

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

**April 21, 2021** (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), Julia Audlehelm (Trustee), Colleen Higgins (Trustee), Paul Pomrehn (Trustee)

**ABSENT:** Rev. Diana Smith (Minister, Ex-Officio)

**GUESTS:** Winnie Ganshaw, Deb Schoelerman

Board President Joe Rasmussen called the meeting to order at 7:07 pm. Alan Swanson provided the opening words, with chalice lighting by Joe Rasmussen. After check-in, it was decided to postpone the discussion of the Board Read due to Rev. Smith's absence.

The Board commenced with the agenda as follows:

**CONSENT AGENDA:**

March Board Minutes, April Executive Committee minutes, Staff Report, Treasurer report and financial summary.

*The consent agenda was approved by unanimous consent.*

**COMMITTEE UPDATES:**

- Governance: Amy Fretz reported that the committee reviewed the Finance policies and procedures and continue organize the document.
- Personnel: Alan Swanson reported that the next Personnel committee meeting is April 22<sup>nd</sup>.
- Finance: John Raley reported that the committee has submitted the Finance policies for Board approval. The procedures are still being worked on.
- Right Relations: No report.
- Mission & Vision Review: Paul Pomrehn reported that the committee has not met since the last Board meeting. They will be discussing the connection between this committee and the previous Committee on Congregational Life and Ministry.

**UNFINISHED BUSINESS**

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

Fretz reported that we are currently in Phase 2. She said Rev. Smith is forming different teams to provide a smooth transition for reopening. These groups include Worship, Physical groups, RE, Technology, and Hospitality.

## **Staffing:**

Swanson reported that there are three 3 finalists for DLRE position. The search committee is setting up interviews.

Adamson reported that the Music Director position has been publicized. The Music Director will work with the minister and worship team to select and perform music for Sunday services and coordinate our ensembles and special musical guests. This position will also be responsible for providing piano accompaniment or finding an accompanist. There will be a separate Choir Director position posted later, once we know in-person singing can take place.

Fretz reported that the AV position did not have any applicants. Jeff Wahlberg, Publicity Coordinator, has been asked to take on this role with his hours adjusted accordingly.

## **NEW BUSINESS**

### **Board Policy Revisions:**

Board members reviewed the Finance Committee's and Endowment Committee's recommendations for Revisions to the Finance Policies.

Summary of changes:

Delete 3.4-2 – Faith in Our Future Fund

3.4-3 – Fundraising Policy – Revised to include Sponsorships by UUS and the approval process is Finance review then to Executive Committee for either approval or forward to whole Board

3.4.4-2 – Gift Acceptance (was 3.4.5) – Revised to Board acceptance required and no naming of space, programs and Finance oversees procedures.

3.4-4.3 Spending Authority and Responsibility – new section title (was 3.4-7.4.2)

- Change excess spending is reviewed by Finance then sent to Board for final approval.
- Board of Trustees responsibilities and authority
- Finance Committee responsibilities and authority
- Congregational Administrator (revised from 3.4-7.4.1) responsibilities and authority
- Stewardship Team responsibilities and authority
- Staff and Team/Committee Leaders (revised from 3.4-7.4.2) responsibilities and authority

3.4-7 – Accounting and Financial Standards – moved to Board of Trustees section in 3.4-4.3

*Pavelich made a motion, seconded by Pomrehn, to approve the UUS Financial Policies as updated on March 31, 2021. The motion carried.*

Pomrehn would like to have further discussion about creating something like the Faith in our Future Fund whereby a donation could be made to a 'category' of use. Raley said guidance from the Endowment Committee would be needed to have an informative discussion.

### **May Congregational Meeting Agenda and Live Voting Procedures**

The draft agenda was reviewed. Fretz reported, and board members discussed, the management of the meeting via Zoom so that discussion regarding a motion and voting can take place during the Zoom meeting.

Fretz has worked out a process for people to be able to vote after the meeting so that they have the benefit of hearing the Board reports and comments. The way to have open discussion via Zoom is still in question. Pavelich felt the December meeting discussion went well and pointed out the vote on Board members would not create much discussion.

Pomrehn said people could put questions into the chat. Comments could be made by people raising their hand. Peggy has managed this kind of question/answer situation and might be able to help us. It will be good practice for all of us. Amy is trying to figure out a way for people to vote ahead of time and prevent duplicate voting. The final vote will not be reported until after the meeting to give time for the final votes to be verified.

### **Fiscal Policy Proposal**

Pavelich and Raley submitted and presented a 'Let Us Save the Dream 4-year plan'; a plan to bring revenue and expenditures more into balance. Pavelich would like Board approval for the four-year plan and asked that it be voted on at the May 19th Board meeting. There was lengthy discussion. Several Board members would like to give feedback on the proposal and asked that Pavelich take that feedback and present it for further review at the May meeting. There was consensus that a vote on this would wait until after the new Board was in place. There was general agreement that a special committee be formed to prepare information about the 4-year plan, after the new Board is in place, to obtain congregational input, and to prepare information and a communications plan for the for the Stewardship committee to use ahead of the Budget vote in December.

### **Annual Vision of Ministry: Preparation for June Board Retreat**

Rasmussen said the retreat will be held on June 19<sup>th</sup> and attendees have all been invited

Pomrehn said we are not following Hotchkiss exactly and so it is difficult to relate the Vision of Ministry to the budget when the budget is Jan-Dec, and the church year is Aug-July. Additionally, we are considering freezing the budget for the next three years. He suggested we consider this a Leadership Retreat to include Board, Minister, Staff, Team leaders from various groups, with an emphasis on listening to their vision of ministry.

There was lengthy discussion on the way to come up with a VOM taking into consideration the budget and post-COVID atmosphere. Hotchkiss Vision of Ministry is to come up with 2-3 goals that will also be used as part of an annual evaluation. It was suggested that we listen to Rev. Smith's visions at the Board Retreat. Another goal of the retreat is to get to know each other better.

Rasmussen said he will work on an agenda proposal and talk to Rev. Smith about sharing her vision of ministry.

### **Three Open Questions**

Future dates for using the breakout rooms to discuss the three open questions are: May 16<sup>th</sup> (Swanson to lead) and June 13<sup>th</sup> (Pavelich to lead).

### **UUA General Assembly Delegates**

Rasmussen said he is expecting to receive names of potential delegates from the Leadership Development Committee and hopes to have those in time for approval at the May Board meeting.

## **Solar Field Donation**

This discussion was tabled until more information is available.

**GUEST COMMENTS** – none

## **CLOSING**

There were no process observer comments, Higgins provided closing words, and the chalice was extinguished. *Fretz moved to adjourn the meeting; seconded by Swanson. Rasmussen adjourned the meeting at 9:30 pm.*

The next Full Board meeting is Wednesday, May 19, 2021 at 7:00 pm.

Carol Adamson, Secretary