



UUCK Board of Trustees Meeting Minutes

December 5, 2024

Call to Order and Chalice Lighting

Attendance in person: n/a

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

Unable to attend: Kay Eckman **Guests:** n/a

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

Agenda Review and Announcements

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

Recognition/Gratitude Board Correspondences: not done due to zoom format.

Consent Agenda

MET Update - Kara attends MET meetings and shared that:

- 1) The MET has concerns about the capacity of volunteers to cover the role that Katie Kuras served in promoting rentals; it is seeking to fill the position and has advertised it. Discussion ensued about the position - see below under *Staff Updates*.
- 2) The MET recognizes the need for a policy about who gets door codes.
- 3) The MET approved the purchase of a speaker (see below).
- 4) Haymaker Market set up crews: there is continued effort to seek volunteers to help with prep for the Saturday Market and with the aftermath.

Minister's Report: Rev Kristina shared that: The Thanksgiving dinner was successful and well-attended; She did three sessions for people new to UU; Jenn May has offered to assist in arranging dates for the Restorative (healing) Circles and is connecting with Rev Elaine Strawn about possible dates in January; Rev Kristina attended a local interfaith meeting, co-led the service, and is getting to know more community colleagues; A staff retreat is planned for January; Rev Kristina's justice work includes getting up to speed on Pink Haven Coalition to support trans and binary individuals; Rev Kristina reported that she did not take her designated week off at end of November due to a lot happening with Thanksgiving events, however she plans to take the week off at end of December.

Treasurer's Reports for November: The Board recognizes the need for summary statements about the monthly budget reports that provide a verbal summary and interpretation that the congregation can review in order to understand the financial status of the church. In addition to the detailed accounting sheets that Treasurer Ryan provides, Ginny agreed to discuss with Ryan and MaryBeth about how to get such a summary statement about the budget each month; ideally this statement will be included in each of the Treasurer's reports.

Budget vs. Actual

https://drive.google.com/file/d/1zhumptJlwkAW5D1SIC9_8WFoI0n8uTAa/view?usp=drive_link

Balance Sheet

https://drive.google.com/file/d/13Wa4euhwvS3DkXPPm9mA0nN5mfkXLZ1b/view?usp=drive_link

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

FYI: Previous E-mail Approvals and Messages

Board Meeting Minutes Approval: The November 7, 2024 minutes were approved by the Board via email prior to this meeting.

Staff Updates

Rev Kristina provided updates: Emily had a gratitude gathering which was well-attended; Colleen had to postpone the PJs event; OWL is going strong; programs are going smoothly. Ginny reported a nice energy and collaboration in worship services.

Campus Use Manage position (Advertised Campus Use Manager position): Kara (liaison to the MET) shared about the contract and role description. The Board discussed the part-time (4-hr/week) position and whether the job description could include an option for more time and income. The Board agreed that we would like to see an energetic, motivated, entrepreneurial person in the position, and for the position to include ways that this individual could increase their income beyond the minimum paid 4-hour/week minimum - perhaps building into the rental agreement a line-item charge for their time, a commission, or some other accommodation. In addition, ideally the parameters for the new, listed position would streamline decision-making so that the Campus Use staff person would have adequate autonomy to promote rentals efficiently.

On Ginny's suggestion, the Board agreed that since the position is under the Board's purview, the Board ought to have input about the position as well as any candidates for the position. The hiring process should entail: a) a committee that makes a recommendation of a candidate (MaryBeth, one person from MET, one person from Personnel Committee), b) an opportunity for the candidate and the Board to meet to talk, and c) submission of Board documentation of its recommendations and the rationale for them.

An Ad Hoc team was suggested to work on re-drafting the job position: Ginny, Claudia, and Kara agreed to serve on this Ad Hoc team.

Decision Items

Approval of MET's recommended Speaker Purchase. The MET approved this purchase. Rev Kristina shared that the equipment is versatile and useful in varied settings and for varied purposes. Funding is mostly from a donated gift and remainder is covered by the tech team budget (which has already been approved).

