



Board of Trustees Meeting Minutes February 15, 2023

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

Absent: Oscar Solis (AL)

Gathering, Establishing Quorum

The board met via Zoom. Having established a quorum, Terry called the meeting to order at 6:30 p.m. Terry asked Danielle to serve as Process Observer and Betty to serve as Timekeeper. Rev. Mark shared opening words and lit the chalice. Polly read the covenant, Rev. Mark read the mission, Deb read the values, and Terry read the Ends. After brief check-ins, the consent agenda was finalized.

Consent Agenda Approval

The January Board meeting minutes and other times on the consent agenda were approved as submitted with updates and clarifications.

- January Board Minutes (Polly)
- President's Report (Terry)
- V. President's Report (Heather)
- Treasurer's Report (Deb)
- Minister's Report (Rev. Mark)
- Coordinating Team Notes (Rev. Mark)
- COSM Meeting and COSM Reports (Rev. Mark and Terry)
- LDC Report (Emmanuel) – report not submitted
- Trust Fund for the Endowment Report (Danielle)
- CREF Report (Betty)
- Stewardship Report (Oscar)
- Financial Report (Deb reported that financial statements are not yet posted)
- Capital Campaign Report (Terry) Terry reported that the campaign is on track, still receiving pledges.

OLD BUSINESS

Governance Polices: Members reviewed the following governance policies:

- Limitations: 2.3, 2.4, 2.5, 2.6, 2.7 – no changes, but Deb pointed out that the church is not in compliance with 2.5.3. Although we used to have a bookkeeper, we are really not in compliance with best practices. Segregation of responsibilities for spending and posting on Quick Books is needed. Members agreed to re-visit in the future. Also re: 2.5.4, Polly suggested that the language for this policy item needs to be compared to the Gift policy posted on the church website.
- Linkage: 3.4 Strategic Planning – No changes or comments



- Governance: 4.7 Board Committee Principles – No changes or comments
- END: Terry reported that we will not meet the goal to revise this year. Work to review and revise the Ends, Mission, and Values will be undertaken in 2023-2024 .

Board Goals: Members provided updates on Action Items.

Congressional Certification: Rev. Mark reported that the certification was submitted and reported a total of 356 members and 101 non-member friends. The diversity question utilized a multiple-choice format; option of 10-24% was reported for both LGBTQ and BIPOC.

Organizational Chart: Polly presented a revised Organizational Chart, which was accepted by members after adjusting the line extending from Social Justice to Partners.

Widening the Circle of Concern: Terry invited Rev. Mark and Rev. Nell to comment on Chapters 6-8. They reflected on the educational offerings that have been offered in the past and the challenges of navigating member perspectives. We currently have a minister who identifies as multi-racial; sometimes people who identify as multi-racial feel they have to be careful about how often they bring up multi-racism. Many colleagues have experienced “erasure,” being told whatever they identify as isn’t important. Chapter 7’s emphasis on hearing, telling, and knowing stories about Black, Asian, Indigenous, Latinx UUs is important. Deb reported on her past experiences on the difficulty of find UUA educational materials on multi-racism and how many more resources are now available.

Membership Policy: Polly reported that representatives from Stewardship and Membership had met to discuss membership policy and agreed on several edits. **Polly moved and Deb seconded that the Membership Policy be approved, as presented. Approved: 5; Opposed: 0; abstained: 0. Motion passed.**

Interim Ministry discussion: Members agreed that the Board needs to start reaching out to the congregation & informing them what to expect. Rev. Mark and Rev. Nell discussed need to articulate in various ways the underpinnings of the deeper work that will be needed (i.e., learning to spend time with another minister “to get old minister out of your system”), so congregation can see other ways of doing ministry. The “work” that needs to be done should be better defined for the congregation.

Status on Spectrum Wi-Fi: Rev. Nell provided an update on the Wi-Fi plan. Communications from Spectrum have been inadequate and their proposal may be more than what the church needs. Information is still being collected from AT&T.



