



Board of Trustees Combined Study Session and Business Meeting Minutes

April 11, 2023 - 6:30 to 8:30 PM Hybrid via Zoom and In-Person at the Church

Present in Person: Steve Herzog, Becky Densmore, Jody Hanger, Karen Folk, Adelaide Aime, Penné Beckett, Jenny Hunt, Brian McDermott

Present Online: David Gross, Jerry Carden, Paul Weston, Lara Breeze-Troyer, Mona Shannon, Rev KB

Not Present: Joe Finnerty, Nick Pettey (resigned)

The meeting was called to order at 6:33 p.m.

WELCOME/CHALICE LIGHTING

- Rev KB asked all present to send blessings to three people: someone we are worried about, someone we are having challenges with, and someone we love.
- The BOT Covenant was read by in-person members
 - Resource: [2022-2023 Covenant](#)

SPECIAL GUESTS – The Budget Prep Task Force, Brian McDermott, Chair

- Resource: [Budget Prep Task Force PPT](#)
- Resource: [DRAFT FY 23-24 Budget](#)

Highlights from Budget Prep Task Force slide show:

- includes money for FT lead minister plus \$15K in moving expenses
- Associate minister at ¾ time
- rest of the staff with Office Asst at 14 hrs/wk (using excess reserves for this year) and AV Tech at reduced 10 hrs/wk
- task force looked at Fixed Expenses (e.g., utilities) vs. Flex Expenses (e.g. council inputs, new initiatives, board contingency)
- heard from all the Councils and task force worked to get to 72% of what each Council requested - all Councils funded at the same percentages
- each Council will decide how to distribute across their teams and initiatives
- BOT contingency only funded at 72%, set asides funded at 72%
- BAGAT (Buildings and Grounds) asked for church maintenance line to be 15k - they agreed to 10K
- one staff computer is in the fixed expenses side
- NO COLA for any staff - Personnel agreed that the needs should be funded first
- \$1800 for property appraisal could legitimately come from Capital Campaign Fund
- there are 20K of one-time monies used this year
- BOT needs to approve the idea that Councils have authority to spend dollars how they see fit
- BOT needs to approve the new budget format that the congregation will vote on (it reinforces the Council model)

Further budget discussion:

- Lara Troyer had comments from Kelly Skinner, REE Manager
 - because Kelly was hired as a manager and not a director, she doesn't feel that she can make sole decisions about the REE budget; board and/or congregational input is needed to help her determine priorities; especially because a 28% cut in funds is a lot
 - everyone should know that it is possible to deal with the cut in funds, but it will increase stress on her time and lessen her creativity
 - Densmore suggested a study session with the Board in July to help her set priorities
 - Hunt added that the BOT will rely on Kelly to make recommendations
 - Lara relayed that Kelly was unclear on the specifics of the McMahon funds for RE
- Hunt commented that revenue streams need to multiply; Council fundraising through events - she is planning to work with Cate over the summer and work with program Council reps



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- McDermott reminded Hunt that specific Councils can not fundraise for themselves, all fundraising has to be for the general budget per the bylaws
- There was no consensus from budget planning on prioritizing COLA over full funding to Councils
 - Aime pointed out that it would be hard to consider a midyear COLA or bonus because of the church's uneven cash flow
- Densmore expressed the spirit of working together to make tough decisions - very grateful to everyone
- Fixed expenses were reviewed and agreed on by the Finance Committee and Budget Task Force
- Personnel was distressed to see the reduction in the Office Assistant position; Cate also very concerned
 - all agreed that good communication on different fronts helps everyone - crucial to Generosity campaign, Councils, will continue to attract younger and new members
 - Aime and McDermott came up with plan to find money for FY24 (\$5000) by acknowledging that we will only be paying a Lead Minister for 11 months in FY24. (Beth starts August 1, 2023.)
 - Aime commented that we entered this year with a \$50K structural deficit
 - there has already been a lot of sacrifice from everyone
 - goal was to right-size the budget and that has mostly been accomplished
- There is no money in the draft budget for an installation - Densmore suggested perhaps there was a trend to wait for the next year as new ministers are very aware of the costs to congregations for the settled search process. Board members also suggested that our congregation rises to specific asks so if we need to host the installation within the same year, that raising additional funds to cover should not be a concern.
- If we funded all the Councils at 75%, we would only be in the hole by \$1800

Draft budget discussion ended at 8:08 p.m. and most budget task force members left the meeting.

