



## UUCK Board of Trustees Meeting Minutes February 22, 2023

### I. Call to Order

Board Members In attendance in-person were:

In-person: Don Gregg, Diane Kloss, Carol Weigand, Susanna Smart, and Rev. Steven. On Zoom: Kara Kramer and Heidi Shaffer Bish attended virtually.

After a brief check-in, the meeting started with chalice lighting and Rev Steven offering a reading.

### II. Announcements

Board Breaking NEWS meetings:

The March Breaking News will be provided in conjunction with the Pancake Breakfast already planned for that day, March 26th. The Board plans a short and fun presentation. Kara agreed to make slides. Diane and Heidi will do the presentation.

### III. Approve Prior Minutes

The January 2-23 Board Meeting Minutes were modified as directed by the Board. The revised minutes were approved (Diane moved; Kara seconded). Susanna subsequently alerted MaryBeth to their availability.

### IV. Consent Agenda

Received reports: Having reviewed reports prior to meeting, the Board discussed reports received: the Minister's Report (January 2023) and MET Minutes (Jan 26th, 2023 and February 9th, 2023). Treasurer's report was not available. Rev. Steven reported that the church is to be the beneficiary of a gift from Jack Graham's estate. The Consent Agenda was received (Carol-moved; Susanna-seconded).

### V. Post-Budget Meeting Discussion

The Board previously reviewed the original budget but asked the MET for a more fiscally conservative budget proposal which was casually named the "Bare-Bones Budget". In this meeting, the Board reviewed the "Bare Bones Budget" which involves a lesser amount from the endowment and foregoes pay increases; the Board voted to endorse the "Bare Bones Budget" (Carol moved to endorse; Kara seconded).

The Board acknowledged that we have not yet heard from the MET regarding their inquiry with the UUA about UUA resources and personnel to assist with long-term planning for solvency within three-to-five years. Carol brought attention to certain UUA site resources and subsequently sent them to the Board.

### VI. Signage for the Campus

Heidi presented an update on the project with slides and information about how the signage committee (Heidi, Claudia Miller, Georgia Quinn) has explored design and manufacturing options. Saul Flanner has also contributed input. The plan would include the original sign being replaced and two matching signs for each building. An electronic sign is not allowed in this location. The plan would also include signs on the buildings to help those on foot navigate the grounds. The MET wants the signs to be consistent; the Board agreed. The team is in the

process of deciding about the logo. The Board agreed that the curved-top design is preferable. The Board unofficially endorsed the design with the logo and the taller (versus wide) sign.

## **VII. Discussion of Bylaws Changes for Annual Meeting**

In preparation for the informational and annual meetings and discussion with the congregation, the Board discussed possible changes to the bylaws.

### **CURRENT BYLAWS READ:**

- **COMPOSITION OF THE MINISTRY EXECUTIVE TEAM (MET)**
  - a) The MET shall be comprised of:
    - i) The Minister
    - ii) The Board-appointed Treasurer
    - iii) The Board-appointed Past-Moderator
    - iv) The Congregational Administrator
- **MINISTRY EXECUTIVE TEAM (MET) AUTHORITY AND RESPONSIBILITIES**
  - a) The MET shall:
    - i) Support the Mission, Vision, and Covenant of the Church
    - ii) Provide professional leadership to the Church
  - b) The MET shall supervise the day-to-day business of the Church, including:
    - i) Monitor and evaluate program areas:
    - ii) Monitor and evaluate all communication processes.
    - iii) Work in collaboration with the Coordinators
    - iv) In collaboration with the Personnel Coordinator, make staffing decisions including hiring and dismissal.
    - v) In collaboration with the Personnel Coordinator, make recommendations to the Board to grant Emeritus status for retired professional staff.
    - vi) Review and respond to requests from Coordinators and/or a group of Active Members for the formation of Action Team(s)
  - c) The MET's fiscal responsibilities include:
    - i) In collaboration with the Finance Committee, creating a draft budget based on the Board's vision-based fiscal year priorities
      - (1) Presenting draft budget to the Board for endorsement
    - ii) Approving necessary unbudgeted expenses not to exceed an annual total of one percent of the current fiscal year budget
    - iii) Ensuring an annual Operating Budget Campaign occurs

In the past, there's been discussion about adding a 5th at-large member to the MET and changing the board member requirements for service on the MET to anyone who has served on the Board within the past 5 years. Rev Steven will bring this idea up with the MET. There was discussion about the possibility of changing the term limits on the MET. For example, positions could be two years and alternate. Agreed to iron these possible changes out at the next Board meeting. One option would be to change the Board member requirements for service on the MET, to broaden the pool.

## **VIII. Solar Proposal**

The Board reviewed, discussed and approved the capital request from the Solar committee. (motion to approve: Carol; second: Susanna). The gift from the Wilen's will cover the majority of the cost but not all. Putting in solar fits as part of the long-term plan to gain fiscal solvency and solarizing Hobbs Hall would offset utility costs considerably. If we get the 40% back (the maximum possible, as described in the proposal), we would recoup the cost. The church capital fund would be the first to receive the rebated funds.

## **IX. Draft the Informational and Annual meeting agendas**

Don drafted these agendas. The Board agreed that agendas should include Highlights of the Year, such as a return to coffee hour and the activities of the Environmental Justice and the Racial Justice teams.

#### **X. Donor Gift Offered**

Rev Steven informed the Board of a large monetary gift from the Jack Graham estate; he will meet with Mary Anne Stephens about the conditions. Carol agreed to send Mary Anne a card on behalf of the Board. The Board voted unanimously to receive the gift (motion to receive: Susanna; seconded: Diane).

#### **XI. Aesthetics Team Request**

The proposal for art display hardware for the Hobbs Hall hallway was reviewed and discussed. The MET had previously approved funds for this purpose from the capital funds account. The requested funds were approved by the Board (motion to approve by Don; seconded by Heidi). Carol, as a member of the Aesthetics Committee, confirmed that the committee will write up a policy regarding what, where, and how art will be displayed.

#### **XII. Important Dates:**

The Spring Informational Meeting will be April 23rd.  
The Annual Meeting will be May 28th.

#### **XIII:**

Next month, the Board will put out a call for Annual Reports and will approve the agenda for the Informational and Annual meetings.

#### **XIV. Process Review**

We agreed that the shared meeting was productive.

#### **XV. Extinguish the Chalice and Adjournment**

Rev. Steven extinguished the chalice and the meeting was adjourned at approximately 9PM.

Gratefully submitted,  
Susanna Smart and Carol Weigand, Co-Secretaries