A next year. John stated that Rebecca has accomplished much in her two years of service and many will miss Rebecca's and Leith's accomplishments. Rebecca told John that she looks forward to returning to Chautauqua in the future.

John continued his report stating that it has been a busy summer, especially with the changes in Week 8. He and Vice President, Peggy O'Connor, have been impressed by the Staff's efforts in stepping up to continue meeting the guests' needs.

John expressed appreciation to the Board of Directors. He explained there are a variety of perspectives, but the Board works toward consensus.

In reference to the renovation of the dining room/kitchen, John reported he has seen people lingering at meals. Our community has increased in depth and care. Our guests have experienced tremendous hospitality and relationship. It has been a meaningful and powerful summer.

Registrar's Report:

Ruth Becker reported that she has reviewed her records from her 11 years as Registrar and seen that the guests have been wonderful and the Seasons have been rich! She

thanked the Staff for their teamwork in adapting when guests' arrangements have changed. She thanked Grace Lipman for assuming the role of Registrar and assured the meeting that she and Grace will work toward a seamless transition. She thanked the CUCCS Annual Meeting for their trust and support. Ruth said she will continue with her piano and music contributions to the Society. She expressed thanks for her room, parking, compensation, and also the gate pass for Rex.

Some statistics from her report: There are approximately 60 members who do not have email, and they receive their information through the U.S. mail. In 2016, we began using Braintree for management of credit card transactions. In 2017, 82.6% of transactions were through credit card. There is a 2.9% fee charge per transaction. Denis Esslinger continues to be our technology mentor, and he will also assist Grace. In December, the Society members will receive a postcard to alert all that registration information will be available in early January. There are 822 names on the email list. This year there are 53 new members and 13 new Life Members. We had a very healthy season with regard to registration – almost 98% filled!!

Ruth ended her report by asking Grace to join her at the front of the chapel. Ruth presented Grace with an official Registrar Name Tag!

Treasurer's Report:

James Hubbard began by stating that he has valued his experience as Treasurer. He reported that Alice Filkins has left the Chautauqua United Church of Christ Society money from her estate. Her bequest is \$74,891.30. James asked the members to consider naming the Society in their will. This would be an important help in supporting the ministry of hospitality and programs.

James explained that the Finance Committee had hired a new bookkeeper over a year ago to improve in the accounting procedure. That bookkeeper did not improve the accounting, and in fact, quit. During this time, Tom Worley volunteered his time in doing our bookkeeping and has gotten the 2016 accounts in shape. This summer, the Finance Committee did hire B & C Bookkeeping in Westfield, NY. James said that he appreciates Tom's skill in delving into the numbers for us. He asked Tom to present the budget.

Tom explained that prior to 2015, the sequence of items was not in a particular order. The Finance Committee wanted our ministries to be organized and for each ministry to have expenses broken out item by item. Therefore, a new coding system was created, and this will be of help in the future. Tom explained that in breaking out each item and assigning new codes, in effect there was a 100% audit in 2016.

He referred to the Financial Report that had been distributed to the Annual Meeting. In regard to the budget report of year ending 12/31/16, Tom noted the categories of: Assets, Liabilities, Operating Budget Income and Operating Budget Expenses. The last page of the report is a narrative of "Notes for Finance Committee Regarding 2016 Financial Report." These notes clearly explain items that might generate a question.

Tom explained to the Annual Meeting that approximately 80% of our income comes from Room Upkeep Gifts. In 2016, the budget that was approved, expected a \$2,000 deficit. However, due to building repairs, our actual budget deficit was \$7,723,92. For Building Maintenance, we were \$19,858.12 over the budgeted amount. For the total amount of Building Maintenance expenses, a portion was covered by the Budget, a portion was covered by earnings from the Endowment Fund, and the remainder was covered by our Savings Account.

The next part of Tom's report is the Operating Budget. This document shows the Budget as of 7/31/17, the 2017 Budget, and the 2018 Budget. The Income and Expenses are broken out into line items. Tom pointed out that there is an increase for 2018 as compared to 2017. The 2017 Budget is \$78,900.00 and the 2018 Budget is \$84,000.00. He also wanted the membership to note that Line Item #3135 under Income is an estimate of \$10,000 from Endowment Fund Earnings Income. The Line Item #8210 under Expenses is for that amount of \$10,000, but it is not defined because the Board has not determined where it will be spent. Tom reported that yesterday the CUCCS Board of Directors approved this 2018 Budget.