NEW BUSINESS

- **Call Meeting**
 - Action/Discussion: During the combined business meeting and study session in February, the board approved a motion for the special Call meeting to be held in person. Refer to the Resource below. The Settled Search Team (SST) has asked the BoT to reconsider its decision to shift to a hybrid meeting platform. The SST co-leader, Janet Barrett, has affirmed the Moderator and UUCUC lay leaders who will manage the meeting have agreed to facilitate this format. Our purpose is to take action to reset the meeting format.

MOTION: I move that if the Settled Search Team provides for the necessary technical support, then the special Call meeting scheduled for Sunday, April 30, 2023 will be facilitated via a multi-platform experience so that members may attend and vote either online or in person.

- Resource: Unanimous BoT approval of 2.14.23 Motion - *"After consulting with the 2023 Moderator and the co-chairs of the Settled Search Team, I move the Board of Trustees to set the in-person special Congregational Meeting for Ministerial Call to Sunday, April 30, 2023, assuming that Candidating Week occurs as expected April 23 to April 30, 2023."*

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

Motion to revise the Special Congregational Meeting to be hybrid carried.

MOTION: I move that the Clerk issue a letter to the congregation no later than 10 days before the upcoming spring Congregational Meetings including Special and Annual.

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



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The motion to ask the Clerk to issue congregational letters 10 days prior to the Special Meeting and the Annual meeting carried.

● Health Insurance Personnel Policy

- Action/Discussion: While reviewing personnel policies in advance of a final compensation offer to the Ministerial candidate, the Treasurer found that our documents and practice and UUA filings regarding health insurance cost-share do not match. To ensure alignment, the BoT will consider a motion to slightly modify the personnel policies/employee handbook. If the motion passes, UUCUC will still offer the UUA recommended cost-share with the church paying 80% of the premium for the UUA PPO/Standard Plan for the employee and 50% of the incremental cost of covering any dependents. The Personnel Committee has been consulted to provide feedback and have no concerns with the stated change.

MOTION: I move to modify the Health Insurance Policy 11.7.6 included in the Employee Handbook as delineated in the resource linked below.

- Resource: [Health Insurance Policy 11.7.6](#) (proposed)

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

The motion to modify the Health Insurance Personnel Policy carried.

● Settled Lead Minister Contract

- Action/Discussion: The Negotiation Team (Adelaide Aime, Brian McDermott, Dave Sharpe, and Angie Urban) have been hard at work developing an agreement between our new settled lead minister and UUCUC. The board will need to approve this agreement and it is presented below.

MOTION: I move to approve the Ministerial Agreement (included in the link below) and direct the board chair to sign this agreement upon successful congregational vote scheduled April 30, 2023.

- Resource: DRAFT [Ministerial Agreement \(Word with edits\)](#)
- Resource: DRAFT [Ministerial Agreement \(clean copy PDF\)](#)
- Resource: [Compensation Packet](#)

Aime said the negotiations were easy and smooth; the candidate accepted our minimum offer.

Hanger moved to accept the motion as written; Beckett seconded

The motion to approve the Ministerial Agreement carried.

● Excess Reserves Recommendation

- Discussion: In March, the Board approved modifications to the excess reserves process included in the Reserve Disposition Policy linked below. The Finance Committee submitted its recommendations per our policy.
- This year they are recommending the excess amount (\$20,322) from the Church's bank account reserves be used to support ministerial transition expenses including up to \$15K for IRS-approved moving expenses and the balance of \$5,322 be reserved/rolled over for expenses related to the Lead Minister's installation. (Please note that the previous installation cost \$21K)
- The Executive Committee proposes that instead we apply the \$5,322 to the FY24 budget to ensure the desired staffing including Rev. Sally at ¾ time could be funded.



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MOTION: I move to accept the Finance Committee's excess reserves recommendation for \$15,000 to be reserved for Ministerial moving expenses and amend the \$5,322 to be applied to the FY24 Budget, knowing that any remaining unused moving expenses should be added to the Lead Minister's installation fund.

- Resource: [Reserve Disposition Policy](#)
- Resource: [Finance Committee 22-23 Excess reserve recommendations](#)

Herzog moved to accept the motion as written, Folk seconded.

Further discussion around motion:

- Aime - excess reserves is not always going to look like this; it is skimming from multiple years of reserves

The motion carried.

Final Comments:

Densmore - kudos to Budget Task Force for tackling the structural deficit;

McDermott - so happy to start with intentional staffing plan from the Board - made priorities easier

Hunt - vote in 2024 to codify the Council model of governance!

A motion was made to adjourn the meeting by Folk; Hunt seconded.

The meeting ended at 9:06 p.m.