**Unitarian Universalist Society**

**Board of Trustees**

**REGULAR MEETING MINUTES**

**7:00pm, October 19th, 2022**

**Present**: Rochelle Honey-Arcement (President), John Bowman (Vice President), Mike Pavelich (Treasurer), Christine Etler (Secretary), Alan Swanson (past President), Jerry Wetlaufer (Financial Trustee), Diana Henry (Trustee), Hazel Seaba (Trustee), Julia Audlehelm (Trustee),

**Absent:** Rev. Diana Smith (Ex-officio)

**Check in** @ 7:02

**Opening Words**: Pavelich @ 7:12

**Consent Agenda**: **P1** September 21, 2022 Board Meeting Minutes, **P2** October 12, 2022 Executive Committee Minutes **P3** September Treasurer’s Report, **P4** Congregational Administrator’s September 2022 Financial Narrative Summary, **P5** Governance Committee October Minutes **P6** Finance CommitteeOctober Minutes **P7** Mission and Vision Review September Minutes P8 Endowment Committee Report P9 DLRE September Report P10 DCCE September Report P11 Social Justice Team September Report

Motion: Wetlaufer moved to approve the Consent Agenda; Pavelich seconded. The Board voted unanimously to approve the consent agenda.

**Rev. Diana Update**

Rev Diana spoke to Rochelle and shared that she has been resting and making progress. No decisions have been made on when she will return from medical leave. She plans to write a message to be shared with the congregation at an upcoming service.

We discussed some options on developing content for Sunday services.

**Board Committee Updates**

Governance **Alan Swanson**

Governance is reviewing policies. Most of the work is related to style, wording, typos, etc. An election planning meeting was held, which was well-attended and productive. The upcoming December and Spring elections will remain multiplatform. Finally, the committee has created a draft of a Public Statement Policy. After some discussion, Swanson agreed to bring the draft back to the governance committee without a vote.

Personnel **John Bowman**

Members are working to recruit an additional person to be on the committee. Honey-Arcement suggests contacting the leadership committee.

Finance **Jerry Wetlaufer**

An update on Stewardship campaign was provided. Average pledges are up from last year.

Right Relations **Julia & Christine**

Colleen Higgins will help arrange a meeting. We may not have an update by the November meeting.

Mission and Vision Review **Co-Chairs: Diana H. & Hazel**

Recruiting new committee members is a priority; they are looking for at least 2 more people.

**Liaison Updates**

Pastoral Care Christine

Maureen Paterson reports that they have no needs that the board needs to address

Worship Associates John

WA are planning a retreat. Additional members have joined the associates (and Bowman is temporarily rejoining during Rev. Diana’s leave). The group have decided to add additional associate to each service.

Stewardship & Endowment Jerry

The SC may need some funds to hold their event at OakKnoll

Religious Education Rochelle

OWL will start soon. Nik is feeling somewhat overwhelmed. Education consultant will be here in November – planning 1 meeting with staff and 1 with volunteers.

Staff Report from Carmen Griggs (not present)

All the main staff had check ins. They are doing fairly well. They feel supported and appreciate transparency in communication.

**Continuing** **Business**

2023 Budget & COLAs, Board Budget Line

Our biggest decision will be how much COLA we will provide for salary raises. Staff are creating their budgets without taking the COLA increases into account. Finance committee will receive the suggestions from the staff and will meet in early November. Pavelich suggests that the board should leave the work of going over the line-by-line details of the budget to the Finance committee. The board will receive draft budgets to also provide feedback, but this discussion should be concentrated to email. We should concentrate our discussion at the November board on how much we are able to provide in COLA.

Regarding the current year budget, any unused funds will be “returned” to endowment. (Effectively the planned withdrawal from endowment for next year will be reduced.)

Motion: Swanson motioned to reduce the board budget line from $500 to $150; Bowman seconded. The Board voted to approve the motion unanimously.

BGI Metric to report at Congregational Meeting in December

For this year, we plan to gather quick quantifiable metrics – attendance at services and RE, volunteers, etc. Emma and Peggy are working on gathering such metrics. Mission and Vision will need to plan for collecting yearly metrics (both qualitative and quantitative) for next year.

**New Business**

Discuss idea of and options for recording meeting for note taking purposes

Motion: By Etler. We will record board meetings to be used as a reference when completing meeting minutes. The recordings will be destroyed once the minutes for the meeting have been approved.

Henry seconded. The Board voted to approve the motion unanimously.

Supporting Rev. Diana

We discussed the ongoing weekly deliveries to Rev Diana, including her preferences, which can be communicated to anyone who asks how they can contribute. Any gifts need to be dropped off by Monday.

BALANCE

Rev. Diana is interested in using the Balance program as part of her rehabilitation. It is a pilot coaching program designed for developing and enhancing cognitive strategies. Rochelle-Arcement proposes that we provide financial support for the program through donations. Donations are initially solicited from board members and may be expanded if financial goal is not met. Donations should be submitted to Emma Barnum.

Chalice Lighter Grant

Nik Kaplan & Barb Danielson are preparing a submission for the Chalice Lighter grant to fund several RE initiatives - a summer camp and a nature preschool. The grant deadline is 11/15/22. The board will need to vote on this and provide a letter of support. Through email, we will review the initial proposal, discuss, and vote prior to the next board meeting.

**Additional items not on agenda**

Memorial Garden – There will be an Oaknoll meeting in early November to discuss the Memorial Garden. Audlehelm expects questions regarding internments. A discussion of the rationale for the $500 fee followed. We will not plan to change the fee. A question remains for the Endowment committee: can the fee be waived for those who have made donations to the endowment? Further discussion will be planned for next board meeting after we receive input from endowment committee.

Auction

The auction will take place on 12/3 and the theme is Gifted and Gathering Together. Board members will contribute to a group item for auction.

**Guest Comments** - none

**Closed Executive Session**- none

**Process Observer Comments -** Etler

**Closing Words** – Henry

**Motion to Adjourn and Extinguishing of the Chalice –** passed unanimously.

**Meeting ended at 9:25pm**

*Meeting Minutes submitted by Christine Etler, Board Secretary*