

# MINUTES UUCS BOARD MEETING 2023-02-08

## In Attendance:

Board: Mark Lorenz, Bill Roman, Jack Hazerjian, Adam Winter, Jackie Mills, Adam Winter

Minister: Rev Aileen (Absent)

## Agenda

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## 6:40 Action Item Status

### Description

- Review open action items from previous meetings and provide status

### Goals

- Maintain tracking and accountability of assigned actions (see table below). Closed actions will be noted in current minutes and then drop off the tracker in the minutes.

### Minutes

- See action item status log at the end of the report.

### Decisions

- None

## 7:00 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

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

## Minutes

- Should we revise budget for UUA dues to reflect 100% of our obligation. We are currently paying 33%. So, 100% would be around \$8460 vs \$2800 (an increase of \$5660). Suggest we hold off until the end of the year to make this decision.
- In a misplaced financial posting suggesting that she had not been paid, Archana Asrani was actually paid from the Musical Director's account at a higher monthly salary; she had been mistakenly paid \$900 instead of \$800 during each of the past four months, and she will need to be consulted as to how she would like to reimburse the church, either by returning \$400 or receiving \$700 during each of the following four months.
- Reported expenses to date have been less than had been budgeted, including allocated work expenses for the minister; thus far into the July 2022—June 2023 fiscal year, income has been \$151,000 while expenses have been \$114,000
- The Membership Committee has been allocated \$1,800 to \$2,000 to underwrite needs related to the 2023—2024 Pledge Drive, including a catered dinner
- Mark Lorenz has been holding discussions with Rev. John Monroe on his availability to serve as Affiliate minister; agreement has been reached that he would serve on a quarter-time basis, officiating two services per month, and receiving payment on a monthly basis, amounting to a \$20,000 annual salary; he would also support pastoral care, for extraordinary needs not able to be fulfilled by the lay team. He would also receive monthly discretionary funds to help him execute his duties as part-time UUCS minister. contract for 2023—2024 has been drafted and revised, and is subject to one last review
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- Split-plate distributions:

Mobile Hope	\$424.52	January Justice Allocation payout
BackPack Coalition	\$424.52	January Justice Allocation payout
Minister's discretionary \$281.23		

## Action Items:

- Rectify \$400 overpayment to Archana by discussing with her how to schedule her reimbursement to UUCS
- Resolve remaining scheduling and service payment matters so that contractual terms with Rev. John Monroe can be finalized

## Decisions:

- Set aside until the budgeting of next year the consideration of the level of dues to pay UUA

## **7:15 Listening Circles, Town Hall Meetings, and Visioning Meetings**

### **Description**

- We will conduct a series of listening circles and town hall meetings to discern next steps with regards to our situation.

### **Goals**

- Discern next steps for our congregation around finances, new minister, facility, resource sharing, merging, who we are/what we want, visioning, etc.

### **Minutes**

- We held two listening circles after our September Town Hall meeting. We also gathered input submitted via email. The majority of the input centered around solutions to solve our issues: new minister, facility, growing income.
- We had a follow-up Town Hall meeting on October 23 with Megan Foley. During the meeting, we first summarized the outcomes from the listening circles; however, during Rev Megan's time, she thought the solutioning was premature (we had lots of time) and that we ought to figure out who we are and what we want before working on solutions.
- Rev Megan suggested a set of online visioning conversations. The first one was held on December 11 at 1 pm. We created a document, [What Makes UUCS UUCS - Google Docs](#)
  - We agreed to try to solicit stories from members and friends that didn't attend the first conversation. Casting the request via Illuminate didn't result in any responses (although not surprising during holiday season). We ought to repeat the request via Illuminate but also from the pulpit. Also, we should try to target specific folks via one-on-one conversations, preferably in person or on the phone.
  - We had suggested making the meeting recording available to members and soliciting inputs to the document.
- 2<sup>nd</sup> Visioning conversation is scheduled with Rev Megan Foley for March 5<sup>th</sup> after the worship service (11:00 am) via Zoom. We will hold a Next Steps meeting with Rev Megan over zoom on March 8<sup>th</sup> at 6:30 pm as part of our board meeting.
- We have a zoom meeting with Christine Purcell from the Transitions Office who will help us understand the various ministerial options that we have for our post-Rev Aileen period. This would include interim ministry, contract ministry. The meeting is scheduled for Wednesday March 15<sup>th</sup> at 7 pm.

