

# UUS BOARD MEETING AGENDA

7:00 p.m., October 20, 2021

ZOOM Link 891 3256 0297 Password: 228948

Chair: Alan | Opening Words: Joe | Process Observer: Mike | Closing Words: John

(Minutes  
estimated)

(07) Check-in

## (03) Chalice Lighting & Opening Words

(15) **Board Read** – We'll discuss **chapters 1-4 of *Trauma Stewardship***, by Laura van Dernoot Lipsky. Books not yet picked up are in the bookcase to the left in the unlocked greeting space between UUS's outer and inner doors.

(05) **Consent Agenda:** September 15 corrected Board Minutes (P1), October 10 Exec Committee minutes (P2), Treasurer Pavelich's report and financial summary (P3) with CA Emma Barnum's Financial Narrative (P3.5), Rev. Diana Smith report including DCL Peggy Garrigues report, Jeff Walberg AV/Publicity update, CA Emma Barnum report, DLRE Marsha Thrall report, and DM Alex Heetland highlights (P4) --Rev. Diana has also included of Peggy Garrigues's new position description (P4.5) **MOTION TO APPROVE CONSENT AGENDA**

## (25) Board's Five Committee Updates:

### Governance

- Joe Rasmussen update (including talking with All Souls in Indianapolis on switch to policy governance and 3 open questions)
- Summary from the monthly Governance meeting of October 5 (P5).

## THERE ARE FOUR GOVERNANCE MOTIONS FOR CONSIDERATION/APPROVAL

POLICY 1.4 – Board Committees, Task Forces, Teams, and Interest Groups Policy

### **ADD to the first paragraph (bold type):**

The Board has the authority to create or dissolve committees. Committees exist to help the Board govern. Committees will develop their own charge. They can create policy proposals but must submit these proposals to the Board for final approval. All committees will keep minutes/notes which Board members can review in advance of monthly Board meetings. **The Board shall appoint its members and lay members to Board committees for specific terms of service. Nominees of lay members to serve on Board committees may be presented by the chair(s) of a committee or the Executive Committee or the President of the Board.**

### **AMEND 1.4.1-5 Personnel Committee – second to last sentence**

The committee has a minimum of 3 members, including **the Vice President** who is the co-chair of the committee.

**AMEND 1.4.1-6 Governance Committee – second to last sentence**

The Governance Committee has a minimum of 3 members, including the **Past President** who is chair or co-chair of the committee.

**AMEND 1.4.1-7 Right Relations Committee – third sentence**

The committee has a minimum of 3 people with at least one Board member **who is chair or co-chair of the committee**, meets at least twice annually, and as needed for conflict management or other business.

*Motion to approve that 1) The Board shall appoint its members and lay members to Board committees for specific terms of service; nominees of lay members to serve on Board committees may be presented by the chair(s) of a committee or the Executive Committee or the President of the Board; 2) the Personnel Committee will include the Vice President, who will serve as its co-chair; 3) the Governance Committee will include the Past President, who will serve as its co-chair; and 3) the Right Relations Committee will have at least one board member, who will serve as its chair or co-chair.*

**POLICIES – CARE OF MEMBERS AND GUESTS**

**ADD 3.3-14 MEMORIAL GARDEN INTERMENT**

The UUS Memorial Garden is a religious non-perpetual care cemetery for interment of human cremains. Interment is limited to UUS members and friends (friend is defined here as one who attends, contributes financially, and volunteers to further the work of the UUS mission and vision), past members and friends, an acknowledged spouse or partner, and minor child of a member or friend. Prior to any interment (burial or scattering) an application provided by UUS must be received and approved accompanied by a signed release for the individual's relatives (as defined in Code of Iowa 523I.102:41) relinquishing all rights to interment, relocation, or disinterment of the decedent's remains. Only human cremains may be interred in the Garden, though other space on UUS grounds may be provided for animal cremains. UUS is the sole service provider for any interment and retains all discretion as to use of the Garden and UUS grounds. There is no direct cost for interment, however a voluntary contribution to the UUS Memorial Fund is encouraged to maintain the function and integrity of the Garden. UUS will maintain a permanent Memorialization Record for each interment. In the event that UUS should relocate, a representation of soil from the Garden will be moved to its new location, but the Garden will not be moved in its entirety. The Board of Trustees has final authority regarding use and management of the Memorial Garden and interments.

