



UUCK Board of Trustees Meeting Minutes

September 5, 2024

Call to Order and Chalice Lighting

Attendance in person: Claudia Miller, David Weaver, Ginny Horvath, Kara Kramer, Kay Eckman, Susanna Smart, and Rev Kristina Church

Attendance via Zoom: Randy Ruchotzke **Unable to attend:** n/a **Guests:** n/a

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

Agenda Review and Announcements

Align on any late modifications or additions - updated as below.

Recognition/Gratitude Board Correspondences: cards were written. The Board also received a card of thanks from outgoing Board member Carol Weigand and shared this. Susanna brought cards and will deliver them.

Consent Agenda

No reports at this time.

FYI: Previous E-mail Approvals

Board Meeting Minutes Approval The *August 15 2024 minutes* were approved by the Board via email prior to this meeting.

These September 5th minutes were approved by the Board via email in the week following this meeting.

Rev. Kristina's Housing Allowance designation of the amount that she specified for housing of salary. The Board approved this by email on 9.4.24

Finance Team Proposal by Kay Eckman on 8.19.24: "I would like to make an online motion to allow the \$27,360.27 to be carried over into the FY25 budget." Unanimously approved by email 8.20.24.

Staff Updates

Honoring Boundaries: Ginny, serving as a Board liaison to the staff since Rev. Steven's passing, shared that staff are striving to work within their designated hours and to educate others about those time boundaries. The Board agreed with the importance of educating and reminding the congregation about this, in order to support staff. After discussion of the

challenges of reminding everyone to be mindful of staff time limitations, Kara agreed to draft an e-nUUs message from the Board with a general reminder to honor these time boundaries. Upon review of these minutes, a suggestion was made that general "Office Hours" of staff be posted with the stipulation that they are subject to change.

Board Development

Retreat Preparation:

Pre-Reading: *Serving with Grace: Lay Leadership as a Spiritual Practice*, by Erik Walker Wikstrom

Retreat Date: Saturday, September 14 from 9:00 - 12:00 noon. Location: Fessenden Hall

What to Bring: the book; the Gallup CliftonStrengths Assessment (Ginny will send this to Board members asap).

Retreat activities: review the book and what it evokes; Board covenant drafting; identify goals for the year; self-assessment of our strengths that we bring; come to agreement on the Board meeting calendar dates for 2024-2025.

UU Institute Development for Boards: Several Board members are currently participating in the *2024 Helpful Board Habits 4-Part Series* offered by the UUA.

Updates from Finance Team

Bell Tower Funds: Kay shared good news that the work done to date has used only \$6,978.24 from our savings. Here is a breakdown

Total spent on repairs	\$ 43,913.24
Fund-an-item donations	\$ 22,720.00
Additional member donations rc	\$ 4,215.13
Rebate of Hobbs Hall Construction	
<u>Bond placed with City of Kent</u>	<u>\$ 10,000.00</u>
leaving us to take from savings	\$ 6,978.11

For future repairs: the structure is deemed to be adequately stable at this point and further repairs will hopefully be done with funds from grants that we will be eligible to apply for with approval of the old church building as an historic building in Kent.

Health Insurance Contribution Proposal review

Recently, the Finance Team met with MaryBeth about Health Insurance contributions. We discussed the board's wish to move to an 80/20 cost split in healthcare costs. How to handle the costs of doing so has yet to be worked through. One area that might help - costs through the UUA program appear to be more expensive than most options reviewed thus far. Some of our staff are unable to pay for the UUA plan. A less expensive program might help us more easily reach the goal of having the church pay 80% and the employee pay 20% of healthcare costs. MaryBeth has contacted a health care insurance broker to seek alternative programs. Kay said the broker will meet with us to answer questions; hopefully staff can attend that

meeting to have their questions and interests addressed. Kay will also reach out to the new Personnel Team which may have familiarity with this aspect of personnel issues and have suggestions.

Decision Items

Appointment of Personnel Team (Mike Cardew, Sandy Eaglen, and Andrew Rome) to 3-year terms. **Motion** to appoint *Mike Cardew, Sandy Eaglen, and Andrew Rome* to the newly established Personnel Team was made by Kara and seconded by David. All approved. Ginny will send an email letting them know of the Board approval of the appointment. Kay will send an e-nUUs announcement so the congregation is informed.

Appointing Rev. Kristina to the Silco Fire Alarm List: Ginny, Randy, and Rev. Kristina will connect to train on how to manage any calls. And Rev. Kristina will be added to the Silco Contact List. **Motion** to appoint Rev. Kristina to the Security Alarm List was made by Susanna and seconded by Kara. All approved.

Proposal to Establish the Rev. Steven Protzman Fund for Staff Professional Development (The document includes instructions on how applicants can apply for monies from the fund). Discussion included how staff would be included in discussions about designation of the monies. *Note: The amount designated for staff development is approximately half of the amount gifted by Rev. Steven; the other half has not been designated.*

Motion to establish this fund was made by Kara and seconded by Kay. All approved.

Discussion Items

Tabled to next meeting due to insufficient time:

- UUA Retirement Plan Restatement
 - 2025 Restated UU Organizations Retirement Plan Document (95 pages)
 - Summary of Plan Changes
 - Sample Board Resolution to Adopt the Proposed Changes

Ongoing Issues

- Safety Team Reminder of Charge
- Personnel Committee / Handbook?
- Name change of Membership/Welcome Team to Connections Team and Suggested Membership Policies revisions

Process Review

What went well: Great to have Rev. Kristina join! Good to honor time boundaries. Thank you to Kara for bringing equipment to help with zoom audio/visuals; consider purchasing such equipment.

What needs improvement or attention: none identified

Extinguish the Chalice and Adjournment

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

Upcoming Dates/Events

Board Retreat: Saturday, September 14 (9:00 - 12:00, Fessenden Hall)

Next Board meeting: Thursday October 3rd (6:50 - 9:00) Chalice Lighting by David Weaver (usual sequence is alphabetical by first name).

Respectfully submitted,
Susanna Smart, Secretary