### **Action Items**

- None

### **Decisions**

- None

## **7:35 Affiliate Agreement with John Monroe**

### **Description:**

- Rev John Monroe desires to be an affiliate minister with UUCS. In other congregations, this has required preaching for 2 times a year (without honorarium) and teach an adult ed seminar. We are engaging with Rev John to formalize our agreement with him.

**Goals:**

- Develop an affiliate agreement with John that supports our transition as Rev Aileen departs

**Minutes:**

- Affiliation Agreement was drafted and circulated to the board for comments. We need to formally approve the agreement.
- We are still working on the agreement for paid time-off, which doesn't make too much sense for part-time.

**Action Items:**

- None

**Decisions:**

- None

## **7:45 UUCL Collaboration**

**Description:**

- We agreed to establish a relationship with UUCL so that we both might benefit. Perhaps there are areas for collaboration or working together where individually we would not be successful, but together we might.

**Goals:**

- Connect with UUCL and develop a relationship with the leadership and then work to find areas for collaboration.

**Minutes:**

- Mark contacted Michelle Saville (UUCL President) and agreed to meet for coffee on December 20<sup>th</sup>. Notes from the meeting are below.
- UUCL has a membership of about 100 and about 50 friends. They have many families with children that give them a robust RE program: the Children's Group (PreK-4th grade), Middle's Group (5th Grade through 6th Grade), and Youth Group (7th Grade through 11th Grade).
- Fortunately, not all attend Sunday services since they would not all fit in the facility. They used to have 2 services, but reduce to only one in recent years. For occasions when everyone is needed, they rent space at a community center or other place.
- Their minister, Rev Alice King, works part time. They adjust her hours depending upon budget. They have a credentialed DRE (Wendy Moura) and an administrator (Gabrielle

Patterson). No music director, although they have a volunteer accompanist. They have a band (Jammers) and Sunday singers

- They also have adult Ed programs
- Some opportunities for collaboration:
  - Joint choir or band rehearsals and performances (Kris/Mark action)
  - Adult Education programs (Archana/Jackie action)
  - Social events like a picnic (Terry/Bill action)
  - Joint groups particularly when neither congregation has enough to hold the group, e.g. grief group, divorce group, men's group (Mary action)
  - Periodic visits to worship services (Mark action)
  - Joint social justice activities (Denise/Jack action)
  - Maybe hire their admin to help us when Jenny leaves (Board action)
- UUCL board is interested in further discussions on how we can partner with one another. The board is reaching out to congregational leaders to discover their interests. We will talk more when they respond back to the board

**Action Items:**

- None

**Decisions:**

- None

## **7:55 Annual Congregational Meeting**

**Description:**

- We need to select a date for the annual meeting. Possible dates are May 21 or June 4.
- Mark, Jack, and Adam will complete their terms in June. We need a President, Secretary, Treasurer and perhaps another member at large. Maybe a youth member.
- The annual meeting is scheduled after the worship service. Agenda is generally:
  - Review of the past year highlights
  - Vote to approve by-law changes
  - Vote to approve 2023-2024 budget
  - Vote to approve board slate
  - Vote to approve nominating committee slate
  - Vote to approve GA delegates (maybe)
- Annual picnic is after the annual meeting at Pavilion #1 Claude Moore Park

**Goals:**

- Complete agenda for the meeting and resolve issues as they arise

**Minutes:**

- We need to give guidance for the nominating committee. Currently, Mark, Jack, and Adam have completed their terms. Bill has agreed to move into the President role. Who would fill the remaining positions: VP, Secretary, Treasurer, and additional at-large member and/or youth member.

- Tentative dates for the Annual Congregation meeting were proposed for May 21st or June 4th
- Annual Picnic at Claude Moore Pavilion needs to be scheduled, although it was debated whether it could immediately follow the Annual Congregation meeting, as has been organized in years past
- The following items need to be completed in preparation for the Annual Meeting:
  - Identification of those interested in filling open UUCS Board positions, with their respective biographies and photos
  - Preparation and approval of the 2023-2024 budget by the Board at a meeting that precedes the Annual Meeting
  - Notice of the Annual Meeting to be prepared for submission to congregants, with reference to agenda items (Board position nominees, link to summary of proposed 2023-2024 budget, link to proposed by-law changes)
  - Completion of the annual report (assignments to be made)
  - Coordination in foods to be prepared for serving at the Annual Meeting
- Nominating Committee will need to solicit individuals interested in serving as delegates at the General Assembly, scheduled for June 21-25 in Pittsburgh, PA
  - Registration fees are \$600
  - General Assembly will be offered as a hybrid event