See Procedures 3.3-8, Memorial Garden

*Motion to approve the addition of Policy 3.3-14 MEMORIAL GARDEN  
INTERMENT PROCEDURES – Care of Members and Guests*

**ADD 3.3-8 MEMORIAL GARDEN**

Cremains interment in the Garden must be approved by the Minister or President of UUS after receiving an application form. Cremains shall be in a biodegradable bag and accompanied by a certificate from a licensed crematory. Cremains may be buried or scattered in the Garden as designated on the application form and done at a date and time agreeable to UUS by a person designated by UUS. No plaque, permanent marker, or other object or plant is allowed to identify an interment. UUS will maintain a permanent Memorialization Record that lists the name of the individual interred, date of interment, date of birth and death of the individual, and approximate location in the Garden of the cremains (i.e. northeast, northwest, southeast, southwest Garden quadrant), the approved application form and crematory certificate. Family or friends may add an obituary or other life story data to the Record. There is no direct cost for an approved interment, but a voluntary donation (\$ 300) to the UUS Memorial Fund is encouraged. No advance reservation is required and requests for interment may be made at any time, though advance requests are encouraged. A legal release form must be signed by a relative of the decedent. The Memorial Garden Team will supervise maintenance of the Garden and the Memorialization Record. The Finance Committee will oversee expenses related to the Garden subject to approval by the Board.

*Motion to approve the addition of Policy 3.3-8 MEMORIAL GARDEN*

**PROCEDURES – Operating Funds:**

**AMEND 3.4-3.6-5 MEMORIAL FUND (bold type is new language)**

Provides a source of funds for purchase of items that support the work done at UUS facilities or to add beauty to the buildings and grounds. **Donations to the fund may be used to operate and maintain the UUS Memorial Garden and Memorialization Record.** Overseen by the Finance Committee, managed by the Board of Trustees.

*Motion to approve amendment of the language in Operating Funds Procedure 3.4-3.6-5 MEMORIAL FUND*

<u>Personnel</u>	--Rochelle Honey-Arcement update --Summary from quarterly Personnel meeting of September 7 plus two additional information sheets on staff positions, compensation/benefits, and overall job information on all staff (P6)
<u>Finance</u>	--John Raley update (statement from Endowment Committee part of BGI discussion)
<u>Right Relations</u>	--Julia Audlehelm update --Rev. Diana's Sunday, October 24, 3 p.m. INSTALLATION (P7) -- <i>Treats and Talents</i> online fund-raiser to boost our budget will be held on <b>December 4</b> . Volunteers to head up this effort (with our gratitude) are: Judy Tokuhisa, Monique DiCarlo, and Julia Audlehelm
<u>Mission and Vision Review</u>	--Hazel Seaba and Diana Henry update of Monday, Oct. 18's meeting --Summary of September 13 Mission and Vision Review meeting (P8)

(10) **COVID and UUS Reopening Progress**--Rev. Diana update. At the last board meeting we agreed to expand Phase 3 guidelines (from 10-25 to 10-50 cases/100,000 cases 100,000, and to wait to move into new phases in the following week if conditions ([https://covidactnow.org/us/iowa-ia/county/johnson\\_county/?s=21621088](https://covidactnow.org/us/iowa-ia/county/johnson_county/?s=21621088) Thursdays at noonish) improve or worsen to cross phase boundaries. **The board agreed to revisit the revised plan at its November 17 meeting to assess whether changes to the current plan are needed.** Alan and Rev. Diana communicated our decision to the congregation on September 16 (P9). **The COVID Committee** (renamed the COVID Team) **is now on hiatus**. It has played an elemental role in keeping the congregation, visitors, and staff safe, and now that a system of phases is in place and the CDC has a better working knowledge, a COVID team time-out is well deserved. Each Sunday the experimentation/migration to new multiplatform technology is improving (tech volunteers are key). Johnson County currently 17.5 new cases per 100,000

