

**The 2019 Annual Meeting of the  
Olmsted Unitarian Universalist Congregation  
will be held immediately after church,  
on Sunday, May 19, 2019.**

As a Member, you are encouraged to attend, and vote for:

2019-2020 Operating Budget

Bylaws change(s)

2019-2020 Board of Trustees

2019-2020 Nominating Committee

A written proxy will be accepted for voting if you are unable to attend. The Proxy should specify who is the person giving the proxy and to whom it is given. Also, your proxy will be for general permission to vote for you unless you direct your vote for certain designated items and positions.

All friends, guests, and visitors are also welcome to attend.  
Please read the attached reports to save time in the meeting.

## OUUC Annual Meeting Agenda – May 19, 2019, after church

Opening Words – Rev. Mary Grigolia

Call to order

Review meeting minutes from last year's meeting – written or verbal

Review committee reports – circulated via e-mail

Motion – by board to change bylaw definition of a voting member

- Discussion followed by vote

Motions – by board to change bylaw quorum totals needed for annual meetings

- Change of quorum totals for called Minister and called DRE

- Discussion followed by voting

Motion – from board and finance committee for annual operating budget '19-'20

- Discussion with vote to follow

Motion – by board and nominating committee - slate of board officers and trustees '19-'20

- Discussion with voting to follow

Any business / reports from the floor

Closing words

Adjournment

*Thank you to all who attended our meeting today!  
Your involvement and contributions strengthen our congregation!*

OUUC Board of Trustees

## 2018 – 2019

### Olmsted Unitarian Universalist Congregation

#### Board

Co-Presidents	Homer Farr Eric Jaworowski
Vice President	Brian Warren
Past President	Claire Ramsay
Treasurer	Claire Ramsay
Finance Chair	Jim Carney
Secretary	-
Trustee	Kay Potetz, until 6/2021
Trustee	Emily Williams, until 6/2020
Youth Trustee	-

#### Nominating Committee

Caitlin Chapman, until 6/2020  
Kay Potetz, until 6/2019  
Claire Ramsay, Chair, until 6/2020

## **Committee on Ministry**

Homer Farr, until 6/2019

Emily Williams, until 6/2020

Pat Moore, until 6/2021

## 2019-2020

# Olmsted Unitarian Universalist Congregation

### Board Slate

President	***Emily Williams, until 6/2020, renewable once
Vice President	***Brian Warren, until 6/2020, renewable 6x
Past Presidents	Home Farr, until 6/2020, or 6/2021 Eric Jaworowski, until 6/2020, or 6/2021
Treasurer	***Claire Ramsay, until 6/2020, renewable 6x
Finance Chair	***Jim Carney, until 6/2020, renewable 4x
Secretary	***open for nomination
Trustee	Kay Potetz, until 6/2021
Youth Trustee	no current youth members

### Nominating Committee

Homer Farr & Eric Jaworowski, until 6/2020, or 6/2021  
Caitlin Chapman, until 6/2020  
Kay Potetz, until 6/2020

### Committee on Ministry

Emily Williams, until 6/2020

Pat Moore, until 6/2021

Marianna Carney, until 6/2022

\*\*\* vote needed

## Bylaw Vote

### Proposed Bylaws change #1: The definition of "VOTING MEMBERS"

#### Article IV, Sec. 2(f)

f) VOTING members are ACTIVE, and ACTIVE YOUTH ~~and HONORARY~~ members. These members retain voting rights and will be included in official membership rolls sent to the UUA.

#### Article V, Sec. 5

The right to vote at meetings of the congregation shall be reserved for ACTIVE members, and ACTIVE YOUTH members, ~~and HONORARY members~~. However, any INACTIVE members and HONORARY members shall not be denied the right of voice.

### Proposed Bylaws change #2: CHANGING QUORUMS.

#### Article V, Section 6

A quorum shall be constituted by ~~33%~~ 25% of the VOTING members. A lesser number may adjourn the meeting. Majority vote of the VOTING members present will decide any question unless these Bylaws specify differently.

## ARTICLE IX – MINISTER

### Section 1. RECOMMENDATION.

A Minister shall be Called for a continuing contract upon the recommendation of the Ministerial Search Committee to the Board and by two-thirds (2/3) vote of the VOTING members of the Congregation present at any meeting called for this purpose. A quorum for such a meeting shall be ~~forty~~ thirty-three percent (~~40~~ 33%) of the VOTING members rather than ~~thirty-three~~ twenty five percent (~~33~~ 25%) of the VOTING members as specified in ARTICLE V, Section 6.

Section 2. DISMISSAL.

