



**Board of Trustees Meeting  
October 19, 2022, 6:30 p.m.**

**Present:** Terry Palin (P), Heather Hedquist (VP), Deb Loya (TR), Polly Noël (SC), Betty Burgner (AL), Danielle Bess (AL), Oscar Solis (AL), Rev. Mark Skrabacz, Rev. Nell Newton

**Absent:** one at-large vacancy

**Guest(s):** None

**Gathering**

Having established a quorum, Terry Palin called the meeting to order at 6:31 p.m. The Board met in person. Betty served as process observer and Danielle served as timekeeper.

Rev. Nell shared the opening words and Terry lit the chalice. Deb read the Board's covenant, and Oscar, Betty, Danielle, Heather, and Polly read the Ends statements.

After brief check-ins from meeting participants, the agenda was finalized.

**Consent Agenda Approval**

The September Board meeting minutes and other items on the consent agenda were approved as submitted with corrections and updates noted below.

- September Board Minutes (Polly)
- President's Report (Terry)
- V. President's Report (Heather)
- Treasurer's Report (Deb)
- Coordinating Team Notes (Rev. Mark)
- Minister's Report with Staff Meeting notes (Rev. Mark)
- COSM Meeting (Terry)
- LDC Report (Terry temporarily until new At-Large member is selected)
- Trust Fund for the Endowment (Danielle – have not met since August)
- CREF (Betty)
- Stewardship (Oscar and Terry)
- Financial Statements (Deb)
- Capital Campaign (Heather – no report this month, Dorothy will begin reporting regular updates in What's Happening and Friday Connections)
- Review of Listening Session (Deb)

**Old Business**

**Monitoring ENDS, Limitations, Linkage, Governance, and other aligned items:** Board members reviewed the following policies: Limitations: Financials: 2.3, 2.4, 2.5, 2.6, 2.7; Linkage: 3.1; and Governance: 4.1. **Polly moved and Betty seconded that wording referencing “the Minister” in Minister Limitations Policies 2.1 and 2.2 be changed to the “the Senior Minister.” The motion**

**carried - For: 7; Against: 0; Abstained: 0.** Polly will also search for and replace (when appropriate) “Minister” with “Senior Minister” throughout the rest of the Governance policies. Polly pointed out that there were several minor discrepancies in the language for 2.4, 2.5, and 2.7 that needed to be resolved (e.g., differences in last known monitoring report and minutes for these from February 2019 and last version of the policies maintained by the office and various past board members. **Deb moved and Betty seconded that the following three changes be made to correct or update Senior Minister Limitations: #1) that 2.4.6 (under Financial Conditions and Activities) be changed from “Given anticipated trends, end the fiscal year with a deficit” to “End the fiscal year with a deficit without Board approval;” #2) that 2.5d (under Asset Protection), be changed to reflect the motion approved by the board in February 2019 to read “independent checks and audits when requested by the Board” instead of “independent checks and audits;” and 3) that the language in 2.7 (Contracts) be changed throughout to reference grants and contracts. The motion carried - For: 7; Against: 0; Abstained: 0.** Deb also pointed out that First UU is not compliant with 2.5.3a (on segregation of duties), because the church administrator currently serves as bookkeeper and also has purchasing authority. Deb recommended that this be addressed as soon as possible. Heather also recommended that the Board should better understand issues related to 2.5.2 on respecting intellectual property (such as streaming worship services that include copyrighted music performed by the choir) and develop a formal policy. After review of 4.1 (on Agenda Planning) and agreement that no changes were needed for this, **Terry moved and Deb seconded that the (collective) title of policies 4.0—4.7 revert to “Governance Process” policies (instead of “Governance” policies). The motion carried – For: 7; Against 0; Abstained: 0.**

**Board Goals:** Review of progress on action items and status updates on Board Goals was tabled until November meeting. Terry asked that board members be prepared to discuss.

**Organizational Chart revision:** Polly has sent out an initial email to Rev. Mark, Rev. Nell, Oscar, and Danielle soliciting preferences accomplishing the task of finalizing the organizational chart.

### **New Business**

**“Widening the Circle” books:** Terry distributed copies of “Widening the Circle.” He will be sending questions to consider over the next month.

**Ministerial Search:** Members briefly discussed comments from the first of two Townhalls on the UUA’s approved ministerial search processes. Approximately 22 congregants (including Board members attended the online session. Rev. Art attended the first part of the Townhall and provided some helpful clarification about the search process. The congregation will be polled on their preferences after both Townhalls have been completed and the Board has met with the representative from the UUA Transition Office on November 3rd. The next Townhall will be on Sunday following the service; supplying a light lunch/snack (e.g., pizza) might be helpful in increasing attendance, especially among parents.

**APF payment to UUA:** During the budget process last year, the finance committee reduced the amount budgeted for our UUA Annual Program Fund (APF) dues. Given that First UU unexpectedly has sufficient reserve funds, it would benefit the church to pay our full APF dues for the current fiscal year to allow us to make full use of the UUA Transitions Team for the upcoming ministerial search. **Terry moved and Betty seconded that the Board of Trustees**

authorize the payment of \$1575 to the UUA to complete our congregational dues for church year 2022-23. This amount shall be paid from the General Reserve, Line 339. Deb recommended the following edit highlighted in yellow, which was accepted by Terry: **that the Board of Trustees authorize the payment of \$1575 to the UUA to ~~complete our congregational dues~~ fully pay the APF requested amount for church year 2022-23.** The motion carried – For: 6; Against 0; Abstained: 0.

