

**UUFCC Board Meeting Minutes Wednesday, August 23, 2023, at 7:00 p.m.
In person (room 6) and on Zoom**

Approved September 27, 2023

Respectfully submitted by Jeffrey Catchmark

Members Present: Suzanne Weinstein (president), Gretchen Kuldau (president-elect), Martha Butler (treasurer), Cheryl Bohn, Jeffrey Catchmark, Jennifer Glick

Members absent: Rev. Tracy Sprowls (ex-officio), Elaine Lau (secretary)

There were no changes to the agenda.

Meeting called to order: Suzanne **7:08 p.m.**

Chalice Lighting: Martha Butler

Reading of board covenant: All

Changes to the agenda: None

Minutes approved: June 28, 2023

Reports to be received and discussed as needed:

Minister (no report), President, Treasurer and Finance & Stewardship Committee, Building and Grounds

The Board voted to approve the Confidentiality Policy

Martha Butler moved to accept the revised Confidentiality Policy and Cheryl Seconded. The motion passed.

The Board voted to approve budget reallocations

Martha reported a previous error on the budget where the mortgage interest was counted twice. Given the new forecasted budget for 2023-2024, with adjustments due to the operations surplus at the end of 2023-2024, staffing changes, and the restoration of LRE budget requests, Martha moved to move \$15,000 from operations funds to the Capital Improvement Fund and to move \$12,500 from operations funds to an Operations Reserve Fund. Gretchen seconded. The motion passed.

There was a discussion on storage. We may need additional storage as many are concerned with the use of the attic for storage. Some feel we should not store anything in the attic.

Sexton and the Financial Secretary to start after Labor Day.

The Board voted to approve sexton and financial secretary positions

The Board affirmed the e-mail vote on sexton and financial secretary positions:

Elaine moved that we approve Luke Azner for the position of Sexton, and that we approve Christine Eleazer for the position of Financial Secretary. Martha seconded the motion. The motion passed.

The Board voted to approve driveway repair

The Board affirmed the e-mail vote on the driveway repair:

Elaine moved to have the UUFCC driveway repaired by Eby paving and that it be funded with 50% of the \$29,715 cost (or \$14,857.50) from the E&DG committee. Jennifer seconded. The motion passed.

The need for an archivist was discussed. First we need to develop a records retention policy where we identify what we want to archive. We then need to discuss with new financial secretary.

Discussed report from the Gardening Group prepared by Laura Kemper to the UUFCC Board. The board was supportive of the Gardening Group's grounds planning process.

We are planning to have the sexton take over lock-up on Sundays.

Action Items:

- **Need to understand storage needs and locations. May not want to store items in attic. Need to develop a plan to assess the situation.**
- **Develop a records retention policy then explore if we need an archivist.**

The Board adjourned at 8:18pm.

