

MINUTES UUCS BOARD MEETING 2022-08-10

In Attendance:

Board: Mark Lorenz, Bill Roman, Jack Hazerjian, Jackie Mills, Mary Metheny

Minister: Rev. Aileen Fitzke (away on vacation)

Agenda

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6:45 Action Item Status

Description

- Review open action items from previous meetings and provide status

Goals

- Maintain tracking and accountability of assigned actions (see table at the end of the report). Closed actions will be noted in current minutes and then drop off the tracker in the minutes for subsequent months.

Minutes

- Mark suggested, as he had at the previous Board meeting, the need for a bulletin board for facilitating announcements of volunteer opportunities and volunteer sign ups; the Arts and Aesthetics Committee is responsible for purchasing and hanging this
- A Committee Fair, as had been also earlier proposed to generate greater participation in church activities among UUCS members, has been scheduled for Sunday, October 2nd, immediately following worship service; however, given the sizable number of committees (approximately 24, inclusive of club-like activities), only a selection of them will be represented at the Committee Fair.
- Jack has offered to organize with other church members an inventory of furnishings and resource items owned by UUCS; four individuals have expressed interest in assisting, although not all can be present at the first session scheduled on Saturday, August 27th, 9:00 am - 12:00 noon. Undoubtedly, this will be one of a few sessions that will need to be held, all of which should be concluded before the end of September.

Also, it was incorrectly reported in recent past Board meetings that this listing out of UUCS possessions was a requirement of an insurance policy. Instead, as has been clarified, this is being done to satisfy an internal UUCS request from the Finance Committee.

With the organization of this inventory, email exchanges arose over what constitutes church “property.” During the renovation of UUCS to accommodate a reduction of its rented space,

cabinetry and a kitchen sink were purchased by UUCS for installation in a newly-designed kitchen area; window treatment was also obtained and hung along the length of the sanctuary. More than \$10,000 has been spent on these expenses. A UUCS church member (John Gallant) negotiated with the landlord about retaining ownership of these items, suggesting that if the space were to be vacated by UUCS, there would be costs incurred in removing these “owned” items.

- The possible change in beneficiary organizations that are designated to receive some of the funds (“split plate”) raised from church donations will be announced at an upcoming worship service for consideration by UUCS congregants.
- Also discussed was the proposed use of the large, flat screen in the sanctuary for the virtual coffee hour held on Zoom, routinely scheduled after each Sunday worship service. Past coffee hours have been conducted with the use of a laptop and smaller screen in the room adjoining the sanctuary, but its location next to the kitchen has resulted in disruptive flows of UUCS members walking past, seeking food and beverage during the coffee hour.
- All UUCS Board documents are available through Google Drive (as, for example, this listing of outstanding action items for the Board):
<https://docs.google.com/spreadsheets/d/1uEZiR4I5c2lZS1jarJor29Bejk84SZ55/edit#gid=1997724618>

7:00 Finance Committee Update

Goals

- Understand financial position so as to make informed decisions that impact UUCS finances.

Description

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

Minutes

- Jack brought up the issue of revising references that had been made in error within the past few Board meeting minutes concerning two pots of money that are maintained by UUCS: the **Endowment Fund** and **Operating Funds**. As has been correctly explained and clarified in recent emails by both Paul Roche and Shelley Tamres:
 - Money that had been spent two years ago to renovate the sanctuary (when UUCS had reduced the size of its rental space) and to purchase audio/visual equipment is not a loan -- but **an expense** where the Building Endowment Fund reimburses the operating account for that expense; The Endowment Fund balance is currently in the amount of \$76,000, although only about \$38,000 of this amount is in cash, with the remainder in receivables
 - An older, existing loan of about \$30,000 that had been drawn from the **Endowment Fund** by UUCS is still being repaid, with very small interest applied
 - Any deficit in this year's budget will be paid for out of the carry-over funds in our operating account and money (\$10,000) in a savings account, both of which were the result of excess money accumulated over the recent years.
 - This year's deficit is projected to **entirely deplete** the carry-over funds maintained in our operating account and the savings, while the **Endowment Fund will not be affected**.

Adam, as Board Treasurer, provided an updated statement on July 2022 UUCS finances, the first month of fiscal year 2022-2023, during which actual expenses outpaced actual income. As explained by Adam, amounts that have been pledged by UUCS members do not arrive in equal monthly amounts, as has been presented in this fiscal year's budget projections for reporting purposes. He stated that, by the end of last fiscal year, UUCS's overall revenues fairly well coincided with the projected, annual expenses. The concern for this fiscal year is that the expected total revenue to be received will fall far short of expected total expenses by year's end.