The Minister may be dismissed by a majority vote of the VOTING members of the Congregation present at any meeting legally called for this purpose. A quorum for such a meeting shall be ~~40~~33% of the VOTING members rather than the ~~thirty-three~~ twenty five percent (~~33~~25%) of the VOTING members called for in ARTICLE V, Section 6. In the event of the Minister's dismissal, his/her salary and allowance shall be continued for three months after the date of dismissal, except in case of dismissal due to illegal activities.

**ARTICLE X – DIRECTOR OF RELIGIOUS EDUCATION or MINISTER OF RELIGIOUS EDUCATION**

Section 1.

RECOMMENDATION. Upon recommendation of the Religious Education Committee to the Board that a Called Minister of Religious Education (MRE) be hired, and upon concurrence of the Board, a Search Committee shall be established and charged with the responsibility of making a search for a MRE. Upon concluding their search, the Search Committee shall make their recommendation to the Board for a vote of the Congregation. A Minister of Religious Education will be considered to be Called by a two-thirds (2/3) vote of the VOTING members of the Congregation present at any meeting legally called for this purpose. A quorum for such a meeting shall be ~~forty~~ thirty three percent (~~40~~33%) of the VOTING members rather than ~~thirty-three~~ twenty five percent (~~33~~25%) of the VOTING members as specified in ARTICLE V, Section 6.

Section 2.

DISMISSAL. The MRE may be dismissed by a majority vote of the VOTING members of the Congregation present at any meeting legally called for this purpose. A quorum for such a meeting shall be ~~40~~33% of the VOTING members rather than the ~~thirty-three~~ twenty five percent (~~33~~25%) of the VOTING members called for in ARTICLE V, Section 6. In the event of the MRE's dismissal, his/her salary and allowance shall be continued for three months after the date of dismissal, except in case of dismissal due to illegal activities.

If a vote to accept these changes passes, stricken-through words will be removed and words underlined will be added.

## 2018-2019 Minister's Annual Report

From Rev. Mary Grigolia, Consulting Minister  
Olmsted Unitarian Universalist Congregation

Dear Members and Friends of the Congregation: There are different models for professional UU ministry: interim(1-3 years), developmental(3-5 years, with the possibility of being called by the congregation as a 'permanent' minister), consulting (hired on a yearly basis, accountable to the Board of Trustees), and settled (called by and accountable to the congregation). Here at Olmsted UU, I am hired by the Board of Trustees on a yearly basis as a consulting minister. The Board and I review my contract annually, assessing and adjusting priorities for my ministry with you. This annual report follows priorities defined in our Letter of Agreement (8/21/2018), averaging not more than 14 hours per week (which includes all UUA activities, studies, writing, program development and preparation, as well as time on-site).

1. Hold the overview of the spiritual health and well-being of the congregation.

*Olmsted UU is a small, committed and welcoming congregation. I'm grateful for the generosity of long-term members who credit the philosophy of life practiced here, and the people who saw their worth and dignity, and who challenged and supported them in becoming who they are today. Olmsted UU lives out Urban Hope's motto, "Caring community transforms lives." And Olmsted UU is facing challenges from the demographic decline in patterns of religious affiliation and involvement. More and more people do not assume they need religion, they do not need to be told what to believe. More and more people are isolated and don't know about our spiritual, non-traditional religious and ethical alternative. Our small congregation is vulnerable in terms of finances, lay leadership and volunteers. My priorities for the coming year are: (1) to support you in defining and presenting programs that meet your spiritual needs, (2) to support you in reaching out to friends, neighbors, coworkers, and the larger community, inviting them here, (3) to support you in deepening our communications skills and emotional intelligence so that we can be welcoming and skillful with our new visitors, new members and one another. This is a shared ministry.*

2. Support the Membership team, meeting with prospective members, providing orientation, leading welcome ceremony as part of a Sunday service. *We had no new members this year.*

