



UUCK Board of Trustees Meeting Minutes

October 3rd, 2024

Call to Order and Chalice Lighting

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

Attendance via Zoom: n/a **Unable to attend:** Kay Eckman **Guests:** n/a

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

Agenda Review and Announcements

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

Recognition/Gratitude Board Correspondences: cards written

Consent Agenda

MET Report - September 10, 2024

Treasurer's Report - The 8.31.24 Balance Sheet and Budget v. Actual report will be reviewed prior to the next Board meeting.

Minister's Report - to be reviewed for the next board meeting. Rev Kristina verbally updated the Board about her initial month of orientation to our congregation.

Motion to receive the Consent Agenda was made by Randy and seconded by Claudia. All approved.

FYI: Previous E-mail Approvals and Messages

- Board Meeting Minutes Approval: The September 5, 2024 minutes were approved by the Board via email prior to this meeting. These October 3rd minutes were approved by the Board via email following this meeting.
- Announcement about [Campus Signage Installation](#)
- Announcement about [Rev. Kristina's contracted hours](#)
- *Record-Courier* article about historic designation of the old church building. Kara agreed to share the electronic version of the Record Courier article with the rest of the Board (as it's behind a paywall on the Record Courier site).

Staff Updates

Ginny highlighted the continued need to keep reminding people of boundaries of staff hours.

Finance Team Updates

Kay conveyed an update through email message to our moderator, Ginny, as follows:

- Status of belltower funds: no change since last meeting.
- Update on staff health insurance discussions: Meetings are being scheduled for October (this month) with an insurance broker who comes recommended.
- Updates to employer (UUCK) contributions to staff retirement: We will need to align our practices according to the UUA updates. Our current rate of contribution is higher than average. (See below under Decision Items).
- Drafting of the Personnel Charge: drafts are in progress.

Decision Items

1. Board Covenant: A draft of an updated covenant was submitted for Board members to edit. Suggestions for edits are requested by *Oct 15th* with the goal of finalizing the document by the October 17th board meeting. David and Susanna will continue to make edits according to recommendations.
2. UUA Retirement Plan Restatement
 - 2025 Restated UUA Organizations Retirement Plan Document (95 pages)
 - Summary of Plan Changes
 - Sample Board Resolution: to Adopt the Proposed Changes

We discussed the need to align any adopted UUA changes in the retirement plan with our personnel manual and policies so that changes reflect changes in the law. Agreed that the appropriate team to work on document revisions is the Personnel Team.

A Motion to accept and affirm the changes in the UUA Retirement Plan (as described by the UUA online) was made by David and seconded by Kara. Approved by all present - 6 of 7 board members.

Ginny will let MaryBeth know that this motion was approved.

3. Charge to Personnel Team: A drafted document is in the process of being edited. The Board concurred that the Charge needs to:
 - Clarify the layers of supervision and issues of conflict of interest, for example we will need clarity about the relationship between the MET and the Personnel Team, as staff are on the MET.
 - Describe “the deliverables” that would be expected of the Personnel Team.
 - Describe to whom the team will report. The Board agreed that the team should submit its work to the Board.

Kay drafted the initial list of considerations and received suggestions from Claudia. Ginny will join the editing team. The team will be glad to have Rev Kristina’s input. The Charge document will include information about various UUA resources that will be important references for the Personnel Team to know about and use in their work.

4. Board Calendar for 2024-2025: The following events were scheduled:

Board Updates (Town Hall Sessions) to be held in October and December after the second service. Pre-reads will be posted in the e-nUUs 2-weeks prior, if possible:

- October 27
- December 15

Ginny to reach out to Julie to ensure that technological needs will be addressed for those meeting dates.

Information to be communicated: Personnel Team development; Board goals; signage, historical recognition, repairs, highlighting committee work.

Kara agreed to upload these dates on the church website

Discussion Items

- Leak in Sanctuary ceiling: Jennifer Gregg is getting it looked at and will have recommendations.
- We discussed the importance of planning a facilitated healing event for the congregation to process feelings related to changes, losses, and interpersonal interactions that have occurred over time. Such an event would be in service to the values of right relationship and communication. Rev Kristina agreed to approach Rev Elaine Strawn (acting Regional Congregational Life Field Staff) about ideas and about her willingness to facilitate such an event. The idea of hosting more than one opportunity to share was discussed and will be entertained as plans go forward.
- Board Updates in October and December: The Board plans to offer updates to the congregation as described above.
- To optimize communication during zoomed meetings, the Board agreed to look into use of the "Meeting Owl" technology recently acquired by the church. Ginny will discuss this with Julie.

Process Review

What went well: talking about relevant and tender issues; taking time to set calendar dates.

What needs improvement or attention: As needed, Ginny will reach out to request reports for review prior to meeting.

Extinguish the Chalice and Adjournment

Chalice extinguished: David extinguished the chalice, and the meeting was adjourned at approximately 7:50 PM.

Upcoming Dates/Events

Next Board meeting: Thursday October 17th (6:50 - 9:00) Chalice Lighting by Ginny (usual sequence is alphabetical by first name).

Respectfully submitted,

Susanna Smart, Secretary