



SUUSI Board Meeting Minutes

9am-5pm Eastern, October 5, 2024

Unitarian Universalist Fellowship of Raleigh NC

Present: Stacie Vecchietti (President), Andrew Diamond (Treasurer), Bethany Cecere (Secretary), Russ Taddeo (Trustee), Erin Lieb (Trustee), Misty Lewis (Trustee), Stephen Shanahan (Trustee), Anthony Quandt-Judd (Trustee), Angel Wall (Trustee), Claire Nutt (Youth Rep), Amy Nordeng (Risk Manager), Ivy Breivogel (Board Admin),

Joining us: Nicole Tearnio (Foundation Board President), Joyce Munro (Foundation Board Treasurer), Annie Vogt, Jenian Taynton, Sarah Gonzalez (Director Emerita)

Absent: Mia Lazar (Trustee), Renee Phillips (Youth Rep), Chris Breivogel (Director)

Opening

- Chalice lighting
- Introductions
- Call to order 9:11am

Opening Activity

SUUSI Foundation Overview

- *Joining us: Nicole Tearnio, Joyce Munro*
- The SUUSI Foundation strives to ensure the long-range health of the Southeast Unitarian Universalist Summer Institute, also known as SUUSI. The SUUSI Foundation is charged with managing and growing The SUUSI Endowment Fund, as well as funding SUUSI's scholarship program called SUUSIships.
- 7 voting members who are passionate about SUUSI and its future
- Sources of funding = donations (SUUSIships and Endowment), earnings from investments, and transfers of "surpluses" from SUUSI
- Uses of funding = SUUSIships, operating grants to SUUSI, and admin costs

Budget Survey and Discussion with Core Staff

- *Joining us: Nicole Tearno, Joyce Munro, Annie Vogt, Jenian Taynton*
- Goal of improving the budgeting process this year
- Board and Core Staff participated in survey to determine values and goals for various budget lines and opportunities for increasing revenue or decreasing costs
- Presentation of 2024 budget breakdown by department

Break for lunch

Consent Agenda

- 2024-07-26 SUUSI Board Meeting Minutes

→ **Motion to approve the minutes**, seconded, approved unanimously

Officer and Committee Reports

- 2024-10-05 SUUSI Board Officer & Committee Reports (*see appendix*)

→ **Motion to accept the Officer and Committee reports as presented**, seconded, approved unanimously

→ **Motion to move to Executive Session**, seconded, approved unanimously

→ **Motion to leave Executive Session, seconded**, approved unanimously

→ **Motion to accept the HeaRT report**, seconded, approved unanimously

Policy and Bylaw Proposals/Updates

- Section 10: Dealing with Inappropriate/Unethical Behavior
 - 10.4. Procedures for host ~~facility university~~ **reporting compliance** engagement.
 - A. **In addition to the internal procedures detailed in this manual, SUUSI will comply with the reporting requirements of its host facility.**
 - B. **Per Title IX and/or the Clery Act, If** SUUSI is being hosted on the campus of a college or university, SUUSI staff have additional reporting mandates required by federal law in incidents that involve the following circumstances:
 - Murder and non-negligent manslaughter, manslaughter by negligence
 - Sexual assault: rape, fondling, incest, statutory rape
 - Sexual misconduct/exploitation
 - Harassment, including sexual discrimination, bullying, and intimidation
 - Hostile environment

- Domestic violence, dating violence, child or adult abuse or neglect
- Stalking
- Discrimination
- Robbery, burglary, motor vehicle theft
- Aggravated assault
- Arson
- Firearms violations
- Drug abuse or liquor law violations
- Destruction/damage/vandalism of property
- Retaliation
- Hate or bias-related crimes

~~C. In these circumstances, in addition to the internal procedures detailed above, SUUSI is legally required to follow the Title IX and/or Clery Act reporting procedures outlined by the host university.~~

→ **Motion to approve the policy changes as recommended by the Policy and Bylaws Committee**, seconded, approved unanimously

