



Board of Trustees Business Meeting Minutes

May 23, 2023 - 6:30 to 8:30 PM via Zoom

Present: Penné Beckett, Jody Hanger, Becky Densmore, Adelaide Aime, Joe Finnerty, Jenny Hunt, Karen Folk

Not Present: Steve Herzog

Meeting was called to order at 6:34 p.m.

WELCOME/CHECK IN/CHALICE LIGHTING

- Chalice Lighting - Penné Beckett
 - *Abundance of Our Lives Together* by Katie Gelfand
 - We light our chalice as a symbol of gratitude as we celebrate the abundance of our lives together./In this sanctuary we harvest bushels of strength for one another, and offer our crop with the hands of compassion and generosity./In the authentic and gentle manner of our connections, we cultivate a simple sweetness to brighten our spirits./May we be grateful for the ways we nourish and uplift each other,/For it is the sharing of this hallowed time together that sustains us.
 - The BOT Covenant was read by all members present.
 - Resource: [2022-2023 Covenant](#)
 - SuperPowers Part 2
 - Resource: [22-23 BoT SuperPowers](#)

CONSENT AGENDA

- The Board received reports from the Associate Minister for Congregational Life and the Director of Congregational Administration for the month of April. The REE Manager's report will be coming later.
- The Board received minutes from the 4/25/23 Business Meeting and 5/9/23 Combined Study Session and Business Meeting.
- The Board received a modified job description and job title from the Operations Council for the transition of Office Assistant to Communications Coordinator effective July 1, 2023.
- Two items from the Consent Agenda were moved to New Business for further discussion.
 - Personnel Committee Role Description
 - Unfunded Requests Policy
- The consent agenda was accepted as revised.

The agenda for the evening was finalized as modified.

ADMINISTRATIVE UPDATE

- Treasurer's Report for Monthly Financials - Adelaide Aime
 - Fiscal Summary – [March/April 2023](#) (up-to-date)
 - Unbudgeted Revenue Tally - [April 2023](#)
 - Budget Comparison- [April 2023](#)

Notes from Adelaide:

- things looking pretty good - probably going to have a very large surplus because of reduced staff costs; that money becomes cash reserves that will be assessed later
- all indicators are fine; plate collections a little low, but nothing to worry about
- End of year spending - working with Councils and employees to get money spent, no real process in place, so making it up as they go - hoping they have support to make good decisions
- in the future, wants to start reminding Councils and staff in January/February to start thinking about spending money now - has to be done by June 30
- would like to develop a process for reallocation if Councils aren't going to spend all their funds



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- Hunt - are the budgets some Councils asking for more philosophical than what they actually need?
- Densmore - maybe ask the Councils and staff to provide a flash forecast ½ through the fiscal year
- Aime - the tool we use now looks back 5 years to determine budgets
- Aime - payment for musicians can be in three or more account lines
 - trying to honor England commitment - this year was a mess; wants to create a process
 - Kathy Vance and Aime will work with Finance to create one and then work with Worship Council to put it to use.
 - Densmore - suggested that this should start with Worship - make them write the process

OLD BUSINESS

- Church Home
 - Action/Discussion: The Reifsteck Reed report our church received this past fall offered three possible options to upgrade our church in an effort to ensure those with mobility challenges can navigate our building. Accessibility is broad and the board should consider deepening its meaning so that congregants understand its nuanced depth extends beyond mobility. This agenda item is designed to keep this critical topic on our radar. To this end, the board decided to take formal action to administer a non binding, advisory question survey to help better ascertain the congregation's desire. This is a standing agenda item to report on the progress.
 - Resource: [Advisory Question](#)
 - Resource: [Congregational Survey Results](#) (scroll to p. 14)
 - Resource: [Reifsteck Reed Accessibility Report](#)
 - Resource: [Our Church Home Webpage](#)
 - Resource: [Survey Link](#) (opened May 19, 2023)

Discussion around survey:

