



UUCK Board of Trustees Meeting Minutes February 1, 2024

Board Members:

Kay Eckman - approved
Ginny Horvath - approved
Kara Kramer - approved
Heidi Shaffer Bish - approved
Susanna Smart - approved
David Weaver - approved
Carol Weigand - approved

I. Call to order

Attendance in-person: Heidi Shaffer Bish, Kay Eckman, Ginny Horvath, Kara Kramer, Susanna Smart, David Weaver, Carol Weigand,

Attendance via Zoom: Guest: Jennifer Gregg

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

II. Agenda Review and Announcements (aligning on any modifications or additions):

Sad news of the death of Reverend Steven: Kara will meet with Rev Sunshine about possible UUA resources for grieving. There will be a service in the future, to be arranged by his family. Kara agreed to contact MaryBeth regarding any current plans for an immediate public announcement regarding Rev. Steven's death.

The Board discussed the demands on MaryBeth with the passing of Rev. Steven and the administrative needs of the church. Kara will speak with MaryBeth about whether her current hours are adequate given the change in circumstances; she will also ask what the MET needs from the Board.

The Worship Arts team might recommend an interim minister: April is when applications for that go in; Kathy Kerns will meet with us about this at the next Board meeting. Other possibilities will also be discussed.

Rev. Renee and others are planning a Friday evening gathering (tomorrow): a Vespers to support the grieving congregation.

Sundays: we will continue with the new schedule experiment. A postcard and e-nUUs went out reminding people.

Finances: Kay recommended that we continue with the budget plans as previously discussed and keep the recommended 3% staff increase. There is concern that our finances may make our congregation look unattractive to a potential future minister and preclude hiring. One possible route might be to inquire about sharing a minister with another congregation, such as East Shore. Many churches are seeking part-time ministers.

Heidi: reported getting a lower bid on the campus sign project from a company that works with other churches and understands their financial limitations.

III. Consent Agenda

- Minister's Report: n/a due to sick leave
- Treasurer's Report: [December 2023](#)
"Income is right where the budget projects it should be at the midpoint of our fiscal year (as are pledge donations). Expenses are slightly high, at 103% of budget. Overall, we are pretty much on target according to the FY24 budget. Kudos to the auction team and everyone who donated or purchased at the silent auction in November. This event brought in over twice the revenue that was projected. While rental income is currently below projected levels, our Campus Use Manager has been very successful with booking new short- and long-term rentals that should increase our rental income significantly in the coming months."
- MET Report: [January 25, 2024](#) See below regarding repair work recommended.

Motion to receive the Consent Agenda was made by Susanna; seconded by Ginny. The motion passed.

IV. Roof Repair Recommendation and Communication Plan

- MET recommendation:
 - Commence repair as soon as possible:
The estimated cost of this project is as follows.
Repairs to inside top level of bell tower-\$13,200
Repairs to outside top level of bell tower-\$16,700 includes estimated cost of lift rental for access
North chimney topped and capped-\$1500
West chimney clean out port installation-\$500
North chimney clean out port installation-\$500
Fuel charge-\$600 includes travel and fuel for lift operations.
Total-\$32,800
Estimated time for job completion 8-10 weeks .
 - Fund via:
 - Congregational ask
 - If necessary Fund-a-Need item for May's service auction to repay any monies borrowed from the Phase II capital funds
 - Look into impact of seeking historical designation on any restrictions on future improvements
 - Pursue grants to repair and maintain

Heidi will call the City contacts about opportunities for historical designation and grants to repair and maintain.

Board has fiduciary responsibility for the church and agreed by consensus to go forward by informing the congregation about the urgency and importance of safety (Kay will draft a message to the congregation regarding: the repair and re-designation of funds and drawing from the existing capital campaign (Phase II monies), and encouraging donations.

V. Board High Tea - 2/4/24 from 2:00 -3:30pm - postponed

- [Updates](#) - this links to the Board's planning for the event
- **Outcome of discussion:** The Board agreed that in this time of mourning, the tea party needs to be postponed. Ginny will send the email to ticket purchasers about the decision to postpone until the Spring (date TBD). Ginny will also give Board members phone numbers to call each person who bought tickets.

VI. Budget & Generosity Campaign

- Theme: Draw the Circle Wide. Sandy Eaglen is working on multiple ideas for promotion of the campaign.
- **Video:**
 - Tone: fun, emotional, rather than just testimonials
 - *Can the Board participate at our 2/15 meeting?* Ideal: Do something fun (maybe one person "let's draw the circle wide" next "let's draw it wider still" etc.)
 - Concept: different groups singing (choir, RE, Board?) plus "what does draw the circle wide?" mean to you
- **Awareness-Building Coffee Hour Activities** - *Seeking Board members to participate each week for visibility*
 - Drawing for pizza, pie, jar of coins
 - Draw the Circle Contest - will post completed drawings on back wall of church and have people vote on favorite – winner will be cover of end of campaign OoS
 - Hula hoops
- [Letter for Campaign Kickoff](#) - agreed that the Letter for Campaign Kickoff will be reviewed before sending out.
- **Campaign Kickoff** - 3/3/24 live, 3/4/24 Zoom. Tech team, Connor and Lois, will stay to do that session after the second service, in the Sanctuary. Sandy is hoping to have the kickoff at the start of both services on March 3rd and is coordinating efforts with the Worship Arts and Tech teams.
- David's (Smeltzer) video could be shown at the opening of the Townhall meeting (3-3-24 12 noon) and could run during coffee hour.

Outcome: Discussed ways the Board could "draw a circle", and agreed to do video during the Board meeting on Feb 15th. Sandy will send Kara the lyrics.

VII. GrantStation

- MaryBeth provided Kara with information regarding a way to find grants: *"TechSoup will be offering [GrantStation](#) at a significantly reduced price soon (\$99 on 2/13-14). Is this something the Board would be interested in?"*
The Board considered whether this investment might be worth it. Heidi offered her expertise about grant resources and said that there is a relatively low likelihood of getting funds through such an organization. Rather than paying the fee (shown above), she recommended the historic route as more likely to support the church; Heidi has good connections with local resources.

Outcome: Agreed to wait and work toward the historic route, getting on the Historic Registry as a starting point. Heidi agreed to contact the City regarding grants and sources for capital improvements funding.

VIII TABLED until 2/15: Other Upcoming Events

- **Rentals Implementation Ideation Session:** We need to schedule this soon, after the budget Townhall Informational meeting. This had been scheduled for February 24th

(Saturday) 90 min. The event was added to the church calendar.

Eclipse Party (April 8, 2024): waiting to hear what the City of Kent is doing?

IX. TABLED until 3-7-24: Review Annual Congregational Goals [Goals](#)

- What progress have we made?
- What edits might be required?
- Where is additional action required?

X. TABLED until 3/7: Late Arrival to Sunday Service and Sanctuary Access Policy

XI. Process Review

What went well in this meeting?: Members expressed appreciation for each others' company and efforts to continue the church's work during this time of grief.

Where was there room for improvement?: no suggestions

XII. Extinguish the Chalice and Adjournment

David extinguished the chalice, and the meeting was adjourned at approximately 8 PM.

Next meeting date: in two weeks, on **Thursday, February 15, at 7:00 pm**. David will be in touch with Kara about whether he will bring a laptop to use during meetings in the next months to facilitate Zoom as needed.

Next Board meeting chalice lighting and offering of readings: Carol is on for next meeting (sequence: alphabetical by first name)

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