

MINUTES UUCS BOARD MEETING 2021-11-03

In Attendance:

Board: Mark Lorenz, Steve Dick, Jack Hazerjian, Adam Winter, Susan Reese, Yvonne Centala, Sharon Williams

Minister: Rev. Aileen Fitzke

Absent:

Board: Maggie Lum

Agenda

6:30 Check-in

6:40 Chalice Lighting

6:45 Finance Committee Update

7:00 Reopening

7:15 SWOT Analysis Completion

7:45 Board Retreat Actions/Ideas

8:00 Review Board Liaison Expectations

8:15 Recap

6:30 Check-in

6:40 Chalice Lighting

6:45 Finance Committee Update

Description

- Report from the finance committee about status of revenues and expenses with respect to baseline projections at the start of the year. (Adam)

Goals

1. Understand financial position

Minutes

- Earlier, the Treasurer provided a report of church's finances (actual and budgeted line items for July through November 2021). His analysis was that budgeted and actual expenses were within reasonable ranges. Additionally, he was not concerned with

variances between projected and actual revenues. Revenues were planned uniformly throughout the year, but are actually received on an “erratic” schedule. He noted that about two-thirds of amounts pledged for 2021-2022 has already been received (\$63,500/\$99,000), and that donations tend to be heavier during the months of July, August, December, January, March, and April, with about 10% of the annual projected amount received *only after* the end of the fiscal year.

- Moreover, he was not expecting attrition in the contribution amounts to be received from congregants during *this* fiscal year, as had been experienced during the last one (from uncertainties posed by the coronavirus). A PPP loan from the US Government that was later forgiven helped mitigate the drop off in revenue during 2020. Finally, he pointed out that most expenses of UUCS (budgeted at \$200,000 this year) are fixed and, as such, spending levels are not easily curbed.
- \$6,000 has been authorized so far to purchase equipment that facilitate our dual-platform worship services. These funds are drawn from the Building Fund and are reflected as income in our operating budget and expensed as we pay for the items. For this equipment, \$3,860 has already been spent, as noted below:

○ Camera	\$2,214.34
○ Contoller	\$ 593.60
○ Monitors (3)	\$ 476.97
○ Monitor Stand	\$ 148.39
○ NDI Converter	\$ 422.94

- The remaining balance (\$1,140) has been earmarked by the Reopening Task Force for a large (85 inch) television screen to be installed in the sanctuary, which would allow congregants attending church in-person to view the same images and videos that are streamed to at-home worshippers on YouTube. The TV is expected to cost about \$1,700. The Board debated the benefits and costs between wall mounting the large television screen (estimated \$1,000,) and the placement of the television screen on a movable cart (estimated at \$300-\$400). The board thought the TV cart solution provided more flexibility and was more maintainable. We will advise the Reopening Committee of this recommendation. Accordingly, the board approved an additional \$1000 to purchase the TV and the cart.
- The Reopening Task Force requested \$1,100 to fulfill the original charter for outfitting the meeting rooms to conduct dual-platform programming. This would include a dedicate laptop for hosting zoom meetings, computer mouse, web camera and mount, and conference speaker/microphone. Funds for this equipment would also come from the Building Fund.

Action Items:

- None

Decisions

- UUCS Board voted and authorized the use of an additional \$1,100 from the Building Fund for the purchase of electronic equipment for UUCS’s meeting room, and the additional funds (~\$1000) for the TV and cart.

7:00 Reopening

Description

Summary of recent Task Force meetings. Decide on questions raised by the Task Force (Rev. Aileen & Mark)

- Discuss lessons learned during reopening. Any adjustments needed?
- Provide guidance for other church operations as needed
- Discuss Facility Improvement Committee progress (Rev. Aileen)

Goals

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

Minutes

- UUCS's Re-Opening Task Force had met on Thursday, November 18th to consider the continued need for using a registration system ("SignUpGenius") for those planning on attending worship service in-person (with mask-wearing required); this approach was taken as a means for limiting the number of individuals in the sanctuary to 35 in order to reduce risk of possible exposure to the coronavirus.
- While it was reported to the UUCS Board that the general sentiment among committee members was to abandon this practice — due to persistently low response rates since its introduction in late October — a final decision on this topic is expected to be made only at the next meeting, scheduled on December 16th.
- Meanwhile, last Sunday's worship service (November 28th) was an Intergenerational service, where we invited families with young children to attend, including those children that were unvaccinated. We will again hold an Intergenerational service on December 19th. Also, Christmas Eve service will be held when, again, children will be invited to come.

Action Items

- None

Decisions

- We will continue to schedule services where young unvaccinated children may attend at least monthly

7:15 SWOT Analysis Completion

Description:

Complete SWOT Analysis and Planning activity that was started during the board retreat.

Goals:

- Complete identification of 4-5 priority activities for the year.

Minutes:

- During the UUCS Board retreat held October 29-30, a listing of specific strengths, weaknesses, opportunities, and threats related to the functioning, growth, and future direction of the UUCS had been compiled as part of the SWOT analysis. The most salient observations from each of these four sets were then selected by priority ranking. The following next step in this process, requested to be done independently by board members after the retreat, was to cross-reference these prioritized selections against one another in the following manner:
 - use identified strengths to realize potential opportunities
 - use identified strengths to avoid or minimize impact of foreseen threats
 - use potential opportunities to overcome inherent weaknesses
 - minimize inherent weaknesses to avoid foreseen threats
- The Board worked to populate the matrix shown at the end of this report during the meeting. We also allowed for some inputs to be received by email. Subsequent to the board meeting, Mark agreed to email the set of proposed projects for each of the four items above so that the board members could rank order their top five selections.

