**Unitarian Universalist Society Board of Trustees Meeting Highlights - September 14, 2017**

*Board meeting minutes are reviewed by the Board members and made available on the website. Minutes may also be requested from the Unitarian Universalist Society (UUS) administrator.*

**Present**: Jim Laughlin (President), Jane DeWitt (Vice-President), Kelly O’Berry (Past-President), Chris Rode (Treasurer), Peg Voelker (Secretary), Kris Barrash (Trustee), Michael Honey-Arcement (Trustee),
Rev. Steven Protzman (Ex officio), Peggy Garrigues (DCL), and Jessica Zimmer-Saltzman (DLRE)

**Absent**: Steve Locher (Trustee), and Sara Feldmann (Trustee)

**Guests**: Sharon Booker, representing the Committee on Congregational Life and Ministry (CCLAM) and David Martin, representing the Stewardship Committee

At 6:30 p.m. Board members and the Director of Congregational Life (DCL) and Interim Director of Lifespan Religious Education (DLRE) met in front of our new facility for a group photograph taken by Dan Tallman. President Laughlin then called the Board meeting to order at 6:40 p.m. Rev. Steven provided opening words, followed by the lighting of the Chalice.

**Consent Agenda:** Consent agenda items and other documents are uploaded to Dropbox for review by Board members prior to the meeting. *The Board approved the minutes and received the consent agenda.*

*Consent Agenda items: Board Agenda; August Board Highlights & Minutes; September Executive Committee Minutes; monthly Staff Reports; Treasurer Report & Financial Statements; TTF2 Update (Voelker/Barrash) and 2017/2018 Board Action Calendar Draft (Voelker). Other items included: Draft* *Custodial Service Agreement (Emma Barnum); Community Minister Affiliation Request (Lois Cole); Revised Facilities Use Policy (Locher); 2018 Draft Budget (Rode); 2018 Budge STEM Fund Implications (Rode).*

Voelker moved to raise from the TTF2 report their request for funds to hire professionals to move the Horak cabinet. Laughlin asked TTF2 to bring cost estimates to the October meeting for a Board vote. The Board agreed to raise and *approved the request from the DLRE report to “move to one rate of pay for childcare workers, and raise the childcare workers wage to $11.00/hour.”*

**Hiring a Custodian:** Laughlin reported that Building & Grounds (B&G) recommends that a half-time (i.e., 20 hours/week) custodian be hired. A job description and contract needs to be created consistent with UUA’s Fair Compensation guidelines. Emma Barnum posted a draft *Custodial Service Agreement* in Dropbox. *The Board authorized the hiring of a half-time custodian as an independent contractor.*

**Event planner:** Emma Barnum’s staff report included a renewed request that a wedding/event coordinator be found to help her manage rentals in the new facility. Concern was expressed that the term “coordinator” or “planner” suggests job duties not intended. This led to discussion of whether we need a planner, promoter, contract negotiator, and/or simply a UUS representative to show up and oversee facility use during events. Rev. Steven will direct Emma to create a job description that reflects what she wants the position to be. The Board will then review and discuss.

**Community Minister Affiliation Request:** Lois Cole submitted a *“Proposal for Community Ministry”* to the UUS Board of Trustees on September 5th. Rev. Steven explained the basics of affiliation and that a Committee on Ministry (COM), separate from CLAM, will need to be formed and serve during her first three years in Preliminary Fellowship. Rev. Steven recommended, and the *Board unanimously agreed that Lois Cole affiliate with UUS as a Community Minister.* The next steps are to negotiate a suitable *“Terms of Understanding”* agreement and covenant. When finalized, they will be presented to the Board for approval. Of additional note, Lois Cole would like to be ordained here in the spring of 2018. Doing so would require a Congregational vote of approval to call her for ordination. This vote would be held during the December 2017 Congregational Meeting.

**Revised Facilities Use Policy:** DeWitt summarized the revisions made to the last two items of the Facilities Use Policy. The changes relate to the determination of rental rates for, and the use of, UUS’s name and logo by non-congregational groups. *The Board approved the revised Facilities Use Policy.*

**New Chalice Proposal:** DeWitt and Rev. Steven shared information about the “Tree of Life” Chalice that has been identified for our new Sanctuary. The final price will depend on the size purchased, with the largest option (24 inch) being $2,150. *The Board confirmed the availability of funds and approved the use of Memorial Funds to purchase the Chalice.*

**Treasurer/Budget/Stem reports:** Treasurer Rode presented the first draft of the 2018 budget. This includes an optimistic, but reasonable pledge goal of $380,000 set by Stewardship Committee Chair, Dave Martin. The committee recently had a helpful phone conversation with Sharon Detmar, staff consultant with the MidAmerica Region. She shared that it is not unusual for a capital campaign to result in donor fatigue. Martin shared that Stewardship will not hold a celebration of giving event this fall. Rode also provided a report addressing the implications of the STEM fund on the 2018 budget. The $34,000 not yet pledged to this fund will need to be received during the upcoming budget year.

**December Congregational Meeting Date:** The Board unanimously agreed with Rev. Steven’s recommendation that the annual *Congregational Budget Meeting be held Sunday, December 10th*.

Honey-Arcement provided closing words. The Board adjourned at 8:40 p.m. The next Board meeting is Thursday, October 12, 2017, at 6:30 p.m.

—Submitted by Peg Voelker, Secretary