

UUSD Board of Trustees Business Meeting Minutes 9/28/2022

Attendees:

Paul Barnette
 Laura Borsdorf
 Allan Cairncross, EPC
 Jean Charles, ET
 Linda Defeo, EPC & Landscaping
 Margaret Keefe, Landscaping
 Beth Law, Fundraising
 Chris Leslie
 Ellen Loewy
 Linda Marsden
 Rev. Heather Rion Starr
 Kent Sprunger

Check-in Chalice Lighting

I. Call to Order

II. Approve Agenda

Paul Barnette moved that today's agenda be approved. Kent Sprunger 2nded.
Agenda was approved unanimously

III. Items for Action

a. Review/Approve September 13 Planning Meeting Minutes

Chris Leslie moved that the 9/13 BOT minutes be approved including the procedural recommendations for the LDC by Kent Sprunger and Chris Leslie. After some discussion, all agreed language reflecting these recommendations to be from the BOT would be amended. Laura Borsdorf 2nded the motion. Minutes were approved unanimously as were the Procedural Recommendations from the BOT for the LDC with amendments. These Procedural Recommendations will be forwarded to BOT and LDC membership for consideration at the LDC/BOT meeting on 10/25/22.

b. Review/Approve Month End Financial Documents for August 2022

Kent Sprunger presented and reviewed with the BOT the status of UUSD's finances YTD for FY23 along with updates re: Finance Committee UUU workshop on 10/18 by Zoom and status of work with Mark Ewert, Congregational Consultant. Linda Marsden moved that Kent's report be approved. Laura Borsdorf 2nded. The Finance Report was unanimously approved.

c. Approval of Fundraising Activities

Beth Law presented the Fundraising Committee's proposed fundraising activities for FY23 for review and approval with the understanding that the committee will submit the specific dates and times and implementation plans to ET for approval. Three fundraising events were proposed: a Craft Fair in November (already approved by the BOT & ET), Valentines Dance in Feb, and an On-Line Auction in May.

UUSD Cares submitted a request to approve 6 Social Events to the BOT as well. Jean Charles asked that UUSD Cares submit the implementation plans for these social events to ET for review and approval. Chris Leslie moved that the 3 fundraising events and 6 UUSD Cares events be approved. Linda Marsden 2nded. BOT unanimously approved these events.

d. Request from Landscaping Committee for Guidelines/Policy for Memorial Plantings

After discussing the Landscaping Committee request that the BOT create policies for what kind of donations can be made to the Landscaping Committee and where they can be located[if something other than money], all agreed Co-Finance Chairs need to review the UUSD Gift Acceptance Policy re: the specification of monetary donations with the BOT and the Landscaping Committee needs to draft policies re: what kind of physical items, e.g., plants and memorial bricks can be donated and where they should be placed on UUSD's property in time to discuss at the next BOT meeting on 10/26/22.

IV. **Items for Discussion**

a. UUSD 25th Anniversary Celebration – Rev. Heather

After discussing Rev. Heather's proposal, the BOT agreed to organize a 25th Anniversary Celebration Committee this fall since UUSD will be a UU congregation for 25 years in Jan 2024. The Committee will be charged with designing celebration events and budget requests as well as the implementation of these events. Laura Borsdorf moved that the BOT approve the formation of a 25th Anniversary Committee. Kent Sprunger 2nded the motion & BOT approved unanimously. Linda Marsden agreed to serve as the Committee's Chair and will work with Rev. Heather to contact UUSD people to serve on this committee.

b. Update on "Next Steps Weekend" – Chris/Kent/Paul

Chris reported that she had talked with Mark Ewert at length to review the Agenda for the NSW Weekend. Reps from HR and the Safer Congregation Team will be added to the invitee list.

Chris reported NSW has been added to UUSD's calendar and conflicting events postponed. All found the NSW grid helpful. BOT members will greet groups and introduce Mark to committee reps.

EPC will cover the cost of feeding about 30 people lunch at Noon on 11/19.

Kent reported he is working to provide Mark with financial information requested except for names of donors with their pledge amounts.

Paul will be working with Mark to help him access UUSD information posted on our UUSD website restricted to Members.

c. Review/Discussion of Executive Team Report to BOT for August 2022

Jean Charles reviewed the ET August meeting report with the BOT and all agreed getting the report to be helpful/informative.

Getting documents for the next BOT meeting at least 2 days in advance was discussed with the suggestion, if possible, to have them posted on the website prior to the next BOT meeting (*which may not be doable since minutes will NOT have been approved*). Paul will take this into consideration.

d. Update on Ministerial Evaluation – Chris/Paul/Laura

Chris, Paul, and Laura reported they will have all the ME forms for Rev. Heather in hand by 10/5 in preparation for meeting Rev. Heather to review together on 10/13 when next the ME team meets. Rev. Heather's Letter of Agreement will be reviewed as well. A written summary of findings will be given to the BOT upon completion.

e. Review of BOT Long/Short Term Goals for 8th Principle Implementation

The BOT reviewed the Short Term and Long Term Goals the previous BOT set for actualizing the 8th Principle related to BOT duties. The 1st S/T goal is being implemented through the Contracting Team and the 2nd S/T goal through UUSD involvement with the Sussex County Multifaith Steering Committee that Rev. Heather and Don Peterson are involved in.

RE: the Long Term goals HR and S&J are be implemented on behalf of the BOT through their work in identifying and hiring staff and through the Church Council in collaboration with UUSD Cares & S&J to provide programming relevant to anti-racism and anti-oppression work, e.g., showing the documentary, *Who We Are*, in January as part of MLK weekend.

f. Strategic Plan Adopted by USSD on 11/17/19.

Rev. Heather reminded the BOT of the decision the congregation made in November 2019 during a Special Meeting to authorize the creation of the Expansion Planning Committee. The minutes from that Meeting will be given to Mark Ewert as part of his UUSD information package.

g. Updated By-Laws To Be Posted on UUSD Website

Paul reported that the language in the old By Laws is being updated so the most current By Laws can be posted on the UUSD website along with the June 2022 date of change.

Meeting Adjourned at 5:21 PM

Next Board Planning Meeting October 11, 2022 at 10:00 AM (Hybrid))

Respectively Submitted

Chris Leslie, BOT Secretary