He also added that this fiscal year's budget carried over an error on a projected line-item expense from last year's with regard to Rev. Aileen's life insurance premiums, which were greatly under-budgeted.

Decisions

- The serious nature of UUCS finances will be dealt with by the Board during its retreat at the end of this month (Friday and Saturday, August 26th-27th).

7:20 Review Board Liaison Reports

Description:

Review board liaison reports:

- Institutional Vitality Ministry — Adam
- Worship & Arts Ministry — Mark
- Justice Ministry — Jack
- Lifespan Faith Development Ministry — Jackie
- Care & Connections Ministry — Mary
- Welcome & Engagement Ministry — Bill

Goals:

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

Minutes:

- Committee on Ministry — It was decided two months ago that a UUCS Board representative no longer needed to serve as a member of this committee
- Institutional Vitality Ministry — Nothing to report
- Worship & Arts Ministry — It was decided last month that each member of the Board would, on a rotating basis, speak from the dais to assist with the start of worship service ("welcome and present") and to be available after service to answer any questions from UUCS members about the Board's work
- Social Justice Ministry — nothing to report, since this ministry has been moribund for a while; it was proposed that Rev. Aileen, although in absentia, could be a logical person to revive this ministry and generate greater enthusiasm for social causes among UUCS members, given her own strong interest in this area
- Lifespan Faith Development Ministry — Mark reported that new member of UUCS, Archana Asrani, applied for the open Religious Education Coordinator position, and was accepted; she has previous experience as a young child educator. The process of completing the

employment agreement, background check, and payroll setup for her is under way, and she is expected to begin on Sunday, August 14th. The need for more social events hosted by UUCS was raised once again

- Care & Connections Ministry — Nothing to report
- Welcome & Engagement Ministry — a “getting-to-know” social gathering of UUCS’s newer members at the church has been organized on Saturday, August 20th
- Mark spoke of the need at the upcoming Board Retreat to discuss how Board representatives can better provide guidance on setting goals and objectives in alignment with those of UUCS overall to those ministries and committees of which they are members

Action Items:

- Suggest to Rev. Aileen that she take the lead in revitalizing the Social Justice Ministry (Mark)
- Prepare discussion points for the Board retreat on how Board members can better provide guidance to UUCS ministries and committees on setting goals and objectives (All)

Decisions:

- None

7:40 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 within UUCS that remain:
 - **Committee on Ministry:**
One or two members still need be recruited to join Kim Fitzgerald and Denise Lorenz
 - **RE Teacher**
We have a candidate who has applied for the position, and Susan Reese is scheduling an interview, at which Archana should co-lead
 - **Nursery Care Worker**
We need high-schoolers to serve as volunteers or as paid hourly workers to provide care to young children in the nursery during worship service; there has been one teenager who has expressed interest
 - **Stewardship Drive Lead:**
This position, diligently filled by Bonnie Lepoff last year, needs to have someone else step up before February 2023, when the campaign is set to kick off
 - **Social/Racial Justice Lead:**
Another position that is urgently needed to be filled; it was proposed that Rev. Aileen consider taking this up
 - **Endowment Committee:**
Two individuals are sought to help manage the particularly tenuous state of these set-aside funds

Action Items:

- None

Decisions:

- None

7:50 Committee on Ministry Charter

Description:

- With Rev Aileen likely completing her MFC requirements, the committee charter needs to change from just completing her evaluation. Rather, the committee needs to look more broadly at the various ministries

Goals:

- Review charter created previously and provide comments back to the committee. Identify a chairperson for the committee and ensure minutes are created.

Minutes:

- The board recommends that the Committee on Ministry review the draft charter to ascertain whether it needs any adjustments.

Action Items:

- Request the committee review the charter

Decisions:

- None

8:00 Social Justice Kickoff

Description:

- Activities sponsored and led by UUUCS to demonstrate congregants' ethos of wanting to make this a better world, especially for those disadvantaged and/or denied full participation in social-economic settings

Goals:

- Live by UU principles

Minutes:

- Mark received no input from those who had been previously engaged with social justice activities; the upcoming Board retreat will delve into this issue of finding ways to revitalize UUUCS's involvement in this area.