**Action Items:**

- None

**Decisions:**

- None

## 8:05 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:**

- Mark contacted several committee leaders with regards to unspent budget allocated to their committees and asked about their plans

- Worship and Arts:
  - Working with John Monroe on filling in for Rev Aileen: Copyright issues with readings, music
  - Denise Dittmar would like to leave her role as Aesthetics Committee lead.
- RE: Jack and Deborah Dalby are offering to hold within the UUCS sanctuary free, "Imagine" yoga classes, and a self-compassion class; arrangements need to be made to have this organized
- Welcome and Engagement:
  - Need a lead for Pridefest
- Justice:
- Care and Connections:
- Institutional Vitality
  - Need to create flyer/advertisements for admin position

#### **Action Items:**

- None

#### **Decisions:**

- None

## **8:20 Program Calendar**

#### **Description:**

We are reinstating the online program calendar to log events and inform the congregation of them. This calendar stopped being published and used because of the pandemic.

#### **Goals:**

Ensure organization among the growing number of activities at UUCS and promote them via online viewing.

#### **Minutes:**

- **February**
  - **25<sup>th</sup>: Poetry Slam**
- **March**
  - **5<sup>th</sup>: Stewardship Drive Kickoff**
  - **5<sup>th</sup>: 2<sup>nd</sup> Visioning Conversation with Rev Megan (Zoom)**
  - **8<sup>th</sup>: Next Steps with Rev Megan/board meeting**
  - **11<sup>th</sup>: Membership/Stewardship Dinner**
  - **15<sup>th</sup>: Zoom Meeting with Christine Purcell – Transitions Office**
  - **Stewardship Drive**
- **April**
- **May**
- **June**
  - **4<sup>th</sup>: Pridefest**

- What items should be captured here? Who is responsible for capturing the information?

**Action Items:**

- None

**Decisions:**

- None

## 8:25 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. Susan Reese has volunteered to join the committee as one of Rev Aileen's slots. The board previously voted to instate Susan in this position.
  - **RE Teacher**  
We are still in need for this position. Mark has reiterated the continued need with Archana and let her know that we've got budget for the position. She said the RE council will discuss.
  - **Nursery Care Worker**  
We need volunteers or paid worker (e.g. high school) to help in the nursery with the younger kids. We have 2 teens now helping (Isabelle Freidson). Archana indicates that we have sufficient childcare help at this time (given the number of children participating).
  - **Live Stream Operator**  
Tim George had to leave the group. Bryan would like another person. Mark has solicited suggestions from Bryan so that someone could approach them
  - **Stewardship Drive Lead:**  
Steve and Terry Dick have agreed to lead this activity this year. Nancy McCormick will join them. We still need someone (younger) that can learn the role for next year.
  - **Membership Committee:**  
We need to grow this committee
  - **Worship Associates**  
We need more on the team as they will be stressed without Rev Aileen.
- We also need to advertise the administrator position. Jenny is leaving at the end of the year. We first need to create a flyer/advertisement for the position.



**Action Items:**

- None

**Decisions:**

- None

**Parking Lot (as time permits)****Subtenant Rentals****Description**

- Subtenant rentals of our space is a reasonable painless way to increase our income. We might consider advertising our space through our webpage and Facebook page

**Goals**

- Increase income without compromising our ability to use our existing space

**Minutes**

- We would need to create a tab/pull down on our website to advertise. We'd put Jenny's phone number and contact info on it. Also, a brief description of the available space and available dates/times. Photos would be helpful along with text describing available space(s). We'd want to include the application form and perhaps a brochure with rental fees included.

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**Action Items**

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**Decisions**

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**UUCS Website Improvements****Description:**

- The UUCS website needs to be revised to improve user experience, particularly among people searching for a spiritual home.

