



UUCK Board of Trustees Meeting Minutes October 28, 2021-DRAFT

I. Call to order

In attendance were Don Gregg, Heidi Shaffer Bish, Vivien Sandlund, Liz Bright, Rod Thompson, Diane Kloss and Rev. Steven Proztman. Absent Carol Weigand

After a brief check-in the meeting started at 7:00 PM with Rev. Steven offering a reading.

II. Announcements

The monthly board listening session will be held on Sunday, November 7. It was decided this month would not be topic-specific and Don and Vivien offered to host.

III. Approve Prior Minutes

The September Board minutes were reviewed and revised, with the addition that the Congregational and Minister Evaluation is in process and the plan is to complete it in mid-November. The results will be shared with the congregation and minister by year's end. Rev. Steven called for the minutes to be approved as revised and it was seconded by Rod, and approved by the board. These minutes will be posted on the church web site.

IV. Consent Agenda

Rev. Steven presented his monthly Minister's Report. Highlights included:

Vanessa Vesely will continue to provide basic music for services while Hal is on short term disability.

Rev Steven presented a document he wrote in September 2021 with his ideas for continuing a Multi-platform Community.

The staff has been working overtime during the past year and he will be offering them some time off to refresh.

Rev Steven suggested the congregation is in need of an updated vision statement. The current one was written in 2008 and was focused on expanding the campus. Now that we have reached that goal we should look forward to a new future.

Treasurer's Report

We were over income and under expenses, as budgeted, for September, 2021.

For last fiscal year our income was at 96% of budgeted amount, with 91% OF budgeted income.

The 2020-2021 Year End Final Report shows a carry over, somewhat smaller than anticipated, of \$18,000.

MET Agenda

A safety team is being formed.

They reviewed a request for the rental of Hobbs Hall by the Haymakers Market . We were unable to secure this event as our Hall is not large enough to meet their needs.

MET is recommending increases in staffing. See agenda item Positions (below) for discussion.

Rev. Steven moved and Rod Thompson seconded that we receive the Consent Agenda. It passed unanimously.

October Board Listening Session Report

Discussion around issues raised at the Board Listening session in October. There were concerns about the need to move forward with a position to support the use of Hobbs Hall.

V. Construction Team Report

Rev. Steven reported that all inspections on Hobbs Hall are complete and the occupancy permit has been achieved. Although this is wonderful news, we are awaiting the completion of the “punch list” by Metis Construction before moving any items into the building and before we start using the building. This will ensure the completion of Metis’ work without issues of liability, etc.

We will want to celebrate with an Open House for the congregation and special Sunday Service in Spring 2022. Remember to invite the Press!

VI. Annual Auction

The Board will discuss this at a later meeting, as the Auction has been moved to the Spring 2022.

VII. New Positions and Increase in Staff Hours

The MET is proposing that we increase the Administrator’s position to 40 hours per week, and add a Facilities Use Manager and a Technical Manager position. These suggestions will be discussed in detail when the MET will join the Board at their November 18 meeting. Anticipated costs for the remainder of this fiscal year is \$12,609 with an annual cost, including benefits, of \$20,000.

It was decided to meet in person for the November Board Meeting. Rev. Steven to secure space.]

VIII. Congregational Goals

The question was posed as How do we move the Congregational Goals forward? After a lengthy discussion which included the board’s role, communication with the congregation and COSM (Committee on Shared Ministry) and operationalizing the goals, the following motion was made by Rev. Steven and seconded by Heidi:

The COSM shall partner with the Minister, Staff and MET as they support, assist and encourage the congregation's teams and ministries with carrying out (operationalizing) the Congregational Goals.

The COSM will provide an update to the board of their activities in relation to this charge at the January 20th Board Meeting.

The COSM will encourage groups to frame their 2021-22 annual report's achievements and activities in relation to the goals.

Rev. Steven will convey this information to the COSM and keep us updated on his activities in regards to the staff and congregational goals.

The motion passed unanimously.

IX. Hall Grant Recipient

Discussed how we will decide who should receive the Hobbs Hall grant. We would like local (Portage County) organizations who are aligned with the church's social justice values to apply. Additionally, anyone who is able to partner with the church to carry out their program or activities will get additional consideration. This is a one-time gift and a suggestion was given that environmental issues might be a focus as it was important to Olive Hobbs. Heidi and Vivien will narrow down the focus and work on an RFP (request for proposal) outline to present to the board in December for approval. This is a \$5000 grant.

X. Tabled Items

Our Google Docs "training" by Rev. Steven was postponed due to lack of time. The Leadership Development Report was not available and will be heard at a later date.

XI. Process Review

Participants said they felt the session includes good listening and open communication. Also mentioned were the ability to resolve conflicts with people feeling comfortable voicing their concerns and opinions. Substantive things were discussed regarding the board's role and a special mention were Heidi and Rev. Steven for their input.

X. Extinguish the Chalice and Adjournment

Rev. Steven extinguished the chalice and the meeting was adjourned at 8:55 PM.

Respectfully submitted,

Diane Kloss, Co-Secretary

