

# AGENDA UUCS BOARD MEETING

## 2021-08-04

Meeting ID: 717 188 360 / Password: 013995

In Attendance:

Susan Reese

Sharon Williams

Yvonne Centala

Mark Lorenz

John Botts

Rev. Aileen Fitzke

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## Template

Topic

Description

Goal

Minutes

Action Items

## 6:30 Check-in

## 6:40 Finance Committee Update

Update from the finance committee about where the pledges and expenses stand. (Adam)  
Discuss realigning administrative assistant's compensation from maximum salary during pandemic to pre-pandemic actual hours worked. (Rev. Aileen)

### Goals

1. Vote on realigning administrative assistant's compensation.
2. Develop pledge drive metrics and analysis.

### Minutes

- Over this past year, we have been paying our administrator for the full amount of allocated hours regardless of actual hours (she recorded less). This was one of our commitments to our staff and supported by the PPP loan. Now that we are reopening, we discussed reverting back to hours actually worked. The board voted to revise the method by which the administrator was paid to reflect actual hours worked.
- Mark discussed the need to pay for an accompanist as Kris would not be able to play and direct at the same time. Mark had talked with Mary Matheny about accompanying this year. She wanted to be paid, and we thought that would be appropriate. The board is deferring a decision on paying Mary (or other accompanist) pending an estimate of the impact to the budget. Mark will estimate the overall cost for the year and provide to John
- Rev Aileen is preparing an update to Rachael's contract to reflect a new salary of \$800/month (that was previously approved by the board).
- Mark reached out to Sonia Lorenz for a summary of the pledge drive metrics and analysis. He is waiting to hear back from her.

### Action Items

- John to talk with Adam regarding the salary changes for Jenny and Rachael.
- Mark will create an estimate for accompaniment services and provide it to John (and the board).
- Mark will provide pledge metrics to the board at the next meeting
- Rev Aileen will update Rachael's salary and prepare the updated contract for signature.

## 6:55 Reopening

Summary of July Task Force meeting (Rev. Aileen & Mark)

Improvement Committee progress (John)

Reopening Survey (Rev. Aileen & Mark)

How does the current surge impact plans? NVA Health officials are now recommending masks for gatherings of vaccinated people. (All)

## Goals

1. Recognition to the Task Force and Improvement Committee.
2. Ensure the Task Force and Improvement Committee have the tools and resources needed to accomplish the reopening.
3. Ensure accommodations, as identified through the survey, are in place for in-person Sunday services.
4. Act with flexibility and compassion.

## Minutes

- Rev Aileen and Mark summarized the activities of the Reopening Task Force. We held our first virtual service from the sanctuary on July 25 as a first step in evaluating the technologies to facilitate the dual-platform service. Sound and video streamed from the sanctuary were fine. We will continue to evaluate technologies as they are incorporated into our dual-platform programming.
  - Mark summarized the elements of the design for the dual-platform programming. The estimate for obtaining equipment for the sanctuary and the meeting rooms is less than \$10,000. The board approved an initial budget of \$6000 for equipment to provide the dual-platform capability for the Sunday service.
- The infection rates and other metrics are growing as a result of the Delta-variant. The task force is looking at a variety of static and dynamic metrics that provide objective measures of the risk to our congregation, and will inform decisions about actions we take to reduce the risk when we assemble.
  - We are planning an open house for August 21st. Face masks will be required for all attendees.
  - We are still hopeful for hosting an in-person service on September 12. Our consensus last month was to require face masks for all attendees, and to not do congregational singing in the sanctuary. However, we will reassess the risk at the August meeting and provide a recommendation to the board at the September board meeting.
- The Reopening Task Force has developed a survey to determine our congregation's readiness and comfort related to resuming in-person activities. The results will help us with our planning for reopening.
  - The survey will close on August 22nd. We will present the results at the next meeting.
- The facility improvements are essentially complete. However, there are a few remaining minor tasks:
  - Remove the items from the classrooms and put them away
  - Coordinate with the landlord regarding window coverings. We'd like to have something that will reduce the intensity of the sun shining through the windows on Sunday morning. Once we coordinate, we need to purchase the items and hang them.

