

**UUS Board Meeting Minutes**  
**6:30pm, February 28, 2024, 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 6:35pm with check-in. Chalice Lighting-Opening Words by Pavelich

Consent Agenda

<b>Reports</b>	<b>Decisions</b>
<b>P1</b> Board Meeting Minutes – Jan. 17	<b>P8</b> Policy updates: 1.1, 1.2, 1.3
<b>P2</b> Minister's Report – Jan	<b>P9</b> Policy updates: 1.2, 1.2-1 thru 1.2-5
<b>P3</b> Treasurer's Report – Jan	
<b>P4</b> Governance Committee Minutes - Feb. 6	
<b>P5</b> Ministerial Intern Grant Award	
<b>P6</b> UUA Congregational Certification	
<b>P7</b> UUA Congregational Certification Q&A	

The chair reviewed the consent agenda items and hearing no objections, announced the consent agenda has been adopted.

Update on Congregational Admin Transition - Rev. Diana

Thursday was Emma's last day. We discussed transition plans for her job responsibilities.

**Long-term:** Micheal Honey-Arcement, Pete Brokaw and Mike Pavelich have reviewed our book-keeping practices. We will move month-end bookkeeping to a bookkeeper contractor.

We will keep the deposits and weekly bill payments in-house. Payroll and benefits admin in-house as well. This division is common in congregations. We have started working with Ami/bookkeeper (Ami is the owner of her bookkeeping business). This change's the workload of the admin position.

Additionally, Kaytee will take on some of the former admin responsibilities that fit in her wheel house of communications and publicity.

Victoria will maintain bulletin boards and will add a few hours permanently to her schedule.

The Congregational Administrator position will be changed to a 30-hr per week. There is a new position description being reviewed by the Personnel Committee. The job advertisement will likely post tomorrow. A review of applications will begin on 3/20; and interviews last week of March, first week of April.

We are aiming for late April for filling the position.

**Short-term:** Victoria is doing 5hrs additional hrs for temp work. Kaytee is temporarily working on A/V scripts and youtube hosting, as well as the annual report.

Mike P and Michael H-A are doing some in-house bookkeeping but we want to replace this with a temp. The temp hiring is going slower than we thought. Dave Martin has recruited 7 office volunteers.

Continuation of shared ministry discussions

Staff were given a review of some of our discussions at our retreat. They and Jeff discussed several possibilities for increasing contact between the board and staff.

- Report from staff meeting - points of tension
  - Fundraising scheduling & coordination – they feel fundraising admin/organizing should be done by staff, not finance committee. New committee to make sure fundraisers are scheduled without conflicts. The Finance Committee feels they need to have a say in what overall number of fundraising events occur. They need to remain in the mix. How they can accomplish that needs to be defined.
  - Potential program council
  - Ministry teams authority
  - Policy-making processes & authority
- Communicating with ministry teams  
We discussed having a board member meet with each team to communicate and ask for feedback regarding shared ministry.

Note: Reverend Diana will ask Leadership Development Committee about interest in a quarterly leadership workshop to assist in identification and continued development of congregational members.

#### Vote on Board payments

**Motion by Pavelich: The board authorizes payment to Rev. Sam Wilson for our portion of her consultation fee, and to Diana Henry for staff member gift from the board discretionary fund; Henry seconded. The motion passed unanimously.**

#### Discuss Policy Revisions

The following proposed policy revisions were discussed.

- Related to shared ministry:
  - **P10:** 1-2 Policies & Procedures
  - **P11:** 2-2 Senior Staff Team
  - **P12:** 1-2.1 Creating or Amending Policies & Procedures
  - **P13:** 1.4-6 Governance Committee
- **P14:** 1.3 Expectations of Board Members

**Motion by Pavelich: Forward P14: 1.3 Expectations of Board Members to the Governance Committee; DiCarlo seconded. The Board voted unanimously to approve the motion.**

#### Develop/discuss two-year timeline

Walberg prepared a document containing a proposed timeline for future events and projects of the Board. This was reviewed and discussed.

#### Closing

No Guest Comments were made. Process Observer Comments were provided by Henry. Closing words were provided by Pavelich.

With the agenda completed and no new business from the floor, the chair adjourned the meeting at 8:09pm.

Meeting Minutes submitted by Christine Etlar, Board Secretary

**APPROVED 17APR24 -CPE**



**Minutes Addendum for business conducted outside of regular monthly meeting:**

Email vote on 3/13/24:

**Motion by Walberg: That a Prison Ministry Team fundraising event at FilmScene on June 11 be approved; DiCarlo seconded. The motion passed unanimously.**

Minutes submitted by Christine Etler, Secretary (with additions by Ian Cawley)