

## **UUSD BOT Meeting Minutes**

Wednesday, 8/24/22

**11:30 AM Draft 9/2/22**

Check In

### **Attending:**

Paul Barnette

Laura Borsdorf

Gwen Johnson

Chris Leslie

Linda Marsden

Jame Miller

Don Peterson, ET rep

Rev. Heather Rion Starr

Kent Sprunger

Richard Wheeler

Chalice Lighting/Jane Miller (Kent will provide meditation at 9/13/22 meeting)

I. Call To Order @ 10:10 AM

II. Approve Agenda

The agenda was presented for review. Jane Miller moved to accept. Chris Leslie seconded. All voted in favor of as presented.

III. Items for Action

### **A. Review/Approve 8/9 BOT Planning Meeting Minutes**

After discussion of corrections needed to Section V.c of the 8/9 BOT Minutes, Linda Marsden moved to accept with requested corrections. Laura Borsdorf seconded. All voted in favor of accepting as corrected. The corrected minutes will be sent to Paul for submittal to website.

### **B. Review/Approve Financial Reports for July**

Kent Sprunger led a review of the July 2022 Summary Income & Expense Report for Operations & Capital Funds, Summary of July 2022 Balance Sheet, and Unrestricted Cash Available Report. Jane Miller moved to accept these reports. Laura Borsdorf seconded. All voted in favor of accepting Kent's reports.

For informational purposes, Chris Leslie asked if the BOT would have the authority to reallocate funds in FY23 if the BOT were to consider hiring a DRE sooner than FY24. Richard Wheeler

said the BOT has the authority to increase costs above the budgeted amount, but not adjust the budget. Rev. Heather suggested that she would want to have congregational support for reinstating this position. All agreed congregational support to reinstate a DRE position would be a worthy step.

### **C. Fundraising Report RE: Approval to Hold Craft Fair in November**

a. Gwen Johnson, Chair of the Fundraising Committee, reported that she had received approval from the ET regarding how and when the craft fair will be conducted over Thursday 11/10, Friday 11/11, Saturday 11/12 for the general public, and Sunday, 11/13 for the congregation. This will coincide with Cinema Art hosting films on these dates that is under the guise of the Rental/Building Use Committee. [The funds for this rental use are not included in fundraising proceeds]. Gwen supported her verbal report with a copy of the written Plan of Operation for the Craft Fair that ET approved in August.

b. The BOT then discussed the question with Gwen about what steps need to be taken for Fundraising to propose and obtain approval for fundraising events on the church grounds and building. It was agreed that Fundraising need only ask the BOT for approval of proposed events, on an annual basis preferably, prior to seeking approval of implementation plans to ET. Fundraising's proposed event do not even need to include dates. All present were in favor of this clarification of the approval process.

All of this means that in the future Fundraising does not need to double-back and get BOT approval for a fundraising event [already approved by the BOT] and after ET has worked with Fundraising to approve an implementation plan.

Gwen will be submitting a request to the BOT in coming weeks for approval of a fundraising dance in February and an online auction in May

### **IV. Items for Discussion/Decisions**

#### **A. Update RE: BOT Rep to ET**

Chris Leslie, Paul Barnette and Don Peterson informed the BOT that the ET has opted **not** to have a BOT Liaison and prefers to send an ET rep to every BOT meeting for the purpose of improving communication/information sharing and support for ET proposals as needed, e.g., funds for Google Work Space consultant. ET will also provide the BOT with a written, monthly report of the ET's projects, plans for same and progress. All seemed to find this plan for information sharing and support helpful and relieved Chris Leslie of being the BOT Liaison to ET.

Rev. Heather then asked a BOT rep agree to be the BOT Liaison to the UUSD Safer Congregation Team that has been assembled and chaired by Adele Abrams to review all of

UUSD's safety procedures and manuals in place such as the Emergency Response Manual and the Building Use Guidelines. Chris Leslie agreed to be the BOT Liaison to this team starting with the 9/15/22 meeting at 1 PM via Zoom. [Secretarial Note: Chris Leslie will ask to talk with Rev. Heather about this matter to prepare for participating in this process.]

#### B. Discussion of Upcoming LDC/BOT meeting on late October

The BOT revisited its meeting with the LDC in July and agreed that we need to revisit how nominations for BOT and LDC slots each are currently filled. We will do so among ourselves first and then with the LDC preferably sooner than 10/25/22 LDC/BOT meeting from 11 - 12.

It was proposed and agreed to that we will each write up a list identifying issues, concerns and recommendations we have with the nominating process as it is currently practiced. The By-Laws do not specify that nominations must be via a "self" nominating process, only that the LDC is expected to submit a list of qualified nominees who having been vetted by the LDC who have agreed to "self-nominate." These lists will be shared at the 9/13 BOT Planning Meeting. An agreed upon list of these issues, concerns and recommendations the BOT has will be presented to the LDC for review and discussion with the BOT no later than the 10/25 collaborative LDC/BOT meeting already scheduled.

#### C. Ministerial Evaluation (ME) Update

Chris Leslie, Paul Barnette and Laura Borsdorf reported they had met to review the Ministerial Evaluation process Rev. Heather proposed be used to conduct her first Ministerial Evaluation and review of her Letter of Agreement by the end of December. Rev. Heather agreed to send these 3 a copy of her Letter of Agreement to read to support their completion of the ME Survey in addition to 9 other people from the congregation these 3 and Rev. Heather will select and ask to complete the ME Survey as well. A meeting with Rev. Heather will be set up next by 9/13/22 BOT meeting for the purpose of making a list of people who will be asked to participate in helping to provide Rev. Heather with the feedback she is requesting. It was clarified that Paul, Laura and Chris will review all the surveys submitted with her as well as her self-survey once completed. This will be done in tandem with a review of her Letter of Agreement.

#### D. Update on EPC "Next Steps Weekend"

The BOT received an example for an agenda for a NEXT STEPS weekend since Mark Ewert' is scheduled to visit UUSD on Friday, 11/18, Saturday, 11/19, and Sunday, 11/20. Rev. Heather asked that the BOT host this weekend and work with the EPC as needed to work out the logistics for this visit, e.g., when, what, where, who and how so the consultant can gather in-person information/input for UUSD's visioning process.

The BOT agreed it needs to take responsibility for hosting this weekend and work with the EPC

as needed to devise a hosting game plan and agenda in consultation with Mark Ewert and will begin doing so at its next BOT meeting on 9/13/22.

Meeting Adjourned @ 5:45 PM

Respectively submitted,

Chris Leslie, Secretary