UUA Article 2 Update and Discussion

- [Article II Shared Values](#)

Policy Development Discussion

- *Joining us: Sarah Gonzalez (Director Emerita)*
- Radford University has a new policy on Protection of Minors on Campus, which they will be implementing into contracts moving forward.
 - Breaks down people that are required to have a criminal background check – Authorized Adults are people who supervise and interact with minors
 - Radford University either wants a copy of those reports, or documentation that we performed background checks
 - There is ambiguity at SUUSI around who would be an Authorized Adult
 - There may be insurance requirements the university requires, as well as behavioral expectations for Authorized Adults
- UUA Safety Policies and Practices on Children, Youth, and Vulnerable Adults present best practices that we may want to get in alignment with
- The Policy & Bylaws Committee requests guidance and suggestions from the Board on developing and improving policies around safety and best practices

- Suggestion: it would be prudent to do a full background check on all staff and volunteers, because of the ambiguity and recognition that most people will engage with youth but cannot know that for sure in advance
- Suggestion: we would need to be transparent about why we're doing this and to recognize the problems with background checks
- Suggestion: can we use background checks and Mandatory Reporting training programs performed by other work/volunteer positions people may have?
- Suggestion: leave policy open – if something pops up on a background check, we have conversations and make decision on a case-by-base basis
 - Could differentiate in policy between felony and misdemeanor
 - If someone is accused of something (not on a background check) that is raised to SUUSI leadership, that could also result in a conversation and case-by-case decision
 - Conversations are not to determine credibility of accusations, but to mitigate risk and put reasonable measures in place to protect people.
- Suggestion: currently, the Director makes these decisions – this should be expanded past just one person

Other SUUSI Board Business

- We need to renew our Trademark Logo and "SUUSI" Wordmark with the USPTO so we don't lose the trademark – Andrew (Board Treasurer) is taking care of it
- We don't have a contract yet from Radford, but we are expecting the contract to negotiate soon.
- Insurance – We have been in search since March of general liability insurance that covers us throughout the year. We have event insurance for the week of SUUSI and for meetings, but currently don't have general liability insurance.
- SUUSI.org email addresses – We are transitioning all SUUSI leadership to using name@suusi.org email addresses as the primary inboxes for everyone, with roles forwarding to them. Phasing in for board so no changes to current board members.
- Core Staff Meeting sign-up
- SUUSI 2024 Survey Follow-up

Survey Results and Other Feedback Discussion with Core Staff

- Suggestions for Board/Governance/Policy
 - Official agreements for credit cards/prepaid expenses
 - Update processes to comply with Radford policy
 - Update vaccine policy - adult working with under 5 need MMR+TDAP
 - Teen turning 18 at SUUSI policy

- Add early voting to increase turnout
- Look @ refund policy for cancellations so it's fair (ex: paid in full gets no refund if canceled after SUUSI starts, so loses \$1000, if only paid half, loses \$500)
- Clarify incident report policy with Core Staff during a core staff meeting (who keeps those, how long?)

Closing

- Next Board meetings:
 - Winter: Wednesday February 5, 6:30-8:30pm, on zoom
 - Spring: Saturday April 5, ~9am-5pm, on zoom
 - Pre-SUUSI: Saturday July 19, 3-5pm, in-person
 - At SUUSI: Friday July 25, 12:30-2pm, in-person
- Adjourn 4:58pm

2024-10-05 SUUSI Board Officer & Committee Reports

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Board President

October 5, 2024

We did it! The SUUSI board, staff, and volunteers pulled off SUUSI 2024!

We held two board meetings during SUUSI week. During these meetings we appointed and elected new board members, elected our officers for 2024-2025, voted on some policy changes, reviewed and updated our Board Covenant, said good-bye to board members that were rolling off of the board, and welcomed new board members.

