



UUCK Board of Trustees Meeting Minutes March 22, 2023

I. Call to Order

Board Members In attendance in-person were: Don Gregg, Diane Kloss, Carol Weigand, Kara Kramer, Heidi Shaffer Bish, and Rev. Steven. Liz Bright and Susanna Smart participated virtually.

Visitor at start of meeting: Kathie Slater representing the LDC. Visitors: Diane Cardew, Rod Thompson, and Renee Ruchotzke joined at 845pm to discuss the Music Director role.

After a brief check-in, the meeting started with chalice lighting and Rev Steven offering a reading. The order of agenda items was changed to accommodate the schedule of the visitors. The meeting ran longer than usual, from 7-930pm.

II. LDC Issue Raised to the Board

Kathie Slater reported from the Leadership Development Committee. She reviewed their committee's focus. She described the difficulty recruiting for various leadership positions during the pandemic. She expressed enthusiasm about the survey responses which indicated a shift toward greater interest from congregants in volunteering. Recently, positions have been easier to fill.

Although there is interest, some people who would like to volunteer for certain roles are not eligible, according to the bylaws, due to the short period since they signed the membership book. Kathie reflected that the conditions of the pandemic impacted the timing for these new members. They had not had normal interactions and the usual activities had not occurred. They had not had the normal opportunities to discuss becoming a member and to learn about that process, including how to sign the membership book.

Kathie continued that the UUCK is in this liminal time, between our old ways and the new ways that are evolving. For this reason, she requested that some exceptions be made to allow these new members to participate according to their interests. One is interested in serving on the Board; another is interested in volunteering on the financial team. The LDC requested that the Board give a "pandemic waver" or change the bylaws to allow these volunteers to serve.

The discussion led to an option: to waive usual procedures such as asking the congregation to vote on allowing the *specific* exceptions. This would not require a change in the bylaws.

In accordance with the bylaws, the Board agreed to make a recommendation for this exception during the upcoming annual meeting. At that time, the exceptions would have to be named (David Weaver for the Board and Ryan Susman as financial secretary). The rationale will need to be clarified so that the congregation can provide an informed vote. Proposed Motion was accepted: the Board makes an exception to the year-long membership requirement for these two specific individuals. (Motion: Heidi; second: Kara)

The LDC was commended for their efforts. LDC said they realize that, going forward, they will need an updated list of members with dates they joined in order to continue with recruiting. They plan to get this information from MaryBeth.

III. Announcements

Board Breaking NEWS meeting was planned for March 26th during the Pancake Breakfast and was to be led by Heidi and Diane. After this Board meeting, the Breaking News was postponed for one week, to be led by Heidi and Susanna. Julie is aware that it will be zoomed. Kara will prep the slides and she will attempt to put music in the slides to get attention. Topics that will be addressed include:

The Solar update

Budget status

Pledge update

Fiscal health long-term goal: UUA resources are being accessed as we hone plans to move toward fiscal health

Bylaws change for MET: this has been tabled for informational meeting.

Campus Rental Action Team (CART): short statement - in process being formed; want different types of rentals; reaching out for volunteers to be on team.

Hobbs rentals: Rentals have now surpassed the budget. The rental option is gradually improving, for example Bissler's has used the space for a reception.

Search for Transitional Music Director: The job description has been written and a search committee has begun the search.

IV. Approve Prior Minutes

The February 2023 Board Meeting Minutes were modified as directed by the Board. The revised minutes were approved (Kara moved; Carol seconded).

V. Consent Agenda

Received reports: Having reviewed reports prior to meeting, the Board discussed reports received: including the Minister's Report, and the Treasurer's Reports (Jan and Feb 2023); the MET report from MET Minutes (March 9, 2023).

The Minister's Report brought policy/governance issues to the Board's attention, including: reviewing the drafted job description for the Transitional Music Director; a church response to a new business neighbor in the area requesting a liquor permit from the Ohio Dept of Commerce, and the higher-than-expected income from rentals this year.