Action Items

- Mark will send out the list of proposed projects for board members to rank in order of their top five. Based upon these rankings the board will then plan/execute the top projects.

Decisions:

- None

7:45 Board Retreat Actions/Ideas

Description:

- Review actions, ideas, and parking lot items from the board retreat and assess disposition of them

Goals:

- Decide on disposition and assign lead

Minutes:

- The board reviewed each of the potential actions and decided on a disposition for them.

Action	Disposition	Assigned
To encourage involvement of more UUCS congregants in the work of UUCS ministries/committees, four suggestions were raised:		
<ul style="list-style-type: none"> committee “fair” could be organized and held, during which committee members offer an in-person opportunity for others to speak with them about the scope of activities of their church work group 	Consider this for Spring. Mark will schedule discussion at a later meeting	Mark
<ul style="list-style-type: none"> “ministry minute” announcement could be made by the minister during Sunday service in order to inform congregants of needs, news, and successes of committee work “leader lab” sessions could be organized for strengthening management and communication skills of ministry and committee heads, as had been offered nationally by UU Leadership School 	<p>We should do Ministry minutes once or twice a month as a means of informing the congregation of activities</p> <p>Look at leader-lab offerings and select useful sessions</p>	
<ul style="list-style-type: none"> discussions could be held within UUCS and among UU churches in the area concerning the establishment of a “hybrid” church whereby individuals are recognized as being affiliated to the church through its committee activities, and not necessarily through their registration and pledge-giving as church members 	No further action desired for this item	
Other Ideas		
<ul style="list-style-type: none"> UUCS Board should consider newer ways to count the number of individuals served by UUCS, beyond those registered as members of the congregation, since there are some external individuals who attend group activities that are offered by a UUCS ministry. 	Work with the Committee on Ministry to identify metrics of interest and then collect them on a recurring basis	Steve
<ul style="list-style-type: none"> UUCS Board should help promote ways to encourage engagement in church activities among all its congregants, as well as ways to ensure that church newcomers feel especially welcomed, with greeters playing an important role. 	Refer this to our Welcome and Engagement Ministry	
<ul style="list-style-type: none"> UUCS Board will organize a future session for its members on stewardship in the UU church. 	We will take up stewardship in January	
<ul style="list-style-type: none"> UUCS Board will need to plan out for the steps to produce its annual report and budget, which covers the period from July through June; a budget meeting will need to be presented to the congregation as part of this process. 	These items will be captured in the board calendar	Mark
<ul style="list-style-type: none"> A “State of the Congregation,” last presented in January 2021, might better serve UUCS members by being offered twice a year. 	Mark and Rev Aileen will present this on January 30th	Mark

Action Items:

- None

Decisions:

- None

8 :00 Review Board Liaison Expectations

Description:

Review board liaison duties.

- Committee on Ministry - Jack
- Institutional Vitality Ministry - Adam
- Worship & Arts Ministry - Mark
- Justice Ministry - Sharon
- Lifespan Faith Development Ministry - Susan
- Care & Connections Ministry - Yvonne
- Welcome & Engagement Ministry Steve

Goals:

- Ensure board members understand liaison expectations for the rest of the year

Minutes:

- Board president reviewed the responsibility that is incumbent on each Board member to attend monthly meetings of a designated UUCS ministry (as listed below) so that problems and concerns raised within that ministry are transmitted to all Board members for collective consideration and possible resolution.

Action Items:

- None

Decisions:

- None

8:15 Recap

1. Review decisions and confirm commitment
2. Review actions assigned and gain commitment for completion. Ascertain if any assistance is needed
3. Outline next steps, as needed
4. Review parking lot items
5. Reflect on the meeting process

Action Items

Action Item	Action	Assigned	Status
09-08	The Board members will relay ideas for in-person events to each other for consideration.	Board	Ongoing.

12-01	Mark will send out the list of proposed projects for board members to rank in order of their top five. Based upon these rankings the board will then plan/execute the top projects.	Mark	
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Board Decisions

Date	Decision
12/1/2021	UUCS Board voted and authorized the use of an additional \$1,100 from the Building Fund for the purchase of electronic equipment for UUCS's meeting room, and the additional funds (~\$1000) for the TV and cart.
12/1/2021	We will continue to schedule services where young unvaccinated children may attend at least monthly

Parking Lot Topics (Deferred to Future Meetings)

Owner	Topic

Next Meeting: January 5, 2022 @ 6:30 pm

SWOT Analysis:

	Opportunities <ul style="list-style-type: none"> Potential new members in the area seeking space/connection, particularly post-Covid Large number of other local UU churches for partnering in social justice actions to create greater impact Flexibility at this time with our new minister and post-Covid environment to re-imagine ourselves as a UU congregation 	Threats <ul style="list-style-type: none"> Loss of congregation members, especially "long-time" members, leading to loss of institutional knowledge and leadership, pledges, cohesion Overall financial shortfalls due to multiple factors, e.g. economic downturn effect on families, extended pandemic Reduced involvement in congregational activities, service,
Strengths <ul style="list-style-type: none"> Strong pastoral care and internal member-to-member support Small size (<150) enables members to "know" most other members and develop strong relationships Excels in many areas beyond that expected of our size, such as event planning and execution, music & arts, crisis response, variety of small groups 	Using Strengths to Realize Opportunities	Using Strengths to Avoid or Minimize Impact of Threats
Weaknesses <ul style="list-style-type: none"> Dependence on key members for finances, leadership Apathy/fear towards engaging in social actions Limited written institutional knowledge that is accessible, resulting in inefficiencies, dependence on word-of-mouth 	Using Opportunities to Overcome Weaknesses	Minimizing Weaknesses to Avoid Threats