Since SUUSI, your Executive Committee [EC] planned and hosted the OnBOARDing: Orientation for New Board Members to provide all FIVE new members with foundational information related to SUUSI board expectations, responsibilities, and culture, SUUSI financials and fiscal matters, SUUSI by-laws and policy, Robert's Rules of Order, and an introduction to our Board Google Drive. Special shout-out to Angel Wall, past-SUUSI Board President, who showed up for two of the orientation sessions to provide support and historical knowledge/wisdom to the discussion.

There was quite a bit of work done by and with the Board Administrator, Ivy, to assign all board members to their committees for the 2024-2025 year and support board chairs in getting their work kicked off. There has also been specific engagement with the SUUSI Foundation Board to enhance communication and connection between the two boards. More to come on that soon.

Finally, the EC has been hard at work with the Director team to plan the agenda for the fall retreat/meeting in Raleigh where we will put the finishing touches on SUUSI 2024 and start dreaming about and planning for SUUSI 2025.

It is hard to express how grateful I am to all of you for your hearts and the work that you are already digging into to make SUUSI 2025 the best it can be. Each of you has a special and important role to play on the board and I look forward to working with this amazing group over the next 11 months! Let's do this!



SUUSI Director

Director's report to the Board for Oct 4-5, 2024 Board meeting

Submitted by Chris Breivogel, SUUSI 2025-2026 Director on 9/26/2024

2024 Budget

The budget for the 2024 year appears to be surplus for the first time since 2019. Currently the balance is over \$70,000 and with the \$29,000 grant that was given by the foundation earlier in the year subtracted the current balance is over \$41,000 in real surplus. The primary remaining expenses for 2024 are the joint board/core staff meeting Oct 4-6 which is expected to cost about \$6000 in total, and the Nature check-out weekend scheduled for the first weekend in November— the last one cost \$2200. I anticipate that 2024 will end with a surplus in excess of \$30,000.

2025 Budget

The work on the new budget has not yet begun, but I would advocate for keeping departmental budgets and the cost of registration mostly the same as for 2024. We will continue to strive to keep expenses low, perhaps even lower than for 2025, by:

- being more conscious about staff credits (assuring that the appropriate amount of credit is given for the amount of work)
- reducing early arrivals as much as possible
- continuing to use “free” spaces as much as possible to avoid using spaces for which we are charged extra rent (classrooms, dance studios, theaters and auditoriums, etc.)
- using the inventory that was taken during 2024 to minimize purchasing for 2025 and beyond
- get credit cards for staff again to save on charges associated with pre-paid cards
- other ideas the core staff have come up with and/or are working on
 - use registration staff's own personal laptops instead of renting laptops for check-in and office
 - no longer allowing people refunds for nature trips after a vendor has been paid
 - reducing single-use decorations for Serendipity, and maybe not having Serendipity Sun or Mon

2025 Location and Dates

The location for the next SUUSI is expected to be Radford University July 20-26, 2025. We do not yet have a contract, but the Conference Services Director, Lee Blackwell, has assured me that the administration over him has agreed to our returning, and that he has reserved mostly the same buildings and spaces we used in 2024. He also reserved one additional dorm,

Washington, which is large and has many dorm rooms and lounges, since he recognizes that it is our ambition to grow our attendance. Lee had hoped to have the contract to us by the end of August 2024, but said it has been delayed by the university's legal department as they assure compliance of the contract with the new policy concerning minors on campus.

SUUSI Staff and meetings

Most people that served on core staff for 2024 are planning to return for those positions for 2025. There were a few changes, but all positions were essentially filled by the end of SUUSI 2024, with the exception of a Median director. I have heard that someone may be interested in taking that position, but have nothing concrete at this point. The staff has met twice since SUUSI virtually, Aug 20 and Sept 26 (with the Board), and will meet again Oct 4-6 in person (again with the Board). A technology training that will include SOLIS, G-Suite (Google apps including G-mail, GoogleDrive, Calendar, G-chat and GoogleMeet), and ScanLily (SUUSI equipment inventory) is being planned for late October probably on a weeknight. Board will be invited to that meeting/training. Monthly meetings will be held virtually on the second Tuesday of each month November 2024-July 2025 except for May or June when an in-person meeting is going to be scheduled. The Board should arrange for a representative for each of these meetings.