Motion: Nancy Ackley moved to accept the Budget. Grace Lipman gave the second.

Discussion:

- A Society member asked for the itemized expenses of the 20/20 campaign.
- A Board member explained that that account of monies is separate from the regular CUCCS budget.
- A Society member stated she had attended the open Board of Directors meeting yesterday and was satisfied with trusting the Board's deliberations.

Vote: The motion to accept the Budget was approved and followed by applause for Tom's detailed reporting.

20/20 Capital Campaign Update:

As co-chair, with Bruno Schroeder, John gave the update. As of this date there are:

- 162 Donors
- \$503,000. in pledges
- \$440,000 cash in hand.

There was spontaneous singing of the Doxology!

John reported that he has met with Kraig Sweeney, the contractor for the renovation of the kitchen and dining room. Additional expenses were incurred when the construction started and problems were uncovered, such as water damage and mold. Tom Worley reported that \$485,000 has been spent on the projects and \$10,000 has been spent on administration and campaign expenses.

This Fall the railings at RCH will be replaced. The money to fund this will come from the Alice Filkins Estate. Also, the fire escape at RCH will be shored up. There was discussion from Society members suggesting replacing the wooden fire escape with a metal one.

James Hubbard, our Treasurer, invited any member to talk with him about particular expenditures from the 20/20 Campaign. He commented on the enormous amount of work to remedy water issues in the renovation. This included digging trenches under the dining room floor. The new poured floor is beautiful and has made a big difference in the kitchen/dining room. A Society member shared that she suffers from severe mold allergies. She stayed in the Mayflower this year, and feels so much better. She thanked the Board and the Society.

Endowment Trustees Report:

Bill Libby, the Chair of the Endowment Trustees, distributed his report for the membership to read later. He encouraged us all to consider making a contribution to the Endowment Fund, or to a fund for the Mayflower windows or a fund for the RCH wall. He noted that since 2001, we haven't highlighted and supported the Endowment Fund.

Bill also reminded us of the tremendous work that Steve and Sheila Wallace gave to our renovation. They worked for 10 months and were dedicated to the completion of this project. Bill said, "God bless them. We wouldn't have that wonderful facility if not for them." The Society responded with applause.

(A moment for levity. John gifted Dave and Bill Hoglund with two golf balls found in the South Parking Lot, saying that these brothers are the week's resident golfers.)

Governance Committee Report:

As chair of the Governance Committee, Peggy O'Connor introduced Denis Esslinger and Linda Bonstein, who are two members of the Board of Directors starting their own first terms after finishing the unexpired terms of two other members.

Peggy explained that we currently have 3 openings on the Board of Directors. The Governance Committee contacted 19 people. Several declined interest, several conveyed interest for the future, and 4 declared interest now. Peggy presented the names of 3 persons who were approved yesterday at the Board of Directors meeting and now need approval from the CUCCS. She read short biographical notes on each: Reverend Gaye Santoro, Sue Peterson, and David Graves. She also nominated Susan Laubach as Trustee to the Endowment Committee.

Motion: Ruth Becker moved to accept the slate of candidates for Board membership. Steve Lipman gave the second. The Society voted unanimously to accept the slate.

Peggy O'Connor and Laura Hoglund presented the Officers Slate:

- Treasurer: John Botti

- Secretary: Susan Rodgers
- Vice President: Denis Esslinger
- President: Peggy O'Connor

Motion: James Hubbard moved to accept the Officers Slate. Linda Bonstein gave the second. The Society voted unanimously to accept the slate.

Peggy presented the report on the Amendments to the Chautauqua United Church of Christ Society By-Laws and the Endowment Fund By-Laws. She explained that the Governance Committee worked with the Endowment Committee and the Board of Directors to revise both sets to get them in sync with one another. She also explained that there is one proposed policy change which describes the earnings of the Endowment Fund. Peggy said that these Amendments have been posted on the website and those who do not have email addressed received them in the U.S. mail.

Peggy suggested that one way to adopt the Amendments was to vote on them altogether as a block. One Society member said that he is opposed to the change in the description of the Earnings.

Motion: Denis Esslinger moved to accept all the Amendments except the one defining the Endowment Earnings as 4% of the rolling market value. Ruth Becker gave the second.

