

UUS Board Meeting Highlights

6:30pm, NOV 15, 2023, UUS Conference Room & Zoom

Present: Jeff Walberg (President), Rochelle Honey-Arcement (Vice President), Christine Etler (Secretary), Mike Pavelich (Treasurer), Monique DiCarlo (Trustee), Diana Henry (Trustee), Ian Cawley (Trustee), Rev. Diana Smith (Ex-officio). **Absent:** none. Quorum met. **Guest:** Paul Pomrehn

Meeting Opened at 6:33pm with check-in. Chalice Lighting-Opening Words by Pavelich

Consent Agenda

Reports	Decisions
P1 Board Meeting Minutes – Oct. 18	Set retreat: Saturday, Feb. 3, 9-4 at UUS
P2 Minister's Report – Oct	P7 Stewardship for Us Consultation
P3 Treasurer's Report – Oct	
P4 Cong. Prep. Committee Minutes - Nov. 7	
P5 Homeland Security Grant Summary	
P6 Personnel Committee Minutes - Oct. 30	

Etler requested that P1. the Board Meeting Minutes (Oct. 18) be moved from the consent agenda to the regular agenda. The chair reviewed the remaining consent agenda items and hearing no objections, announced the consent agenda has been adopted.

Board Meeting Minutes – Oct. 18 (was P1 of consent agenda)

Etler moved to amend the minutes by adding an addendum and approve the minutes ; Pavelich seconded. The Board voted unanimously to approve the minutes with the amendment.

Fundraising Requests

DiCarlo moved to approve the fundraising requests pending Finance committees review (Circle of Friends holiday gift giving & Griselda's Guatemalan weavings); Pavelich seconded. The Board voted unanimously to approve the motion. Pavelich will communicate the approval once Finance decides.

Open Questions Update

Kelly O'Berry will work on scheduling the meeting at Oaknoll once she has time in early December. Christine will have a review of the Open Questions answers prepared by the February retreat.

Congregational Meeting

Main motion: DiCarlo moved to approve the Congregational Meeting Agenda (P8); Pavelich seconded.

Discussion followed and Etler moved to amend the agenda document; DiCarlo seconded. The Board voted unanimously to approve the amendment. The Board then voted unanimously to approve the main motion.

Ministry Teams discussion

We first discussed the dominant narrative document prepared by Walberg which summarizes our discussion at our last meeting. The Board feels that it accurately portrays our general shared understanding of that discussion, although, the presentation may benefit from a more positive tone in some sections. We agreed on the next steps that are included in the document.

Congregational Preparedness Ad Hoc Committee

DiCarlo moved to establish the Congregational Preparedness Committee as an ad hoc committee of the board with the charge noted in the meeting packet (to be attached to the approved minutes document when published online); Pavelich seconded. The Board voted unanimously to approve the motion.

December Board meeting

We discussed moving our Board meeting completely online. We decided we will have a hybrid meeting in December and then reassess for January.

Mission-based budgeting

In the last couple of years, we have been considering new budget categorization formats. For the meantime, we will stick mostly to a program-based budget that also is annotated with mission based allocations. Ian Cawley and John Raley will work to apply program-based categories and explore mission based categories.

Christmas holiday

In the last few years, staff have been offered additional PTO during the week between Christmas and New Year's. We will defer the question of possibly making this an ongoing policy to the Personnel Committee. We directly addressed staffing for this year.

Pavelich moved to offer 3 additional paid days off (or the part-time equivalent) in order for the staff to have the week off between 12/25 through 1/1*; DiCarlo seconded. The Board voted unanimously to approve the motion.

**It is expected that the staff will also use existing holiday days in order to use PTO for the entire week.*

2024 budget

Pavelich presented the finalized income items for discussion.

Cawley moved to move into closed session for further discussion on staff salary and benefits; DiCarlo seconded. The Board voted unanimously to approve the motion.

Etler moved to move out of closed session for further discussion on staff salary and benefits; DiCarlo seconded. The Board voted unanimously to approve the motion.

Etler moved to approve the budget presented by Pavelich (with amendments provided by Rev. Diana) for inclusion on the ballot of the December Congregational meeting; Henry seconded. The Board voted unanimously to approve the motion. [The budget was made available through the election packet that was distributed prior to the congregational meeting.]

End of meeting

No Guest Comments were made. Process Observer Comments were provided by Henry. Closing words were provided by Pavelich. The Chair adjourned the meeting at the conclusion of the agenda.

Minutes Addendum for business conducted outside of regular monthly meeting:

11/17/23 - Email vote

Walberg motioned to support the fundraiser - Open House at the Home of Fanny Carver to sponsorship of an asylum seeker; Pavelich seconded. 6 votes yes. 1 no response (abstain). Quorum was met with 6

11/26 – Closed Special Meeting

Six of seven trustees attended (Monique DiCarlo was absent and Rev. Diana Smith attended.) Quorum was met. The proposed budget that was previously approved on 11/15/23 was amended to reallocate the employer/employee contributions to health insurance premiums in order to align with recommendations from the UUA (Individual plan: 20% employer contribution. Family plan: 50% employer contribution). Additionally, a bonus was approved for 3 affected employees, to offset the increase in employee contributions. The amendment passed with 4 trustees voting yes and 2 voting no.

[The budget approved on 11/26/23 was made available through the election packet that was distributed prior to the congregational meeting.]

12/10/23 - Closed Executive Committee Meeting held

Minutes submitted by Christine Etler, Board Secretary

APPROVED 20DEC23 -CPE