



## UUCK Board of Trustees Meeting Minutes August 31, 2023

### I. Call to order

**In attendance in-person:** Kara Kramer, Heidi Shaffer Bish, Kay Eckman, David Weaver, Virginia Horvath, Susanna Smart. (Rev Steven was absent as this meeting corresponded with his week off.)

**In attendance via Zoom:** Carol Weigand

**Guests:** Kathy Slater, Claudia Miller, Lori Mirkin-McGee, Diane Kloss; Kathy Kerns

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

### II. Task Force Update from Campus Action Rental Team

Diane Kloss, Kathy Slater, and Claudia Miller reported for the CART:

- [CART Status Update](#) and [CART Taskforce Priorities](#): the CART's focus is on renting Hobbs Hall. Working on the social media approach to getting the word out (this is within the UUCK website), The CART met with the MET. The Hall costs approx \$25K to operate annually.
- One concern is the limited parking availability. Diane got information from Heidi about a City employee to contact about the parking issue.
- The CART asked for Board approval to move forward with the tasks  
Motion to approve the CART moving forward on tasks as outlined was made by Susanna; seconded by Kay. Motion passed.
- CART Perspective on Campus Signage:  
There is the expectation that a donor will offer funds needed to cover signs.  
The CART preferences regarding signage (included below in these minutes) were heard and considered. The Board postponed its vote on signage in order to confer further (see below).

### III. Approve Prior Board Meeting Minutes and Receive Consent Agenda

#### [July Board Meeting](#)

Treasurer's Reports

[June Treasurer's Report](#)

[FY23 Annual Report](#)

[July Treasurer's Report](#)

Minister's Report

[July 2023 Minister's Report](#)

MET Reports

[8/10/23 MET Agenda/Notes](#)

[8/24/23 MET Agenda/Notes](#)

Board considered the following topics raised by the MET notes:

- The MET requested Board action regarding campus signage plans. See below for discussion of signage.
- **Rev. Steven's sabbatical:** The Board acknowledged that plans for Rev Steven's well-earned study-break and/or a sabbatical will impact other leadership as well as the congregation as a whole; ideally planning will be sensitive to potential outcomes and be developed in concert with those immediately affected, such as the worship team.
- **Hobbs Kitchen:** (excerpt from MET notes): *changed to Risk Level 2 (no catering/caterers at this time) for which a Cert. Kitchen Mgr. is not required – only a certified "Person in Charge". Georgia*

*Quinn has completed the “Person in Charge” training and certification, and she intends to create a kitchen safety policy.*

*If in the future we have the opportunity to rent to a caterer, we’ll need to apply for Risk Level 4 again, have someone obtain an Ohio Dept. of Health “Certified Kitchen Mgr.” certification and undergo a kitchen inspection.*

- Communications Policy draft: MET has suggested that members from the MET and the Board write this policy. It should include the movable text on the exterior signs. Heidi is willing to work on this effort and Kay may be able to, as well.

Motion to approve prior minutes and to accept the Consent Agenda made by Ginny; seconded by David. Motion passed.

#### IV. Finalize FY24 Goals

- Board Retreat Notes Board discussed the use of the word discernment in the notes; definition was discussed. Motion to accept the Notes by Kay; seconded by Ginny. Motion passed. (Heidi abstained.).
- Draft FY24 Congregational Goals: Motion to approve the Congregational Goals by Kay; seconded by Susanna. Motion passed.

#### V. Leadership Dev. Committee Update

Kathy Kerns reported from the LDC to bring forward Liz Bright who has agreed to fill Kathy Slater’s position. A motion to appoint Liz to the LDC was made by Susanna; seconded by Kara. Motion passed. The role of the as-yet-unfilled Personnel Coordinator was discussed. Kathy shared that the LDC recognizes that specific responsibilities of the role need to be clarified and to be made uniform in order to align with other UUCK church documents. She inquired about the Board’s receptivity to the role’s responsibilities being spread among 2-3 persons.

Kathy identified that the *personnel manual* may be outdated in some areas, since the new structuring, such as with the MET. The LDC seeks guidance from the Board about how to move forward given that different documents do not all align.

Kathy suggested that we need a team rather than a single person to cover these functions and to define the roles/responsibilities. Kathy encouraged a consolidation of documents to have them align.

The question was raised about whether the role is now needed, given our current structure. One suggestion would be that the MET members who are not salaried would be involved in revising and aligning the policies. Kathy agreed to send the documents to the Board to review.

#### VI. Committee on Shared Ministry

Lori presented for the CoSM. Jen May and Rhonda Richardson were previously approved for the CoSM and the committee is active. The shared ministries counsel in March generated feedback that communication and volunteers needed to be improved.

