



UUCK Board of Trustees Meeting Minutes April 18, 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

Call to order

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

Attendance via Zoom: n/a

Guest: n/a

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

Agenda Review and Announcements - discussed additions and added them below.

Consent Agenda - items read by the Board prior to meeting

Treasurer's Report - March 2024

Summary: "Operating Income (not including withdrawals from investments) is still below budget projections, mainly because pledge payments are only at 91% of budgeted YTD level. However, with the \$25K draw in January from the Hobbs bequest, we are currently at 102% of the projected YTD income. Quarterly statements will go out with a payment reminder in April. Expenses are at 98% the budgeted YTD level."

Kay: pledges are behind but rentals are at 154% and we've increased the grocery card sales. Other fundraisers are in the works.

MET Agenda - 4/11/24

A motion to receive the Consent Agenda: by Kara, seconded by Ginny. All approved.

Staff Updates - Ginny

Ginny has met with staff and received their input to add to the ministerial search materials.

Ginny and Emily had an initial discussion about mutual interest in having Emily continue with the church, as Director of Music Ministries. They will follow up to talk soon.

The Board revisited the need to keep supporting the staff in staying within the paid hours until such time as we are able to increase their hours.

Finance Committee Updates - Kay

Recommended changes to the *Personnel Handbook*. Kay reported some elements in the *Personnel Handbook* which impact the church finances should be re-considered.

The Board agreed to initiate a more comprehensive update of the *Personnel Handbook*, by this Fall (2024): this includes writing the *charge* for this task and forming an *ad hoc committee task force*. Further discussion of this is planned for a future board meeting.

- **Retirement:** The *Personnel Handbook* promises a 10% retirement contribution from the church. After consideration, the Board agreed that this amount toward retirement is

significant and that it also helps off-set the other aspects of compensation.

- **Health insurance coverage:** The Board agreed that, due to the significant cost of the current coverage and the availability of other health care coverages, we need to reconsider the health care insurance that we can offer. The current *Personnel Handbook* limits options for coverage to the UUA's program. The *Handbook* would need to be edited if greater flexibility in policies is sought.

As we prepare for hiring a minister in the near future, the Board agreed to immediately change specific wording in the *Personnel Handbook* in order to allow more flexibility in choosing ministerial health care coverage.

A motion was made and accepted which strikes the wording "if the UUA makes a health insurance plan available" and replaces this with "the church will make a group health insurance plan available." Kay made the motion to accept the change to the *Personnel Handbook*; seconded by Heidi. All approved and passed the revision to the *Personnel Handbook*.

A summary of the Finances Teams plan to raise money for the bell tower restoration:

Kay shared fundraising ideas for the months of May and June toward funding the restoration of the Bell Tower. Carol agreed to make artwork (of the Bell Tower) for visual encouragement to support this effort.

Approval of Credit Card - Credit card to be issued to Emily Hall. A motion to approve the credit card for Emily: by Kara, seconded by Susanna. All approved.

Transitional Ministry Search Update

The Search Team reported that the congregational application to the UUA has been submitted. We have a list of potential prospects. Rev Sunshine has and continues to be supportive of this process. We praised Kara for the structure and effort leading the team.

Annual Congregational Meeting Agenda

The Board discussed the plans for the meeting and reviewed the slides prepared by Kara. Heidi will tend the chalice.

- **Agenda:** the agenda was reviewed.
Endorse Slate: Motion to endorse the slate by Susanna, seconded Carol. All approved.
Endorse By-Laws Revisions: Motion to endorse the By-Laws Revisions: by Kay, seconded Ginny. All approved.
- **Slides:** The Board reviewed the slides and some modifications were made to clarify and update information.
- GA Volunteers sought - see below

Break

Policy Updates

- MET and Worship Arts Team recommend revoking the [Late Arrival to Sunday Service and Sanctuary Access](#). A motion to revoke this: by Ginny, seconded by Heidi. All approved.
- [Yard Signage Policy](#) (temporary signs) - Concerns were raised about the potential triggering of reactive members of the general public should they disagree with a given stance during this particularly partisan election year. Rev Sunshine mentioned that the UUA has stepped up attention to congregation safety during the upcoming months when UU churches may be targeted. The Board agreed to table a decision about signs.
- Carol reported that an [Art Policy](#) is being drafted which would combine the *Art Team* and the *Aesthetics Team* into one *Art Team*. Artwork will be selected by the *Art Team* in collaboration with the MET. The *Building and Grounds Coordinator* will be informed of art displays. Carol said that artists will be required to fill out a permission sheet and a liability waiver prior to displaying their work.
A motion to approve this policy: by David, seconded by Susanna. All approved.

- [Draft No Soliciting Policy](#). The Board discussed a recent occurrence of solicitations of money by a visitor. It was agreed that it is important to have clear boundaries while also being welcoming. The Board agreed that education about policy needs to be provided to the congregation, including intermittent reminders. A message will be included in the Sunday announcement slides and in the enews. Agreed with the need to inform the newly-forming *Safety team* about the policy so that they can add their ideas about implementation. A motion to approve this policy: by Kay, seconded by Ginny. All approved.
- [Disruptive Behavior Policy](#) is already in existence. Provided here for review.

Service Auction Event Check In

- [Board High Tea](#) (Sat., April 27) - Ginny updated the Board about expected attendees and the Board reviewed plans for the day. Two board members are not able to attend (the date for the event is different from the initial agreement and conflicts with their previously arranged plans). A Google-document helps the Board to coordinate with each other about the event.
- Spring Service Auction Offering: Due to time limitations, the Board agreed to use email to suggest next ideas.

Appoint GA Delegates (May 2024):

So far, no one has volunteered. Some members who may be interested in participating were discussed. An invitation to apply to be a delegate will be made at this Sunday's *Informational Meeting*.

Tabled items (due to insufficient time):

- Memorial Scholarship (Rev Steven)
- Annual Voting Meeting - May 19
- Rev. Steven's Memorial Service - June 1 – *Put out a call for volunteers to organize?*
- Yard Signage Policy
- Comprehensive update of the Personnel Handbook - starting by this Fall (2024). First, write a charge for this and form an ad hoc committee task force.

X. Process Review

What went well in this meeting?: having time and space to digress from time to time and to enjoy laughter together. Appreciating having our meetings and links organized. Having time to attend to meaty topics.

Where was there room for improvement?: none suggested

XI. Extinguish the Chalice and Adjournment

Chalice extinguished: Ginny extinguished the chalice, and the meeting was adjourned at approximately 9:10 PM.

Next meeting date: May 2nd (Thursday), arrive 6:45pm for 7:00 pm start.

Next Board meeting chalice lighting and offering of readings: Susanna is on for the next meeting, however, Carol will sub for her as Susanna will be absent for that meeting (sequence: alphabetical by first name).

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