Risk Manager

October 2024

Below is a summary of key risk management issues from SUUSI 2024 and SUUSI 2025.

SUUSI 2024

Incident Reports

On-line submission of incident reports worked well. We had nine reported incidents. We have also received information about another incident on the last night of SUUSI that resulted in an ambulance trip to the emergency room. We are gathering additional information and would appreciate any information that SUUSI staff or board members may be able to add. There is a possibility that this could result in a claim against our insurance policy in place during the week of SUUSI. The board may also wish to absorb the cost to keep our “loss runs” favorable as they are being reviewed by potential insurers.

Legal Expenses

With the help of a Virginia law firm (Berenzweig Leonard), we were able to update and create new waivers and forms to protect SUUSI under Virginia law. Most of these will be used again next year and will be filled out through SOLIS. The total cost for these services was \$2,964. SUUSI also paid \$3272.50 to the firm of Tonkon Torp to handle ongoing legal matters.

SUUSI 2025

Insurance

We continue to seek a general liability policy for SUUSI 2025. Communication with our existing broker has been slow so we may be seeking additional/alternative assistance. Given that we will not likely have a policy in place before the October 4-6 Core Staff and Board Meeting and the November 1-3 Nature Checkout, we are getting quotes for event insurance for those two weekends.

Policy Updates

Radford University put in place a new policy entitled “Protection of Minors on Campus.” As we review our contract and this new policy, SUUSI policies will need to be updated. This work has begun with the Policies and Bylaws Committee. In leadership discussions, the consensus is that it would be beneficial for the risk manager to be responsible for performing (or closely

delegating) background checks in order to ensure strict compliance with SUUSI and our host's policies.

Finance Committee

**SUUSI and SUUSI Foundation
Treasurer's Report (Provisional 2024Q3)
Through September 16, 2024**

		30-Sep-23	End of Year 2023	16-Sep-24	YTD Change in Value
SUUSI					
	Fidelity Account - Zxxx9370	\$25,279.46	\$2,904.52	\$81,582.04	\$78,677.52
	Wells Fargo	\$7,546.31	\$5,809.62	\$2,986.65	(\$2,822.97)
	PayPal Account	\$0.00	\$49.47	\$0.00	(\$49.47)
		\$32,825.77	\$8,763.61	\$84,568.69	\$75,805.08
SUUSI Foundation					
	Fidelity - Operating Account (xxx990)	\$28,199.51	\$32,545.17	\$7,920.01	(\$24,625.16)
	Fidelity - Investment Account (Zxxx035)	\$78,920.19	\$83,784.39	\$68,482.05	(\$15,302.34)
	Fidelity - Endowment (xxx916)	\$111,670.86	\$124,261.55	\$144,510.39	\$20,248.84
	PayPal Account	\$0.00	\$528.86	\$0.00	(\$528.86)
		\$218,790.56	\$241,119.97	\$220,912.45	-20,207.52

Income Summary - Year to Date

Registration, Housing, & Meals	339,070
Earned Credits for Staff	157,910
Workshop Income	39,195
Sales Income	25,648
Other Income	<u>22,609</u>
	584,432

Expense Summary - Year to Date

Host and Dining Costs	309,851
Programming and Support Expenses	153,264
Workshop Expenses	40,660
Sales Expenses	30,842
Other Expenses	28,464
Total	<u>563,081</u>

Current Surplus** 21,351

Foundation Notes

To SUUSI From Foundation Operating Shortfall 2023 29,000

Foundation Grant for Outreach	1,000
Foundation Grant for Leadership Institute	<u>6,000</u>
	36,000

The \$36000 used is partially offset by \$20,248.84 in Foundation Endowment Investment Income

Accounting Software

2024 Expense reimbursement and accounting completed using Google Sheets. We will look again at Zoho Books expense app for iPhone and Android for next year.