Action Items:

- Create announcement for a date – some time after mid-August – to agree on split plate beneficiaries

Decisions:

- None

8:20 Summary of Upcoming Events

- **August 7:** Potluck “party” celebrating 80th birthdays for Gus and Mary
- **August 20:** Afternoon Tea for new and newish folks (Membership team lead)
- **August 26-27:** Board Retreat (Mark lead)
- **September 11:** Picnic at Claude Moore Park Pavilion, with plans for it to be potluck salads and desserts so that vegetarians and dairy and gluten-free folks have options (Membership team lead)
- **September 25:** Town Hall Meeting
- **October 2:** Committee Fair after Sunday service
- **November 19:** UUCS Auction: (Jack Hazerjian lead, with support from Jackie, Nancy McCormack, Shelly Roman, and others)
- **March:** Stewardship Drive

Action Items

Action Item	Action	Assigned	Status
2022-07:01	Solicit volunteers through UUCS communications to assist Jack with the inventory of UUCS assets. Mark will include a verbal announcement in the next 4-5 upcoming Sundays and ask Jenny to include an announcement in upcoming editions of The Illuminate.	Mark	Verbal — announcement crafted and sent to Worship Associates. Notice also sent to Jenny for posting. Got 2-3 volunteers
2022-07:02	Put in place mitigation measures for limiting risk to unintended presence on camera during worship service. This includes a verbal announcement at the start of each service, a sign near the door and a notice on our web page/Illuminate. Get help from Jenny for the sign and web page/Illuminate	Mark	Verbal — announcement crafted and sent to Worship Associates. Sign was posted near the entrance
2022-07:03	Prepare several bulleted ideas for goals/objectives for your assigned committees/ministries – all liaisons assigned for their specific ministry	All	In-work for retreat
2022-07:04	Coordinate with the Live Stream Operators and Worship team regarding use of the large TV for Coffee Hour	Mark	Sent message to the LSOs asking for thoughts on design of this capability.
2022-07:05	Plan and coordinate the board retreat to be held on August 26-27 at Emilo’s Pizza (Friday 6:30pm) and UUCS (Saturday 1pm)	Mark	In-work for retreat.
2022-07:06	Create a broad announcement to be given during the service for the open volunteer positions, including the auction.	Mark	In Work
2022-07:07	Contact the Arts and Aesthetics committee to purchase/create a bulletin board for posting volunteer positions and for sign-ups for help at events, etc.	Mark	Contacted Denise Dittmar, who is working on it.

2022-07:08	Organize committee fair for October 2. Contact committee leads for participation and will create announcements	Mark and Rev Aileen	In Work
2022-07:09	Issue Semi-Annual Chalice Lighter announcements based upon board calendar entries. Locate UUA information on the program.	Mark	Proposed announcing in October & May (different months than other fund-raising activities)
2022-07:10	Create announcement for a date to agree on split plate beneficiaries. Hold the meeting and agree on beneficiaries based upon attendee inputs.	Jack	
2022-07:11	Schedule and deliver Quarterly “state of the congregation” message to the congregation. Consider verbal (recorded video?) and written	Mark	September, December, March, June would be good months. First one scheduled for September 25
2022-07:12	Coordinate Ministry Minutes to be given by Committees (in addition to Committee Fair) at least once a month	Bill	
2022-07:13	Schedule board members to participate in worship services as board host. Coordinate with Worship Associates for training	Mark	Schedule was emailed to the board; Need to put it in the worship calendar. Coordinate with Worship Associates for training
2022-07:14	Get us on Rev Foley’s calendar to initiate the Mission Vision, Covenant work	Rev Aileen	
2022-07:15	Ask the Membership Team to create a plan for facilitating the recruitment, organization, and promotion of the church’s social engagement activities	Bill	
2022-07:16	Prepare for organizing online presentations on either artists/art history or foreign films for adult recreation at UUCS	Jack	
2022-08:01	Coordinate with Rev Aileen regarding her revitalizing the Justice Ministry	Mark	
2022-08:02	Prepare discussion points for the Board retreat on how Board members can better provide guidance to UUCS ministries and committees on setting goals and objectives	All	
2022-08:03	Request that the Committee on Ministry review the draft charter that was previous prepared to ascertain whether it is still applicable and whether it needs adjustment.	Mark	

Board Decisions

Item	Decision
2022-07:01	Board Liaison assignments are: <ul style="list-style-type: none">• Committee on Ministry —no assignment needed anymore• Institutional Vitality Ministry —Adam• Worship & Arts Ministry —Mark• Justice Ministry —Jack• Lifespan Faith Development Ministry —Jackie• Care & Connections Ministry —now Mary• Welcome & Engagement Ministry —Bill
2022-07:02	<ul style="list-style-type: none">• We agreed to hold the board retreat on August 26 and 27.

Parking Lot Topics (Deferred to Future Meetings)

Owner	Topic

Next Meeting: September 14, 2022 @ 6:30 pm