



Board of Trustees Business Meeting Minutes

February 28, 2023 - 6:30 to 8:30 PM via Zoom

Present: Becky Densmore, Jody Hanger, Joe Finnerty, Jenny Hunt, Adelaide Aime, Nick Pettey, Rev. Karen Bush (KB), Karen Folk, Steve Herzog

Not Present: Penné Beckett

Meeting was called to order at 6:32 p.m.

WELCOME/CHECK IN/CHALICE LIGHTING

- The Chair asked Board members, “What excites you about leadership?” Some of the following were given as answers:
 - forces us to have an opinion, gives us an inside view of the church, gets others excited about serving, helps each person shine in whatever role they play at church, strategic planning - get to do some dreaming, making a difference, seeing what a group of people can do together
- The BOT Covenant was read by all members present
 - Resource: [2022-2023 Covenant](#)

The agenda for the evening was finalized with no changes.

CONSENT AGENDA

- The Board received reports from the Associate Minister for Congregational Life, REE Manager, and the Director of Business Administration for the month of February.
- The Board received minutes from the 1/24/23 Business Meeting and 2/14/23 Combined Business Meeting and Study Session.

Discussion around consent agenda:

- Sally had comments in her staff report that the BOT supported her during hard time with congregant
- Cate did a great job with her first report
- Sally is looking at the open Membership staff position and what the needs really are
- There are new co-chairs for the Congregational Life Council!

The consent agenda was accepted with no changes.

ADMINISTRATIVE UPDATE

- Treasurer’s Report for Monthly Financials (January not complete due to staff turnover) - Adelaide Aime
 - [Fiscal Summary](#) – December 2022
 - [Budget Modification Tally](#) - December 2022
 - added new report with Brian Franklin’s help which is useful for anyone requisitioning money
 - moved job postings expenditures to be under Office expenses instead of Personnel for next year’s budget - other budget lines may move as well because of the staff handling more
 - Aime will look at Worship/Music lines to make sure England funds are being used as they should be
 - REE expenses are a lot fewer so those budget lines could possibly be lower for next year and free up some funds
 - Revenue and expenses are both fine (for December), revenue is a little higher
 - Aime working with Finance Comm to simplify the church’s banking set up - there are just too many accounts and takes time to reconcile; changes will show up on February report
 - efficiency and clarity is the target and maybe a little money can be saved
 - the upcoming elevette inspection will maybe fit into the regular maintenance budget
 - Aime will add a note about the solar panel payoff to the budget modification tally
 - Aime and Kathy Vance are supporting the new Director of Business Admin with financial stuff



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Aime taking the opportunity to look at the processes to see if the automated systems already set up can be used more efficiently; specifically the online banking portal

OLD BUSINESS

- Transition Team (T-Team) Status and Update - Rev. KB
 - Action/Discussion: A standing agenda item to support Rev. KB as she and the T-Team lead our interim work
 - led service last Sunday - will do two more (March and May)
 - Rev. KB will provide Board with a written report in May including growth points - the Board can formerly acknowledge it at May business meeting
- Board Goal and Activities Status and Update: (All)
 - Action/Discussion: During the September Board meeting, we adopted a single goal focused on our church's culture. This is a standing agenda item to ensure we continue working toward its actualization.
[Resource: 22 - 23 Board Goals](#)

Discussion around the Community Culture goal to "Provide leadership, information, and resources to support the UUCUC community to redefine and re-energize all parts of church life as we reach for the new 'normal.'"

- Hunt - talk more in Fellowship Hall about being liaison to Council, etc. People are still confused about the new Council model. Hearing about what Councils and Teams are doing will help to re energize church life. Just showing up and getting a cup of coffee doesn't reflect our mission and vision!
 - Aime - Have tough decisions coming up about where to put our money. Examining our online/streaming components is key. Other things might have to go.
 - Have to be intentional about our vision
 - Hunt - question should be addressed at our next Council of Shared Leadership meeting
 - Densmore - how is the church giving back to the congregation?
 - We should define culture or it will define us. Who do we want to be in this "new normal" so we can pass the baton on?
 - KB - we are still recovering from COVID isolation - level of exhaustion she is seeing is not normal; the impacts have been profound
 - Hunt - maybe need a simplified year on the Board next year - take a deep breath, circle the wagons and take care of church family. Consider what DIRECTLY aligns with mission.
 - Densmore will start a virtual conversation - put up a Google doc where we can add ideas
- Generosity Campaign Status and Update - Karen Folk and Jenny Hunt
 - Action/Discussion: The 22 - 23 BoT is taking a leadership role in the support of a robust Generosity Campaign, **Leap to the Future: Reconnect and Deepen Our Community**. This is a standing agenda item for the co-chairs, Karen Folk and Jenny Hunt to report on progress and provide them with a mechanism for continued Board support.
Resource: [Generosity Campaign Project Plan & Timeline](#)
 - There are 68 pledges in for about \$300,000
 - too early to make projections, but we are less than ½ way to what we need
 - need people to turn in forms - wanted pledges by March 5
 - follow up messages will start right away
 - BOT members need to make sure their pledges are in!
 - a lot of new members are pledging this year - realizing that it is something that we all do
 - individual thank you notes are going out to everyone who pledges
 - Hunt will give an update at service this week



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- BOT members will pledge by March 5 and Densmore will write eNews article
- Aime - number is needed by last day of March to start working on budget
- Safety and Security Report
 - Action/Discussion: The board secured the services of Good Havens Consulting and the expertise of Dr. Trudy Good, principal owner and director. Dr. Good created a report and shared her findings with the Board during its January Study Session. The Board is tasked with next steps to ensure actions are taken to address key findings.
 - Resource: [Congregational Safety Assessment & Recommendations Report](#)
 - Resource: [Good Havens Presentation](#) (NOTE: Copyrighted materials)
 - Resource: [Action Items and Leadership Guide](#)

MOTION: I move the Board of Trustees to establish a Safety and Security Team as delineated within the charter linked below.