Motion to approve this was made by Randy and seconded by Susanna. All approved.

Volunteer Coordinator proposal from Renée Ruchotzke: Renee has volunteered for this role. Motion to approve this appointment was made by David and seconded by Claudia. All approved. Ginny will ask Renee to go forward with the charge from the Board for this volunteer role.

Approval of Proposed Membership Policies. Claudia provided information about the background of this policy: the document has evolved after many years of experiences within the

congregation. Rev Renee has revised the membership definition. The Board agreed that we'd like to review the final document again before the Board approves it. Ginny and Claudia serve on the Connections team and agreed to make our suggestions for edits available to Renee. For example, the definition of an "identifiable financial contribution" needs further clarification. Suggestions included: "contribution of record", or "a recorded financial contribution in any amount", "a financial contribution in any amount that is identified as your contribution". (Note: following the Board meeting, these suggestions were included in a comment on the document, for Renee's review.) Also, Ginny asked the Board to review the document again by next Monday December 9th to provide any other suggestions for Renee.

Discussion Items

Fundraising Coordinator: A charge for this role was drafted by Kara. The Board members will review this document this week and submit comments on the document for next week's meeting.

Information for the December 15 Town Hall: Ginny invited suggestions as she develops slides for the meeting. The Board will review Ginny's drafted slides at next week's meeting. Suggested topics include:

- Randy will offer the chalice lighting (see below regarding theme).
- Review of congregational goals and where we are on them at this point in the year
- Timeline or game plan related to the stewardship campaign and what to expect; who is head of stewardship - Sandy Eaglen volunteered to be the lead; Ginny will invite her to say something about that role.
- Budget update: Ginny will invite Ryan to speak about the budget
- Policy updates (Membership, etc)
- Recognize the recent work to improve our website and those who volunteered their time to make these updates: Connor May, others?
- New volunteer appointments: Renee Ruchotzke, Volunteer Ministries Coordinator
- Pastoral Team (David, Rev Kristina, Lori, Dana, Heather); when and how to access them. David agreed to present on this.
- Personnel team members and their role (Sandy may speak about this)
- Gift given: Don Monroe gift to support tech
- Position open: Campus Use part-time job advertisement
- Acknowledge the auction team: thank those who worked on it and show how much was raised.
- Update about staff health insurance: perhaps include this in discussion of our congregational goals, above.
- Restorative Circles: Upcoming opportunities for sharing and healing about lingering hurts with the facilitation of Rev Elaine Strawn and Rev Kristina; providing the general time frame (January) for those upcoming meetings.
- Holiday services and events list/description
- A reminder that year-end financial statements to contributors will be provided soon - encourage donations.
- Recognize that we have moved through a "liminal time" and are now in a vibrant, post-liminal time: we have come through and beyond the "liminal time" that we were in during COVID - Randy agreed to offer the chalice lighting that will highlight this evolution.
- Observation of care: lots of care is happening within our church community: people offering each other support; the care and support brought by Rev Kristina, etc.

Process Review

What went well: audio for the zoom was great; appreciated zooming given the weather; report from Rev K made us smile; appreciation of Rev Kristina's observant, caring presence and influence.

What needs improvement or attention: no suggestions

Extinguish the Chalice and Adjournment

Chalice extinguished: Kara extinguished the chalice, and the meeting was adjourned.

Upcoming Dates/Events

Next Board meeting: Thursday, December 12 for the Chalice Lighting (6:50 - 9:00) with Chalice Lighting by Randy Ruchotzke (usual sequence is alphabetical by first name).

Town Hall Meeting December 15 at noon: in the Sanctuary following the 11am service.

Upcoming Topics

- Health Insurance Contribution Proposal review
- Rental Policies review
- Safety Team Reminder of Charge
- Name change of Membership/Welcome Team to Connections Team and Suggested Membership Policies revisions if needed.

Respectfully submitted,
Susanna Smart, Secretary