



## UUCK Board of Trustees Meeting Minutes

July 22, 2024

### Call to order

**Attendance via Zoom:** Claudia Miller, David Weaver, Ginny Horvath, Kara Kramer, Kay Eckman, Randy Ruchotzke, Susanna Smart

**Unable to attend:** n/a

**Attendance in person:** n/a

**Guest:** n/a

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

**Agenda Review and Announcements** - no changes

### Board Meeting Minutes Approval:

The *June 27 2024 minutes* were Board approved by email.

These *July 22, 2024 minutes* were also approved by the Board via email.

**Consent Agenda** (Board reviews reports prior to meeting)

#### MET Report - July 16:

The MET requested Board input about the suggested rental policy revisions. Income has been solid in recent months with kitchen rentals. Kay stated that the Finance Team will review the rental policy and provide the Board input; the Board can then respond to the MET request for input about the suggested rental policy.

Diana Watt is drafting a Fundraising Role charge.

Bank card signatures need to be updated and MB will reach out to Ginny about this.

**Treasurer's Report**—not yet available. Lois and Ryan are working together as Ryan takes on the role of Treasurer from Lois.

**Motion** to receive the Consent Agenda made by Susanna and seconded by Kara. All approved.

### Staff Updates

**Director of Music Ministries update:** Ginny reported that Emily is working with the Worship Team so that she can tailor her efforts and limited hours to the areas needed to support worship. Ginny shared that the UUCK staff care about having professional development funds. Although finances don't allow for supporting this, it is a high priority for several staff, most immediately for Emily. Emily wishes to attend an annual gathering of UU musician leaders; she found that last year's conference was very helpful to her in meeting her leadership goals.

Kay offered from her Finance Team knowledge, that unfortunately the funds are not there to pay for professional development at this time. She suggested that efforts for fund-raising be made.

Ginny expects to finalize the letter of agreement with Emily this week when they meet. (See also the discussion below under **Additional Discussion of Money Allocation**).

### Update Minister Onboarding

Kara reported that she is working on a document to clarify expectations and to coordinate responsibilities as we prepare to welcome Rev. Kristina.

Rev. Kristina has offered an email for us to use. Having this route to communication will be helpful prior to her arrival; that said, we will be sensitive about sending communications so as not to burden her.

Rev. Kristina joins us as of Sept 1st. She will have her son starting school at the end of August, and so she will likely be involved with planning her new life here during that time.

Retreat planning: we will propose possible retreat dates - see below under [FY25 Meetings](#).

### **Health Insurance Contribution Proposal**

A draft of the proposal was included in the MET minutes. Kay reported that the Finance Team will meet on August 9th; they will review the Health Insurance Contribution proposal and offer their input. (She added that the Finance Team will also review the UUCK fees policy related to rentals.)

### **Decision Items**

**Microphone request from MaryBeth Hannan and Julie Swango:** \$850.00 for a quality wireless microphone. Approval to purchase from the monies remaining from the "Hobbs Hall Gift" (balance \$6,795). Context: Board emails July 2-3.

The Board discussed the fund for these monies - operating budget vs capital account. Kay replied that this purchase would be a piece of equipment and so should come out of a capital account rather than operating account. She added that there is no wiggle room in the operating budget. Approving this purchase would make it easier for volunteers - an important factor in maintaining volunteerism. **Motion** to purchase the microphone was made by Susanna and seconded by Randy. All approved.

**Sign lighting request:** [Ott Electrical Options](#). The proposal was reviewed and found to be confusing. The Board agreed that we will need clarification about the proposal. Ginny will check with MB and Jen Gregg to pursue more clarification. Voting about approval of this is tabled until more information is available. Hypothetically, a donor plans to provide these funds.

**Protzman Bequest:** The benefit check from Rev. Steven's life insurance through the UUA needs to be "accepted" and designated by the Board. We can formally accept the bequest and then continue to discuss its allocation; we should not be in a hurry to designate the funds in a particular way. Suggested allocations: staff professional development fund or ministerial support. The Board agreed to thoughtfully determine allocation based upon Rev Steven's particular concerns. The preference at this point was voiced for *not* spending it on expenses such as repairs to the Bell Tower.

**Motion to accept the bequest** was made by Claudia and seconded by David. All approved. Plan to continue discussion of allocation, based on what we know of his preferences and values within the church. The Endowment Committee is responsible to acknowledge gifts.

**Additional Discussion of Money Allocation:** Randy suggested that the AAUMM annual conference is open (July 31 - Aug 4) and Emily has voiced significant interest in participating, as last year's conference greatly and positively impacted her contributions to the church throughout this year. Ginny shared that she was approached by someone who may be willing to offer a financial gift to some area of church need (not specified). The Board endorsed Ginny's suggestion that she approach the potential donor about possibly contributing a lead gift toward a special Professional Development Fund (or Ministerial Support Fund). Perhaps, this effort can support Emily's attendance in the Albuquerque conference. (Note: there is also a virtual option for attending this program.) Ginny will also speak with Emily about this. There was considerable discussion about how to be fair in allocating Professional Development Funds. Claudia added that the Legacy Giving Team (AKA Endowment Committee) needs to be informed about donated funds so that they can fulfill their role in recognizing donors. Claudia

suggested a special announcement to the congregation about such gifts - to celebrate and to shine a light on this type of giving.

### Discussion Items

**Suggested Membership Policies revisions** (introduced by the Connections Team, formerly Membership Committee) Claudia shared that this document is mostly complete; the Membership Committee will seek Board approval for a bylaws change of the name (this could be done at the next annual meeting).

### FY25 Meetings

- Next Board meetings (Thursdays): the Board agreed to cancel the August 1 (6:30 - 8:00) meeting. We meet again on August 15 for a longer meeting (6:45 - 9:00 pm) in person; September 5 (6:30 - 8:00pm) and September 19 (6:45 - 8:45) remain on the calendar for now, but we may need to change those based on preferences (and possible conflicts for September 19)
- Survey to include Rev. Kristina?
- Retreat preferences: a half-day on a weekend in September when Rev. Kristina is on board. Suggesting Sept 14th, 9-12 noon. Ginny will reach out to Rev. Kristina to confirm.

### Upcoming Topics

- **Suggested Membership Policies revisions** - from Renee Ruchotzke. The Board agreed to review this document prior to the next meeting and to make recommendations at that time.
- Continue to discuss Staff Professional Development funding.
- Sign lighting request: **Ott Electrical Options**. Assuming clarification of the options in the proposal is provided, the Board will decide about approving the work.
- Respond to the MET request for Board input about the suggested rental policy after getting input from the Finance Team about the policy.

### Process Review

*What went well:* audio is better with all being on zoom. Ginny was commended on smoothly leading us and thanked for this first meeting of our new Board. We covered a lot of territory.

*What needs improvement or attention:* Zoom capability- Kara sent Board members an email with a username and password for scheduling future zoom meetings to allow Board members to have this capability.

### Extinguish the Chalice and Adjournment

**Chalice extinguished:** Randy extinguished the chalice, and the meeting was adjourned at approximately 8:45 PM.

**Next meeting date:** August 15 (6:45 - 9:00 pm) arrive 6:45pm for 7:00 pm start.

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

Respectfully submitted,  
Susanna Smart, Secretary