



309 W Green Street, Urbana, Illinois

Board of Trustees Combined Study Session/Business Meeting Minutes

April 9, 2024 - 7:00-9:00 PM - In person/Hybrid Meeting in Fellowship Hall

Present: Charlie Boast, Steve Herzog, Adelaide Aime, Matt Stasiewicz, Jenna Zeidler, Karen Folk, Jocelyn Karsk, Joe Finnerty, Rev. Beth Monhollen, Jenny Hunt, Mona Shannon, Chris Hannauer

Meeting was called to order at 7:04pm

WELCOME/CHALICE LIGHTING

MOTION: Joe Finnerty moved that the Board enter executive session. Steve Herzog seconded. The Board entered executive session at 7:08pm.

MOTION: Jocelyn Karsk moved that the Board exit executive session. Karen Folk seconded. The Board exited executive session at 7:35pm.

MOTION: Joe Finnerty moved that the Board accept Tim Voelker's resignation, Charlie Boast seconded, motion passed unanimously.

MOTION: Jocelyn Karsk moved that the Board accept the facilities staff recommendations as presented. (See below for full recommendation) Matt Stasiewicz seconded, motion passed unanimously.

MOTION: Charlie Boast moved to accept the head of staff personnel recommendations, version eight. [Link to complete recommendations.](#) Karen Folk seconded, motion passed.

Generosity update

Mona Shannon provided a snapshot of where we are at and what the future looks like based on generosity trends and giving.

[pledge update doc](#)

As of 3-25-2024 we are at \$512,183 pledged. Mona gave a clear overview of new pledges and lost pledges. Having this information will help in coming years to set \$ goals with tangible benefit goals that we can explain to the congregation during the generosity campaign.

Big picture discussion of budgeting and fiscal outlook

Adelaide Aime led a discussion on the history and future of the budget. In the past few years, we have used one-time money to help offset the deficit. We need to return to a balanced budget more like prior to fy18. We were planning to put quite a bit in set asides, but at the first budget meeting the structural deficit was at \$60,000. The board discussed what guidance to give to the budget task force. Instead of putting money into set asides, we could use it as a stepping stone to align our expenses with our income over the course of a few years by taking some portion of those savings and spending that along with making some cuts. Two possible scenarios differ by the amount of excessive reserves used but both are at least a two year plan to spend savings and make cuts.

There also needs to be a message to councils about how we best serve our mission as a whole by seeing the big picture.

Our message to the Congregation is that this (addressing a deficit) is a normal thing that happens, but it needs to happen, cuts have to be made and it's an opportunity and invitation to really think about shared ministry and get creative about our collective work, to align that with our mission and what our actual budget is. We have kicked the deficit down the road for several years previously, this year we are



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knocking out some of that deficit and it is something to celebrate but also might lead to hard decisions, larger volunteer asks or things that don't get done.

MOTION: Adelaide Aime moved that the congregation sequester \$60,000 in Excess Reserves to assist with balancing the budget in decreasing amounts over the next three years. Jocelyn Karsk seconded. Vote was 8 in favor, 1 abstention. Motion passed.

FUTURE DATES:

1. Rev Sally vacation - April 14-28, 2024
2. Cate vacation - April 16-25, 2024
3. BoT Business Meeting - April 23, 2024
4. Spring Council of Shared Leadership Retreat - April 27, 2024
5. Rev Beth study leave - May 6-20, 2024
6. BoT Combined Study Session/Business Meeting - May 14, 2024
7. BoT Business Meeting - May 28, 2024
8. Congregational Annual Meeting - June 2, 2024
9. 1st Meeting of new board Combined Study Session/Business Meeting - June 11, 2024

Jocelyn Karsk moved to adjourn,. Matt Stasiewicz seconded. Meeting was adjourned at 9:57



Facilities Manager recommendation for 2024-2025

Recommendation:

Assessing the current needs of the facilities, I am recommending we eliminate the full-time facilities manager position for fiscal year 2024-25 and replace that position with a 14-19-hour per week maintenance Technician, a 5-hour week Sunday Kitchen Assistant, and a 2-day a week contract with a cleaning service.

Rationale:

The current facilities manager position is full-time and covers both custodial and maintenance responsibilities. However, the combined hours of facilities, custodial work, and Sunday help is consistently less than 40 hours per week. If we divide the work into its component categories, and hire a part-time maintenance technician for 14-19 hours/week, hire a part-time person to cover the Sunday fellowship needs, and contract with a cleaning service, this will be a more careful stewardship of our resources and more accurately reflect the current needs.

Assessed needs:

Custodial services

- Twice a week, Mondays and Fridays
- Cleaning of facilities to include:
 - Surface cleaning and disinfection
 - Sweeping/mopping/vacuuming floors
 - Trash removal
 - Bathrooms

Maintenance technician

14-19 hours per week at \$20/hour to include:

- Maintain and service boilers/CA filters and basic care
- Basic plumbing
- Repairs
- Painting
- Lights (interior and exterior)
- Security (maintaining locks and passcodes for doors)



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- Coordinate summer lawn service and winter snow removal
- Coordinate pest control
- Coordinate service calls with vendors for outsourced repairs

PROPOSED JOB DESCRIPTION: [Draft Maintenance Tech 2024](#)

Sunday Kitchen Assistant

5 hours per week on Sunday

- Set up Fellowship Hall for social hour
- Open REE wing and unlock playground
- Set up and take down coffee/tea service
- Let the DCA know what supplies need to be ordered for the kitchen (coffee, tea, creamer)

PROPOSED JOB DESCRIPTION: [DRAFT Sunday Kitchen Assistant](#)

Updated 4/4/2024

Rev Beth Monhollen