The Treasurer's February report indicated: "Pledge and plate income is at 118% of budget. Total operating income is currently at 113% of YTD budget. It is encouraging that non-pledge donations are three times the projected YTD level. It is also encouraging that we have already exceeded our rental income budget for the fiscal year. This bodes well that rental income will be up significantly next fiscal year. Expenses are 95% of YTD budget. To date, a single draw of \$26,500 has been made from the Endowment Fund to shore up the General Fund, but another will be made in March. We know that that more funds will be needed during the remaining months of the fiscal year, but the current numbers are encouraging that our income will exceed what was projected when the budget was created a year ago. I anticipate that the amount we will need to borrow from the Endowment fund will be less than planned."

The MET report: The MET offered recommendations about the signage project headed by Heidi Shaffer Bish. The report provided details about the costs and process of repairs for the damaged front steps of the church. The board was asked to approve the capital expense of

the repairs. Sean Griffin from the UUA has been engaged to assist with development of our long-term plan for fiscal health. Consultation has begun. The children's request for restroom signage change is tabled. The job description for Transitional Music Director has been completed. Rev. Steven will talk with Katie Grigg about her interest in continuing in her position during the search process.

The Consent Agenda was received (Diane-moved; Kara-seconded).

VI. LDC Slate of Candidates/Board positions

The Leadership Development Team presents the following
Election Slate for Fiscal Year 2024

Board of Trustees

<u>Name</u>	<u>Term</u>
Kay Eckman	3 year, through June 30, 2026
Ginny Horvath	3 years, through June 30, 2026
*David Weaver	3 years, through June 30, 2026

Financial Secretaries

<u>Name</u>	<u>Term</u>
*Ryan Susman	3 years, through June 30, 2026
John Brannan (Alternate)	1 year, through June 30, 2024

Endowment Committee

<u>Name</u>	<u>Term</u>
Claudia Miller	3 years, through June 30, 2026

Leadership Development Committee

<u>Name</u>	<u>Term</u>
Vivien Sandlund	3 years, through June 30, 2026

The following individuals will be continuing in their elected terms

Board of Trustees

Heidi Shaffer Bish	1 year, through June 30, 2024
Carol Weigand	1 year, through June 30, 2024
Kara Kramer	2 years, through June 30, 2025
Susanna Smart	2 years, through June 30, 2025

Financial Secretaries

Saunis Parsons	1 year, through June 30, 2024
Dave Watt	2 years, through June 30, 2025

Endowment Committee

Bonnie Harper	1 year, through June 30, 2024
Diana Watt	2 years, through June 30, 2025

Leadership Development Committee

Kathie Slater	1 year, through June 30, 2024
Kathy Kerns	2 years, through June 30, 2025

LDC nominations for UUCK Board-Appointed Positions for FY 2024 (as of 3/13/23)

Leadership Development Committee (1-year term)

Board needs to appoint an outgoing Board member (Don Gregg, Diane Kloss, or Liz Bright)

MET (Board moderator within past five years) (1-year term):

Diana Watt

Social Justice and Community Outreach Coordinator (3-year term):

Vivien Sandlund for a second term

Buildings and Grounds Coordinator (3-year term):

TBD

Committee on Shared Ministry (3-year term): 3 needed

Jennifer May

Mary Leeson

Wendy Mann

Randy Bish

Rhonda Richardson

These names have been forwarded to CoSM chairperson Lori Mirkin-McGee

Notes:

Don is interested in being appointed to LDC. Jennifer Gregg is willing to commit to another year on B&G's. Jennifer May is willing to commit to another year on the MET (not 3 years). Jennifer May is interested in serving on the CoSM. By the April 23rd Informational meeting, the Board needs to announce who the candidates are.

