

Minutes of UUCC Board of Directors - email vote – 05/22/2022
Submitted by Gene Heater, Board Secretary

Responded via email: Marcie Kindred, Camellia El-Entably, Gene Heater, Mike Kercher, Garth Shanklin, Emily Smith, Elaine Hayes, Randy Basden

MOTION: Gene moved that the board authorize:

- 1. the payment of the set up cost of \$228.00 for Realm ChMS in fiscal year 2021-2022**
- 2. the payment of ongoing monthly fees for June – Dec 2022 of \$72.00 / month, and Jan-June 2023 of \$159.00 / month**
- 3. the conversion to Realm membership and donations on July 1, 2022 and the conversion to Realm accounting and payroll on January 1, 2023.**

Garth seconded. Motion carried.

Realm Analysis and Recommendation

Analysis

The Church Management System (CMS) team has completed our analysis of the Realm church management system ChMS.

The CMS team checked all of the issues found in the ICON system. Realm ChMS has none of them.

Realm ChMS is a powerful and extremely well designed system. It is user friendly and cloud based which allows for remote access. It has all the capabilities of the current Church Windows system and often exceeds them for membership, contributions, accounting, and payroll.

We feel that if members and leadership of the church embrace this system and learn how to use it effectively, it will be the administrative tool that the church needs. The system's effectiveness will be determined by the leadership's commitment and ability to create buy-in, through educating the congregation on its use and communicating an enthusiasm for its use.

The Realm system is more expensive than Church Windows.

Budget for 2021-2022 fiscal year

The remaining budget allocated for the proposed ICON system covers the implementation costs for Realm for fiscal year 2021-2022.

Budget for 2022-2023 fiscal year

Currently Budgeted		Required for Realm	
CMO software	1,100.00	Connect	864.00
Vanco Web	<u>300.00</u>	Accounting	276.00
	1,400.00	Payroll	<u>246.00</u>
		Total	1,386.00

Annual Costs after first year

Church Windows with Vanco		Realm	
Church Windows	419.00	Connect	864.00
Vanco Web Hosting	<u>300.00</u>	Accounting	552.00
	719.00	Payroll	<u>492.00</u>
			1,908.00

CMS team feels this increase in cost is justified based on the ability of members to access their profiles and contribution data directly through a cell phone, tablet, or computer, and the ability of leadership and staff to directly access the system to communicate and manage the activities of the church.

The plan is to roll out a very basic membership and contribution system with existing members and active friends on July 1, 2022 and to on-board additional features in the following months.

We will continue to use Church Windows for accounting and payroll through the calendar year 2022 to have all the information in Church Windows for the 2022 year end reports (W-2s 941s). Realm ChMS accounting and payroll will be brought online on January 1, 2023 for calendar year 2023.

The CMS team is committed to doing what is necessary to implement the new system successfully, but we need a strong commitment from the board as well, since this will not be easy. As we introduce more features to the congregation, we will need to expand the implementation team to include additional members of the leadership and staff to address implementation, communication, and outreach.

Request authorization to purchase and implement Realm ChMS

Since we plan to roll out the basic membership and donation system by July 1, 2022, we need to order Realm ChMS immediately. The CMS team needs to know if the board authorizes

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3. the conversion to Realm membership and donations on July 1, 2022 and the conversion to Realm accounting and payroll on January 1, 2023.

The Finance Committee has approved submitting this recommendation to the board.