



UUCK Board of Trustees Meeting Minutes March 21, 2024

Board Members:

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

I. Call to order

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

Attendance via Zoom: Susanna Smart

Guest: Christie Anderson

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

II. Agenda Review and Announcements

III. Consent Agenda

- Treasurer's Report
- [MET Agenda - 3/12/24](#)

A motion to accept the Consent Agenda: by Ginny, seconded by Heidi . All approved.

IV. Ministerial Transition: What Next?

- [Transitional Ministry Feedback](#): Approx. 33% of congregation responded to the survey (while this is considered "good" for a survey, we'd hoped to get more congregational input.). Challenge: people didn't all understand the ranking. Generally, more people were interested in a full-time minister; not interested in a guest minister (due to its negative impact on continuity and growth). A full-time contract minister ranked highest. Additional themes: interest in fiscal responsibility; respect for the decision whatever is made; still some hesitancy about embarking on an interim ministry. Verbal feedback from congregants: there is a lack of shared understanding of our history with the interim ministry which has been positive in the past prior to the most recent experience; there is some lack of trust in UUA to not allow an inappropriate candidate to be considered (since this appears to have happened with the last interim minister experience); there is a noticeable positive uplifted tone across the congregation about going forward. Although some may be less drawn to our church if we have an interim due to uncertainty, our congregation has a lot of leadership and disseminated drive and these factors also draw new people in.
- [Annual Giving Campaign Update](#): as of today \$226,396; 11 new pledges; 4-5 previous pledgers are no longer with the congregation; 43 pledge units remaining. Projected estimate is that approx. \$64K may yet come in. Even with hiring a FT minister, the pledge drive is encouraging in terms of requiring a smaller draw from monetary reserves.

- **Discussion of opinions for a minister:** The Board consensus is to seek a full-time minister. While a ¾-time minister might also suffice and might be offered to applicants as an option, we need to anticipate that applicants may be interested in a full-time position. Also, we seek commitment and quality from a minister and do not want limited hours and compensation to interfere with their capacity to deliver to the congregation. FT contract minister in an option. An interim minister may help the congregation process pain and concerns related to previous losses (Melissa's leaving, Rev. Steven's death, and negative experiences related to the last interim). Searches are typically done with a focus on one type of minister at a time. For example, we could first focus on finding an interim and if that does not yield results, then go on to seek a contract minister. Ultimately, we are seeking experience and enthusiasm in a settled minister who has an ability to grow with us.
- **Next Steps:** Begin the process of applying for an interim minister through the UUA process (consensus of the Board is that staying within the structure and resources and wisdom of the UUA is preferable to going it on our own.) If there is not a match for an interim minister, we could then pursue the contract minister option.

Application for Interim: The UUA application process begins soon. The application is due mid-April. Thereafter, there is a two-week period in which candidates and the congregation evaluate each other, choices are made, and a match is then made through UUA. It is likely that interviews would be on Zoom; this would reduce potential expenses associated with interviewing in-person. Note: If we select a minister who must move to this geographic area, we may be expected to pay some resettling expenses. The Finance team will present a proposed budget at the next Board meeting which will help identify our monetary offer to candidates.

Transitional Ministerial Search Committee: The Board appointed Board members: Ginny, Susanna, and Kara. Brainstorming congregants who might have experience and willingness, and we will extend invitations to congregants who have deep knowledge and experience of ministerial roles, history, and general knowledge of the congregation. The committee members will need to be church members and available in the next 6 weeks to prepare the search criteria. The UUCK Website has past documentation which could be used for the search committee (subset of Board and others appointed).

A motion to approve the Search Committee: by Dave, seconded by Heidi. All approved.

BREAK

V. Congregational Meeting Agenda - 2024 Annual Meeting Agenda, May 19, 2024 [Draft Agenda](#) (See also, item VI. Annual Report, below.)

