



25801 Obrero Drive, Mission Viejo, CA 92691

A member of the Unitarian Universalist Association of Congregations

Dear Tapestry Members,

June 12, 2008

It's that time of year – it's time to close out the current year and prepare for the new one. Please come to the Annual Meeting to rejoice in our many significant accomplishments for the year and to set the stage for the year ahead. Please take a few moments to review the materials in this packet as well as additional content that will be posted on the Tapestry web site at [www.tapestryuu.org/congregational\\_meetings.htm](http://www.tapestryuu.org/congregational_meetings.htm). To request a printed copy of the supplemental material, please call the office or send a message to [admin@tapestryuu.org](mailto:admin@tapestryuu.org).

At the Annual Meeting, we will address a number of important things. Please review and consider these well in advance so you're prepared at the meeting.

**1. Discussion & Approval of the 2008-2009 Budget**

- a. As I write this, our annual stewardship drive has not yet met its goal, which will require some substantial changes for the coming year. **You will be voting on the 2008-2009 budget, which currently has a \$27,000 shortfall.** If you have not been contacted or have not yet made your annual gift, please call Karolyn McCarter to make arrangements to do so. The budget as it stands now can be found on the Tapestry website ([http://www.tapestryuu.org/congregational\\_meetings.htm](http://www.tapestryuu.org/congregational_meetings.htm)).
- b. **Why a Shortfall?** At first glance, a \$27,000 shortfall might seem to indicate that we planned for spending more than we take in. Unfortunately, that is not the case. Here's what things look like at the end of this year...
  - i. For this fiscal year (2007-2008), **our income** on all fronts except for Ways & Means has been **markedly below budget**.
    1. We lost renters, a loss of nearly \$13,000
    2. Pledges have gone un- or under-fulfilled, a loss of \$16,000
    3. Plate income has been down by \$1,500
  - ii. On the spending front, we have spent less than budgeted, but not as much less as our income has come in below plan, and we do have to use some of our unrestricted reserves (note: this is NOT capital account) to cover our basic expenses (salaries, rent, and utilities).
- c. For the **upcoming fiscal year**, then, we are trying to better plan for our income situation. We have held our spending virtually level, and cut back in some places. For example, our Office Administrator / Financial Secretary has asked for a reduction in hours, which provides us with around \$9,000 of savings. The Board recommends acceptance of the proposal. She also negotiated a minimal rent increase (\$125/month total). Finally, we approved smaller raises than were recommended, although everyone felt the staff merited higher raises. Even with those changes, however, we are \$27,000 short.

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**Minister:** Rev. John Gibb Millspaugh; **Director of Religious Exploration:** Katelynn Riva;  
**Affiliated Community Minister:** Rev. Sarah Gibb Millspaugh; **Minister Emeritus:** Rev. Robert Jordan Ross;  
**President:** Tara Sayre; **VP Finance:** Julia Rampone; **VP Operations:** Connie Pursell;  
**Treasurer:** Penny Kinnear; **Secretary:** Laura Jackson  
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**d. What We Could Do – Increasing Income**

- i. Obtain 1 time gift of \$100 per pledge unit OR obtain 1 extra month’s pledge per pledge unit = \$16,000. This would solve part of the shortfall for this year, but not for subsequent years.
- ii. Request that any member who wishes to divert part of his/her/their Capital Campaign funds from Capital in 2008-2009 to Operating in 2008-2009, AND to then pay that amount to Capital after the 3rd year of the Capital Campaign.
  - **For example:** Say a member pledged \$3,000 to the Capital Campaign paid evenly over 3 years, and this same member has pledged \$2,000 to this years Annual Operating budget. Using this option, this year s/he chooses to divert \$500 to the Operating budget.

	<b>BEFORE</b>		<b>AFTER</b>	
	<u>Capital</u>	<u>Annual</u>	<u>Capital</u>	<u>Annual</u>
2007-2008	\$1000	\$1800	\$1000	\$1800
2008-2009	\$1000	\$2000	\$500	\$2500
2009-2010	\$1000	\$2200	\$1000	\$2200
2010-2011		\$2400	\$500	\$2400

- A couple of key things to note:
  - a. This would be volunteer only and NO member would be required to make this adjustment.
  - b. This would not reduce the overall amount of money in our Capital Account. It would, however, extend the collection time for the Capital Campaign by 1 year.
  - c. This would solve part (or all) of the shortfall for this year, but not for subsequent years.
- iii. Obtain commitment from all Tapestry members to purchase \$200 in Scrip per month = \$11,000 - \$18,000, depending on merchants used. This would solve part of the problem for this year, as well as subsequent years, if people actually did so. It would require commitment and monitoring.
- iv. Form Task Force to find additional building rental income. This would solve part (or all) of the shortfall for this year, as well as subsequent years. Our Office Administrator has worked very hard at this, but it has been extremely difficult to find renters. We need to continue to pursue it, but feel it is risky to rely on it for the budget as it is essentially an unknown.