NEW BUSINESS

Aspirational Budget: Deb presented the aspiration budget, which has a total budget of \$772,273 total with estimated \$699,706 in pledges that will be needed. Major changes from prior year include:

- \$1,500 increase to maintain Honor congregation status with UUA for Annual Program Fund - this was a Board driven request. Additional money was voted on in the October meeting from reserves to fund for 22-23 and this is a Board goal.
- \$47,413 Increase to cover Rev. Nell (\$24,445) and Bridget (\$22,968) for a full year of employment. That is consistent with newly issued UUA compensation guidance and Board's goal.
- \$10,000 for Unity Consultants (to support “discernment” work including revision of Mission, Values, & Ends Statements) Board request.
- \$1,000 increase to support new Social Activities Committee (via Social Activity Supplies line item). This increase also represents requests by the Office Administrator and Green Team for the increase in party supplies and the purchase of those that would be recyclable and/or compostable.
- \$2,000 Board Development Funds \$1,000 additional, while LDC development remains the same.
- \$900 increase for Tech & Web Support. Based on Office Administrator’s request, and inadequate budget from last year based on current usage.
- \$11,632 new Maintenance & Repair contract handy person as requested by Facilities Chair. Amount was based on 12 hrs/wk at \$18.64 for “specialty position” in UUA Job Rubric. Comparable positions are Creative and Digital Manager and YRE Aide - requiring either specialized knowledge and or specific experience.
- \$2575 Composting Service requested by Green Team
- \$1000 Copyright Licensing. Board enacted requirement.
- \$1628 increase for Security - additional costs due to recent vandalism.
- \$1,272 increase for Employee Recruitment for childcare workers. Specifically for Care.com subscription for hiring childcare workers. (\$106 / month)
- \$720 for Adult RE (for curriculum materials) – new line item but overall RE program budget actually \$70 less than last year) due to reallocation of amounts consistent with DLRE’s request. This item is significant in that the Congregation is hopefully noticing and excited by the increase in Adult education offerings. DLRE did not see the need for a Retreats/Conferences line. For any educational needs (curriculum)Young Adults would fall under Adult RE. Any strictly social activity could be carried out with funding under Social Activities/Fellowship.
- \$300 Youth Adult Council (YAC) – new line to support this educational committee.
- \$2,300 increase for Guest Musicians. Additional money requested to obtain sopranos, which Susan is having increasing difficulty in recruiting and retaining.
- \$750 Requested by Aesthetics for new pulpit fall(s) and altar cloth(s) incorporating our new logo. Mission: *Inspire* with new colors and our new logo that ties in with the new Welcome banners we helped with this past year as part of the Foyer Task Force.
- \$17,000+ increase for Facilities budget grouping, primarily due to increase in utilities, telephone/internet costs, M&R costs, & office supplies. Significant increase in electricity with increases in other items as well.

Stewardship Kickoff: Terry summarized plans for the Stewardship Campaign, which will kick-off on March 4th.



Communications Protocol modification: Rev. Mark presented the modified communications protocol.

Sunday Safety Policy: Rev. Nell presented the proposed Sunday Safety Policy, which supports fulfills the requirements of 2.5 and 2.8 for asset protection and building security. The policy proposes that unused buildings, including the Fellowship Hall and Lounge, will be locked during Worship Service. The board discussed issues that prompted this policy, including recent break-ins and challenging situations that the Sexton has often encountered. Some members expressed discomfort over the plan to lock the Fellowship Hall. Heather moved and Emmanuel seconded that we have a procedure as to allow staff to lock all buildings on Sunday morning when not in use with the exception of the Fellowship Hall. The motion failed.

After additional discussion, **Emmanuel moved and Polly seconded to approve the safety procedure as presented, but if concerns are raised by the congregation, to ask for volunteers from that pool to help monitor the Fellowship Hall during the worship service.** After the additional discussion, **Emmanuel accepted an amendment that the procedure will be implemented following an educational process of the congregation. The motion passed: Approved: 4; Opposed: 1; Abstained: 0.** Terry agreed to write a newsletter article about the new policy.

Digital Communications Manager: Rev. Mark provided an update on Digital Communications.

CLOSING

Rev. Nell read closing words. Terry adjourned the meeting at 9:04 indicated. Deb and Emmanuel volunteered to provide opening and closing words for the March meeting. Terry asked Members to note upcoming events.

Upcoming Calendar Events:

- Saturday, February 18 – Marti Gras Party (Oscar and Polly)
- Sunday, February 19 – RE Class on the Article 2 Proposal -
- Sunday, March 5 – Stewardship Sunday
- Thursday, March 9 – Executive Team meeting
- Wednesday, March 15 – Board Meeting