

# MINUTES UUCS BOARD MEETING 2023-04-12

## In Attendance:

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

Minister: Absent

## Agenda

<b>6:30 Check-in and Chalice Lighting</b>	1
<b>6:40 Action Item Status</b>	1
<b>6:40 Minister Search</b>	1
<b>7:45 Finance Committee Update</b>	2
<b>8:00 Annual Congregational Meeting Preparation</b>	3
<b>8:15 Filling Volunteer and Staff Positions</b>	4
<b>8:15 Review Board Liaison Reports</b>	5
<b>8:25 Program Calendar</b>	6
<b>Parking Lot (as time permits)</b>	7
<b>7:45 UUCL Collaboration</b>	7
<b>Subtenant Rentals</b>	8
<b>UUCS Website Improvements</b>	8

## 6:30 Check-in and Chalice Lighting

## 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 log below.

### Decisions

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## 6:55 Minister Search

### Description

- We are using the UUA process to seek a contract minister for next year. This involves preparing the UUA Application and Congregational Record for submission into the UUA system. Once posted, interested ministers may contact UUCS via the UUA and we will have an opportunity to view their information. If we are interested, we would set up an interview. If we select a minister, we would negotiate a contract with them.

### **Goals**

- Secure a new minister for next year that meets our needs and desires, while staying within our budget

### **Minutes**

- The Board must provide for applicant ministers an extensive historical and current information on UUCS's congregation, operations, and community activities by documenting it on "Congregational Information" sheets, located on UUA's website. Currently, the board has been preparing the Application and Congregational Record. We hope to have it submitted next week. Status of sections? [Writing Assignments](#)
- Denise Dittmar and Bonnie Lepoff have agreed to serve on the Minister Search Team to help with selecting the minister.
- We need to hold a status meeting with the congregation. Did we already announce a date?? April 30
- We might consider using the document, [What Makes UUCS UUCS - Google Docs](#), as a help in understanding what we want

### **Action Items**

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### **Decisions**

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## **7:45 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**

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

### **Minutes**

- Through early April, \$174,368 has been posted as money received, while \$154,387 has been spent. Cumulative income to date has been somewhat less than expected, as based on annualized projections, while costs to date have been comparable to forecasts. Nonetheless, UUCS still has more operational cash on hand than had been expected. Endowment funds are about \$73,500. A close look at each budget line item and its expenditure during this fiscal year will inform next year's budget.

- It was also noted that Social Justice expenses are not included as a budget line item, since donations to charitable causes supported by UUCS are derived from weekly, split plate offerings, which are obligated funds
- The 2023-2024 Pledge Drive generated about \$170,000 in promised financial support, meeting about 90% of the \$190,000 target
- Further discussion on the affordability of a contract minister led to a consensus among Board members that the hiring of someone only at half-time was the prudent approach; this was accepted with the understanding that UUCS would not be enjoying the broader range of duties and engagements that would be undertaken by a full-time minister
- Split-plate distributions: UU the Vote/Allyship totaled \$300.33.

#### **Action Items:**

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#### **Decisions:**

- None

## **7:45 2023-2024 Budget**

#### **Description**

- The Treasurer and finance team develop a budget for next year and the board reviews the proposed budget. Some iteration may be required. The budget is sent to the congregation for their review. A budget discussion is typically held a week or two prior to the annual meeting for the finance team to review the proposed budget and answer questions from the congregation

#### **Goals**

- Develop and approve a budget for distribution to the congregation for their approval

#### **Minutes**

- Adam prepared a proposed budget for next year. The board will review it, make adjustments and vote on it via email over the next weeks.

#### **Action Items:**

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#### **Decisions:**

- None

## **8:00 Annual Congregational Meeting Preparation**

#### **Description:**

- We need to select a date for the annual meeting. We agreed on May 21.
- 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:**

- Nominating Committee has offered up a slate for the new board:
  - President: Bill Roman (2<sup>nd</sup> year)
  - Vice President: Jackie Roman (2<sup>nd</sup> year)
  - Secretary: Jack Hazerjian (1<sup>st</sup> year, 2<sup>nd</sup> term)
  - At-large: Mary Matheny (2<sup>nd</sup> year)
  - At-large: Nikki Griffin
  - At-large: Lisa Jones-Bateman
  - Youth: Nadia Freidson
  - Treasurer: Nancy McCormick
- No candidates to fill the two open slots in the Nominating Committee have been found. We will accept nominations from the floor at the annual meeting.
- 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. Bios being organized
  - Preparation and approval of the 2023-2024 budget by the Board at a meeting that precedes the Annual Meeting. Adam prepared draft
  - 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). Needs to go out by Friday, 21 April.
  - Completion of the annual report (assignments to be made). Suggest holding off until we complete UUA minister application and record
- 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
  - Bonnie Lepoff and Rosalie Clavez will be proposed delegates

### **Action Items:**

## **8:15 Filling Volunteer and Staff Positions**

### **Description**

- We have a number of key volunteer positions and our admin position that need to be filled. Currently, we need the following positions filled:
  - Office Administrator (replacing Jenny) – also need help interviewing candidates
  - Worship Associates to assist with preparation and conduct of worship services
  - Live-Stream Operators to provide sound and video
  - Minister Search Team to assist with evaluating and recommending a new minister

