



UUCK Board of Trustees Meeting Minutes November 30, 2022 Approved

I. Call to order

In attendance were Don Gregg, Heidi Shaffer Bish, Liz Bright, Diane Kloss and Carol Weigand. Also attending via zoom were Susanna Smart and Kara Kramer.

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

II. Approve Prior Minutes

In the interest of time management the minutes and consent agenda were discussed prior to announcements this month. The October minutes were approved as revised on a motion made by Diane and seconded by Liz.

III. Consent Agenda

Treasurer's Report was unavailable (October, November needed)

MET unavailable

Minister's Report

Rev. Steven emphasized the importance of communicating progress on the Liminal Action Plan to the congregation. There was discussion about the most effective ways to publicize the LAP. Don said he would look into posting information on the UUCK website.

The Board went into Executive Session to discuss a personnel issue.

After that discussion Heidi reported an issue regarding the temporary sign for Hobbs Hall. A neighbor complained to the city of Kent, and the church was asked to remove it. A permanent sign will have to be a monument sign attached to a base according to Kent City guidelines. Heidi will report sign status in January. A comprehensive signage plan will have to be presented to the planning commission. The temporary sign can be reinstalled for short term use.

The Consent Agenda was received on a motion made by Heidi and seconded by Liz.

IV. Announcements

Kara and Don volunteered to present the Board Breaking News on 12/18 with a focus on the Liminal Action Plan. Diane said she would post it in the ENUUS.

V. Minister's Annual Housing Allowance

The MET approved the minister's housing allowance. Diane made a motion for the Board to approve the annual housing allowance, Susanna seconded the motion, and it was passed.

VI. Fundraising Policy

There was discussion about the need for a clear written policy governing fundraising. This should include guidelines and an appeals process. There is an opening for a Fundraising Coordinator. Currently, anyone wishing to host a fundraiser should apply to the MET and ask approval of the Board. Heidi said the MET should take the lead in formulating policy. Diane asked if there is a form in the bylaws. There was agreement that any fundraiser must be safe, secure and reflect UU values. Rev. Steven will ask the MET to take the lead. There is a current policy and forms on the church website.

VII. Communication with the Congregation

There was productive discussion regarding transparent communication with the congregation, especially stating our financial situation. The End of Year Giving Letter resulted in gifts of \$10,500 as of November. The Board talked about different ways to communicate. Kara said that not everyone reads the ENUUS. Diane asked about emails. Rev. Steven said it's best to save those for major or urgent announcements. Carol recommended announcements printed in the weekly church bulletin. Paper could be saved by not printing song lyrics since they are posted on the screens in church and in hymnals. Heidi agreed. Diane asked who would be responsible for choosing items to be reported in the bulletin. Rev. Steven said Mary Beth. Heidi encouraged the Board to seek many channels of communication.

VIII. Liminal Action Plan

Susanna liked the LAP as a framework for setting goals but suggested that we make it more concrete. Returning to the fiscal situation, a brief email and inclusion in the church bulletin would help move the LAP forward. Rev. Steven emphasized the partnership of MET, staff and COSM. We have successfully held Community Sundays and a Board Brunch. Susanna said that we can highlight these steps in the Board Breaking News. Heidi asked how we will measure progress on the LAP. Discussion centered on Increasing engagement, growing the church via new members, tracking attendance including RE and committee work. Diane will put something about the LAP in the next ENUUS with a new logo.

IX. Annual Board Audit

Kara said that we need an updated Vision Statement. Susanna asked if we need more of a strategic plan for growth. She also asked if we had determined a quorum number; yes, a simple majority as per Robert's Rules of Order. Liz reported nothing that the Board needed to act on.

X. Budget Priorities

Discussion was brief due to lack of time. Diane asked if we have a timeline. Perhaps we will need a special meeting.

XI. Service Auction Breakfast with the Board

The Brunch is scheduled for December 3. There was plenty of discussion about plans.

X. Extinguish the Chalice and Adjournment

After a process review Rev. Steven extinguished the chalice and the meeting was adjourned at 9:15 PM.

Respectfully submitted,

Carol Weigand, Co-Secretary