

# AUCTION TEAM 2018-19 CHARTER

## Section A: Name

1. What is the name of your group?
  - East Shore Auction Team

## Section B: Purpose

1. What is the purpose of your group?
  - To plan and execute the yearly auction for East Shore. The Auction's purpose is twofold: 1) to raise funds (which will go towards the operating fund, a designated "fund-a-need", and the youth group) and 2) to nurture and build the East Shore community.
2. How is your work related to one or more of our Seven Principles? All Seven Principles are involved in some way and are represented in the wide range of auction items and events. Many are community building, educational, cultural, and environmental in nature.
  - 1st Principle: The inherent worth and dignity of every person
  - 2nd Principle: Justice, equity and compassion in human relations;
  - 3rd Principle: Acceptance of one another and encouragement to spiritual growth in our congregations;
  - 4th Principle: A free and responsible search for truth and meaning;
  - 5th Principle: The right of conscience and the use of the democratic process within our congregations and in society at large;
  - 6th Principle: The goal of world community with peace, liberty, and justice for all;
  - 7th Principle: Respect for the interdependent web of all existence of which we are a part.
3. How does your group connect with East Shore's Mission and Vision?
  - Practice Love: The donations to the auction are made with love. Working together to help ESUC
  - Explore Spirituality: The activities donated show a wide range of beliefs and some are directly related to exploring our UU identity.
  - Build Community: The Auction event, as well as many of the events donated are all about building and nurturing community.
  - Promote Justice: The funds raised directly support the justice activities as well as other church ministry.
4. In order to intentionally live our mission in our daily team work, a set of Right Relations guidelines is recommended for all Committees and Teams. Do you have an agreed upon set of guidelines? If not, please develop one this year. The Right Relations Committee will assist you as needed.
  - We will work on developing a simple set of guidelines. Our team is very project driven and spends little time on process. Any right relations goals will be standard and simple.
5. What relationship does your group have, if any, to the 2018/19 Ends? Ends are East Shore's goals.
  - ESUC has had an annual fundraising auction for over 15 years. Our goals are relatively constant and are listed below. They support the developmental ministry goals of "Inspire a healthier culture at East Shore" and "Grow membership", although they supersede any time-limited goals set

by the Board. We strive to support values of inclusivity, membership development, and a beloved community, although these are not primary goals.

6. What are your specific goals for the next year? How will you measure your goals?
  - We aim to net at least \$40,000 towards the operating fund while creating a fun and community driven event. We also aim to generate approximately \$10,000 towards Fund a Need, a designated fund chosen each year by the SLT and Board, and over \$1,000 to be given to the youth program.
  - We also strive to involve as many ESUC members and friends as possible in donating to, volunteering in, and attending the Auction each year.
  - These goals can be measured quantitatively through financial outcomes as well as participation numbers.

### **Section C: Group Structure, Leadership, & Decision-Making**

1. Where does your group fit into East Shore's organizational structure - as a Board Committee, Ministry Team or Core Team?
  - We are a Core Team that works in collaboration with the Membership Development Manager.
2. What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members is recommended.
  - We need a minimum of 5-6 core team members, but have many roles for volunteers in both the planning stages of the auction as well as night-of volunteer positions. The auction as a whole tends to have 30-40 volunteers. There is no maximum number of volunteers, we'll find roles for whomever would like to contribute.
  - Members for the 2018 Auction were Beth Wilson, Chair; Keely Cofrin Allen, Procurement Lead; JoAnne Way, PR and Volunteer Coordinator; Steve Denison and Bob Weiss, Dinner chefs; Ralph Lutz and Milly Mullarky, Silent Auction Coordinators; Amanda Strombom, Catalog lead and check in; Jim Shuman, Check in and Bidding Recording (Tech Team) Lead; Steve Wellons, slide lead. These were the key positions involved in planning, many other volunteers participated in set up and night-of roles.
3. What are the leadership roles and responsibilities within your group?
  - Auction Chair: Oversees the event as a whole and coordinates other key roles.
  - Registrar oversees registration of attendees
  - Volunteer Coordinator: recruits and oversees volunteers needed the weekend of the auction
  - Tech Team: facilitates the technical aspects of the auction, recruits volunteers needed to check attendees in, audits the sales and finances of the auction the day after the event.
  - Chefs/Dinner Team: organizes the preparation and serving of the auction dinner, recruits volunteers needed for this team
  - Team Lead(s) for silent auction set up: oversees set up of the silent auction
  - Publicity - provides marketing and publicity materials for the auction
  - Procurement Lead: Oversees efforts to procure donations of auction items, enters donations into the auction software
  - Catalog Lead: oversees development of the auction catalog
4. How are leaders determined, and what are their term limits?