- Folk - Andy Robinson posted a bunch of info on Facebook about the building; people are saying we need more info and so they won't vote; some people tried to respond from the heart but still want more info
- Densmore - church has a culture of needing to know ALL the information; the reality is that we can't tell them how much is it going to cost; both are going to cost millions; concerned that there is groundswell to pay \$75,000 to replace the elevette
- Hunt - the elevette/lift issue needs to be addressed whether we stay or go, air conditioning also an issue that a lot of people think is an immediate need; it will take 3-6 years to get a capital campaign going, can't wait 5 years to address the lift issue; there will be a series of piecemeal decisions to keep the church building going for another 5 years
- Densmore - for continuing board members, use the survey as a launching pad to get people to respond to the vision from the strategic plan: what do we need? what do you want in your church? how does the church fit our vision? Allow people to express thoughts about this...continue to gain info from people
- per Aime's questions about attendance on Sundays, Hunt will talk to Cate (DCA) about updating the dashboard with current membership data
- 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 April during the business meeting.
 - Resource: [2022-23 Strategic Plan Progress](#)

Discussion around strategic plan progress report:

- Densmore - a beautiful report, amazing all that we've done



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- Folk - thanks to Nick Pettey on Worship Council for requesting all the team reports
- Folk - the progress report will go into the annual report in the fall
- Folk - next step will be to set new action items - need to continue the process
- Hunt - hoping for a summer meeting of the Council of Shared Leadership to help task force set new action items
- Summer Transition Plan
 - Action/Discussion: The Executive Committee (ExCo) has met with Rev. KB to ascertain her willingness to support staff on an abbreviated basis over the summer beginning June 1 through July 31, 2023. She has graciously agreed to continue providing support in a chief of staff transitional role. Over the course of eight weeks, for up to 10 hours per week, she would support senior staff by email, serve as liaison for the Board and staff, be available to support the new board and board leadership as needed, and provide pastoral support as a back up for Rev. Sally. This transitional plan affords minimal disruptions to staff and assures ongoing continuity in staff leadership.

MOTION: I move to approve the Consulting Agreement for Reverend Karen Bush.

- Resource: [Rev. Karen Bush Consulting Agreement](#)
- Resource: [Fee Calculations](#)

Aime moved to accept the motion as written; Beckett seconded.

Discussion around motion:

- Hunt - provides good continuity until Beth Monhollan arrives
- Densmore - lay leaders should never supervise employees
- Aime - overlap time is built in for a smooth transition

The motion to approve Rev. KB's Consulting Agreement for the summer passes with those present.

- Rev. Sally Fritsche Minister Agreement
 - Action/Discussion: Rev. Sally's Ministerial Agreement ends on June 30, 2023. The Board has asked our Treasurer to work with Rev. Sally on their new agreement to begin July 1, 2023 through June 30, 2024.
 - Resource: [Rev. Sally Fritsche 22 - 23 Ministerial Agreement](#) (approved 7.26.22)
 - Resource: [Rev. Sally Fritsche FY 23 - 24 Ministerial Agreement \(draft\)](#)
 - Resource: [Assoc Minister Job Description](#)
 - Resource: [Rev. Sally Fritsche Housing Allowance request](#)

MOTION: I move to approve the Ministerial Agreement for the Reverend Sally Fritsche.

Hunt moved to accept the motion as written; Beckett seconded.

A friendly amendment to change the BOT document signatory to be Becky Densmore was accepted.

The motion passed unanimously with those present; Rev. Sally's Ministerial Agreement was approved.

DRAFT Motion: I move the Board of Trustees affirms Rev. Sally Fritsche's desire to include the amount of \$36,216 (FY22-23 = \$31,308) to be reported to the IRS as a housing allowance. **(BOT forgot to vote on this - moved to June Business Meeting agenda)**

NEW BUSINESS



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- Staff Year End Bonus
 - Action/Discussion: As we wind down the church year, it is important to recognize our hard working staff who have performed brilliantly for us this past year.

MOTION: I move to provide staff with year end bonus as delineated in the highlighted cells included in the spreadsheet linked below for a total cost of \$5500.

- Resource: [Proposed Bonus Cost Breakdown](#)

Folk moved to accept the motion as written; Finnerty seconded.

Discussion around motion:

- Aime - we have a healthy surplus, in a position to award bonuses to staff in place, staff is not getting a cost of living raise, this is the only extra money they will see this fiscal year
- Densmore - bonus is based on hours worked per week; it sends a positive message that we value you and we will take care of you
- Hunt - really supports this; Cate says this is her dream job; this tells people we value you and we want you to stay; we have amazing staff right now, doesn't want to do a bunch of job searches next year
- Hanger - will taxes be taken out?
- Aime - bonuses have to be taxed
- Finnerty - bonus is communication device - we like you, want you to stay
- There was a friendly amendment to adjust the amount in the motion from \$4800 to \$5500.