**Steinway Piano refurbishing:** Susan Dill has received a quote with two options (Option I for \$10,245 and Option II for \$6,608) for refurbishing the Steinway piano in the sanctuary. Bill Westney (church member who is a classical pianist and retired professor of music) believes that Option II would be sufficient for our needs. The church has sufficient reserve funds to cover this expense. **Deb moved and Betty Seconded that that the attached Option II proposed for work on the Steinway & Sons – Model D #488895, ca. 1984, dated 4 October 2022 from Sforzando Piano Ltd. Co. be accepted and paid in the following manner: \$3,304 to be paid from Reserve for Music Program, Line #346 and \$3,304 to be paid from the Reserve for General Reserve, Line #339 for a total of \$6,608.** The motion carried – For: 6; Against 0; Abstained: 0.

**Security Meeting:** Rev. Mark brief the Board on the recent Campus Security Assessment conducted by Luu Do, Protective Security Advisor with the Integrated Operations Division of Cybersecurity and Infrastructure Security Agency, Department of Homeland Security (DHS). DHS now recognizes that churches, schools, and entertainment venues are soft targets and offers assessments, assistance, and training materials. Recommendations from the assessment include improved lighting, layered security, instituting a culture of safety, and Power of Hello training. The written report with recommendation provided by Mr. Do will assist in the preparation of a \$150,00 FEMA grant, which can be renewed annually. Mr. Do also indicated that the report might point out potentially “reportable” violations for information purposes only, but assured the group that the DHS is a non-regulatory agency. The Homeland Security Information Network has great resources, especially on the protection of minors; active shooter and threat training is also available. Rev. Mark also provided an update on the incident that happened on the day of the Security Assessment. Earlier that morning (before daylight) someone had cut off the power to the First UU campus and at St. Gregory’s. Because St. Gregory’s has security cameras and No Trespassing sign, the police were able to identify and arrest the suspected culprit (well-known homeless person who frequents neighborhood) who was attempting to use church garden hoses to shower. Rev. Mark reported that the power switch on our campus has been secured, but we will need a KNOX box when perimeter fencing is added. Rev. Nell raised the importance of working our “culture” of defining and maintaining boundaries while continuing to be a welcoming congregation.

**Eighth Principle:** Polly reported on some concerns and questions recently raised by a few congregants about the proposed 8<sup>th</sup> principle. Rev. Nell provided some additional background. Rev. Mark reported that the Social Justice Committee and Racial Justice Group would be offering educational opportunities and small group discussions on the 8<sup>th</sup> principle in the coming months. He and Rev. Nell will also include Denominational Affairs in future discussions with Social Justice and Membership. Terry also reported that five of our members, including Jan Realini and Dorothy Wallace would be attending the Jubilee Anti-Racism Training in November.

**Red Cross Use of First UU Facilities in Disasters:** Rev. Mark has recommended that we explore whether First UU could be used by the Red Cross during disasters. There were a few questions about whether First UU facilities would meet Red Cross criteria (e.g., space / restroom requirements). **Polly moved and Oscar seconded that Mark proceed with direct contact with Red Cross to determine if we meet criteria to serve as an emergency shelter.**

**Sprucing up the Campus:** Heather reported that congregants continue to express concerns about First UU facilities (especially Building 5). It has been quite some time since we've had a workday (e.g., to make minor repairs, clean & paint, cull items that are broken or no longer used). Bridget has requested assistance in sorting through and removing old RE materials and toys. It was also suggested that the workday might be combined with a "hanging of the greens" event. The Board agreed that the best day for a workday would be Saturday, December 3<sup>rd</sup> and that childcare and food should be provided. The Board also suggested that Bridget & other staff prepare a priority list for the workday.

**Social Activities Committee:** Board members discussed the desirability of supporting efforts to increase social events, including the possibility of reviving the Social Activities Committee and adding it as a priority for next year's budget. Opportunities for socializing this Fall include the Congregational Dinner on November 5<sup>th</sup>, Thanksgiving Lunch on November 24<sup>th</sup> to be organized by Dorothy, and Eggnog Social on Christmas Eve. The hanging of the greens event / Winter Holiday event (previously held in past years) was also mentioned as a possibility as were pancake breakfasts. In lieu of a Social Activity Committee, all requests to organize social events should go through Rev. Mark. Heather reported that she had not been able to find the church's alcohol policy.

**Stewardship Calendar:** Terry and Polly briefly reviewed the finalized Stewardship Calendar.

## **Closing**

Betty observed that did great, given how much content had to be covered. Danielle noted that we ended up on time. Rev. Mark and Rev. Nell read closing words that were a tribute to and blessing for leadership. Terry extinguished the chalice, adjourned the meeting at 8:52 p.m., and briefly reviewed upcoming calendar events:

- October 23 (Sunday) @ 12:15 p.m. - Board Town Hall in the FH
- November 3 (Thursday @ 6:00 p.m. Conference call with Keith Kron from the UUA Transitions Office)
- November 10 (Thursday) @7:00 p.m. – Joint Board/COSM meeting in the FH
- November 13 (Sunday) - *All reports due in Google folder*
- November 16 @6:30 p.m. – Board Meeting by Zoom.

[Minutes prepared by Polly Noël, Board Secretary]