**Goals:**

- We want the site to be engaging and informative for visitors and members/friends of the congregation

**Minutes:**

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**Action Items:**

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**Decisions:**

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**Action Items**

Action Item	Action	Assigned	Status
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	Not yet started
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. Explore approaches to attract members	Bill	Membership team created a written "plan" with roles & responsibilities. Currently executing the plan with resources available. <b>Completed</b>
2022-07:16	Prepare for organizing online presentations on either artists/art history or foreign films for adult recreation at UUCS	Jack	Not yet started
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	In work; CoM is aware of the need to create their charter. Kim F. did a ministry minute on 11/6/22
2022-08:05	Broad announcements will be during the service for open volunteer positions within UUCS, as well as promotion of its annual auction in November. Also, post volunteer positions on peg board. Current positions are: o Committee on Ministry: One or two members still need be recruited to join Kim Fitzgerald and Denise Lorenz. o RE Teacher: This is a paid position o Stewardship Drive Lead: We need someone to fill in after Bonnie Lepoff stepped down after many years performing this role o Endowment Committee: Two individuals are	Mark	In work, Stewardship leads found (Terry and Steve). CoM member found. Stewardship drive leads found.

	sought to help manage the particularly tenuous state of these set-aside funds.		
2022-10:01	Obtain support from Administrator to update web site to include information regarding facility rental; Also place notices on Facebook, Marketplace, and/or Craigslist	Jackie and Mark	<b>Completed</b>
2022-10:02	Contact UUCL president to establish communications, understand each other's challenges, find areas of common interest to work together, identify if sharing resources are of interest/benefit, and see if we can have cross congregational visits	Mark	Made initial contact with their president, Michelle Saville. Trying to find a date to talk. First to gain some trust. Met with Michelle and discussed possible collaboration.
2022-11-01	Continue discussion on the value and content of a survey to be distributed to UUCS members to more clearly understand how the church can better minister to their needs		To be undertaken after visits by Rev. Foley and Christine Purcell
2022-11-02	Inquire of Finance Committee the nature of the \$903.23 payment in October	Mark	Payment to Archana was to cover partial month payment for work in September. <b>Completed</b>
2022-11-03	Consider forming an IT committee. The committee would oversee web site updating, streaming equipment/software, email lists, etc	Bill	Not yet started
2022-11-04	Request the Church Administrator to re-instate the universal "Program Calendar" on the UUCS website as a central document for listing and referencing all church-related events.	Rev Aileen	<b>Completed</b>
2022-11-05	Inform Brian George and Chris Adams that they should tidy up, respectively, the sound room and the storage closet in the sanctuary. Additionally, inventory items in sound room.	Bill	Not yet started
2022-11-06	Consider getting help for management of the endowment accounts. Connie Drapeau might have some input.	Mary	Not yet started
2022-12-01	Followup with Rev Megan for a second visioning zoom meeting in February or March	Mark	Rev Megan suggests Feb 5 or March 5. We select March 5. <b>Completed.</b>
2022-12-02	Publish in "Illuminate" the weblink to the recorded session with Rev. Megan Foley, along with a prepared form for completion by those who wish to document their responses to "What is your story?" and "What makes UUCS UUCS	Mark	<b>Completed</b>
2023-01:01	Prepare advertisements for Administrator position. See if UUCL Admin is interested. Start date should enable an overlap with Jenny	Mark	In work
2023-01:02	Contact Connie Drapeau regarding investment ideas for our endowment funds	Adam	

2023-02:01	Explore reinstating the OWL Program by coordinating/sharing RE resources with UUC/Loudon	Mark	Not yet started
2023-02:02	Finalize the re-wording of UUCS bylaws before June 10th	Jack	Not yet started

#### Board Decisions

Item	Decision
2022-07:01	Board Liaison assignments are: <ul style="list-style-type: none"> <li>• Committee on Ministry —no assignment needed anymore</li> <li>• Institutional Vitality Ministry —Adam</li> <li>• Worship &amp; Arts Ministry —Mark</li> <li>• Justice Ministry —Jack</li> <li>• Lifespan Faith Development Ministry —Jackie</li> <li>• Care &amp; Connections Ministry —now Mary</li> <li>• Welcome &amp; Engagement Ministry —Bill</li> </ul>
2022-07:02	We agreed to hold the board retreat on August 26 and 27.
2023-02:01	Set aside until the budgeting of next year the consideration of the level of dues to pay UUA

#### Parking Lot Topics (Deferred to Future Meetings)

Owner	Topic

**Next Meeting:** March 8, 2023 @ 6:30 pm