The motion to provide staff bonuses passed unanimously with those present.

- Property Assessment Cost
 - Action/Discussion: The BoT has decided to ensure funds are budgeted to cover the cost of a property assessment. The assessment is roughly \$1800. We will need to use funds from the Capital Fund and as such the board needs to take action to transfer this amount from the Capital Fund to the operating budget.

MOTION: I move to transfer after July 1, 2023, \$1,800 from the Capital Fund to pay for a property assessment.

Hanger moved to accept the motion as written; Hunt seconded.

Discussion around motion:

- Aime - Dave Barr sent an experienced person our way; they are giving us a great discount.

The motion for transferring \$1800 from the Capital Fund to cover the cost of a property assessment passed unanimously with those present.

- CLA (CliftonLarsenAllen Accounting) Proposal
 - Action/Discussion: Brian McDermott, acting Finance Committee chair, shared the following motion unanimously approved by the Finance Committee in its May 16, 2023 meeting. *Motion: Finance Committee recommends adoption of the CLA proposal to the BOT.* Allocate the \$2200 that was not used for the financial consultant to help offset the one time fees that are part of implementing CLA as our accountants. The Treasurer notified everyone that the best cost estimate is that this may not cost more than current services, but we will not know the ultimate impact until implemented. The Finance



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committee believes that the benefits of bringing our accounting support into the 21st century will be ultimately worth it, even if the cost ultimately is greater than currently expected.

- Resource: [Statement of Need](#)
- Resource: [Emailed Statement of Costs from CLA](#)
- Resource: [Formal Quote from CLA \(full color\)](#)

MOTION: I move to accept the proposal of CLA as unanimously recommended by the Finance Committee.

Aime moved to accept the motion as written; Finnerty seconded.

Discussion around motion:

- Aime - our financial systems are in the dark ages - CLA provides online checkwriting and deposit services, they are a national firm so someone is always there to help
- Aime - initial set up fee is \$3,000, but we have money because we didn't use financial consultant money this year. Monthly fees are billable by the hour - it will be more hours at first, but will be less and less as things are set up and moved online.
- Aime - we have volunteers managing \$500,000 without oversight - the current situation really puts those people at risk
- Folk - oversight of trustees is absolutely necessary, hadn't really thought about it before, agree wholeheartedly with the plan
- Aime - sent out request for proposals to three firms, did not even get a bid from our current firm because they do not provide online services

The motion to approve CLA's proposal passed unanimously with those present.

- Building Community
 - Action/Discussion: This past year saw a resurgence of in-person events including potlucks, retreats, and celebrations. Our staff and lay leaders have worked diligently to reinvigorate and re-build our community, calling for events and occasions to gather once again in person. These occasions are joyous proclamations of the end of our isolation, however, these events were not foreseen and budgeted last spring as we could not predict what this year would entail in terms of in-person gatherings. Our Treasurer monitors unallocated revenue and this year we have \$1581 available. It is proposed that these unallocated funds be used to cover FY24 congregational wide meeting expenses and/or lay leadership retreats to ensure hospitality can be provided during these important gatherings.
 - Resource: [Unbudgeted Revenue Tally](#)

MOTION: I move any unallocated funds as of June 30, 2023, from the Unbudgeted Revenue tally sheet apply to FY24 budget lines for lay leadership retreats and refreshments for congregational sessions and meetings with the express purpose to support our mission "to build community."

Hunt moved to accept the motion as written; Beckett seconded.

A friendly amendment was made to remove the exact dollar amount from the motion to accommodate any expenses that may come up between now and the end of the fiscal year.

The motion to set aside any unallocated funds left at the end of FY23 for refreshment at lay leadership retreats passed unanimously with those present.



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- Unfunded Requests Policy (previously *Wish List Policy*)
 - Resource: [Policy Revision with Proposed Changes](#)
 - Resource: [Policy Revision \(clean copy\)](#)

Discussion around policy:

- this item was pulled from the consent agenda
- donor recognition section was reworded for clarity
- Aime - concerned that some donors would not want to be recognized

MOTION: I move to accept the new Unfunded Requests Policy formerly known as the Wish List Policy.