- Chalice Lighting
- Moment of Silence in Memory of Our Departed
- Determination of Quorum
- 2023 Annual Meeting Minutes:
- Year in Review - Celebration of Accomplishments
- By-Laws Changes
 - MET Section of By-Laws - clarification of role
 - Remove 3 per year verbiage from election of Board:
 - Clarify term limits (i.e. consecutive, not total):
 - Non-members as committee chairs or coordinators:
- Update on Transitional Ministry
- FY25 Budget
- FY25 Slate of Candidates - Thank You to Incoming Servant Leaders
- Thank You to Staff and Outgoing Servant Leaders
- Closing Words and Extinguishing Chalice

VI. Annual Report

- *Any specifics we need to include in the Board report?* Let the congregation know the path that we are planning for the ministerial role. Summarize the feedback from the survey and the outcome of the pledges.
- *Any specifics we want Lois to include in the Treasurer's report?* Include a status report of all the accounts, including savings.

VII. Leadership Development Committee

- Exiting Board member 1-year appointment to Leadership Development Committee – Heidi or Carol? Heidi expressed interest. Consensus that Heidi serve on the LDC after her board term: All agreed.
- Personnel Coordinator vs. Team:
 - [8/31/23 Minutes \(Kathy Kerns' Overview - section V\)](#)
 - [Kathy's follow up e-mail](#)
 - [Personnel Handbook \(last updated 2012\)](#)

A motion to have an approximately three-person team vs a single coordinator made by Kay, seconded by Kara. All approved. (This change will require some small changes to the bylaws and personnel handbook to align the language with a team rather than an individual role.) We discussed that Heather might be a good member of the team as well as at least one other “older” member.

From UUCK Website: “The Personnel Coordinator assists the Ministry Executive Team in making staffing decisions, maintaining and updating employment policies and positions, and monitor and facilitate employee grievance processes and resolution(s).”
UUCK Personnel Handbook, Pg 19: “The church will evaluate each employee’s salary at least annually following a performance evaluation by the employee’s supervisor (or the Board in the case of the ordained minister). These performance evaluations will be reviewed by the Personnel Committee. The Personnel Committee will make a recommendation to the Board. Salary increases will be awarded only if an employee’s overall performance is evaluated as “good” or better.”

VIII. Upcoming Events

- Board High Tea - April 27
- Annual Info Meeting - April 21
- Annual Voting Meeting - May 19 (slate to approve, budget and bylaws revisions)
- Rev. Steven’s Memorial Service - June 1 – *Do we approve use of undesignated memorial funds (\$2226.14 remaining) to cover meal, and ask congregation to donate desserts? Lori will officiate.* Motion to approve up to this amount by Heidi, second by Kay. All approved.

IX. Upcoming Topics

- Kent City Health Department Tobacco Cessation Program: they offered to table at coffee hour but the Board agrees that this is not a fit for our mostly non-smoking congregation.
- Approval of Credit Card Updates
- Staff Hours Review: Emily and Julie are both working more hours than they are currently paid. This reality calls for attention as to how aspects of their work might be delegated or minimized by system improvements to reduce expenditure of staff time (for example, possibly improving the streamlined recording and uploading of video recordings of services, etc). Alternatives: staff reduce their time to fit within their paid hours or the congregation consider increasing their hours.
- Music Director Contract Renewal
- Fundraising Policy: The Board will discuss the issue of requests from staff for specific programs, the issues with accepting gifts that are restricted by specific stipulations. Kay volunteered to look into extant policies about fund-raising and gifts to see if they cover this topic.

- Rental Policies: we received input from Kathy Kerns and Katie Kuras which will be considered.
- Memorial Scholarship

X. Process Review

What went well in this meeting?: cooperative atmosphere of good will was created by all that allowed for multiple opinions, accomplished a lot.

Where was there room for improvement?: Great audio for Zoom! Thank you for wizarding that, Kara, by providing a tabletop microphone so that the virtual participant could hear and be heard!

XI. Extinguish the Chalice and Adjournment

Chalice extinguished: Kay extinguished the chalice, and the meeting was adjourned at approximately 8 PM.

Next meeting date: Wed, April 10th, arrive 6:45pm for 7:00 pm start.

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

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