- Quarterly Report Concerns: the CART team role may need clarification and accountability so as to avoid conflicts. There has been some conflict and the CoSM recommends that the Board firm up the language of the CART charge. Lori agreed to be a resource for drafting this, with Board involvement. (3-22-2023 [CART Charter](#)). Someone on the Board needs to work with Lori on re-drafting the charge: Susanna volunteered to work on this re-draft with Lori.
- Minister’s Evaluation: The CoSM recommends that the congregational survey be simplified and made more clear in order to increase the breadth and depth of the feedback obtained. A representative from the Board and a representative of the CoSM needs to appoint a team to conduct the Minister’s Evaluation. Ginny agreed to talk with the CoSM rep to give input on changes in the survey.
- Congregational Assessment: the CoSM conducts an assessment to determine characteristics that apply to the state of the church, in current times. This should also fit with the congregational goals for 2024

- The Committee on Shared Ministry CLM Agreement (to be renewed every 3 years): Heidi made motion to approve the agreement; seconded by Ginny; the motion was approved. Lori observed that there are Board policies on the website that are out-dated, such as “a dry ice policy”. It was generally agreed that the web site documents should be combed for needed updates. No action was taken at this time.

## VII. Updated CLM Agreement

Approve Lori Mirkin-McGee's Updated CLM Agreement w/the Congregation.

The agreement was signed by the Board Moderator.

## VIII. UUCK Campus Signage (Hobbs Hall Mantua Street Sign)

The Board considered the signage issue and input from the CART (as noted above) and from the MET Agenda of 8/24). The following is an excerpt from 8/24 MET Agenda:

- *CART strongly recommends that the Mantua ST monument sign (sign#2) be designed using the HH chalice logo to help brand Hobbs Hall*
- *MET input: some members feel strongly about consistent branding throughout the campus and the same logo (UU Chalice) be used on all the signs including the Mantua St sign – some MET members feel that the use of the HH Chalice logo on the Mantua ST sign doesn't detract or interfere with our UU identity/branding. MET feels that this decision is best left to the Board.*
- [City-Approved Signage Plan](#)

A concern was expressed that signage for Hobbs Hall be clearly linked with the church as a whole: Hobbs Hall is an important part of the grounds and the resources used by and for the UUCK church. There are many reasons that it is important for Hobbs Hall *not* be viewed or promoted as a separate entity, not the least of which is the church's tax status.

The Board agreed to: a unified signage throughout the campus with the buildings identified. This is to protect the church legally and to promote the rental as part of the church. The Board agreed that the sign option with the letters HH must not be used due to the suggestion that the Hobbs Hall is separate from the church. (Note: The HH letters are not uniform enough to identify our entire campus. The contract for use of any church building is with the church.)

The Board discussion was summarized in a subsequent email from the Board Moderator, Kara Kramer, (9-5-23 email sent to the CART leaders, MET, and Board). The following is an excerpt:

*The Board recommends a unified signage plan with consistent logo, using the chalice without initials across all signage, for the following reasons:*

- *First and foremost, we are concerned that anything that implies Hobbs Hall is a separate, primary, or commercial entity may have significant tax implications (i.e. risk to our tax exempt status, rental and property income tax exemption, etc.), and that risk outweighs any incremental benefit in number of rentals we might see from large signage calling out Hobbs Hall specifically.*
- *Since visitors are likely to enter the campus and parking lot from either side of the buildings, depending on which direction they are traveling, signage should be consistent at both entrances.*
- *We will have clear and visible signage on Hobbs Hall that identifies the building and can use moveable text on the signage to advertise rentals of Hobbs, in addition to the sanctuary.*
- *Using the chalice as a "brand" mark that can be used across communications platforms and any rental marketing materials will help to tie things together visually.*

If necessary, Heidi will request a letter from a lawyer to describe the potential for legal implications of choices. Based on this meetings' discussion, Heidi will work with Saul on the revisions.

## IX. Tabled Items:

Town Hall and Annual Meetings	<i>Tabled due to time limitations - select dates and September topics via email</i>	<ul style="list-style-type: none"> <li>• Set dates for quarterly town hall meetings, annual information meeting, and annual meeting.</li> <li>• Set topics for September town hall</li> </ul>
Board Audit	<i>Tabled due to time limitations - review and vote via email</i>	<ul style="list-style-type: none"> <li>• Designate Board members to review FY23 minutes for any outstanding items by September meeting</li> </ul>
Yard Sign Policy	<i>Tabled due to time limitations - review and vote via email</i>	<ul style="list-style-type: none"> <li>• Draft Policy</li> </ul>
Worship Format Updates	<i>Tabled due to time limitations - review and vote via email</i>	<ul style="list-style-type: none"> <li>• <a href="#">Recommendations</a></li> <li>• <a href="#">Notes from 8/23/23 Small Group Discussion</a> re: accommodating increased attendance at worship</li> </ul>

## **X. Process Review**

- What went well in this meeting?
- Where was there room for improvement?

Members said that the allocation of time for specific agenda items is helpful for getting through the agenda and is important to share with visiting guests who have input so they know what to expect.

Agreed that although zoom is helpful and important for members who cannot physically attend, it is not always reliable due to internet access (Carol lost access during part of the meeting.)

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

David extinguished the chalice and the meeting was adjourned at approx. 9 PM.

Ginny will provide the opening and closing offerings at the next meeting.

Respectfully submitted,

Susanna Smart, Co-Secretary