Ledger continues to be performed in parallel between Zoho Books and Google Sheets.

We won't sunset the sheets until we are certain we have covered all the bases.

Per the Board Training in April, we are reporting by Activity and Category in a tabbed sheet format starting with Q3 2024. This will be provided after 9/30/2024.

Risk Management

Google Drive (Sheets) provided back-up for interim accounting to close out 2023. We are converting 2023 summary numbers to Zoho Books prior to tax filing

Taxes extension was filed on time on May 15th. Will need to complete 2023 with the IRS no later than November 15th, 2024.

Banking

PrePaid Cards were used during SUUSI 2024. Finance Committee discussed the pros and cons of this and will look at other options.

Financial Outlook

Final invoice has been paid to Radford. There are some minor discrepancies that need to be cleared and I expect we will finalize in the next two weeks ahead of the board meeting.

It appears we will have "carry over" seed money available for 2025 and will be able to return some of the money that the Foundation has transferred to SUUSI in the prior few years.

** current operating surplus as of 9/16/2024, excluding transfers made by the foundation noted above

Elections & Nominations Committee

Updates:

- New Committee members: Chris and Claire joining Renee and Bethany (chair).
- Jenian Taynton will join as a Community Member, but additional members are always welcome!

Elections and Nominations Committee Description:

The Elections and Nominations Committee is responsible for:

A) Planning and holding annual elections for trustees and youth representatives to the Board. This includes publicizing and communication about the elections process and guidelines, arranging an Adult Candidate / Board Forum and Youth Candidate visits to youth programs, facilitating board sign-ups to host the elections table, creation of youth ballots and a teller's committee, and communication with the candidates.

B) Making recommendations to fill appointed positions on the Board. This includes the two appointed positions starting new terms each year, as well as any vacancies that occur as a result of a partial term. The committee's charge is to look at the current needs of the Board and find appropriate people to fill them. The committee will recruit and receive feedback about potential Board members during the week of SUUSI and throughout the year, and will present their nominations to the Board prior to the start of SUUSI.

Policy & Bylaws Committee

Bylaws and Policy Committee Report October, 2024

The Bylaws and Policy Committee met on Monday, September 16, 2024.

Per the charge handed to the committee at the SUUSI Board meeting on Friday, July 19th, 2024, the committee reviewed the newly updated *Section 10: Dealing with Inappropriate/Unethical Behavior* in the SUUSI Policy Manual. The Committee is proposing the following changes to [Section 10: Dealing with Inappropriate/Unethical Behavior, section 4, A and B \[Page 29\]](#).

4. Procedures for host facility ~~university~~ reporting compliance ~~engagement~~.

- A. In addition to the internal procedures detailed above, SUUSI will comply with the reporting requirements of its host facility.
- B. Per Title IX and/or the Clery Act, if SUUSI is being hosted on the campus of a college or university, SUUSI staff have additional reporting mandates required by federal law in incidents that involve the following circumstances:
 - Murder and non-negligent manslaughter, manslaughter by negligence
 - Sexual assault: rape, fondling, incest, statutory rape
 - Sexual misconduct/exploitation
 - Harassment, including sexual discrimination, bullying, and intimidation
 - Hostile environment
 - Domestic violence, dating violence, child or adult abuse or neglect
 - Stalking
 - Discrimination
 - Robbery, burglary, motor vehicle theft
 - Aggravated assault
 - Arson
 - Firearms violations
 - Drug abuse or liquor law violations
 - Destruction/damage/vandalism of property
 - Retaliation
 - Hate or bias-related crimes
- ~~C. In these circumstances, in addition to the internal procedures detailed above, SUUSI is legally required to follow the Title IX and/or Clery Act reporting procedures outlined by the host university.~~

Additional work that the Bylaws and Policy Committee will be taking on over the next several months includes:

