



## UUCK Board of Trustees Meeting Minutes

January 7, 2025

### Call to Order and Chalice Lighting

**Attendance in person:** n/a

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

**Unable to attend:** Rev Kristina Church arrived approx. 7:30pm due to an unanticipated schedule conflict **Guests:** 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

**Align on any late modifications or additions** - aligned.

**Recognition/Gratitude Board Correspondences:** we discussed and noted individual cards to be sent; we agreed to do this next meeting when we are together, in-person.

### Consent Agenda

**MET Update (12-11-24 meeting):** In addition to board members independently reviewing the MET minutes, as Board Liaison to the MET, Kara shared the following: 1) Ryan is working with MaryBeth to make the budget summary easier to read. 2) According to the by-laws, the MET is responsible for hiring for the Campus Use Manager position and plans to consult the Board regarding the new candidate. (See below). 3) The AV equipment purchases (made possible by gifted funds) are expected to occur in January. 4) Staff health insurance through Medical Mutual is too expensive and we are exploring other options. 5) Campus sign installation requires additional paperwork (to the City of Kent) which Jennifer Gregg has dropped off. The wait time for approval is approximately four weeks.

Minister's Report: n/a

**Treasurer's Reports:** n/a

Motion to accept the MET agenda update was made by Susanna and seconded by Claudia . All approved.

### FYI: Previous E-mail Approvals and Messages

**Board Meeting Minutes Approval:** The December 5, 2024 minutes were approved by the Board via email prior to this meeting. The Board meeting of Thursday, December 12, was brief and devoted to the content for the Town Hall meeting; it was agreed that minutes were not warranted as the information was available in slides and the recorded presentation.

### Staff Updates

**Ginny provided updates:** Ginny said there were sparse meetings during the holidays and no significant new information. Staff seems to be in favor of the candidate for Campus Use Manager.

### Decision Items

**Approval of process for Campus Use Manager:** MET and Personnel Committee recommend hiring a candidate and the cover letter and resume were reviewed. There are strong favorable feelings about the candidate. Prior to making an official offer, the MET will ask MaryBeth and Rev. Kristina to meet with the candidate in order that they weigh in on the prospective hire.

**A motion to authorize MET to go ahead with the meeting with the candidate and then make the offer if all involved approve** was made by Kara and seconded by David. While the Board is not responsible for the hire, we plan to invite the new hire to meet with us to get acquainted.

**Status of Volunteer Coordinator Proposal** from Renée Ruchotzke (December). Ginny will follow up with her to obtain her final document in case there have been any modifications since we reviewed the draft.

### Discussion Items

**Debrief on 12.15.24 Board Update during the Town Hall meeting:** Ginny expressed gratitude so many people attended and shared their thoughts and feelings, and she was glad to have the various voices of Board members that contributed as well. Board members commented that congregants seemed to look forward to the Town Hall, and were ready and interested in the meeting; we were happily surprised by how many people stayed. These meetings support our commitment to communication (presentations, discussions, slides, video recordings, etc.). We briefly touched on considerations for the next Town Hall which will focus on budget and planning.

**Church Insurance** (see note from Jennifer Gregg): Jennifer sent a message about the situation with church insurance (liability etc.). The company that has provided our insurance has said it will not renew the policy. Jennifer is looking into what other companies may cover us. We discussed exploring what information the UUA may have about this; other churches have also been affected. Rev. Kristina said she will look into UUA information about insurance policies.

**Sanctuary Rear Door/Fire Escape:** An announcement will go out in e-nUUs this week reminding people not to use the steps except in the event of an emergency. The steps are not designed for regular traffic—only as an emergency exit. Compliance with this is important from a liability and safety/security standpoint.

**Restoration Circles Dates:** Ginny shared that a few people have asked her about the dates; there is interest. Rev. Kristina said she will call Elaine tomorrow to find out if a date might be available (options for dates were discussed) and she will email the Board about the outcome. Since Elaine will be completing her UUA role for our region soon, Rev. Kristina was invited to ask Elaine her fee for facilitating the Circles, ideally at least twice. Suggested times for Restorative Circles included following the last Sunday service; we would want to coordinate efforts for some volunteer snacks for people as this would be lunch time. Another time might be on Feb 8th (Sat). (Note: Elaine is doing Growing our Community for the upcoming Leadership Development gathering.) The Restorative Circles will ideally provide a springboard for the upcoming church-wide envisioning process.

**Our New Central East Regional Representative from the UUA:** Cassandra Montenegro is

the new UUA hire for regional representative; she will be our primary contact The Board discussed inviting her soon (before her calendar fills up!) to meet us by attending one of the Restorative Circles and/or assisting us with part of our envisioning process.

The Board will start looking at our upcoming envisioning process. Cassandra would probably be excited to be included in our planning and implementation; we should get on her calendar asap. We will put this on our agenda for next week's Board meeting.

**Status of Fundraising Coordinator** (role and charge): The complex topic of fundraising was explored, including the challenge of mobilizing resources versus going into fundraiser overload. We currently have a pledge campaign and two service auctions. We want to avoid a situation (as the church experienced years ago) when there are a lot of fundraisers and the same group of people was involved each time. We need to avoid overload. We would want a Fundraising Coordinator to ensure that efforts are not always focused on the same things or same people and to coordinate efforts rather than to initiate new ones. The role should include researching outside sources such as Chalice Lighters (although our current UUA contributions are insufficient to make us eligible to participate in that program). A coordinator might help us tap other opportunities, such as grants for historic buildings. A coordinator would lead and coordinate our fundraising efforts so efforts do not clash. Ginny summarized the discussion by stating that we aren't ready to go forward with finding someone and we need to re-draft the volunteer position if we do wish to have a coordinator. Or, another approach might be to hone the charge for this role based upon a specific volunteer. For example, in upcoming meetings, we might inform the congregation of the general intention of the volunteer position and see who might step forward with interest. Also, perhaps a Heritage Team could form out of our upcoming envisioning meetings.

**Finance Team report:** Kay stated that the Finance Team resumes its work after the holiday break with a planning meeting this Friday. She hopes to have a budget discussion in the Feb 6th Board meeting. Thereafter, we can give the stewardship campaign team a number to work with.

### Process Review

*What went well:* great to be able to meet even when someone is ill and unable to attend in person; appreciation for people being receptive and willing to listen to developing ideas; appreciate patience with the agenda.

*What needs improvement or attention:* no suggestions

### Extinguish the Chalice and Adjournment

**Chalice extinguished:** Randy extinguished the chalice, and the meeting was adjourned.

### Upcoming Dates/Events

**Next Board meeting:** Thursday, January 16 (6:50 - 9:00) with Susanna for the Chalice Lighting (usual sequence is alphabetical by first name). Claudia will join via Zoom. Randy volunteered to look into the OWL equipment to use for that meeting to optimize our communication.

Respectfully submitted,  
Susanna Smart, Secretary