- Leaders volunteer for roles and the team collaboratively decides on how to fill said roles. Generally, the key roles are filled by members who have previously demonstrated leadership abilities on the Auction Committee or other committees. The term limit for each role is 1 year with the option to serve multiple terms. Serving in the same role for more than 3 years is discouraged, but allowed if no others are available to fill said role.
5. What, if any, are the term limits for your members?
    - Due to the annual nature of the event, roles are a one year-long commitment. Team members may continue in the same role over consecutive years or may serve only one year in said role. The team as a whole agrees on who serves in each role.
  6. How are decisions made in your group (consensus, majority vote, officers, quorum needed)?
    - We make decisions collaboratively. In the event there is disagreement, we may take a majority vote. No set quorum is required. Some decisions may be made by smaller subsets of the team as appropriate. Decisions are made in the most pragmatic way possible, email votes are permitted if they lead to a more timely decision.
  7. How are records kept and passed on for your group? If you are a Board Committee, what one person on your team will send the meeting minutes to the Chair of the Archives Team?
    - We maintain records as needed and are attempting to keep all materials in Google Drive to make them accessible to all team members throughout the years. We use an auction software program call Greater Giving which holds auction records dating back to 2008. We are working to document procedures thoroughly for each role and task in order to facilitate consistency and communication year to year.
  8. How are members recruited and oriented?
    - Approximately 6-8 months before the auction, a public announcement is made to the ESUC community that the Auction Team is forming. ESUC members are invited to join at that point if interested and specific members may be invited if the team believes they have valuable skills. As planning continues, an ongoing effort is made to recruit volunteers and fill roles. We try to maximize the use of varied communication modes including social media, written announcements and invitations, and public presence such as a table in the foyer for several months prior to the auction. We strive to be an open group and encourage new members.
  9. What, if any, qualifications are required for membership or leadership?
    - The only requirement is an interest in supporting the auction. Certain roles may benefit from skills such as organization, technical skills (such as writing or database management), or people skills. Membership in ESUC is not required to volunteer for the auction nor to attend.
  10. How does your group communicate and collaborate with the larger East Shore community?
    - We work closely with our staff lead, the Membership Development Manager, and we actively communicate with the congregation to gather feedback and communicate our process. The Auction is dependent on congregational involvement and we make every effort to actively engage as many members of the congregation as possible. We also make an effort to involve the greater community of the Eastside and to invite members of other local UU congregations.
  11. What position on your team is authorized to approve communications publicized by Staff?
    - Auction Chair(s) and/or Publicity Lead (if that role is filled).

12. What types of decisions is your group authorized to make?
- The Auction Team is authorized to make decisions about the details of the Auction as long as such decisions are within our budget and consistent with the expectations of the staff and congregation. If we were to consider stepping outside of said budget and/or expectations, we would consult with the staff and/or the congregation before making such a decision. The Auction exists to serve the congregation and the mission of the church. Any decision that conflicts with those interests would be detrimental to our mission and goals.
13. What kinds of recommendations, if any, does your group make and to whom (Board, Minister, Staff, congregation)?
- The Auction Team solicits and reviews potential items for Fund-a-need, a specific designated fund averaging 10-12k from each auction. In collaboration with the Staff and Board, the Auction Team makes a recommendation to the Board about an appropriate focus for the fund. Fund-a-need is ultimately approved by the Board.
14. Does your group plan to sponsor any outside groups to use the church facilities? If so, please see Board Policy 1.16a and the Staff Procedures for Sponsorship of outside groups.
- No
15. What is the expectation for longevity of the group and the plan, if any, for disbanding the group?
- We expect to operate for the foreseeable future. If congregational interest wanes, demonstrated by several years of lower participation and/or fundraising, it is possible that the Auction Team, in conjunction with the Staff and/or Board, may reevaluate if the Auction is still a valuable fundraising and community building process.

## **Section D: Finances**

1. Will your group present a budget proposal to the Budget Team?
- Yes
2. If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising?
- Our budget is fully covered by proceeds from each year's Auction. If our expenses increase, it would be reasonable to reevaluate how the auction is done and its expense ratio. What is a more likely scenario is that the Auction is unable to meet the fundraising expectations set by the prior year's ESUC Operating Budget. In this event, we would expect the Board and/or Staff to develop a plan to address the deficit.
3. If your group plans to do fundraising, please describe how it will go about this. If you plan to solicit donations, use the following wording: "Your donation goes to East Shore's operating funds which supports (name of your team) and other programs."
- The Auction is a fundraiser as well as a community building event. We do not engage in activities that are not related to fundraising in some way. We are very clear about where proceeds go.
4. What kind of decision process exists for how money is used?
- Majority vote or subgroup decisions. The team has close communication with our staff liaison and all money is to produce the event.

5. Which one person on your team is authorized to approve team expenses?

- The Auction Chair and Membership Development Manager are authorized to sign check requests and approve expenses.

Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for?

- Yes? Our primary financial obligations are the professional auctioneer we engage, usually putting a deposit down for approximately \$2,000 - 11 months before the auction to reserve next year's date. We also have a multi-year contract for auction software amounting to approximately 1,000 a year. It would be prudent to have reserves set aside for these expenses in the event that the auction unexpectedly does not occur, although we imagine that these expenses could be covered in some way in the unlikely event that the auction didn't raise enough money to cover them. Ideally, some money would be held back from each year's proceeds to cover the next year's expenses.

**Updated November 25, 2018**