



## UUCK Board of Trustees Meeting Minutes July 20, 2023

### I. Call to order

In attendance in-person: Carol Weigand, Heidi Shaffer Bish, Kara Kramer, Rev Steven Protzman, Kay Eckman, Susanna Smart

In attendance via Zoom: David Weaver, Ginny (Virginia) Horvath

In attendance during discussion of the report from the Shared Ministry Team: Kathy Kerns, Renee Ruchotzke.

After a brief check-in the meeting started at 7:00 PM with Carol offering a reading.

### II. Announcements

UU Board Breaking NEWS for August: discussed options for format of this event, including doing the August Breaking News via enUUs. Discussed the value of doing an actual in-person meeting in September. For August, Carol will write it for the enUUs.

The next Townhall meeting (typically quarterly meetings) will also offer an opportunity for communicating Breaking NEWS.

There is excitement about the hiring of Emily Hall as the new Transitional Music Director.

### III. Approve Prior Minutes

June Board Meeting: The Board agreed to approve the June minutes; with the stipulation the Board create an Ad Hoc task force to prioritize the Administrator's responsibilities in the light of the change in hours; Heidi expressed willingness to lead this task force which would also identify which tasks might best fall to volunteers. This topic will be added to the agenda for the next Board meeting for further discussion.

Motion to approve the June Minutes by Kay; seconded by Heidi. Motion passed to accept the Minutes.

### IV. Consent Agendas

Reports received:

Treasurer's Reports

- June Treasurer's Report: Unavailable at this time
- FY23 Annual Report: Unavailable at this time

Minister's Report: [June 2023 Minister's Report](#)

MET Report [7.13.2023 MET Meeting Notes](#)

Motion to receive the Consent Agenda by Heidi; seconded by Kay. Motion passed.

### V. Report from the Shared Ministry Team (Kathy Kerns and Renee Ruchotzke).

The following suggestions were made by the SMT.

The team discussed the shifting of duties with Rev Steven's reduced hours. A congregational team will be formed (Pastoral Care Team) which Rev Steven will participate in, as able, given his hours. The team strongly recommended not cutting Reverend Steven's hours for pastoral care more than in previous

years' agreement. David reported progress on establishing a pastoral care team; he will work closely with previous members and with Rev Steven.

Communication continues to be an important area to improve, and becomes even more important in the face of staff hours reduction. The team spoke of the need to be intentional about communication and to care for channels of communication. Board needs to continue to invite input from the whole congregation and to be open to revisions. The Team recommended that someone on the Board needs to clarify who will take on communication responsibility. The August 12 workshop with Renee and Sunshine will include focus on communication.

The team suggested that the Board establish public policy (on the web) regarding fees for services provided by the Commissioned lay leaders (CLMs). The CLMs have unpaid roles and expectations of them might not be clear; boundaries need to be clarified. The Board would need to establish this kind of policy and put this on the web site, including posting of fees (currently members can expect right-of-passage services without charge, but non-members pay for services).

Leadership Development will offer registration compensation for people to attend the August 12th workshop. Renee will do a short video to promote the workshop.

## **VI. Budget Discussion Report**

After Action Review: Special Voting Meeting:

Review of the discussion process: The voting meeting was well-organized, very civil, and included discussion about varied opinions. Agreed that the congregational meeting(s) went well, including highlighting that the congregation has the power. The Board commended Heidi for her facilitation of that meeting: she addressed congregants by name and repeated their questions for the benefit of others (including those on zoom), attended to their concerns, and welcomed multiple perspectives. Kara had prepared slides that greatly assisted in the flow of the meeting and in communication. Ginny added that we need to continue to provide opportunities for congregational feedback on an ongoing basis.

From the comments, it became clear that the congregation would benefit from knowing what services are provided by our UUA affiliation.

## **VII. Task Force Updates**

Shared Ministry Team: reported as noted above.

Agreement Negotiation Task Force: reported that Letter of Call for Rev Steven has been completed and is eligible for Board review. It was recommended that we have a short Board meeting on zoom to approve the Letter of Call.

Finance Committee: Kay said the committee will meet on July 28th.

Creating Ad Hoc team for Administrator responsibilities: Heidi agreed to reach out to a few people to participate in reviewing job description and the letter of agreement. Goal: collaborate with MaryBeth on her duties and responsibilities at 35 hr/week; seek clarity about which duties would be taken on by others. The Board agreed that this team be created.

## **VIII. CoSM Quarterly Report**

The Board did not receive a report yet.

## **IX. Appoint a Past Moderator to the MET**

The motion to appoint Diana Watt to the MET was made by Rev Steven; seconded by Carol. Approved.

## **X. Review Covenant**

### FY24 Board Covenant

The Board reviewed the Covenant of Relations and made a modest edit. With this review, a motion to approve the Covenant as modified by Carol; seconded by Kay. Approved.

## **XI. Annual Vision and Goals**

Set date for August Board Retreat: August 6, 2-5PM in Fessenden.

Areas of focus:

- Covenant Ceremony
- Congregational Goals
- Team-Building
- Communication (August Breaking News, September Town Hall)
- *Board members to have pre-read By-Laws*
- *Kara to review last year's agenda and circulate agenda in advance*

Agreed to brief review of bylaws during the retreat (each of us reviews in advance of the retreat). Bring snacks.

Next Board Meeting: August 31st Board meeting; Lori Mirkin-McGee will attend to report.

## **XII. Process Review**

The Board agreed that the process went well: people felt comfortable about asking questions, zoomers expressed feeling included.

Take-aways to do:

- Carol agreed to write a breaking news note for August 6th following the Board retreat and will to put it in the enUUs.
- The Board discussed the ongoing anxieties shared from the congregation and ways to constructively respond.
- Encourage the CART to communicate with the MET. They plan to speak to the MET; Diana W will be involved in the discussion. Who??
- Rev Steven will update the calendar for the Board retreat.
- Team negotiation with Rev Steven will be completed; Susanna will let Kara know so the Board can zoom into a brief meeting to review for approval.
- Heidi will send MET an update re: signage.
- If guests come to a Board meeting, it would be best to clarify the amount of time allotted so that the meeting doesn't run too long.
- Next meeting chalice person: David

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

Carol extinguished the chalice and the meeting was adjourned at 9 PM.

Respectfully submitted,

Susanna Smart and Carol Weigand, Co-Secretaries