

MINUTES UUCS BOARD MEETING 2022-05-11

In Attendance:

Board:

Minister: Rev. Aileen Fitzke

Agenda

6:30 Check-in

6:40 Chalice Lighting

6:45 Finance Committee Update

7:15 Open Leadership/Committee Positions

7:30 Annual Meeting Preparations

7:45 Membership and Growth

7:55 Rev Aileen's Evaluation

8:00 Review Board Liaison Reports

Parking Lot Items – as time permits

8:20 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 so as to make informed decisions that impact UUCS finances.

Minutes

- Approve proposed 2022-2023 Budget
 - Paul Roche produced a cash flow forecast to estimate our carryover to next year. The expected carryover should just cover the expected shortfall in the budget. The Board needs to understand that we really need to increase our pledge base over the next year to be solvent for 2023-2024.

- Next year, we will need to work to increase pledges (or other sources of income). We will also need to identify contingency plans should our budget not meet our goals.
- The stewardship drive is officially complete. Current status is:
 - Total Pledged: \$176,649 with goal of \$218,000
 - Pledge Units: 55 (with 85 on our list of Members and Friends. Of the 30 that haven't pledged, 9 pledged last year and 21 did not)
- Current Finance Report
 - Total Cash on hand as of 4 May: \$74,164.48 (Operating account, reserves)
 - Approximately \$78,380 in the various endowment accounts (Building, Music, Membership and \$34,558 in accounts receivable)
- Strategic Financial Planning for 2023-2024
 - How can we increase income (increase pledges, facility rental, other activities) to cover projected shortfalls
 - We have little ability to impact spending significantly without unacceptable loss to our congregation; however we should identify contingency plans should we not be able to increase income.
- Old Business
 - **Asset Inventory:** The board needs to appoint (or ask for volunteer) to conduct inventory of UUCS assets for insurance purposes. Jack volunteered to lead the effort and created an announcement to solicit volunteers. We'll pursue this after we obtain a board slate and volunteers for Nominating Committee
 - **Financial Reporting and Analysis:** Mark met with Shelley and determined that Quickbooks will not facilitate an automated approach to producing the report Mark had envisioned. Mark and Shelley are meeting with Alyssa Lum on May 12 to ascertain the process she used to perform analysis when she was on the finance committee.

Action Items:

- Conduct inventory of UUCS Assets for our insurance company. Appoint/select people to conduct the inventory (Jack)

Decisions:

- None

7:15 Open Leadership/Committee Positions

Description:

- Identify open positions in the UUCS organization and make plans to fill them

Goals:

- Fill open positions with interested people. Identify training and/or mentoring needed for that person to be successful

Minutes:

- Open Positions
 - Board of Trustees: 3 Members-at-large (need before 5 June)

- Nominating Committee: 2 members needed to join Lisa Winter (need before 5 June)
- Committee on Ministry: 1-2 people (need before July)
- RE: RE coordinator (need before July) – need to send out notice to congregation before RE service.(Rev Aileen to ask Jenny) – **Mark to find out where we advertise her position. UUA job board**
- Auction lead (need before October)
- Stewardship Drive lead (need before February)
- Social/Racial Justice lead
- Asset Inventory: Need 2-3 people (temporary committee)
- Endowment Committee: 2-3 people (not urgent)
- Chalice Lighter Ambassador: 1-2 people (not urgent)
- How can we inform the congregation, attract volunteers?
- How can we keep track of when people complete their terms?
- It might be helpful to create a spreadsheet/database of the congregation and who is participating in which committees so that we have a sense of how everyone is engaged currently and also their previous experience (leadership development) – see Committee Leads

7:30 Annual Meeting Preparations

Description:

- The Annual Congregational Meeting is on June 5 after the worship service. The Board will host the meeting to vote on next year's Board, next year's Nominating Committee, next year's budget, and proposed changes to the By-Laws

Goals:

- Conduct a successful meeting

Minutes:

- Announcement of the meeting was sent on May 6. However, we still do not have a full slate for the board, nor a slate for the Nominating Committee. We'll continue to search over the next month.
- Jenny will send out absentee ballots this week and will send out the proposed budget
- Agenda for the meeting is:
 - Opening Prayer (Rev Aileen)
 - Review highlights of the past year and key activities for next year (Mark)
 - Quorum determination. We need 30% of the 66 members (20) to be present or have cast Absentee ballot (Jack)
 - Vote for Board (Jack)
 - Vote for Nominating Committee (Jack)
 - Approve Budget (Jack)
 - Thank departing Board and key volunteers (Mark)
- Minutes for the meeting need to be captured (Jack)

- Budget meeting will be held on May 29th after the service. Bryan George will be LSO to support the Zoom meeting. (Adam)
- Annual Report Development – Status? Due May 15th
 - Highlights: Mark (No input yet)
 - Lifespan Faith Development – Susan (no input yet)
 - Worship and Arts – Mark (input from Music and Arts)
 - Welcome and Engagement – Steve (Completed)
 - Care and Connections – Yvonne (no input yet)
 - Social Justice – Sharon (no input yet)
 - Institutional Vitality – Adam (no input yet)
 - President’s Message – Mark (no input yet)
 - Minister’s Report – Rev Aileen (no input yet)
- Picnic after the service at Claude Moore Park, Pavilion #1
 - Sandwiches and lemonade provided; people bring own place settings, snacks, desserts.
 - Other activities?

