



## UUCK Board of Trustees Meeting Minutes January 4, 2024

### Board Member reviews:

Kay Eckman - approved  
Ginny Horvath - approved  
Kara Kramer - approved  
Heidi Shaffer Bish - approved  
Susanna Smart - approved  
David Weaver (abstained due to absence)  
Carol Weigand - approved

### I. Call to order

**Attendance in-person:** Kara Kramer, Kay Eckman, Heidi Shaffer Bish, Rev Steven, Carol Weigand, Susanna Smart **Attendance via Zoom:** Ginny Horvath **Absent:** David Weaver

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

### II. Letter to the Congregation

Reverend Steven's plan to take sick leave [Sick Leave Letter to Congregation 1.5.2024](#)

The letter was reviewed and the Board agreed that the letter addresses various concerns that may arise for the congregation. The letter will go out tomorrow. The leave starts on January 22nd. (note: The Board agreed that the pledge drive may need to be initiated prior to his return.)

### III. Sanctuary Renewal Plaque

Proposed wording for plaque in sanctuary: "Restoration of this Sanctuary in 2023 was made possible by the generosity of UUCK Member Jack Graham".

Discussion: Board edited the proposed wording, resulting in the above. Kara will send the statement to Jen Gregg, as requested.

### IV. Treasurer Appointment

Appointment of Ryan Susman as incoming Treasurer for term beginning FY25 (7/1/24) for 3 years. Discussion: The Board welcomes him to this appointment.

Motion to appoint him by Susanna; seconded by Kay. Motion passed.

### V. Board Communications

- **Minutes - Timing and approval process**

Discussion: The Board discussed doing approval of the minutes via email. It would be important to continue to be sensitive and to hold confidence, as appropriate.

Goal: allow two business days to review the minutes. MaryBeth continues to be the person who will upload the approved minutes to the web site.

Consensus: agreed with this plan.

- **Communication to Congregation with regard to:**

- *Governance*: Rev. Steven talked about how the pandemic interrupted our shared ministry and the need to educate the congregation about our governance again.
- *Board Agenda and Meeting Participation*: informing others about how to get an item on the agenda and, if desired, how to participate in a meeting.
- *Roles of Board, MET, and COSM* (do these need By Law clarification?)

Discussion: Some of the slides for the Townhall Meeting will address these points, and seeing our faces at the meeting and perhaps in the slides, themselves, will help people be more familiar with different people in leadership roles. The Board brainstormed ways to help the congregation get to know the faces of various leaders.

*One idea* might be to have a scripted “welcome” during the service which could be briefly given by a Board member or other leader. This would gradually introduce people and their roles.

*Another idea*: perhaps the Worship Associates might have a person (ie, from the Board or the MET or other people in specific roles) assist in lighting the Chalice.

Board members were invited to send a photo to Kara in case she may use this in the Townhall meeting slides. We will keep working on this ongoing issue.

- [Congregation Updates](#) - Slides for Townhall Meeting on 1-14-24 (Kara is making them.)
  - January 14th Townhall meeting (in the Sanctuary): The meeting will:
    - Encourage development of ideas about rentals
    - Celebrate the CART (Campus Action Rental Team) accomplishments and summarize the recommendations that have been made by that team.
    - Encourage and invite participation in identified activities to promote rentals: a sign-up will be passed around and a January 21st post-service meeting will be held in Hobbs Hall and will facilitate small group discussions regarding planning and taking action.
      1. [Volunteer Coordination and Appreciation and Internal Communications](#): facilitators Susanna and Kay
      2. [Marketing and Advertizing](#): facilitators Heidi and Carol
      3. [Policy Stream](#): rental policy writing etc. The Board and MET will be most involved with these.
    - FY24 Goal Updates will be provided
    - Communication to the broader CART project team: Kara plans to reach out to them to invite them to participate in the Townhall and the meeting on January 21st about ways to implement the initial team.
  - February Session on Budget Status: The February date is yet to be determined. Kay will meet with the Finance Team this week and suggest (to the Board) a date to address budget issues with the congregation. We will need congregational input regarding the budget.

Discussion: In addition to the above, in general, a goal of the Townhall meeting includes gaining input from all and helping people begin to find where they can contribute.

## **VI. Second Worship Service Proposal Endorsement**

### Proposal

Discussion: The proposal draft serves as a starting point; there will continue to be input on the proposal by various parties in the congregation. The Worship Arts team and Rev Steven will be responsible, along with Renee and Colleen, for the implementation of the proposal which is being proposed as an experiment.

We will ask what the feedback mechanisms will be used for this experiment. Kara will communicate the above to the authors of the proposal.

A motion to endorse the continued development of the concept of the second service and worship experiment was made by Susanna; seconded by Heidi. Motion passed.

## **IX. Process Review**

*What went well in this meeting?:* Appreciate seeing the agenda in advance; Enjoyed having this meeting be a bit shorter than our 2 hr meeting

*Where was there room for improvement?:* Suggest that there be a deadline for getting things on the agenda.

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

Kay extinguished the chalice and the meeting was adjourned at approx 8:15 PM.

Next meeting date: in two weeks, on Thursday 1-18-24

Next Board meeting chalice lighting and offering of readings: Susanna (sequence: alphabetical by first name)

Respectfully submitted,  
Susanna Smart, Co-Secretary