### **Goals**

- Identify and execute a plan to fill these positions

### **Minutes**

- Jackie indicates we are getting responses from the admin announcements.
- With the upcoming loss of Karl Fitzke to support livestreaming of worship service, virtual coffee hour after service, and AV needs at other events held within UUCS's sanctuary, there remain need for another technician to be identified and trained

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### **Action Items:**

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### **Decisions:**

- None

## **8:15 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:

- RE: Jack & Debroah Dalby – At the UUCS sanctuary, Deborah Dalby will lead a series of gatherings on self-compassion and yoga classes starting in May, while meditation sessions (led by Yvonne Centala) will be held on Friday afternoons
- Welcome and Engagement:
  - Need a lead for Pridefest
- Justice: Sterling Pride Festival offers an opportunity for UUCS to take part in a community activity and broaden its exposure to the local population through craft table set up for kids at this event. It will take place on Sunday, June 4th (1:00-7:00 pm) in Claude Moore Park. Jack and Jackie offered to take the lead in organizing UUCS's participation at this event
- Care and Connections:
- Institutional Vitality
  - Need a team to evaluate candidates for admin (Rev Aileen?)

#### **Action Items:**

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#### **Decisions:**

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## **8:25 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:**

- **April**
  - **22<sup>nd</sup>: Church Party – Rosalie and Bonnie 75 years old**
  - **22-30: Rev Aileen Candidating Week**
- **May**
  - **20<sup>th</sup>: Joni Mitchell Concert**
  - **21<sup>st</sup>: Annual Meeting**
- **June**
  - **4<sup>th</sup>: Pridefest**
  - **11<sup>th</sup> Annual Picnic at Claude Moore Park**
- What items should be captured here? Who is responsible for capturing the information?

#### **Action Items:**

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## **Decisions:**

## **Parking Lot (as time permits)**

## **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:**

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**Decisions:**

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## **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
2022-07:09	Issue Semi-Annual Chalice Lighter announcements based upon board calendar entries. Locate UUA information on the program.	Mark	Proposed announcing in October and May (different months than other fundraising activities). <b>Tabled</b> pending more certainty on our future
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
2022-10:02	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 - OWL class (they need trained instructor) - Music (Kris knows someone involved with music at UUCL)	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. UUCL board met and is interested. They are talking with committee leads.  Michelle has been unresponsive. Rev Aileen inquired with UUCL minister who indicated that Michelle is very busy.

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
2022-11-05	Inform Brian George and Kris Adams that they should tidy up, respectively, the sound room and the storage closet in the sanctuary. Additionally, inventory items in sound room.	Bill	In Work. Kris removed broken items from the storage closet
2022-11-06	Consider getting help for management of the endowment accounts. Connie Drapeau might have some input.	Mary	<b>Completed.</b> Connie didn't offer any suggestions.
2023-01:01	Prepare advertisements for Administrator position. See if UUCL Admin is interested. Start date should enable an overlap with Jenny	Jackie	<b>Completed.</b>
2023-01:02	Contact Connie Drapeau regarding investment ideas for our endowment funds	Adam	Redundant to 2022-11-06. <b>Completed.</b>
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	<b>Completed.</b> Bylaw updated drafted and approved by the board.
2023-02:04	Coordinate with Jack and Deborah Dalby on holding free yoga classes, labeled as "Imagine" and supportive of self-compassion	Rev Aileen	Mark and Rev Aileen met with Debra. She will prepare a description of the classes and we will assess interest. <b>Completed.</b> However class was postponed due to low interest
2023-03:01	Update information on the "Congregational Information" sheets on UUA's website for applicant ministers to review, revising content that had been prepared for the last minister search that was conducted in 2019	Board	Congregational information and application are posted. <b>Completed.</b>
2023-03:02	A contract needs to be finalized with Rev. John Monroe to serve as a affiliated minister	Mark	Employment agreement is signed. <b>Completed</b>
2023-03:03	UUCS Board needs to prepare next year's budget once the Annual Pledge Drive has concluded and projected revenue for 2023-2024 is known	Adam	<b>Completed.</b> Board approved the budget
2023-03:04	A job description is needed for online posting to seek out interested applicants to serve as UUCS's Administrator, replacing Jenny Wolfer, who should be consult-ed on her work duties before she departs at end of May	Jackie	Job description and flyer have been created and posted. We have several applicants

2023-03:05	Numerous preparations are required for the Annual Congregation meeting, scheduled on May 21st, when UUCS members can hear the Board's Annual Report and vote on: · 2023-2024 budget approval · revisions to by-laws approved · slate of new and continuing Board members · slate of new and continuing Nominating Committee members · slate of General Assembly delegates	Board - Mark to assign	All Items have been posted for congregation's review. <b>Completed.</b>
2023-03:06	Jack and Jackie will organize the booth for Sterling Pridefest on June 4	Jack and Jackie	In Work
2023-04:01	Followup with Rev Megan on ministers she thought would be interested in our position	Mark	<b>Completed.</b> Rev Megan has notified those ministers of our position

#### 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.
2023-04:01	We agreed to hold the annual meeting on May 21 after the service

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

Owner	Topic

**Next Meeting:** May 10, 2023 @ 6:30 pm