Resource: [Safety and Security Team Charter](#)

Hunt moved to accept motion as written; Hanger seconded.

Discussion around motion:

- Finnerty - team should include a member of the ministerial team
- Densmore clarified that the Threat Assessment Team is “boots on the ground.” Safety and Security Team is policy-oriented
- Hunt and KB agreed that someone from SLT (Staff Leadership Team) should be on the Safety Team; the Director of Business Admin could be that person instead of minister; language added back in to charter to reflect this

Vote was unanimous; the motion to establish a Safety and Security Team passed.

(Now we need to think about a leader for the team.)

- Nominating Committee Update
 - Action/Discussion: It is time to begin looking at the vacancies that will occur as a result of leadership shifts that will occur in the 2023 - 2024 church year. Current [Nominating 2008-2021.xlsx](#) nominating committee includes: Penne Beckett, Becky Densmore, Peggy Patten, Kathy Frizzell, and Tim Temple. This standing agenda item affords the opportunity to provide updates and keep the communication channels open between the NomCom and BoT.
 - Resource: [Nominating Committee Tracking Spreadsheet](#)
 - **THE WORK OF THE NOMINATING COMMITTEE IS DONE!!!**

NEW BUSINESS

- Strategic Plan Progress
 - Action/Discussion: The Strategic Plan Monitoring team provides oversight and communication related to the progress UUCUC makes toward operationalizing our long range plan. A progress report is being compiled with plans for release in March during the business meeting.
 - Resource: 2022-23 Strategic Plan Progress
 - The progress report should be coming next month



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GRATITUDE PRACTICE

- Card Shower Recipient(s)
 - Kathy Vance, Financial Secretary for Herculean efforts
 - Rev. Sally for the difficult past month
 - Kathleen Holden and Jerry Carden for creating an orientation and onboarding for Cate to make sure she has support and love

NEWS FROM THE FIELD

- [Congregational Life Council](#) - Nick Pettey
 - new co-leads!
- Governance Taskforce - Jenny Hunt
 - no new news - looking at gaps, what don't we have
- [Operations Council](#) - Joe Finnerty and Karen Folk
 - [Ops Council Process](#) (Adopted 10.25.22)
 - having discussions of what policies need revision, to be eliminated, etc.
 - Hunt - Governance Task Force should be included (Brian McDermott is on Ops Council and member of Governance Task Force)
- [RE & E Council](#) - Steve Herzog
 - had good talk with Kelly Skinner - she is trying to get feel for landscape, he was able to provide her with some history, she is looking for ideas for getting help, Neighboring Faiths curriculum is good - she will try to bring back, attendance in REE is still very spotty
 - Densmore - Kelly was confused about how decisions are made; had clarifying conversation
 - Folk - had talk with her about strategic plan on how to use it
 - Hunt - met with Kelly to do a deep dive into Council model - there are places where Kelly sees room for improvement - she has set date for REE Council retreat
 - Kelly is looking for leaders for the REE Council
 - Densmore - she is doing a great job!
 - Rev KB - Kelly is going to Social Action Council meetings
- [Social Action Council](#) - Penné Beckett
- [Worship Council](#) - Rev. KB
 - would good for next minister to work with Sam (current Worship Council chair)
- [UUCUC](#) Strategic Planning (Monitoring) Taskforce - Karen Folk
 - nothing to share, on hold right now to focus on generosity
- Other - Service Auction!
 - huge opportunity for community to come back together

ACTION ITEMS

- Review New
 - Densmore will create Google doc to enable virtual conversation about the "new normal"
 - Rev KB will share her transition report during May business meeting
 - Densmore will write eNews article for next week - the Board has all submitted pledges
 - All - pledge by March 5!
 - Folk will get a blurb in the Order of Service about the need for coffeehouse food contributions
 - Folk will send confirmation/update about Board pledges to Hunt and Densmore in time for announcement during this week's service and for the eNews article
- Review Old
 - Folk will run the idea of extending the strategic plan past the Strategic Planning Monitoring Taskforce (DONE)



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- Review Ongoing/In Progress
 - All Board members will write card shower cards
 - Jody will send out the addresses for card shower recipients
 - Aime will check on the dollar value of the church's insurance and report back (In Progress - will report before end of board year)

FUTURE DATES

- Rev. Sally Redo Day - March 4, 2023
- Rev. KB vacation - March 12 to 19, 2023
- Coffeehouse - March 11, 2023
- Rev. Sally Study Leave - March 20 to 26, 2023
- Fire Drill - March 26, 2023
- BoT Combined Business Meeting and Study Session - April 11, 2023 (new minister contract action and draft budget)
- Service Auction - April 15, 2023
- Candidating Week - April 23 to April 30, 2023
- Rev. KB Vacation - April 23 to April 30, 2023
- Rev. Sally Study Leave- April TBD
- Rev. KB Vacation - May TBD
- Rev. Sally Study Leave - May TBD
- Annual Meeting June 4, 2023
- Saying Fare Thee Well to Rev. KB as our Interim Lead Minister - June 11, 2023
- Rev. KB Vacation - June TBD
- New BoT Organizational Meeting (Combined Study and Business Meeting) - June 13, 2023
- Rev. Sally Study Leave General Assembly - June 17 to 30, 2023

Meeting adjourned at 8:47 p.m.