

Executive Director's Report

BOT meeting 21 February 2017

Facilities:

The performance of the general contractor for the Lift, A Pappajohn Contractors (APC) did not improve over the last few months. It was decided to terminate the contract and arrange the remaining few contractors for the work ourselves. Dan Valentine has arranged the changeover of the building permit with the Town of Westport. He is hoping that the remaining work can be completed in a 6-8 week timeframe, weather permitting.

The various winter weather storms caused cancellations of activities for one Sunday and one Thursday.

Financials: see separate Financial Highlights tables.

In January our auditor from Hope Hernandez presented the audit report on the fiscal year 2015-16 to the Audit Committee and the Treasurer as well as representatives from the Endowment and Finance Committees. We received a clean opinion. This year's audit was the first opinion issued since we have done two consecutive years audited which provides sufficient basis to present an opinion. The Audit Committee will be submitting a summary of this audit process for the Annual Report. Copies of the audit report are available upon request.

In addition, the Line-of-Credit with Fairfield County Bank has been completed. See previous meeting minutes for details and restrictions on use.

Donations:

The Stewardship Committee is in full swing preparing for the Annual Budget Drive. It kicks-off on the 2nd of April. More information will be provided by Mary Money.

For pledging, we have had two more come in for this fiscal year for a total pledge level of \$632k as of 16 February. In terms of pledge fulfillment of the 291 pledges that we have now, there are roughly 20% who have not yet started to contribute towards their pledge. This has come down in the last few weeks thanks to the Tax/Giving Statement which went out in January. Also, there are the annual givers who donate in the springtime.

From the reforecast in the Financial Highlights, you will see that while expenses and income are both down compared to plan, the Finance Committee felt it would be prudent to take some contingency action. They determined that making use of the first of the planned contingencies, stopping the allocation of rental income to the Building & Grounds reserves, would be sufficient to bring the current 16-17 FY back into line with the budgeted Net Income Budget View levels.

Membership:

The membership count as of 16 February, 2017 is 359. Those who have not made a 2016-17 pledge or have not made a contribution towards either a 2015-16 pledge or 2016-17 pledge are all excluded from this count. All those counted have also signed the membership book.

Membership counts change each month as people who have not donated in a while start paying to a pledge and new members come on board. The UUA certification was submitted in January with a membership count of 359.

Communications:

The new weekly eSoundings has been running for several weeks now. The eSoundings is oriented to events and time sensitive announcements. While primarily an electronic communications channel, there are also some print-outs of the eSoundings email available in the foyer on Sundays and it is mailed to those who do not have any email service.

The quarterly journal with thought-pieces, articles, stories and testimonials will launch in April (submission deadline is the 1st of April), with subsequent editions in June, September and January each year. Selected staff will be responsible for writing or bringing in content from their groups/committees and the BOT will be able to submit via the Board President.

Staffing:

We have hired Khadijah Hamlette to fill the LFD Sunday teacher position. She started on the 5th of February.