

Unitarian Universalist Society
Board of Trustees Meeting Minutes
7:00pm, July 19th, 2023
UUS Board Meeting Agenda
Hybrid meeting

Present: Jeff Walberg (President), Rochelle Honey-Arcement (Past-President/Vice-President), Mike Pavelich (Treasurer), Christine Etler (Secretary) Monique DiCarlo (Trustee), Diana Henry (Trustee), Rev. Diana Smith (Ex-officio)

Quorum reached: yes

Guest: Sandy Keller

Meeting Opened at 7:06 pm

Chalice Lighting-Opening Words: All present – review of Board Covenant

The covenant to use a process observer during meetings brought up some questions. Last year, we explored using an updated rubric for use by the process observer. This is unfinished business we will discuss at a future meeting. Etler will distribute relevant notes/documents from the meeting(s) last Fall.

Check In

Consent Agenda

P1 Minister's Report – June; P2 Treasurer's Report – June; P3 Finance Committee Minutes - July 10; P4 Mission & Vision Committee Report - FY23; Board Minutes: P5 April 19, P6 May 17, and P7 June 21; P9 Detiger Fund Request for Ingathering

Motion: Honey-Arcement moved to approve the Consent Agenda; DiCarlo seconded. The Board voted unanimously to approve the consent agenda.

Board Committees – Confirm Board Directions

Finance (See P8)

Discussed removing the Finance Trustee role in favor of an at-large trustee. Finance Committee does not feel a Finance Trustee is needed as long as there is strong communication with the Board. A designated Board liaison would be a good alternative.

Additionally, increased clarity is needed regarding the Finance committee's role in developing the yearly budget.

Pete Brokaw, Joe Rasmussen, and Jeff Walberg will work on developing policies related to the changes in the Finance committee, including removing the Finance Trustee, determining guidelines around selecting a chair for the committee and possible language clarifying the committee's roles and responsibilities.

Motion: DiCarlo moved to remove the Finance Trustee role in favor of an at-large Trustee, and to form an ad hoc committee to address related changes to the policies and procedures; Pavelich seconded. The Board voted unanimously to approve the motion.

Governance committee

As the Past President position has been removed from the bylaws, there is no such position to serve as co-chair. Additionally, we discussed possibly disbanding the committee and instead appointing ad hoc committees as the need arises. We will continue to reassess the role of the committee with the input of the current members. The committee is currently engaged in updating several policies and procedures and will continue for the time being.

If we do disband the committee that, in itself, will require a policy change. Additional policies may be needed to provide guidelines for when to convene the committee on an ad hoc basis.

Motion: Henry moved to remove the Past President as co-chair of the Governance committee and to establish the Board President as a liaison to the committee for the 23/24 year; Pavelich seconded. The Board voted unanimously to approve the motion.

Open Questions

Finalize questions (see P10)

I. "What does it mean to be here in Iowa in the current climate of extremism and division? How are we called to be together and to respond as a community? How can our building contribute to our response?"

II. "How has the pandemic changed what you need from this congregation? How can we respond to those needs? How can our building & grounds be a resource? What gifts & energy do you have to share in response?"

Process and timing

We discussed the process for how we will present the questions to the congregation and elicit conversation. When will we support this effort.

- DiCarlo suggested displaying the questions at the upcoming opportunities fair on 8/27. We will make a display -questions, information on future activities around the questions, post-its for people to give quick responses if the wish. **DiCarlo and Etler will work on developing the display.**
- The question was posed of the Stewardship campaign possibly using these questions during their discussions with members. This should be discussed with Stewardship. **Rev. Diana will broach the idea** at the next Stewardship Committee meeting.
- We will hold a discussion after an upcoming service. 9/17 was selected as a possible date. The service can be ended a bit early and we can move straight to the fellowship hall to begin. We will discuss again at next meeting. We should try get more facilitators. **Henry will ask members of the social/racial justice teams to participate.**

Motion: Rochelle Honey-Arcement moved to accept the open questions as stated; DiCarlo seconded. The Board voted unanimously to approve the motion.

Appointments

Motion: Henry moved to appoint Rochelle Honey-Arcement as Vice President for the 2023/2024 year; DiCarlo seconded. The Board voted unanimously to approve the motion. (Note: Rochelle Honey-Arcement will not be a candidate for further Board service at the next election.

Motion: Rochelle Honey-Arcement moved to appoint Monique DiCarlo as the co-Chair of the Personnel committee for 1 year, with the possibility of renewal; Pavelich seconded. The Board voted unanimously to approve the motion

Motion: DiCarlo moved to appoint Michael Honey-Arcement as assistant to the Treasurer in a non-Trustee position; Henry seconded. The Board voted unanimously to approve the motion.

Check signing policy

Since we no longer have a Finance Trustee, we should consider having more signatories for our checking account.

Motion: Rochelle Honey-Arcement moved to amend our check signing authorizing policy for the 23/24 year to add the secretary and VP; DiCarlo seconded. The Board voted unanimously to approve the motion.

Email voting – deferred to next month

Minister Updates

Learning Space – Planned on 8/9 is an open house with tour and Q&A for families enrolled (Official registration form is open). We are accepting volunteers and planning for trainings for volunteers after the open house occurs. A family handbook document will be completed before the open house. Safety and security procedures are still being finalized. (There has been preparations for potential protesters and work on building relationships with other congregations for support. Other contacts have been made as well - UAY, counselors, DVIP, ICCSD, etc.)

Regarding the Coralville police, DiCarlo will see if there is a community liaison we can connect with.

Staffing

Alex Heetland, the music director has accepted a new job in California – he is going to be the director of the Sacramento gay men’s chorus. His last day will be 8/13. For music for services, he is planning ahead for the rest of the summer. Job search will start with a posting out by Saturday, through 8/7. Carmen Griggs, Rochelle Honey-Arcement and choir members/musicians will participate in the job search.

Emma Barnum has asked to move and Katie – Emma asked to move Communications and Outreach Coordinator Kaytee Rairdin to 15 hours per week from 10. It is within our current budget to do so.

Workload for staff has increased due to a drop in volunteerism. Tasks and roles will need to be readjusted, and/or prioritized. Consequently, the monthly newsletter, in its current form will be discontinued. Weekly emails will continue.

Qualities for New Trustee – deferred

Closing:

There were no guest comments. A closed executive session was not held. Henry gave process observer comments, Etler/Rev Diana provided closing words, and the chalice was extinguished. *Etler moved to adjourn the meeting; seconded by Pavelich.*

Meeting Closed at 9:38pm

Minutes Addendum for business conducted outside of regular monthly meeting:

Jerry Wetlaufer submitted written notice (through email) of his resignation as Finance Trustee on 6/25/23.

Meeting Minutes submitted by Christine Etler, Board Secretary

Approved 8/16/23 -CPE