3. Participate in the Growth & Vitality Program. *Last year's G&V team transformed into the Growth & Vitality Membership Team. It created Sunday Morning Welcome Teams, to help everyone get involved.*
4. Supervise the Office Manager. *Cathy Ross serves us the logistical hub for Olmsted UU. She prints orders of service, edits the newsletter (the BellRinger) and weekly updates (BellSound), maintains our database of members and friends, updates the website and works with our web support person, coordinates rentals, helps get our name into the community, inviting visitors for Sunday and our weekly programs, welcomes wedding couples, responds to the needs of our committees, teams, members and friends. We are so fortunate for Cathy's service. I am grateful.*
5. Deepen adult programming for spiritual growth. *Our Adult Program Team (APT) completed its first full year in March of this year. It works with me to oversee on-going adult programming beyond Sunday mornings and to implement new programs. On-going program this year included Book and Poetry Group, Dream Group, Introduction to Islam, WISE Women, Yin Yoga, and Meditation with Mudras. We welcomed a Qigong class in the fall. We hosted Fourth Friday Flicks that did not draw a critical mass; we sponsored a Black Friday comedy night with Eric Williams and Drew Mulkins. We hope to delve into UU history next year and to get your input for new programs.*
6. Support the work of the Board of Trustees, attending Board meetings and providing a monthly written report of activities and observations; *I am grateful for Homer Farr and Eric Jaworowski sharing the position of president this year; for Claire Ramsay's first year of excellent service as our Treasurer, an enormous volunteer responsibility, as currently defined; for all the Board members who brought love and dedication to our meetings, with a willingness and courage to look at challenging truths and find ways forward together.*
7. Support the Board in focusing on long-term financial health.
8. Participate in the worship life of the congregation, leading one Sunday service per month and attending Sunday service team meetings, as time permits;
9. Provide Pastoral care. *The highpoint of this past year at Olmsted UU for me was the conversation to create a care team to share the ministry of pastoral care. We are still in process, to discover the tasks and structure that will best support us. We heard deep love for Olmsted UU and for one another, and hope and willingness to sign up (as scribes for Joys and*

*Concerns, card writers and card makers, and visitation teams). With everyone's help, Olmsted Cares will evolve in the coming year.*

10. Supervise the Director of Religious Education. *Last year at this time our Director of Religious Education (DRE), working with our children families, had to step down temporarily for medical reasons. We were fortunate that our member, Caitlin Chapman, stepped up to serve as interim DRE and when the previous DRE decided not to return, Caitlin agreed to continue serving as on-going DRE. She brings deep skill as a teacher and leader, and lifelong commitment and enthusiasm for Unitarian Universalism.*

11. Participate in the work of the Committee on Ministry; *COM has two purposes: to assess the ministry of the congregation, and serve as mediating presence for interpersonal issues. In the coming year, I hope COM will be active in assessing Olmsted's ministry, supporting programs and efforts for emotional intelligence and compassionate communication.*

12. Support congregational teams, task forces and committees as needed;  
Be available by phone, e-mail, or personal visit;

13. Provide a monthly column for The Bellringer and website;

14. Present an Annual Report to the congregation; *This is it.*

15. Provide rites of passage, free from charge, for members of the Congregation. *I joined Cathy Ross representing Olmsted UU at a local bridal fair this winter, with the hopes and intentions of bringing more weddings and more wedding couples to our community.*

#### MG'S 3 TOP GOALS, PRIORITIES & INTENTIONS FOR 2018-2019

1. CARE for those who are here: With members of the congregation, create a Care Team to respond to the Pastoral needs of our members and friends.
2. DEEPEN current programming.
3. VISIBILITY to those looking for spiritual community: Support the work of the grant team to move forward with upgrading our front sign and identifying next steps in making OUUC visible to the greater community. Support the office manager, Board and members in making our facilities and our congregation welcoming, accessible and visible.

In Fellowship, Rev. Mary

# OUUC Annual Treasurer Report

## May 2019

This being my first year as Treasurer of OUUC, I had a lot to learn. My predecessors, Carol and John Walton, and Jim Carney, gave me decades' worth of records and a helpful written manual. I first attempted to review it all. With all the records being on Excel spreadsheets, on computer thumb drives, accessible only by the person possessing the thumb drives, I knew we needed to update our entire bookkeeping system.

QuickBooks Online is recommended by the UUA. It is easy to learn and use, can be customized to our specific needs, can have both readers and users (making it safer for small congregations), handles check writing, tax forms, invoicing, pledge management, receipts, is at a reasonable cost, and can be accessed from wherever there is secure internet. It provides us a historical trail of all actions. Best of all, QuickBooks has a terrific helpdesk. I have integrated our old system with the new QuickBooks system. I'm still learning, but it's going well.

I have replaced the rubber stamp that we used for the backs of deposited checks, with a new one. It now has the correct spelling of our church name and our correct bank account number on it. ☺ I replaced the return address labels with a stamp, also. That saves us from buying labels. We now buy paper products in larger quantity from Costco, saving money there, too. Most of our utility payments are now set up on a checkless system, allowing us to print less checks, and saving us from ordering expensive business checks as often.

I relocated our blank, unused checks to a new secure, locked location. I have installed a lock box in the coat closet hall for the other organizations that use our building, to drop rental payments into. In the past, they were sliding them under the office door, or handing them to a church member to turn in. This is much more secure.

