



## UUCK Board of Trustees Meeting Minutes 07/22/2021

### I. Call to order

The meeting of the UUCK Board of Trustees was called to order at 7:00 pm on July 22, 2021 in a Zoom Meeting format. In attendance were Board Members Don Gregg, Liz Bright, Vivien Sundland, Heidi Shaffer Bish, Carol Weigand and Diane Kloss. Absent were Rod Thompson and Rev. Steven Protzman.

### II. Announcements

- The Board Listening Session for August will be held on Sunday, August 1 immediately following Sunday service via Zoom. Vivien and Liz volunteered to host and the topic will be discussion of church policy for gathering in person. Vivien will inform MaryBeth to list the topic as a Breakout room option.
- We agreed to continue with our practice of taking a 3-5 minute break at the one-hour point.
- Discussed the best day of the month to hold our regularly scheduled board meeting. We want to make sure the MET has time following their meeting to send us their minutes for our review before we meet. Also need to look at Rev. Steven's calendar for potential conflicts. Delayed decision until Rev. Steven returns.

### III. Prior Minutes

Normally minutes of meetings outline discussion points and names are used only to identify who moves and seconds a motion, or who will be responsible for an action step. It was suggested speaker names only be included in the board minutes to help clarify.

After making a few minor changes to the June meeting minutes related to the above point, Vivien moved and Heidi seconded that we approve the minutes. Motion carried, no abstentions.

A special board meeting was held on June 30, 2021 to review and approve the UU Church of Kent In Person Health and Safety Policy. The Board also voted to approve Kathy Kerns as our Commissioned Lay Minister. It was moved by Carol and seconded by Diane to approve the minutes. Motion carried, no absentions. Link to the policy:

[https://docs.google.com/document/d/1418hJET7douSOXAb2nSWHbsMgyDKEIne43EgLIli\\_HA/edit#heading=h.q4si8r78luip](https://docs.google.com/document/d/1418hJET7douSOXAb2nSWHbsMgyDKEIne43EgLIli_HA/edit#heading=h.q4si8r78luip)

The Board acknowledged that the above policy should be released to the congregation as soon as possible. Board members are hearing from congregants that they are anxious to know what the plans are for reconvening. Don will write the introduction to take into account these concerns and remind the congregation that zoom services will continue even after the church opens for in

person activities. The Board would like to have this policy sent as a separate email to all members, friends and visitors and to appear on facebook and the church website after the email is sent. It was moved by Diane and seconded by Vivien for the above plan to be expedited. It passed.

#### IV. Consent Agenda

The consent agenda was reviewed. Comments on the treasurer's report indicated that we will most likely end the year with small reserves to carry over into next fiscal year. Pledge income came in at 97% and we also received \$17,000 in unpledged donations. The year end reports are still being completed so there may be additional income received before the books are closed for the year.

A motion was made by Vivien and seconded by Heidi to receive the consent agenda. It passed unanimously.

#### V. Agenda Items

- Construction Team Report

The report indicates the final punch list was completed and there were 99 items that need finishing before the building can be inspected and signed off for occupancy. Anticipated completion date is August 15, 2021. We hope the board will not have to set up a regular reporting structure for Hobbs Hall Construction after this meeting. Concerns about having room to meet in person until this happens were discussed, including in person meetings of the Board. It was decided to meet via Zoom for August.

- Previous Year Audit of Minutes and Agendas

Carol and Diane agreed to review the Board meeting minutes and agendas from FY 2020-2021 and report in August on any outstanding activity or needed actions.

- Preferred contact between Board members.

Don will send an email to gather this information and provide the results to the board. Diane mentioned the church has an online directory, Breeze, that can be accessed from a computer or application on your phone. She would be able to get interested Board members access to this helpful tool.

Discussion about if and when the Board might meet in person. Due to lack of space and distancing requirements, the Board will hold their August meeting via Zoom. Ideas included having every other meeting in person or having winter meetings via Zoom and other meetings in person.

- Board Retreat

In consultation with Rev. Steven's schedule, the Board has planned their annual retreat for Sunday afternoon, August 22. This meeting will be approximately 4 hours and there was discussion about taking place in person, zoom or a hybrid option. No decision was reached. One of the important activities will be to write the goals for the church for 2021-22.

- Board Covenant

Reviewed the current Board covenant. This document is an agreement on how the board will operate, the informal expectations of what things are important in our relationship with each other and with the congregation. There was discussion around #4 which describes input from the congregation. Several members expressed interest in more transparency and discussed ways of sharing Board minutes/content with the congregation. It was also noted that church members can always attend Board meetings. Heidi moved and Liz seconded that we will adopt the final version of the Board Covenant at our August meeting. It passed.

- Hobbs Hall Start Up Team

Hobbs Hall Start Up Team Report was not available. It was noted that google docs has a spreadsheet with all requested items and costs, including those approved and purchased. The MET was authorized by the Board to decide how to allocate the available funds (\$75,000) for furnishings and equipment. Meetings are held every other Saturday via Zoom.

- Committee on Shared Ministry

No additional names were available or considered at this time.

After a review of the minutes from the April-June, 2021 minutes it was found that the Board had not officially appointed a past Board Moderator to the MET for the September 1, 2021-August 31, 2022 term. Jennifer May had offered to remain in this position for another year. We appreciate her willingness to do this, while keeping in mind that these important positions need to be rotated. Vivien moved and Carol seconded appointing Jennifer for the upcoming year. The motion passed.

- Board Orientation Training

Rev. Steven will present an orientation session to the Board. This usually takes 2 hours and is held in the evening. It was agreed to schedule this session on Tuesday, August 31.

- The Board calendar item was tabled due to lack of time.

- UUJustice Ohio (UUJO)

UUJusticeOhio is a statewide group of UU churches who advocate for a variety of social justice and legislative issues in Ohio. We need to pay dues to support this organization if we want to remain a member. Vivien will research our financial obligations and available funding and provide information at our next meeting.

- Process Review

There was a lot of good discussion. New members were not sure what to expect, so were unable to fully evaluate this meeting's interactions. Got through most items on our agenda.

Meeting adjourned and chalice extinguished

Respectfully submitted by Diane Kloss and Carol Weigand