



309 W Green Street, Urbana, Illinois

Board of Trustees Business Meeting Minutes

June 25, 2024 - 7:00-9:00 PM - In person/Hybrid Meeting in Library/Board Room

Present: Jenna Zeidler, Karen Folk, Jocelyn Karsk, Jenny Hunt, Matthew Staciewicz, Pat McClard, Margaret Lovell, Reverend Beth Monhollen

Meeting was called to order at 7:06

WELCOME:

- Rev. Monhollen lit the chalice, Board members read the BoT covenant and had individual check-in time

The Business Meeting Agenda was finalized.

Consent Agenda

- [BoT Staff Report June 2024.docx](#)
- [06-22-2024 Lead Minister Board Report](#)
- [DRAFT Board Minutes - May 28, 2024](#)
- [DRAFT Board Minutes - June 11, 2024](#)

Discussion: Reverend Beth Monhollen was asked to briefly discuss the long term priorities list from her report and what the timeline might possibly look like.

Parts of the Director of Congregational Administration’s report were highlighted including the midnight hard-out time for rentals and the switch from Breeze to Realm.

ADMINISTRATIVE UPDATE:

- Treasurer’s Report for Monthly Financials
 - [Fiscal Summary and Monthly Reports –May 2024](#)

For any urgent questions, email Adelaide as she was not present to discuss.

UUC GA Discussion

Rev. Monhollen, Rev. Fritsche and Kelly Skinner have discussed the UUA Article II revisions, including how to communicate the change to the congregation and potential updates to RE&E.

OLD BUSINESS:

- **Ministerial Agreements**

Motion: Margaret Lovell moved to empower the executive committee minus Reverend Beth Monhollen to finalize the FY25 ministerial agreements. Matt Staciewicz seconded. Motion passed.

Discussion: There are no identified areas of contention, and compensation levels for both ministers were set and approved during the budget process. Just need to get the final versions approved and signed by all parties.

- **Liaison Assignments for 2024/2025 board year**
 - [Congregational Life Council](#) - Jenna Zeidler
 - Council of Shared Leadership - Jocelyn Karsk
 - Finance Committee - Adelaide Aime
 - Governance and Policy Taskforce - Jenny Hunt
 - [Operations Council](#) - Karen Folk & Pat McClard
 - [RE & E Council](#) - Steve Herzog



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- [Social Action Council](#) - Pat McClard
- Special Projects and Task Forces - Margaret Lovell
- [Worship Council](#) - Rev. Beth Monhollen
- [UUCUC](#) Strategic Planning (Monitoring) Taskforce - Karen Folk
- floater/available to assist other liaisons-Matt Staciewicz

● **Urgent Needs Task Force**

Discussion: The Board discussed if the Urgent Needs Task Force should separate from the Building and Grounds Advisory Team to continue the work of evaluating needs as they arise. Or is the charge of the task force completed and transfer some of the monitoring for Urgent Needs back to BAGAT.

The Board needs to determine the role of Urgent Needs TF , identify the process of communication, who is accountable and who is responsible, and possibly create a new charge if the TF is to continue. More discussion is needed.

Motion: Karen Folk moved to table the issue of the Urgent Needs Task Force. Pat McClard seconded. Motion passed

NEW BUSINESS:

● **Allocation and carry-over of funds**

Treasurer requests allocation and carry-over of funds relating to specific projects which cannot be completed by the end of the fiscal year. This is partly due to many moving parts, and partly to the fact that the Church Administrator was out of the office and so could not facilitate important steps. Projects included in the request:

- i) Ramp Project: carry-over of any remaining funds on June 30, 2024. The work is not yet complete so cannot be invoiced until July or later.
- ii) Allocation of \$1,242 in unplanned, unbudgeted miscellaneous income (refund from Church Mutual) to outer office project which involves purchasing a work table/cabinet for the north wall of the space.
- iii) Outer Office Project: carry-over of \$110 remaining in Office Expenses Furniture Line (54240) plus the above \$1,242 for a total of \$1,352 to put toward the outer office furniture.
- iv) Children’s Chapel Risers: carry-over of any REE dollars unspent as of June 30, 2024 (approximately \$2K or less) for use to procure carpeted risers for the children’s chapel.

Motion: Margaret Lovell moved that the Board instruct the Treasurer to carry-over the dollar amounts and funding purposes listed above from FY24 fiscal year to the FY25 fiscal year. Pat McClard seconded. Motion passed.

● **Future Ministerial Agreements**

Discussion: Executive Committee recommends that BoT negotiations for future ministerial agreements (FY26 and beyond) be handled by the Vice Chair; negotiations have been handled by the Treasurer for the past 2 years. Note that agreements are brought to the full BOT before final approval. For future Treasurers this could be one less task assigned to them.



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Motion: Pat McClard moved that the work for ministerial agreement going forward shall be handled by the BoT vice chair before being brought to the full BoT for final approval. Karen Folk seconded. Motion passed.

- GRATITUDE PRACTICE: The board discussed whether to continue this practice. Board members should think about this before July.

- FUTURE DATES:
 1. BoT June Business Meeting - June 25, 2024
 2. Rev Beth study leave - July 1 - 14, 2024
 3. Kelly - LREDA conference - July 7-12, 2024
 4. July Study Session - July 9, 2024
 5. Jenny out of town (only minimally available) - July 13-19, 2024
 6. Rev Sally vacation - July 16-30, 2024
 7. Rev Beth vacation - July 19-28, 2024
 8. BoT Business Meeting - July 23, 2024
 9. Rev Sally study leave - July 31-August 4, 2024
 10. Rev Beth vacation - August 1-6, 2024
 11. Kelly vacation - August 3-10, 2024
 12. BoT Study Session - August 13, 2024
 13. BoT Business Meeting - August 27, 2024
 14. BoT Retreat - September 13-14, 2024
 15. Rev Beth vacation - September 25-October 2
 16. Rev Beth fall study leave - October 14-21, 2024

Margaret Lovell moved to adjourn the meeting, Matt Staciewicz seconded the motion. Meeting was adjourned at 9:07pm.