

**Unitarian Universalist Society  
Board of Trustees  
REGULAR MEETING MINUTES**

**November 18, 2020** (virtual via Zoom)

**PRESENT:** Joe Rasmussen (President), Alan Swanson (Vice-President), Amy Fretz (Past-President), Mike Pavelich (Treasurer), Carol Adamson (Secretary), John Raley (Financial Trustee), Colleen Higgins (Trustee), Paul Pomrehn (Trustee), Julia Audlehelm (Trustee), and Rev. Diana Smith (Minister, Ex-Officio)

**ABSENT:** Fretz left meeting at 7:20 pm.

**GUESTS:** None

Board President Joe Rasmussen called the meeting to order at 7:05 pm. Raley provided opening words, with chalice lighting by Rev. Smith. After a brief time of check-in, the Board commenced with the agenda as follows:

**CONSENT AGENDA:**

October Board Minutes, November Executive Committee minutes, Staff report, Treasurer report and financial summary, Publicity Team stationary fundraiser

*The consent agenda was approved by unanimous consent.*

**COMMITTEE UPDATES:**

- Governance: Board Chair-Amy Fretz, Joe Rasmussen, Alan Swanson, Tom Larkin, Mary McMurray
- Personnel: Board Co-Chair-Alan Swanson, Lay Co-Chair-Mary McMurray, Carmen Griggs, Sheri Zastrow, Emma Barnum (ex officio)
- Finance: Board Chair-John Raley, Finance Trustee; Mike Pavelich, Treasurer; Endowment Committee member; Stewardship Committee member
- Right Relations: Board Co-Chair-Colleen Higgins, Lay Co-Chair- \_\_\_\_\_; Julia Audlehelm; Jane DeWitt; Sharon Booker
- Mission & Vision Review: Board Chair-Paul Pomrehn, Winnie Ganshaw, Kelly O"Berry, Sharon Booker

Executive Committee recommendations for terms of Lay Members, Lay Co-Chairs, and committee appointments were discussed.

1. Lay member committee appointments be for 3-year terms all with a January 1 effective term date. New Boards would have 6 months before needing to act.

Pomrehn suggested appointments be for a 1-year commitment followed by a choice to complete a 3 year term.

2. Committees may stagger the terms of its members per the committee's preference.
3. The Personnel and Right Relations Committees should have lay co-chairs for continuity.

4. The vice-president should serve on Personnel and Governance committees.

Question: Should a lay member serve on more than 1 Board committee? After discussion, it is valuable to have a person to not serve on more than one board committee as it enables involvement of more lay members. However, if a lay member is interested in serving on more than one committee and their talents apply to both, it is acceptable.

Rev. Smith and Higgins will discuss staff ex-officio participation on Right Relations

## **UNFINISHED BUSINESS**

### **UUS Shared Ministry – Board Policies and Procedures:**

- Board Policies Review

Rasmussen recommended the following policies be repealed as they are outdated or now covered in new policies and procedures

Section 2 – Fire Evacuation Plan (was for 10 South Gilbert)

Section 3 – Faith in Our Future Fund (planning for future space in 2012)

Section 6 – Personnel and Staff (replaced by the Board’s Personnel Manual adopted January 1, 2020)

Section 7 – Committee on Congregational Life and Ministry; CCLAM Conflict Management Policy & Procedure (CCLAM was eliminated in 2020 Bylaw revision)

Pomrehn asked that Section 3 remain as it addresses future financial needs for the building such as the purchase of the solar array and a battery to store power, as well as finishing the ceiling in fellowship hall. There will be a need for a Building Reserve fund and the Faith in Our Future Fund fits that purpose.

A motion was made by Pavelich, and seconded by Raley to repeal Sections 2, 6, and 7 from the Board Procedures Manual. The motion carried.

### **Building Re-opening: Benchmarks and Phases:**

Rev. Smith reported that we are in a big surge and have moved back to Phase 1. We are still doing the drive through event this weekend under the advisement of the COVID Team.

### **Mortgage Refinance**

Pavelich reported that the closing for the mortgage refinance will take place during the first week of December.

### **Internet Connection and audio-visual equipment purchase**

Rasmussen has met with contractors. The coaxial cable is now connected from the ground vault leading to UUS.

Rev. Smith suggested that Joe ask Emma look into the purchase of a replacement computer that can handle the software requirements of the new AV recording system.

### **AV person or team**

Rasmussen recommended that a part-time person be hired to implement and maintain the technology and equipment for UUS purposes. After discussion, Rev. Smith said she would start the process for creating a position and present it to the Board for approval as it will be a position not funded in the budget. It would likely be a position that reports to Emma.

On a related issue, Jessica Zimmer has recommended to her that 2 childcare workers who are underutilized, be moved to AV until we are back in person. This would require laying off one of the childcare workers. After discussion, there was agreement that the Board will remain committed to no layoffs in FY2021.

## **NEW BUSINESS**

### **2021 Budget Approval**

2021 Budget Approval and Spending Plan: Pavelich made a motion, seconded by Swanson, to approve a plan for deficit spending during the 2021 fiscal year. The plan involves the spending of cash reserves as needed for the first six months at which point our funding needs will be re-evaluated and replenishing the cash reserves by transferring funds from the Endowment Funds will be considered. Such a transfer will require a 51% yes vote from the congregation. The motion carried.

Rasmussen made a motion, seconded by Pomrehn, to approve a \$594,669 budget which does not include any wage increases and only what each program judges as the minimum required to do their work. Pavelich made a motion, seconded by Swanson, to amend the motion to include increased spending for programmatic work for a total budget of \$599,767.

Pomrehn asked that the funding for the fulltime Director of Congregation Life and fulltime DLRE positions be assessed. It was previously recognized that the money needed to pay this salary would be available as the positions would likely develop a greater pledge base. Pavelich, as Treasurer, committed to completing this analysis within his three-year term.

The motion, as amended, passed with one abstention.

### **December 20 Congregational Meeting Agenda**

Rasmussen moved, Audlehelm seconded, to approve the December 20, 2020 Congregational Meeting agenda as presented in the Board Packet. The motion carried.

### **Date for January Planning Meeting**

Rasmussen asked members to determine meeting layout. The planning we do this year will inform next year's budget. We could focus on 2021 and how we are doing with COVID. Planning for the future is something to be worked out with staff and congregation.

It was agreed that the meeting would take place on a Saturday. The full-time staff would attend for the first part, 10:30-Noon. This would be followed with a one hour break, and we would reconvene from 1:00 pm – 2:00 pm. Joe will prepare a draft agenda ask Sharon Dittmer if she would consider facilitating. He will also include information about the meeting in the December newsletter.

### **November 21 meeting with UUA**

The Board and Rev. Smith will meet with Rev. Sharon Dittmer this Saturday morning. Rev. Dittmer is the UUS new regional congregational

**Board participation in Treats & Talents**

Audlehelm will collect donated items from Board members and assemble two gift baskets for auction.

**Group Read:** *Congregational Leadership in Anxious Times* by Peter Steinke

We will discuss Section 3 at the next meeting.

**GUEST COMMENTS** – none

**CLOSING**

Swanson gave process observer comments, Pomrehn provided closing words, and the chalice was extinguished. *Raley moved to adjourn the meeting; Seconded by Pomrehn. Rasmussen adjourned the meeting at 9:30 pm.*

The next meeting is Wednesday, December 16, 2020 at 7:00 pm.

Carol Adamson, Secretary