Reservoir

Action Items:

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Decisions:

-

7:45 Membership and Growth

Description:

- We will schedule various events and involve ourselves in the community to “get the word out” about UUCS and to draw folks into the congregation.

Goals:

- Identify means by which to sustain and attract interest in UUCS from, respectively, current and new members.

Minutes:

- New Business:
 - Upcoming Acuties
 - June 11 Concert
 - We’d like for the Membership Team to prepare a plan of activities (Steve Action). The board can help with getting financial or human resources to support the plan.
- Old Business:
 - The membership and stewardship teams performed an inventory of members and friends of the congregation. We have 66 members and 21 friends (some of which haven’t been active in the life of the congregation this past year). We’ve had about 7 visitors in the past month.

Action Items:

Decisions:

- None

7:55 Rev Aileen's Evaluation

Description:

- Rev Aileen's evaluation for the MFC is due to the UUA in July. Rev Aileen's monthly report mirrors the report format

Goals:

- Complete the evaluation on time.
- Provide a meaningful evaluation

Minutes:

- Mark sent last year's evaluation for the board to review and solicited input. The input to Mark is due by end of May. Due to MFC on July 1. Need input for these sections:
 - Worship and Rite of Passage
 - Pastoral Care and Presence
 - Spiritual Development for Self and Others
 - Social Justice in the Public Square
 - Administration
 - Serves the Larger UU Faith
 - Leads the Faith into the Future

8:00 Review Board Liaison Reports

Description:

Review board liaison reports.

- Committee on Ministry – Jack Board-COM-Rev Aileen Evaluation
- Institutional Vitality Ministry - Adam
- Worship & Arts Ministry - Mark
- Justice Ministry – Sharon – Poetry Slam issues
- Lifespan Faith Development Ministry - Susan
- Care & Connections Ministry - Yvonne
- Welcome & Engagement Ministry Steve

Goals:

- Understand activities of these ministries, their issues, and solutions

Minutes:

- *Committee on Ministry:*
- *Institutional Vitality Ministry*
- *Worship & Arts Ministry*
- *Justice Ministry*
- *Lifespan Faith Development Ministry*

- *Care & Connections Ministry*
- *Welcome & Engagement Ministry*

Action Items:

- None

Decisions:

- None

Parking Lot Items – as time permits

- Mission, Vision, Covenant
 - Seed various small groups with questions to prime the future discussion on Mission Vision and Covenant. Mark and Rev Aileen will meet separately on how to issue these questions.
 - “Who were we (as a church) before the coronavirus pandemic?”
 - “Who have we become during this pandemic?”
 - “Who should we become hereafter?”
 - Readiness for holding the effort?
- Hold a committee “fair” 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. Do this in coordination with...
- Include periodic Ministry Minutes related to committee work
- Promote Leader Lab for learning various topics and leadership development
- Resume ministry metrics to determine people served and our effectiveness
- 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.

8:20 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
2022-01-02	Ask the Membership Team to create a plan for facilitating the recruitment, organization, and promotion of the church's social	Mark Lorenz	Completed; awaiting response

	engagement activities		
2022-01-03	Explore possibilities of linking a future poetry slam as a fundraiser for one of UUCS's causes	Sharon Williams	Ongoing; perhaps pursued at time of mid-February poetry slam contest that is already scheduled
2022-01-04	Prepare for organizing online presentations on either artists/art history or foreign films for adult recreation at UUCS	Jack Hazerjian	Ongoing
2022-01-05	Assist with advertising UUCS activities to new and active church members	Steve Dick	Ongoing
2022-01-10	Prepare and submit to UUA Ministry Fellowship Committee an evaluation of Rev. Aileen	Board, Committee on Ministry, Rev. Aileen	To be completed before July 2022
2022-03-03	UUCS will select a congregational member of be our Chalice Lighter Program Ambassador.	Mark Lorenz	Ongoing
2022-03-05	Mark and Rev Aileen will determine the method by which the above three questions are posed to various groups in the congregation.	Mark & Rev Aileen	Ongoing
2022-03-09	Board to be advised on decision made by the Re-Opening Task Force Committee	Mark Lorenz	Ongoing

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
3/9/2022	Delay any action for the next few months until UUCS congregants can be more effectively engaged in refining UUCS principles and values.

Parking Lot Topics (Deferred to Future Meetings)

Owner	Topic

Next Meeting: June 8, 2022 @ 6:30 pm