Discussion:

- One Board member stated he has concern about the Amendment to Endowment By-Laws, Article IV Disbursements.
- The current language and the replacement Amendment were read aloud. The current document lists 4 purposes for disbursement, and the Amendment states the disbursement will be determined by the Board of Directors.
- A Board of Directors member informed the Society that the disbursement issue was discussed at the Board meeting yesterday, and the Board agreed to write a guideline for their use in determining the disbursement of Endowment Earnings.
- A member of the Finance Committee reminded us all that we do not draw down on the Endowment. We use the interest. If there is financial need, the Board looks to our Savings Account next.
- The Vote was called.

Vote: The Voice Vote of the Society accepted the motion as stated. There were some dissenting votes.

Motion: James Hubbard moved the proposed Amendment to Endowment By-Laws, Article III Assets, Section 2. Earnings, be accepted. Nancy Ackley gave the second. This Amendment is: “ The TRUSTEES shall ascertain what the principal of the Endowment Fund is, according to the accepted accounting procedures and legal principles of the State of New York. The Yearly distribution may consist of up to 4% of the rolling market value as calculated over a twelve quarter period and shall

be available for disbursement upon request of the Society's Board of Directors. The TRUSTEES shall inform the Board of Directors each year of the total amount of money available for disbursement."

Discussion:

- The Amendment was read aloud.
- A Society member disagreed, stating we have enough money coming to us.
- A Board member reminded us that according to our By-Laws we cannot spend Endowment principal unless 3/4 of the Annual Meeting approve.
- A Society member stated that most financial advisors state 4% can be taken out of a fund without "hurting ourselves."
- A Finance Committee member stated the Amendment reads "*may be expended,*" and "*may consist of up to 4%.*"
- A Board member explained the Amendment is to provide more flexibility.
- The dissenting Society member stated his concern that the Board will spend whatever is allowed.
- Another Society member explained in favor of the Amendment that he would be very disappointed if we did not use the money to keep this organization alive.
- The Vote was called.

Vote: The Motion passed by voice vote with one dissenting vote.

Facilities Committee Report:

Grace Lipman, chair of Facilities Committee, reported that we have been living in a wonderful new space. There is so much thanks to so many. We have a warm and inviting environment.

From the outside, if we look up at the Mayflower and Headquarters Building we see new paint and new spindles on the MF. If we look down, we see beautiful plantings that Sandy Nolan has worked on. Our place is so attractive. There is a new sculpture garden by the Mayflower thanks to a donation. Grace added that we should stay tuned for more exciting good changes to come.

Personnel Committee Report:

The Personnel Committee chair, Laura Hogle, praised the Staff from the first half of the Season and the second half for their welcoming presence. She asked the Staff to stand, and the members applauded their work. Laura said that our Staff are returning. Also, Personnel is looking for an Interim Chaplain/Administrator and the Committee will keep the members updated. She said that it is a process and a prayerful decision that will be made.

Program and Promotions Committee Report:

Hal Simmons, chair of Program and Promotions Committee, reported that this year the Newsletter is looking a little different. There was a video of the collapse of the Amp. Also, the CUCCS is in the Chautauqua Institution Accommodations Directory. Hal

learned from them that we had 365 clicks on our website, 12 enquiries to the Registrar, and from that we have received 2 or 3 guests renting our rooms this Season.

Recognition of Service – Ruth Becker

Laura Hoglund asked Ruth to join her in front of the members. On behalf of the Annual Meeting, Laura thanked Ruth and commented on her legendary hospitality to all our guests. She presented Ruth with our “traditional” picture of our three CUCCS buildings. Along with this goes our thanks and love.

Other Questions/Comments:

A Society member thanked the Board of Directors for their work.

Peggy O’Connor thanked John Rodgers, who is finishing his term, for his leadership as President of the Board. She said that the Board has several Conference Calls throughout the year, and that we think of the CUCCS all year round, due to John’s leadership.

Laura Hoglund stated that Peggy and John have made a great team throughout this year.

Thanks was expressed to James and Tom for their work on our Finances.

John announced that Laura will be the acting Chaplain-Administrator for this last week of the Season.

A Society member ended the Annual Meeting with this comment: “Our Society may be Ruth – less, but there is Grace.”

The Annual Meeting adjourned at 2:45 p.m.

Respectfully submitted,
Susan Rodgers, Secretary