I have notified and filed the proper paperwork with the IRS identifying our paid employees as contractors, rather than employees. This has the added benefit of saving us from paying Workman's Compensation.

I contacted Republic Trash regarding our rate, and got it lowered by \$30 a month. I contacted Dominion Gas regarding our rate, and got that lowered by \$2 per MCF, for the next year. I will be in contact with them every fall.

The Givelify app continues to be available for anyone wishing to make donations or pledge payments via their cell phones. We have 4 or 5 church members and friends that use it regularly. Directions to setting it up are in every pew pocket.

Smile.amazon.com is providing us with nice checks every 3 months. Please remember, anytime you are making an Amazon purchase, to go in via smile.amazon.com. By

making Olmsted Unitarian Universalist Congregation your charity of choice, you are helping us in a small way, each time you shop online with them. Same basic website, same choices, same prices. It just gives us a small piece of your payment; and they add up. Currently we are averaging \$200 a year. It helps!

My object is to save money, spend less, and keep track of it all accurately. It's been a good year, and I look forward to many more.

Respectfully submitted,

Claire B Ramsay

OUUC Treasurer

daffodilmom@yahoo.com

## Religious Exploration

We have had a wonderful year in the R.E. Dept! My goal was to put the religious education back onto our Sunday school. I feel like we really accomplished that! The children learned about many famous and world changing Unitarian Universalists and about the impact our principles have in our every day lives. We hired Samantha Carney for help with childcare and in the classroom. She has been tremendously helpful. Many church members and OUUC friends have helped to teach classes with us. We thank them all! Our annual campaign to raise money for March of Dimes was another success. Thank you to all who participated, purchased cookies, or donated funds. While our classes did not grow enormously this year, I am remaining positive! We had quite a few visitors who brought kids. We really do have a lot to offer these families. I hope you enjoy watching the children grow and blossom as much as I do!

BElieve in THE GOOD,

Caitlin Chapman

Director of Religious Exploration

# 2018-2019 Office Manager's Report

Submitted by Cathy Ross

## General duties:

- Edit the newsletter (The Bellringer) and weekly updates (e-Bellsound)
- Compile & print the Orders of Service
- Update the website
- Communicate events & meetings to members and friends
- Maintain database of members and friends
- Coordinate rentals and work with bridal couples to ensure smoothly run weddings
- Respond to inquiries and requests from the outside community
- Attend Board of Trustees meetings to stay informed about church goals and plans

## Growing our wedding business

Facilitated a booth at a bridal show held by Wagner's Country Inn in Westlake on January 5, 2019. Rev. Mary was able to speak about what Olmsted UU offers, and we had considerable response from couples interested in renting the sanctuary. We are waiting for commitments.

## Miscellaneous

- Responded to various requests from the N. Olmsted school system for information about our role in the Underground Railroad
- Served as the primary contact with Crooked Tree Academy who are making changes to their day care program and looking for rental space
- Worked with Dorothy Richards, a member of West Shore UU Church and friend of Bette Feltham to install a butterfly garden in Bette's memory.
- Engaged a new web manager after our previous web and print designer took a full time position
- Researched and facilitated the purchase of a new printer and low cost system of ink replacement
  - Oversaw work performed by Roth Cleaning & Roth Construction for raccoon abatement in our three attics. Got Church Mutual Insurance to agree to pay for work over the sanctuary that was previously denied.

## Growth and Vitality/Membership Committee 2018-19 Annual Report

Chair: Bev Schmittgen

Participants: Rev. Mary Grigolia, Kay Potetz, Claire Ramsay, Emily Williams, Brian Warren, Evelyn Sobczak, Joanne Duffy, Lily Anderson

Regular Meetings: 3<sup>rd</sup> Thurs. of each month at 4:00

Focus: Creating a Sense of Community & Increasing Participation  
and Membership at OUUC

Accomplishments:

