



UUCK Board of Trustees Meeting Minutes June 28, 2023

PART I OF BOARD MEETING

I. Call to order

In attendance: Don Gregg, Heidi Shaffer Bish, Liz Bright, Diane Kloss, Carol Weigand, Kara Kramer, and Rev Steven. Susanna Smart attended on zoom. Also in attendance, new Board members: Ginny Horvath, David Weaver, and Kay Eckman.

Three members of the Worship Associates Team joined for the Ministerial Task Force discussion to communicate their concerns and needs related to the proposed reduction in Rev. Steven's hours: Christie Anderson, Kathy Kerns, and Lori Mirkin-McGee.

Jennifer Gregg, Building and Grounds Coordinator, attended via zoom during discussion of the Bell Tower repair bids.

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

II. Announcements

The Breaking News plan will be determined after the Congregational voting meeting on July 2nd.

III. Approve Prior Minutes

The Board discussed and approved the minutes from previous meetings with minor changes. Heidi moved to approve; Diane seconded; all approved. ([May Board Meeting](#) and [June 13th Special Board Meeting](#)).

The discussion included progress on the signage. As a next step in the process, Rev. Steven and another member of the Signage Team (as Heidi is unable to attend) plan to attend the City Planning Commission meeting on July 11th at 3pm.

IV. Consent Agenda

Reports were reviewed prior to the meeting. Kara moved to receive the reports ; Carol seconded; all approved.

Treasurer's Reports

- [April Treasurers Report](#)
- [May Treasurers Report](#)

Minister's Report:

[May 2023 Minister's Report](#)

MET Report

[June 8th MET meeting](#)

V. Budget Discussion: Congregational Input and Date for Vote

The budget proposal will be discussed at the Sunday post-service Informational Meeting this week.

The previous Informational Meeting with the congregation included an exchange of varied opinions about: the need for a Music Director, a proposed reduction in Minister's time, and paying less or no UUA dues.

Opinions were expressed about the date for voting on a new proposed budget: some preferred that voting not fall on a holiday weekend; others preferred to hold a vote sooner than later in the interest of time, as the delay of the budget would result in further potentially unnecessary spending. (A vote would have to be rescheduled, regardless, if we don't get a quorum (42 members), zoom included.)

The Board agreed to keep the planned voting meeting date for July 2nd, 2023,

A suggestion was made that we have a task list of the minister's responsibilities to help prioritize those tasks (see below). The proposed reduced staff hours would be an "experiment" for one year, and not considered permanent unless later determined so.

VI. Ministerial Task Force

The Board discussed the formation of a Ministerial Task Force as recommended by the Worship Arts Team. The three visiting representatives from the Worship Arts Team expressed: concern about insufficient volunteers and about the assumption that reduction of Rev. Steven's hours and tasks could be taken on by volunteers. The WAT said that Renee Ruchotzke has expressed interest in serving on a Ministerial Team (an Ad Hoc task force) that could make recommendations to the Board. The Board agreed to announce the formation of this team prior to the vote in order to reassure the congregation that this concern will be addressed.

Charge: Identify allocation of ministerial duties should Rev. Steven move to $\frac{3}{4}$ time.

Proposed Members: Christie Anderson, Randy Bish, Kathy Kerns, Lori Mirkin-McGee, Rev. Steven Protzman, Renee Ruchotzke, David Weaver

Kara moved to create a Ministerial Task Force; Heidi seconded; all approved and will be in effect if the budget passes congregational vote.

A different task force was suggested by Board members to consider which of the Administrator's tasks might best fall to volunteers. It was agreed that an Ad Hoc team would be established; this item has been added to the agenda for the next Board meeting.

VII. Bell Tower Expense Approval

Jennifer Gregg, Building and Grounds Coordinator, discussed the problems with the bell tower and the various bids, including their pros and cons. A new roof is needed on the bell tower to prevent further water damage. The proposed replacement roof is a vinyl material and includes gutters. The cost is related to the height of the tower. A \$17K bid is the lowest bid and is proposed by a company that is bonded, insured, and familiar with working on historical structures in Akron and elsewhere.

The monies for this repair would come out of capital expenditures. Due to the possibility that the job would include unforeseen repairs, the suggestion was made that the Board approve \$20K for the repair.

[Bell Tower Proposal](#)

[Bell Tower Pics](#)

Heidi moved to accept the recommended bid ; Liz seconded; all approved.

VIII. Approve and Appoint LDC Rep and Coordinators

Rev Steven moved to accept the following appointments ; Kara seconded; all approved:

- Personnel (Open)
- Fundraising (Open)
- Congregational Life FKA Volunteer Ministries (Open)
- Buildings and Grounds (Jen Gregg, 1 year)
- Social Justice and Community Outreach (Vivien Sandlund, 3 years)
- UU, Interfaith, and Community Connections (Kathy Kerns, 3 years)
- Leadership Development Committee (Don Gregg, 1 year)

IX. Outgoing Members Ritual

A lovely and loving celebration of outgoing members was held during the Break.

PART II OF BOARD MEETING

X. Review Positions and Elect

- Moderator - Kara: Heidi moved to accept ; Carol seconded; all approved.
- Assistant Moderator - Ginny: Rev. Steven moved to accept ; Kara seconded; all approved.
- (Co)Secretaries - Carol and Susanna: Heidi nominated; David seconded; all approved.

[Role Descriptions](#) - document link

XI. Finance Committee: Approve, Charge, and Identify Potential Members

Finance Committee/Team Proposed Members: Brad Cromes, Max Grubb, Kay Eckman, Dave Smeltzer. (Note: during the Voting meeting on July 2nd, the congregation also included David Watt as a member of this team.) In addition and serving in advisory capacity would be MaryBeth Hannan, Rev. Steven, and Lois Weir. Susanna made the motion to approve; Ginny seconded; all approved.

[Proposed Charge](#) - document link

Charge (Summarized): In addition to the regular duties of the committee spelled out in our by-laws and procedures, establish a 3-5 year financial plan for our church to provide greater financial stability .. Elements should include:

- Review expenses, ensuring we are utilizing the most cost effective options, especially for largest budget items such as personnel, building insurance, utilities, etc.
- Review historical revenue trends to build estimated revenue projections.
- In conjunction with the Building and Grounds team, determine reasonable financial reserves needed for maintaining our physical campus with a goal of meeting that reserve amount in a 3-5 year period.

Report on findings by December 31, 2023 to inform the draft budget for next year. Plan to be updated every July after the prior fiscal year closes.

XII. Determine Meeting Dates for the Coming Year

The Board discussed and agreed on meeting dates: the *third Thursdays of the month, beginning with July 20 (except August, which will be 8/31), 6:50-9PM*. Rev. Steven suggested that the task of lighting and extinguishing the chalice for Board meetings be shared among Board members; all agreed to this commencing next meeting, beginning in alphabetical order of last names. Next meeting (July 20th) Carol will take this task.

XIII. Agreement Negotiation Task Force

A team to Negotiate Revised Contract and Job Descriptions was made. Board members volunteered: David Weaver, Ginny Horvath, and Susanna Smart.

XIV. Process Review

The Board generally and enthusiastically agreed that the meeting was productive and positive.

XV. Extinguish the Chalice and Adjournment

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

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