VII. Front Steps of Sanctuary Repair

The Building and Grounds coordinator has had them examined for safety and repair. They can be fixed but will need to be replaced in several years. The Board approved the capital funds for the patch work to be done: (Diane-moved; Kara-seconded)

VIII. Charge for UUCK Campus Rental Action Team (CRAT):

Diane reported on the development of the team that will have a one year term to develop a structure for the functioning of the Hobbs rental. The team will: collaborate with the Campus Use Manager to develop an overall rental plan concentrating on these aspects: Marketing and Advertising, Volunteer Recruitment, Implementation, Communication and Reporting. The vision for this endeavor is to fully utilize our entire campus with intended beneficial outcomes to include income generation and greater community awareness of the UUCK as a spiritual resource. The CRAT will report to the MET (not the Board). The establishment of the CRAT was approved (motion: Heidi; Susanna- seconded).

IX. Transitional Music Director Job Description

At 845pm, the Board was joined by the search team members, Diane Cardew, Rod Thompson, and Renee Ruchotzke, to discuss this item. The job description was reviewed, and a wording change was made: "One-year renewable position". Discussion included the importance of the music program for UUCK. The music ministry is an important way that we attract people to

the church; it is a vital part of the ministry. The Director responsibilities include empowering the congregation and getting people involved who have a wide range of capabilities. We discussed budget concerns and whether this position should be filled prior to establishing financial health, including concerns about hiring when we cannot ensure that we will have funds to continue to support the position. All agreed that the role of music is central in our church and therefore not expendable. There is no real cost difference incurred by adding this role. It is important to avoid a gap in music leadership between Katie's current position and the new position. It was agreed that ideally Katie's role would continue during this search process. Katie will be approached about the possibility of extending beyond her current contracted last day of May 2nd. The team plans to meet next week to finalize things and get the job posted on the national job board of the UUA, regional music schools, musician websites; etc. The team hopes to interview in May and June and fill the position by August. The Board approved the motion to move forward with this plan: (Carol-moved; Susanna-seconded)

X. Budget Discussion

This item was tabled for after final budget numbers are available.

XI. Phase II

Don is interested in engaging Randy Leeson in the planning, as soon as we can determine where we are with the budget. The Board discussed the possibility of doing Phase II through grant funding; this would require a formal plan for implementing stages within the Phase II. With a plan for Phase II, we will be able to replace the furnaces soon, even before the rest of the project. Feasibility study would be needed. Randy will be asked if he would prepare a proposal for a feasibility study to the Board to review. There is money set aside for furnaces and there is money set aside for Phase II. A formal plan would be necessary prior to writing a grant proposal. Interest in historic buildings in Kent area. Heidi volunteered to be involved in Phase II. Motion was made to approve that we ask Randy Leeson for a proposal to do a feasibility study; Don agreed to talk with Randy about this. (Heidi moved; Kara seconded)

XII. Discussion of bylaws changes for annual meeting:

- A. Do we still need to have a GET (Governance Executive Team)? It has been used in the past. Option to have the GET consist of 3 people. Since we now have a lesser number for quorum, the GET is redundant. Recommendation: that the GET be struck from bylaws. (see Article III, B)
- B. Past Moderator: change wording. One could be a past board member; adding a member that could be *at-large* member (see wording in edited document). Member-at-large needs to be an active member, recommended by the LDC, and have some experience with the church. (see Article V, Composition of MET)

The Board will need to write wording for the ballot. A congregational vote is needed to approve proposed changes.

XIII. Liquor permit application.

Discussion of the neighboring business's application. The Board approved that we raise no objection to the application (motion: Heidi; Susanna- seconded).

XIV. Draft the informational/annual meeting agenda - tabled

XV. Call for Annual Reports

The call has gone out from MaryBeth. Due by April 10th to MaryBeth so that the report is available April 17th.

XVI. Annual Self Reflection - tabled

Upcoming Board Performance regarding 1) Living into Board's annual vision, and 2) Meeting board goals.

XVII. Next Month Board Meeting

The meeting is to review and endorse the Final Budget. Any Board changes need to be made prior to the Informational Meeting in April. Revise bylaws.

XVIII. Process Review

We agreed that the shared meeting was productive.

XIX. 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