- The development of new SUUSI policies [specifically related to background checks, but also background check adjacent policies] to come into compliance with Radford's updated Protection of Minors on Campus policy.
- The development of a new policy outlining a process of how to handle participants [including staff] when SUUSI leadership is aware that they have been accused and/or convicted of harassment or violence outside of SUUSI.
- Updating the addendum in the Bylaws that refers to the UU Principles.
- Reviewing and making suggested edits to the SUUSI Board Covenant.
- Developing clear, updated role descriptions for Officers and Board Committee Chairs.
- Clarifying and streamlining the expectations/code of behavior for SUUSI participants, staff, and Board in the SUUSI Policies.

Site Selection Committee

Site Selection report to the Board for Oct 4-5, 2024 Board meeting

Submitted by Chris Breivogel, SUUSI 2025-2026 Director/Chair of the Site Selection committee,

9/26/2024

As of the last day of SUUSI 2024, Saturday, July 27, the Radford University Conference Services Director, Lee Blackwell, assured me that the administration had already agreed to hosting SUUSI in 2025. He said the experience of himself and his staff with SUUSI and its participants had been very positive and he was already working on ways to make things go more smoothly for SUUSI in 2025. By mid-August, he assured me again and confirmed the dates as the 3rd full week in July, which is July 20-26, 2025. In consultation with the Board President, Stacie Vecchietti, the decision was made that this assurance would be adequate and there was no need to convene the Site Selection Committee at present. If the Board would like the committee to meet and investigate possible alternatives, that can be done.

Outreach Committee

[current committee membership on last page]

outreach@suusi.org

The Outreach Committee had our initial meeting on September 5, 2024, 8:15pm, and had a lively conversation with attendees Pooja Jhunjhunwala, Erin Lieb, Rik Schell, Johanna Merkel, Anthony Judd, Mia Lazar

Notes and to-do:

Through our conversation, it became apparent there were two larger buckets our efforts for outreach will fall into:

Bucket 1: personal outreach to UUs, including former SUUSI goers as well as congregations across the region.

This will include, depending on our budget, postcards and physical mail/emails that are segmented for population (older attendees, young parents, young adults, etc) in off season; personal outreach to regional congregations to include everything from emails, calls and hosting introductory events/experiential dinner and nature outings; and announcements during services with the question; and continued outreach to “friends/connections,” updating presentation materials in 2024 Media Kit.

and

Bucket 2: continued curation and creation of cohesive online, digital media, including SUUSI owned media and earned media (placing adverts and getting coverage of SUUSI in non-SUUSI owned publications)

This will include, depending on our budget:

- creating policy, and then content for SUUSI’s Instagram, Facebook pages, and making decisions on supporting other social media, including official FB page and the SUUSI friends page; SUUSI’s Instagram page (@suusilove), a Twitter/X account that we are moving away from and an official YouTube account that will need content. If there are other social media SUUSI- goers are gravitating towards, we can see how it fits into our system.
- creating and placing advertisements and stories in UU friendly places

We are excited to see what fun this year will bring us!

Committee Members:

Renee Phillips Co-chair/Youth Trustee

Pooja Jhunhunwala Co-chair/Comms Staff

Angel Wall

Anthony Quandt-Judd

Mia Lazar

Erin Lieb

Johanna Merkel

Kathy McGinnis

Marc Nevin

Nicole Tearno

Siobhan Green

Rik Schell

Foundation Board

The SUUSI Foundation, Inc.

October 2024



The SUUSI Foundation Board of Directors consists of 7 individuals who are passionate about SUUSI and its future. The Board meets several times per year and coordinates all fundraising efforts for SUUSI, including The Endowment Fund and SUUSIships. Here, you can meet our members and also find links to the meeting minutes, [policy manual](#), and [bylaws](#).

