



UUCK Board of Trustees Meeting Minutes November 18, 2021

I. Call to order

In attendance were Don Gregg, Heidi Shaffer Bish, Vivien Sandlund, Liz Bright, Rod Thompson, Diane Kloss, Carol Weigand and Rev. Steven Protzman. Staff members MaryBeth Hannan, Lois Weir and Colleen Thoele were also present.

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

II. Announcements

The monthly board listening session will be held on Sunday, December 5. It was decided this month would not be topic specific and Diane and Carol offered to host.

III. Approve Prior Minutes

The October Board minutes were reviewed and revised. Rev. Steven called for the minutes to be approved as revised and it was seconded by Rod, and approved by the board. The minutes will be posted on the church website.

IV. Consent Agenda

Rev. Steven presented his monthly report.

Rev Steven recommended that the Board and the MET begin the process of crafting a new mission statement.

Lois reported that our income was slightly lower than projected, but our expenses were also slightly lower than average.

There was no report from the MET.

The November Listening Session was well-attended. There was discussion about the need to remind participants tactfully about time constraints.

Reverend Steven moved to receive the consent agenda. Rod seconded the motion, and it was accepted.

V. Agenda Item

Facilities manager - MaryBeth said that we have had rental requests for Hobbs Hall from a commercial bakery, a program for developmentally disabled adults, the Kent Garden Club and a private individual. She recommended that the Board hire a facilities manager to advertise and coordinate the use of Hobbs Hall. Lois concurred that we need this position filled as soon as possible to generate income from Hobbs Hall and offset expenses.

There was discussion about Portage Health Department approval for the use of the kitchen. MaryBeth and Kathy Slater volunteered to meet with the Health Department.

Vivien made a motion to approve the position of facilities manager. Heidi seconded it. There was discussion about the number of hours which would be stipulated in the contract. MaryBeth proposed four hours a week with additional hours included in the lease agreement. Diane suggested amending the motion to increase the hours to a maximum of eight per week for the first three months. Rod seconded the amended motion, and it passed unanimously. Reverend Steven said that the MET will determine how to fund the facilities manager position.

VI. Agenda Item

Tech Manager - Colleen, MaryBeth and Reverend Steven presented the need for a paid tech manager. This person would be hired for seven hours a week, typically four on Sunday and three during the week. Additional hours would be covered by rental agreements. Diane said that we will still need volunteers, since Sunday services require about seven tech support people. The tech manager will coordinate with the worship team.

Vivien moved that we approve the position of tech manager. Liz seconded the motion, and it passed unanimously.

VII. Agenda Item

Administrator contract - Reverend Steven asked the Board to approve increasing MaryBeth's hours to forty per week with commensurate salary and benefits. Diane made a motion to approve this increase, and Heidi seconded the motion. It passed unanimously.

Rod asked if it was possible to amend the motion to take effect retroactively to the beginning of November. MaryBeth said that she appreciated the support, but that it wasn't necessary.

VIII. Construction Team Report

The occupancy permit has been granted, but approximately twenty items remain on the punch list. Diane said that she will ask MaryBeth to post Construction Team reports on all UUCK websites as well as in the ENUUS.

IX. Hobbs Grant Recipient

Heidi will establish criteria and Vivien will compile a list of local organizations which embody the Hobbs' passions. The goal is to award the \$5,000 grant by Earth Day, 2022.

X. Additional Announcements

The MET has called for budget requests from leaders and committee chairs.

Don and Vivien are working on the annual review process.

Reverend Steven will offer Google Docs training via Zoom at a later date.

XI. Closing

After a process review and closing words from Reverend Steven the chalice was extinguished, and the meeting was adjourned.

Respectfully submitted by Carol Weigand