

Calendar Issues

Board Policy on Calendar Issues

UUCWI Board Policy

Approved 1/26/04 Drafted 1/7/04 DPC

Applicable until revoked or amended

Background:

Church budget development, Board and committee Chair selection, and UUA and PNWD events are interleaved and interdependent. This Policy specifies goals for optimizing the relevant activities under the Board's control. The associated Practice specifies a church Calendar that achieves these goals and lists, as well as key events during the church year.

Definition:

Church fiscal year: Per the Bylaws, the church fiscal year begins July 1.

Policy:

The Board shall plan its activities in a manner to accomplish the following goals:

Leadership Goals

- To identify committee chairs before the summer holiday in order to have committees functioning in preparation for the fall and if necessary, during the summer.
- To identify the new UUCWI President before the PNWD Convocation of Presidents.
- To identify the new Board members in time for them to be active in the budget formulation process.

Budget Development Goals

- To integrate salary discussions with the Minister into the budget formulation process.
- To know the results of the annual canvass when preparing the budget
- To invite committee, staff, and other inputs to the budget creation process in a timely manner.

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Practice:

The events listed in the following Church Calendar should occur no later than the date listed.

Church Calendar

As of 5/9/05

- September 30* Deadline for filing Nonprofit Corporation Annual Report with Secretary of State.
- October 31* Property tax due.
- February* Congregational headcount due to PNWD.
- March 1* Nominating Committee meets and begins work to identify candidates. Minister, employees, key volunteers, committees are asked to develop budget needs.
Board identifies budget priorities and initiatives for the following year.
Minister performance is reviewed and discussed by the Board.
- April 1* Notify minister (or receive her notice) whether contract is to be renewed.
Nominating Committee proposes candidates for new Board members.
Minister, employees, key volunteers, committees, Treasurer, and Board members provide budget input to the President.
- April 30* Property Tax due.
- May 1* Annual Congregational Meeting announced.
Nominating Committee proposes candidates for the new Nominating Committee.
Canvass results made available to the President.
Board reaches salary agreement in principle with the Minister.
- Mid-May* President presents draft new budget to the Board and invites comments from the proposed Board President.
Newly proposed President attends PNWD President's Convocation.
- June 1* Annual Congregational Meeting held to elect new Board of Trustees, to elect new Nominating Committee, and to approve new budget.
- Mid-June* Newly elected President attends PNWD President's Convocation.
Committee chairs for the new church year identified.
Per bylaws, new Board liaisons to standing committees identified.
New contract with Minister signed.
Outgoing Board meets with New Board.
UUA General Assembly
- July 1* Per bylaws, new church fiscal year begins.
Per bylaws, new Nominating Committee meets and selects a chairperson.
- Mid-July* Board approves any new committee chairs.
Staff for the new church year identified and contracts signed with them.