Nicole Tearnio: Foundation Board President

Joyce Munro: Foundation Board Treasurer

Andrew Diamond: Foundation Board Member

Stephen Shanahan: Foundation Board Member

Mia Lazar: Foundation Board Member

Stacie Vecchietti: Foundation Board Member

Misty Lewis: Foundation Board Member

Claire Nutt: Foundation Board Youth Representative

Kimi Riegel: Community Member

TSF Financial Information

Dear SUUSI Board and Core Staff,

I am pleased to present this Fall 2024 report on behalf of the SUUSI Foundation Board of Directors. As stewards of SUUSI's long-term financial health, our primary mission is to support SUUSI's ongoing success and accessibility through the careful management of the Endowment Fund and the SUUSIship scholarship program. This year, we have focused on ensuring financial sustainability while also meeting immediate community needs.

The SUUSIship program continues to be a cornerstone of our mission, offering financial support to individuals and families who would otherwise be unable to attend SUUSI due to financial barriers. For SUUSI 2024, we saw a significant number of applications—40 in total—and awarded 44 scholarships. The total amount of funding requested by applicants was \$22,693.75, while \$16,130.00 was approved and distributed.

A critical decision we made this year was to distribute only half of the available SUUSIship funds to ensure the program's long-term sustainability. By exercising financial

prudence, we are addressing current needs and protecting the SUUSIship program's future viability. This decision was made with the understanding that the program's success hinges on both our ability to meet today's demands and our commitment to maintaining this vital resource for future applicants. To support this goal, we will prioritize fundraising efforts to replenish and grow the fund in the coming months, ensuring that SUUSI remains accessible to all.

I am pleased to report the following financial contributions collected during SUUSI 2024. The Endowment Fund received \$1,069.00 in registration donations and \$5.66 in expense reimbursement donations, bringing the total to \$1,074.66. The SUUSIship fund has also been bolstered by \$2,184.00 in registration donations, \$2,683.32 from round-up contributions, and \$200.00 from donated expense reimbursements, for a total of \$5,067.32. These funds will be critical in supporting both the long-term sustainability of SUUSI and the immediate needs of our community members.

The SUUSI Foundation Board consists of seven dedicated members who are passionate about ensuring the future of SUUSI. In the 2024-2025 planning year, we will welcome a new youth representative, Claire Nutt, who brings fresh insights to our discussions. This year, the Board will take on multiple responsibilities, including overseeing the SUUSIship selection process and launching fundraising initiatives. Last year, I took on the SUUSIship coordinator role, saving us the cost of a staff credit. However, it should be recognized that broader involvement from other Foundation Board members will be needed for SUUSI 2025.

We are excited to have the support of a community volunteer who will consult with us on expanding our fundraising efforts for SUUSIships and the Endowment Fund. These efforts will be critical as we work to meet the growing needs of the SUUSI community while preserving the organization's financial health.

As we reflect on this year's successes and challenges, it is clear that the SUUSI Foundation plays a pivotal role in ensuring SUUSI's longevity and accessibility. However, the sustainability of our efforts relies on continued support from the community. The upcoming year will be marked by increased fundraising efforts to not only replenish the SUUSIship fund but also to build a strong financial foundation for future generations. I encourage all members of the SUUSI organization to assist in identifying opportunities to expand our donor base and engage the wider community in supporting this mission.

The SUUSI Foundation remains committed to our shared goal of fostering a vibrant, inclusive, and accessible SUUSI for all. I look forward to working closely with the SUUSI Board and Core Staff to ensure the ongoing success of this wonderful community.

Warmly,

Nicole Tearnio

Foundation Board President
The SUUSI Foundation

Mission

The SUUSI Foundation strives to ensure the long-range health of the Southeast Unitarian Universalist Summer Institute, also known as SUUSI. The SUUSI Foundation is charged with managing and growing The SUUSI Endowment Fund, as well as funding SUUSI's scholarship program called SUUSIships.