(05) Brief break (*time in schedule as approximate at approximately the one-hour mark*)

(25) **BGI discussion based on recent meetings** – Rochelle Honey-Arcement update

Balance and Growth Initiative (BGI): board-created task force to devise by mid-November a plan and timeline to balance UUS's budget using various approaches **with mission and vision** in mind--presenting updates each board mtg. The BGI plan will be presented for approval at the December 19, 2021, congregation meeting. The Treasurer and the BGI have begun a timetable of elements of the BGI plan/budget, included again here from our last meeting and the staff has been reviewing programs and calling individuals, teams, and committees to find places to trim the 2022 operating budget by \$20,000.

--BGI Plan budgeting process update (P10) --Mike Pavelich and Rochelle  
**(P10) MAY BE REPLACED SOON BY AN UPDATED VERSION FROM MONDAY'S BGI MEETING**

--Discussion of the statement that has been presented to BGI by the Endowment Committee concerning the BGI plan—John, Mike, Rochelle (and all trustees) (P11). Perhaps a motion accepting the four points of the statement? Related to this Jean Hood emailed Alan about concerns about how endowment funds are reported and by whom, which can be part of related discussion.

The Endowment group would like to see the endowment types delineated in reporting (General Endowment corpus, General Endowment earnings, Restricted Endowments), and would also

seem to be open to having these reported quarterly, rather than monthly or annually. Perhaps a motion to put this in place? Or ask the Governance Committee to review our policies and to suggest changes in who reports what and when in regard endowment with the goal of agreeable financial transparency?

#### (05) Unfinished Business

--The 2022 Stewardship Campaign's progress was celebrated Sunday (10-17-21). By mid-afternoon the amount pledged had reached **\$379,237** (not counting matching gifts of \$15,000 that will be added in at the appropriate time. The board approved the Stewardship Committee's recommended goal of \$420,000.

--Memorial Garden--Julia Audelhelm update

#### (05) New Business

--The Racial Justice Team met on 10-17-21 and would like the board's input on how to present both the ongoing discussion in our congregation of the 1) **Eighth Principle** and 2) **Widening the Circle**, which was the last board's "read." The Eighth Principle promoted by UAA and already adopted by some UUS congregations is: *We covenant to affirm and promote: Journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions.*

--Saturday, January 8, 2022, is now currently set for a separate board planning meeting including brainstorming 2022's [three] open questions

--As part of Climate Week NYC, out of more than 1,000 recognized on September 22 for their environmental efforts, UUS was one of two congregations in the U.S. already cutting emissions to zero or near-zero and thus were asked to prepare a video tour, which well done by Deb Schoelerman and Jeff Wahlberg

--Other new business?

#### (00) Guest Comments

(10) **Closed Executive Session** (requested by Rev. Diana) (*Guests excused*)

--Reverend Diana's Fellowship Status (board's report for renewal due Nov 1)--Hazel Seaba update

The Board's report (spearheaded by Hazel Seaba) (P12) and the Ministerial Formation Team report (spearheaded by Dave Martin) need to 1) be shared/reviewed by each other, then 2) the board report shared with and reviewed by the board tonight at its (October 20) meeting, before 3) being sent with Rev. Diana's report by November 1.

(05) **Process Observer Comments** (Mike Pavelich)

(05) **Closing Words** (John Raley), **Adjournment, and Extinguishing of the Chalice**

(Next board meeting 7:00, November 17, 2021, by Zoom)

Alan