**e. What We Could Do – Reducing Expenses**

These options, among others, have been discussed at multiple Board meetings. Our perspective has thus far been that these are options with too many downsides, and that don’t support the vision and long-range plans our congregation espouses. It is, of course, the congregation’s decision to make.

- i. Eliminate 1 rental unit. This would reduce our rent by 25%, but would also reduce the sanctuary size, or eliminate the social hall (used by renters as well as Tapestry) and offices.
- ii. Further reduce staff hours. This would lead to a marked decrease in quality of service and doesn’t support our growth plans.
- iii. Not pay PSWD or UUA dues. This comes up at various points in time. This is fundamentally opposed to our desire to be in good standing with the national

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and regional organization, and to support the growth and development of the Unitarian Universalist denomination. Furthermore, it would very likely negatively impact our upcoming Ministerial Search, and would prevent us from receiving grants from the District or the UUA.

**f. Please provide Tara Sayre and Julia Rampone with your thoughts on best ways to resolve the budget shortfall** so we can incorporate them into the recommended budget.

**2. Official Welcoming Congregation**

a. We will vote on updates to the bylaws to support our path to become an Official Welcoming Congregation (“OWC”). The proposed language is as follows: "This congregation affirms and promotes the full participation of persons in all our activities and endeavors; including membership, programming, hiring practices, and the calling of religious professionals, without regard to race, color, gender, gender identity or expression, physical or mental challenge, affectional or sexual orientation, class or national origin."

b. We will vote whether to apply to the UUA for our OWC designation.

**3. Green Sanctuary:** we will vote on a resolution for our Green Sanctuary application

**4. Orange Coast UU Church:** we will vote whether to continue merger discussions with OCUUC (they will have voted at their annual meeting on 6/15)

**5. Elections for Board of Trustees**

We will vote on the Recommended Slate for 2008-2009: Michael Boys, Mark Fox, Laura Jackson, Richard Jagielko, Connie Pursell, Julia Rampone, Tara Sayre, Carol Wheeler

**6. Elections for members of the Nominating Committee**

As always, we need a quorum of members to conduct business, so please make plans to attend. Besides, I'm sure you'll be there for Rev. John & Sarah's "Happy Trails" party immediately after the Annual Meeting anyway! So join us at 10:00 a.m. on Sunday, June 22, for Rev. John's last Sunday in our pulpit for the first of our one-service Sundays that continue throughout the summer. Afterwards, stay for the Annual Meeting that will start at 11:30 a.m in the sanctuary. And then celebrate 6 years of Tapestry!

As always, childcare will be available during the meeting. I look forward to seeing all of you on Sunday, June 22.

Warmest regards,

Tara Sayre, President

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**NOTICE**  
**Annual Membership Meeting**  
**Sunday, June 22, 2007**  
**11:30 a.m. at Tapestry**  
**AGENDA**

In accordance with the bylaws of Tapestry, the Board of Trustees is calling for the Annual Membership Meeting to be held on Sunday, June 22, 2007, at 11:30 a.m. to transact business per the following agenda.

1. Call to Order
2. Approval of the Agenda
3. Approval of Minutes of Previous Meetings (April 2008)
4. Report of the Standing and Ad Hoc Committees
5. Report of the Minister
6. Report of the President
7. Report of the Treasurer
8. Consideration and adoption of the FY 2008-2009 Budget
9. Old Business
  - a. Official Welcoming Congregation
  - b. Green Sanctuary
  - c. Orange Coast Unitarian Universalist Church next steps
10. New Business (none)
11. Nominating Committee's Report
12. Election of Trustees and Nominating Committee
13. Adjourn

Supporting material for this meeting is on the website under the Congregational Meetings page ([http://www.tapestryuu.org/congregational\\_meetings.htm](http://www.tapestryuu.org/congregational_meetings.htm)), with hard copies be available at Tapestry in the lobby. If you need copies prepared for you & mailed to your home, you may also contact Mary Halunka at Tapestry and she can provide it for you.

Sincerely,  
The Tapestry Board of Trustees

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