

**Unitarian Universalist Society  
Board of Trustees**

**REGULAR MEETING MINUTES - June 14, 2018**

*Board meeting minutes are reviewed by the Board members and made available on the website or can be requested from the UUS administrator.*

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

**Absent:** Sara Feldmann (Trustee) and Peggy Garrigues (DCL)

**Guests:** Hazel Seaba, the Committee on Congregational Life and Ministry (CCLAM); Amy Fretz (Vice-President-elect); Paul Pomrehn (Trustee-elect); Colleen Higgins (Trustee-elect)

Following a potluck dinner with the newly elected members of the Board, President Laughlin called the meeting to order at 6:37 p.m.

**Opening Words & Announcements:** Rev. Steven provided opening words followed by the lighting of the Chalice and a brief check-in by Board members.

**Consent Agenda:** Consent agenda and other items are uploaded to Dropbox for Board review prior to the meeting. Documents include monthly staff reports, Board & Executive Committee meeting minutes, Treasurer financial statements & report, as well as committee reports, policy updates, and funding requests.

*Consent Agenda items: Board Agenda; June Executive Committee Minutes; May Board & Congregational Meeting Highlights; Monthly Staff Reports (DLRE, DCL, Administrator, and Minister); Treasurer’s Report & Financial Statements; Staff Relations Committee Report (Mary McMurray); CCLAM May 2018 Annual Meeting Report (Winnie Ganshaw); CCLAM Year End Summary (Winnie Ganshaw and Sharon Booker). Other items included: Draft Interim Ministry Transition Team Charge (Voelker); Memorial Fund Proposal to the Board (Vickie Siefers).*

O’Berry noted that with her term ending, another Board member should be assigned to serve as the CCLAM and SRC Board liaison. Vice-President-elect, Amy Fretz has agreed to serve as liaison to both groups. O’Berry also noted that the Executive Committee discussed a workshop suggestion from Kirk Witzberger. O’Berry communicated with Rev. Diane Dowgiert about it and she was supportive. Efforts are underway to schedule and organize the congregational workshop.

*Moved by Rev. Steven, seconded by Rode to receive the Consent Agenda. Motion carried.*

**Childcare Budget Concerns:** Zimmer-Saltzman reported that the childcare budget is not sufficient to meet the requests for the service. There was discussion about whether members or group budget lines could be used to pay for childcare. The Board was not in support of that given the budget and accounting complexities that would result. Instead, the Board requested that data be collected to estimate the childcare needs for UUS activities and events and used to determine future allocations and prioritization.

**New Member on Staff Relations Committee (SRC):** The Board appointed Sherri Zastrow as a new member of the Staff Relations Committee (SRC). She will replace Brigitte Ingersoll. O’Berry will inform Mary McMurray.

*Moved by Rev. Steven, seconded by DeWitt to appoint Sherri Zastrow as a new member of the Staff Relations Committee (SRC). Motion carried.*

**Appoint Delegates to MidAmerica meeting:** The Board appointed the UUA General Assembly (GA) delegates (*Mary Losch, Jane DeWitt, Jim Laughlin, Diane Martin, Sally Hartman, and Colleen Higgins*) to also serve as delegates for the MidAmerica Regional meeting held during GA.

*Moved by Locher, seconded by O’Berry to appoint the approved General Assembly delegates to also serve as UUS delegates for the MidAmerica Regional meeting that will be held at GA. Motion carried.*

**Interim Ministry Transition Team:** UUA guidelines suggest that a Transition Team be formed and serve throughout the period of interim ministry. Its role is to assist the Interim Minister by providing insight, and organizational and facilitative talent. The Transition Team serves as an informational resource, a planning group and as a progress monitor. This team should consist of five to seven members who are widely known and respected and well acquainted with the congregation’s history. Their first duty will be to set up early meetings between Rev. Diane and congregational leaders: members of the Board, committee chairs, other members the Transition Team view as leaders, and every paid staff member.

The Board has recruited the following members to serve on the UUS Transition Team: Tom McMurray (co-chair), Diane Martin (co-chair), Virginia Melroy, Gary Lawrenson, Jeanette Carter, and Pete Brokaw. Voelker shared a draft “Charge” document for the Transition Team and asked for comments to be sent to her. The Charge will need to be given to the co-chairs in July.

**Memorial Fund Proposal for Garden Bed Panels:** Vickie Siefers submitted a proposal from the Community Garden Subcommittee of Land Ministry to purchase four metal panels to be installed at the north and west ends of the garden. Each panel will have a symbol and a short phrase taken from the Seven Principles. Endowment funds are requested to cover the project’s estimated cost of \$525 for each panel. After some discussion, the Board approved the project and funding request. Laughlin will communicate this to Vickie Siefers.

*Moved by Rode, seconded by O’Berry that the Board approve the use of memorial funds to be used as outlined in this proposal. Motion carried.*

**Endowment Annual Spending Allocation (ASA):** The Executive Committee discussed that an ASA report from the Endowment Committee is needed. The ASA report and 5% usage request will be reviewed and addressed at the July Board meeting.

**Newly Elected Board Members (Fretz, Higgins, & Pomrehn):** Laughlin welcomed the newly elected Board members and asked them to introduce themselves and share a little about why they agreed to be on the Board.

**Board Members with Terms Ending June 30<sup>th</sup> (Barrash, Locher, & O’Berry):** Laughlin thanked the Board members whose terms are ending for their dedication and commitment to UUS. He then asked each of the other Board members to speak about how each of the departing members had contributed and impacted them.

**Upcoming Events:** The Iowa City Pride Celebration will be June 16<sup>th</sup>. In addition to participating in the parade, UUS will have a table from 1 to 6 p.m. July 1<sup>st</sup> Celebration. It did not go unnoticed that this was also the last Board meeting for Ex Officio member, Rev. Steven. A celebration of his service to UUS will be held July 1<sup>st</sup>, following the Sunday service. The Board encourages all UUS members and friends to attend this event and to share with Rev. Steven some of their favorite memories from our seven years together.

DeWitt reported as process observer, and O’Berry provided closing words. The meeting adjourned at 8:42 p.m. The next Board meeting is Thursday, July 12, 2018, starting at 6:30 p.m. in the UUS Conference Room.

Submitted by Peg Voelker, Secretary