

**Executive Director Report  
BOT Meeting 19 Sept, 2017**

**Facilities:**

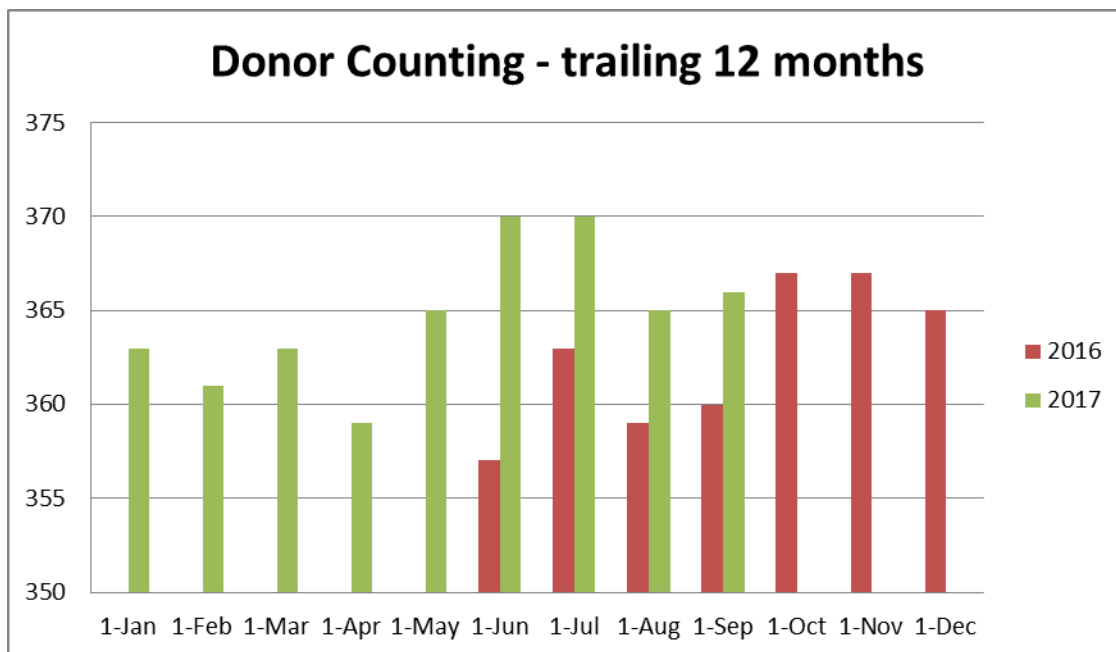
A number of improvements were completed over the summer. Highlights include the concrete balcony which had repairs and a protective coating applied, and there are new railings at the front of the Meeting House. In addition, the front section of our parking lot has been paved and striped. Due to how close some of the parking slots were, there are now indications for small car parking only on those slots.

The Lift is operational, though we are still waiting to confirm with the Town of Westport about closing the Building Permit. The Sunday Lift helper patrol is our Weekend Custodian Paul and Ushers. Signs are up to remind folks that it is for handicap use only and not to be used for deliveries. A few remaining details will need to be worked out including weather protection for the distance between the Lift door and the overhang by the Fellowship door.

**Financial:** see separate highlights

**Donations:**

There has been a slight increase in our donor base in recent months as compared to the same 4 months of 2016; As of the 1<sup>st</sup> of September there were 366 people who had donated at some point between the 31<sup>st</sup> of August and the 1<sup>st</sup> of September of 2016. The graph below shows on a monthly basis the number of donors who have made a donation at any time over the previous 12 months leading up to the date shown.



In addition, we have achieved the pledge level that was required in the final approved budget. As of 14 September, we have \$624.6k in pledges for this 2017-18 fiscal year from 257 pledge units.

**Membership:**

Our membership is 403 as of the 14<sup>th</sup> of September. All 403 have both signed the membership book and made a donation in either this fiscal year or in the 2016-17 year. This represents a 10% increase over the 367 level as of April and is largely driven by the change in criteria for membership in the constitutional that took effect in June. Attached to this report is a protocol which we are using to determine which donations qualify.

**Staffing:**

Over the summer we have had a number of new staff start with us:

- Diane Donahue took over from Jan Braunle who retired in June as Scheduling and Office Manager.
- Shahan Islam is our new Youth Program Coordinator for grades 6<sup>th</sup>-12<sup>th</sup>. His coming on board coincided with Mary's position changing to Children's Program Coordinator for pre-K to 5<sup>th</sup> Grade. We no longer have the position of RE Assistant/LFD Coordinator nor the position Youth Director (for High Schoolers).
- Sandra Clements is our new Sunday Teacher. She replaced Khadijah who left earlier in the summer.
- Paul Franco is our new Weekend Custodian. He replaced Jeram Kamlani who left earlier in the summer as well.
- Julio Torres is our Intern Minister who started early September thanks to support from a special donor.

Please see our upcoming Currents Quarterly Journal issue for more on their backgrounds.

## Membership Donation Qualification Protocol

Date: August 2017

Prepared by: David Vita, Dorothy Adams, Rev. John Morehouse

We have a new constitutional definition of membership whereby a donation counts. This protocol spells out which kinds of donations are eligible to qualify the individual for membership, IN ADDITION TO the person being of age and having signed the membership book.

The following donations from those who have signed the membership book qualify:

- Unrestricted:
  - Contribution to pledges
  - General non-pledge donations
  - Holiday appeal donations
  - Plate donations by check (not by cash since no name can be attached)
  - Donations in memory of loved ones
  
- Restricted donations:
  - donations to a class – LFD, Social Justice, Music, Grounds, Building, Memorial Garden
  - donations to the Minister's Discretionary Fund
  - donations to Endowment – any fund

The following donations do not qualify:

- bequests: they come from an estate and not a person, since the person has passed away, a membership is not appropriate for an estate.
- donations for flowers: these donations are at a fixed level (\$65) have a matching cost and thus are not of the same supportive level as the donations above.
- donations to pass through to other charities: these are liabilities that must be passed 100% to the charity without any portion helping to cover the administrative costs.

Please note that any payment system where we do not get full and complete name and address of an individual to be able to connect them to a donation (ie cash, some online giving systems) will mean that those donations cannot qualify.

The staff team keeps track of all donations. David and Dorothy review all congregants membership eligibility at least three time per year in time for key deadlines such as the UUA Certification in January, any Nominating Committee needs, and any voting meetings in May or June including the annual meeting.