- Planned and hosted a New Members breakfast in August where Board members were introduced, folders of information about OUUC's committees and contact people were provided and an interactive get-acquainted discussion was held
- Decided that having food during coffee hour is important for creating a caring community with time for people to interact informally on Sundays
- Planned and communicated hospitality hour needs for food offerings as follows: 1<sup>st</sup> Sun. --pot luck; 2<sup>nd</sup> Sun. --lunch provided by a volunteer with some sides requested; 3<sup>rd</sup> Sun.-- "Stone Soup" Sunday—soup ingredients and side dishes requested; 4<sup>th</sup> and 5<sup>th</sup> Sundays--snacks requested
- Hosted a half-day mini-conference and breakfast for Growth and Vitality Committee members from other similar UU churches in our region to learn about each others' efforts and to gain ideas from the district consultant
- Decided to focus on improving Sunday hospitality by organizing teams of 3 volunteers to be Sun. morning Greeters and kitchen helpers – recruited 2 coordinators to expedite this effort by circulating during coffee hour with sign-up sheets and by having the Office Manager send out reminder emails each week
- Prepared a detailed list of the Sunday Greeter's responsibilities which is provided to new volunteers
- Decided on a system of having permanent name tags prepared for Visitors to be placed on the welcome table
- Researched and prepared an updated Directory of Friends and Members of OUUC which was distributed in the spring
- Discussed how to greet visitors using role-playing techniques and how to provide membership information
- Published a "Thinking of Membership" article in the monthly church newsletter

- Regularly mailed out greeting cards to Members and Friends in their times of need: Thinking of You, Sympathy, Get Well, and Holiday cards – these efforts will be continued by Rev. Mary’s new Care Team
- Decided that a monthly Message Board will be placed in the entranceway with current information about OUUC Committee meetings & the purpose of each as well as announcements of other important events – this information will also appear in the Bellringer
- Decided to attach “Board Member” ribbons and “Member stickers” to add to their name tags so Visitors can easily locate these people during coffee hour
- Started planning 2 sets of sessions that Rev. Mary will offer beginning next fall as follows:
  - (1.) an introduction to the workings of OUUC, how to get involved, what it means to be in a spiritual community & what sets UU’s apart - 2 to 3 sessions during the year to include representatives from various committees as needed
  - (2.) an historical overview of OUUC and Unitarian Universalism - 3 sessions to meet in the evening

*Respectfully submitted 5/19/19 by Bev Schmittgen, Chair*

# **Sunday Services Committee**

## **Annual Report**

Sunday Service Committee met the third Sunday of every month during the 2018 -2019 church year. The meeting January 20, 2019 was cancelled due to weather (blizzard). Programs were reviewed, and future presentations planned and scheduled. Also, the committee prepared several policy and procedures regarding providing Sunday morning services.

Thanks, Kay Potetz  
Committee Chairperson

## Social Action Committee 2018/2019 Report

Chairperson: Jane Semple

Members: Marianna Carney, Jessica Watts, Suzanne Russo, Tyler & Rover Ove, Caitlin Chapman, Evelyn Sobczak, Claire Ramsay

Focus and 50/50 Offertory Share Projects

Summer: Building Hope in the City \$372.26

September: Maggie's Place/Zechariah House \$147.50

October: UU Justice Ohio \$113.37

Marianna Carney attended Ohio UU Justice Seminar

November: Hands on NE Ohio/Homeless standdown \$120.00

Marianna Carney and Jane Semple delivered much appreciated clothing

December: UUSC Guest at Your Table \$244.35

January: Urban Hope ongoing expenses \$146.25

Frist Sunday of each month provided and served food at Urban Hope; Jane Semple, Suzanne Russo and Marianna Carney

February: Berea Animal Rescue \$207.92

Jane Semple delivered food/towels

March: March of Dimes

Coordinated by Jessica Watts

April: North Olmsted Food Bank

Food delivered by Jane Semple

May: Community Women's Shelter

Note: monies not yet determined for March, April and May

# Adult Programs Team (APT) Annual Report

The purpose of the APT is to oversee the adult programs for spiritual growth that support us in living into our mission and covenant.

Team members include Lynda Garvin, Mary Grigolia, Eric Jaworowski and Emily Williams.

Continuing adult programs we oversaw include:

- Book Group (read two UUA Common Reads: Daring Democracy and Justice on Earth)
- Dream Group
- Meditations with Mudras
- WISE Women
- Yin Yoga

We changed Bible Studies into UU Sources, focusing this year on Islam, Cheryl Piper, presenter; its two sessions were well attended

We held Friday Flicks (Loving Vincent, 6/22, Happy, 12/14, Coco, 8/24, Selma, 1/11, Buddha 2/8, We Come as Friends, 3/8) and discontinued them because of low attendance.

We sponsored Black Friday-Chuckle at the Church with Eric Williams and Drew Mulkins, which was well attended, by an older crowd.

For the coming year we plan to:

- engage the congregation in hopes and needs for spiritual programming,
- continue supporting ongoing groups,
- offer programming on end-of-life
- provide programming on UU history and contemporary issues in UU'ism,
- continue exploring UU Sources with a focus on world religions

Submitted by Lynda Garvin, Mary Grigolia, Eric Jaworowski and Emily Williams