Beckett moved to accept the motion as written; Finnerty seconded.

The vote to approve the new Unfunded Requests Policy was unanimous with those present.

- Personnel Committee Role and Responsibilities
 - Resource: [Personnel Committee Operations Manual \(currently published\)](#)
 - Resource: [Personnel Committee Roles and Responsibilities \(revised May 2023\)](#)

Discussion:

- This item was pulled from the consent agenda
- Hunt would like to table this item because of the wording - it is still potentially in conflict with Head of Staff responsibilities; BOT needs to have more discussion and offer clarity to Personnel.

NEWS FROM THE FIELD

- [Congregational Life Council](#) - (Open - no liaison)
- Governance Taskforce - Jenny Hunt
 - Policy on Policies being finalized and should be going to the Ops Council in June so the BOT can vote on it in June; Hanger working on draft of a Social Media Policy for next meeting
- [Operations Council](#) - Joe Finnerty and Karen Folk
- [RE & E Council](#) - Steve Herzog
 - Lara and Kelly opted to step down as Chairs of Council, Kelly has someone in mind for replacement
 - all of the Team leads are in place - yay!
- [Social Action Council](#) - Penné Beckett
 - already working on backpacks for school next year, getting needed supplies. their whole budget has been spent, just need to turn in receipts
- [Worship Council](#) - Rev. KB
- [UUCUC](#) Strategic Planning (Monitoring) Taskforce - Karen Folk

ACTION ITEMS

- Review New
 - Hunt will talk with Cate about how she is handling membership data and the dashboard in general
 - Densmore will sign and get Rev. KB's signature on summer employment agreement (DONE)



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- Densmore will sign and get Rev. Sally's signature on their Ministerial Agreement. (DONE)
- Densmore will post signed copies in the BOT folder on the Google drive.
- Hunt will let Kathleen Holden know that the BOT has tabled Personnel Committee job description for deeper discussion at a study session.
- Densmore and Aime will sign the service agreement with the new accounting firm.
- Review Old
 - Folk will send Densmore the Council reports that have been submitted as part of Strategic Plan update (DONE)
 - Aime will amend the budget to reflect the merit increase for Rev. Sally and make any other changes necessary (DONE)
 - Aime will let Rev. KB and Rev. Sally know that the Board will vote on their agreements at the May business meeting (DONE)
 - Densmore will write an enews article to highlight the gratitude practice honoree teams for their work - to be published May 11 (DONE)
 - All - will write gratitude cards by May 9 (DONE)
- Review Ongoing/In Progress
 - Aime will check on the dollar value of the church's insurance and report back (This activity is moved to new fiscal year and will be linked closely with the property appraisal - 5.17.23 BD)
 - Hunt will reach out to Kelly re: a possible policy for childcare at church events

FUTURE DATES

- Budget Information Sessions (Brian McDermott)
 - Tuesday May 30th, 7-8:30 pm central (Via zoom only)
- Listening Sessions for Advisory Question related to church property:
 - Thursday, May 25 at 7:00 via Zoom
- Adalaide (Treasurer) OOO on May 31, 2023 through June 17, 2023
- Rev. KB Final Day as Lead Interim Minister - May 21, 2023 (final in residence) and then vacation through June 3, 2023 with official last day full time - Consulting up to 10/week beginning June 4 through August 15, 2023
- Annual Congregational Meeting Sunday, June 4, 2023 at 1:00 PM (voting in person only) live streaming from the sanctuary (Potluck from 11:30 - 1:00)
- New 23-24 BoT Organizational Meeting (Combined Study and Business Meeting) - June 13, 2023 at 6:30 (in person) outgoing board is invited
- Rev. Sally Study Leave General Assembly - June 17 to 30, 2023
- General Assembly Attendees
 - Jenny (June 20 through June 27, 2023)
- Adalaide (Treasurer) OOO on June 22 through July 7, 2023
- July Study Session - REE Council and Manager Special Guests - July 11, 2023
 - Help REE set priorities with reduced budget funds
- UUCUC and newly settled Lead Minister Start Up (August 1, 2023 - TBD)
 - Schedule Start Up for new Settled Lead Minister (note: Rev. Sharon Dittmar shared she is available for a start-up in August. Otherwise, she will not be available until December and later for the start up.)

Meeting was adjourned at 9:38 p.m.