## Action Items

- None.

## 7:15 Board Secretary

Asked the Nominating Committee to provide a list of candidates. Board can vote to fill the vacancy. (John)

### Goals

1. Decide how to proceed if the list is not forthcoming.
2. Identify a candidate by August 18. Board will vote on filling the vacancy..
3. New secretary will attend the retreat.

### Minutes

- John has contacted Jean Ault of the Nominating Committee to identify someone to fill the role of board secretary. No one was identified for our vote at the annual meeting.

### Action Items

- John will continue to connect with the nominating committee by phone

## 7:25 Committee on Ministry

Roshan Chaddha's resignation effective September 1 (John)

This is a Board-appointed position per our By-Laws (John)

Other COM members - Kim Fitzgerald, Mary Matheny, Albert Pucio

### Goals

1. Recognition to Roshan.
2. Identify Board liaison for COM who will approach qualified members.

### Minutes

- Soliciting idea for recognizing Roshan for his service

### Action Items

- Susan (with help from Sharon) will inquire with Sonia Lorenz, Lisa Jones-Bateman, Kristen Gardner, Christian Straubhaar-Jones regarding their willingness to serve.

## 7:30 Big Hairy Audacious Goal

A member approached John, Mark and Terry Dick about concern with UUCS' viability because of drop in membership, loss of facilities and inadequate children's RE space. Proposed BHAG to purchase property to build the space we need to reinvigorate and grow. If no BHAG, consider merging with neighboring UU churches. The member is willing to donate substantially toward a capital campaign. (John & Mark)

## Goals

1. Board comments.
2. If BHAG positive, form a committee to explore the pros and cons of property purchase and report recommendations to the board.
3. Discuss a schedule for making a decision.
4. Inform the philanthropic member of the board's plans.

## Minutes

- There is speculation that this goal might invigorate the congregation
  - Each of the board members provided their thoughts regarding the BHAG
  - The board thought that if we did this, we should involve the congregation in the effort to roll out this goal. Likely, we could do this in concert with our mission/vision work and make it part of our 5 year strategic plan.
  - Some thought that this might not be a good idea during the pandemic due to high risk for families to increase giving
- We observed that some of the other congregations have not shrunk during pandemic. Perhaps there were other factors at work. Regardless, we need to attract new people and sustain growth.
- We need to answer these questions: Who would we appeal to? Who would lead/sponsor the effort?

## Action Items

- We will have further discussion during our retreat.

## 7:40 New Music Director - Kris Adams

Signed contract.

## Goals

1. Publicize with photo and credentials.

## Minutes

- Mark created an announcement to the congregation introducing Kris as our new Music Director.
- Mark is continuing to meet with Kris to facilitate her transition to the role.
  - She will receive the equipment we purchase to assist Julia in leading virtual rehearsals and creating music videos for the choir performances at Sunday services.
  - Encourage participation in AUUMM
- The first choir rehearsal is on August 17. We hope to have a (recorded) performance at the first in-person service.

## Action Items

- None.

## 7:45 Board Retreat - August 28, 1 to 4 pm @ UUCS

Homework: Read *Governance and Ministry, Rethinking Board Leadership*, by Dan Hotchkiss or view the linked videos, Review UUA's Call of Duty: Governance Basics

### Goals

1. In person or dual platform?
2. Confirm agenda (see below)

### Minutes

- John reminded the board members of our retreat on August 28

### Action Items

- Board members should review the videos

### Preliminary Agenda:

1. Reflect and decide on board governance style
2. Ministry liaisons/trustees
3. UUCS organization, roles and responsibilities, group charters, policies and business processes, document management and archival, staff diversity (hiring policies), leadership development/training
4. UUCS facility improvement & reopening, implementing dual platform programming (including technical design, implementation, and testing)
5. BHAG Capital Campaign
6. Initiatives: 8th Principle, Mission, Vision and Covenant, (5 year) Strategic Planning, membership development, volunteer recruitment, Communications
7. 501(c)3 designation, SJ partners (split plate recipients), SJ partners with other UU congregations
8. Plan 2021 - 2022 calendar

## 8:00 Recap and Assign Action Items