



**Unitarian Universalists of Southern Delaware  
Board of Trustees  
November 8, 2022 Planning Meeting**

**Attending:**

Paul Barnette  
Laura Borsdorf  
Margaret Keefe, Landscaping  
Chris Leslie  
Ellen Lytton, ET  
Linda Marsden  
Jane Miller  
Rev. Heather Rion Starr  
Kent Sprunger  
Richard Wheeler

Check-in

Chalice Lighting

Call to Order

**I. Approve Agenda**

Kent Sprunger moved that we adopt the agenda as proposed.

Laura Borsdorf 2nd the motion. The agenda was adopted unanimously.

**II. Items for Action**

a. Review/Approve October 26 Business Meeting Minutes

After reviewing Rev. Heather's requested corrections/changes to the 10/26 BOT Business meeting minutes Chris Leslie moved that these minutes be adopted as amended. Jane Miller 2nd the motion. The 10/26 BOT Business Meeting minutes were unanimously adopted with approved changes.

b. Discussion/Approval of UUSD Memorial Plant Policy – Margaret Keefe After

reviewing and discussing the proposed UUSD Memorial Plant Policy presented on behalf of the UUSD Landscaping Committee by Margaret Keefe, Linda Marsden moved that we adopt the policy as presented. Chris Leslie 2nd the motion. The BOT voted unanimously to adopt this policy that clarifies how the Landscaping Committee will work with requests to plant memorial plants on the grounds of UUSD.

Margaret also provided the BOT with information regarding UUSD's Long-Term Plans for a Memorial/Meditation Garden on the grounds of UUSD where members and friends might spread cremains of deceased loved ones. This was a loving and lively conversation about the idea of making this a UUSD goal that could be wrapped into an expansion plan and/or with UUSD's 25th Anniversary celebration events in 2024. The BOT decided to discuss this proposal in depth after we receive the results from our Next Steps Weekend in the later part of November.

### III. Items for Discussion

- a. Latest Revisions to the UUSD Congregational Chart  
Kent Sprunger led the BOT's review of the newest changes to the Congregational Chart that all agreed were clarifying and helpful improvements.
- b. Social & Environmental Justice Committee Added UUSD's Name to November 2022 Organizational Sign-On Letter to President Biden  
Paul reported that the S&EJ Committee signed a letter on behalf of UUSD supporting a call for President Biden to take the initiative to end the federal death penalty.
- c. Church Council Guidelines for Committees of the Board Chair Succession Linda Marsden presented the BOT with Guidelines the UUSD's BOT adopted on 6/4/2013 regarding how UUSD Committees can implement succession planning for committee chairs. Several changes to the language were agreed to that Linda will make updating these Guidelines in order to distribute to UUSD's Committee Chairs.
- d. Change in Share the Plate for January  
Richard Wheeler reported the BOT that due to the magnitude of work it will take starting in January to move UUSD's financial management from Power Church to QuickBook, the Finance Officers will not ask our Bookkeeper to determine the amount of money collected for Share the Plate in January until the end of February so both January and February 2023 Share the Plate recipients will be sent their shares in March 2023.
- e. How Finance Committee is Tracking New Member Pledges  
Richard Wheeler informed the BOT that New Member Pledges are tracked separately from existing member pledges but shown together in UUSD's I&E report budget and actuals each month and YTD. The budget will show the existing and new member pledge data separately to enable the calculation of the target for the pledge campaign.

F. Final Update on “Next Steps Weekend”

Chris Leslie provided the BOT and ET with the final grid detailing the schedule of NSW attendees for 11/18, 11/19, and 11/20. Chris asked that BOT reps greeting each group they have been assigned to greet will see that their respective groups are in the rooms designated for then, introduce and welcome Mark Ewert, and remain in the session to listen to the conversation. Kent noted that 70 different people will be meeting with Mark Ewert during our NSW process. Newsprint and stands will be in each of the meeting spaces and attendees will be asked to wear a name tag.

Chris reported lunch plans are in place to host 31 people for lunch with Mark Ewert. The list includes 18 Members- At-Large, 2 staff, 7 BOT reps and 3 Expansion Committee reps. Once the food order is placed with Panera Bread, Richard will assist with purchase of Panera meals with UUSD credit card. We will ask Panera to deliver the meals on Saturday morning.

Chris reminded all that the BOT and ET will meet with Mark at 12 Noon on Sunday 11/20 and each is to bring their own lunch.

f. Jean Charles Service Sunday Service on 1/29/23

Paul and Chris reminded the BOT that we are responsible for designing and delivering the Jean Charles Service Sunday Worship Service. This is to honor the decision made by the LDC/BOT together last summer to do more to encourage and inform members of UUSD about the importance of stepping up to serve in leadership roles at UUSD.

Each BOT member will participate in some aspect of the service. Paul will deliver the sermon, Chris Leslie will act at the Worship Associate, and the remaining 5 members will be asked to participate once the service is designed. Chris will take the lead in early January to work with Julie Keefer to design the service and check in with Jean Charles about any details we need to include for this worship service.

g. BOT reps to serve on Joint GRT/LDC/BOT Bylaws Revision Task Force

Paul let the BOT know that once we meet with the LDC to review proposals to the nomination process at UUSD the BOT has made, we will decide amongst ourselves who from LDC and who from the Board will join with the Governance Review Team to create a ByLaws Revision Task Force. Paul will ask Ellen to provide possible dates for the next collaborative meeting between the BOT and the LDC and circulate options to choose from.

H. BOT Meeting dates for February 2023 & March 2023 Business Meetings

All agreed to hold the BOT Business Meetings in February and March 2023 as follows so the Planning Meetings and Business Meetings are 2 weeks apart:

- Wednesday 3/1 @ 3:30 PM
- Wednesday 3/29 @ 3:30 PM

IV. Adjourn

Executive Session

The BOT reviewed the Summary of Rev. Heather Rion Starr's Ministerial Evaluation and the proposed corrections/updates to her current Letter of Agreement.

Check-out

Respectively Submitted,

Chris Leslie, UUSD BOT Secretary

**Next Board Business Meeting Tuesday, November 22, 2022 at 10 AM - 12 Noon via Zoom**