Primary Functions

- Maintain a separate 501c3 and act in tandem with the SUUSI organization to support long-term community goals.
- Manage and invest the foundation and endowment funds.
- Oversee the SUUSIship selection process and pay the SUUSI organization the cost of these scholarships from an account that is earmarked for SUUSIships
- Maintain a website that the community can use to read our meeting minutes, attend our upcoming meetings, learn about our mission, and make donations.
- Lead fundraising campaigns to ensure financial stability for generations to come.
- Approve grants to the SUUSI organization as their operating funds become depleted so they can continue to pursue their mission.
- The Foundation Board President is invited to attend SUUSI organization board meetings and should attend as often as possible.
- The Foundation Board President shall be informed of timelines and deadlines set by the SUUSI Core Staff for newsletters and communications to the SUUSI community.
- The SUUSI Foundation Board meets at least three times per year, and committees may meet more often to work on specific initiatives.

Committees

The SUUSI Foundation Fundraising Committee:

- This committee is charged with fundraising for SUUSIships, the endowment, and The Foundation general funds accounts
- We are grateful to have a SUUSI Community volunteer willing to consult with us about how we can increase our donations in the coming year.
- Committee members: TBD

The SUUSIship Committee:

- This committee is charged with proposing revisions of [Sec. 6 of The SUUSI Foundation Board policy manual](#)

- For SUUSI 2024, we did not hire a SUUSIship coordinator. Instead, Nicole Tearnio took sole responsibility for administering SUUSIships. This saved us the cost of a staff credit.
- More involvement from other Foundation Board members is needed to administer SUUSIships for SUUSI 2025.
- Committee members: TBD

SUUSIship Program Report for SUUSI 2024

Overview: The SUUSIship program for SUUSI 2024 was designed to provide financial assistance to individuals and families who wished to attend the Southeastern Unitarian Universalist Summer Institute (SUUSI) but faced financial barriers. Through this program, applicants could receive partial or complete scholarships to help cover the costs associated with attending the event.

Application and Distribution Data: For SUUSI 2024, the SUUSIship program saw significant interest and engagement:

- Applications Submitted: A total of 40 applications were submitted by individuals and families seeking financial assistance. These applications reflected a diverse range of needs and financial circumstances.
- Scholarship Recipients: Despite receiving 40 applications, 44 scholarships were awarded. This discrepancy suggests that some families or groups received funding for multiple members or that additional funds were distributed based on evolving needs.
- Total Funds Requested: Applicants requested \$22,693.75 in total funding. This figure reflects the scope of attendees' financial needs and the overall demand for financial support within the community.
- Total Funds Approved and Distributed: The total amount of financial assistance that was ultimately approved and distributed to recipients was \$16,130.00. While this amount fell short of the total requested, it highlights the program's success in supporting the majority of applicants.
- Funding Requested: \$22,693.75
- Funding Approved: \$16,130.00
- Difference: \$6,563.75

The difference between the requested and approved funds reflects the financial prudence exercised by the SUUSI Foundation to ensure the sustainability of the SUUSIship program. In order to accommodate participants in future years, only half of the available funds were distributed for 2024. This decision was made with the long-term viability of the program in

mind, ensuring that future applicants would also have access to financial support. As such, fundraising efforts will be essential in replenishing and growing the program's financial resources to support its continued availability in the years to come.

Conclusion: The SUUSIship program for 2024 was successful in providing financial support to a large number of participants, allowing many individuals and families to attend SUUSI despite financial barriers. With 44 scholarships awarded and \$16,130.00 in funds administered, the program demonstrated its importance in fostering inclusivity and accessibility. The decision to distribute half of the available funds ensured that the program will continue to support future applicants, but it also highlights the need for ongoing fundraising efforts. Securing additional resources will be crucial to sustaining and expanding the program, ensuring that SUUSI remains accessible for years to come.

Funds received during SUUSI 2024:

The SUUSIship fund has also been bolstered by \$2,184.00 in registration donations, \$2,683.32 from round-up contributions, and \$200.00 from donated expense reimbursements, for a total of \$5,067.32. These funds will be critical in supporting both the long-term sustainability of SUUSI and the immediate needs of our community members.