**UUSD BOT Planning Meeting Minutes-**

**July 11, 2023**

Attendees: Paul Barnette, Beth Law, Linda Marsden, Kent Sprunger, Richard Wheeler, Carol Huckabee, Linda DeFeo,

Attendees by Zoom: Jane Miller, Ellen Loewy

Check Ins

Chalice Lighting and Reading

1. ***Call to Order***- Paul Barnette called the meeting to order at 10:10 AM.
2. ***Approval Agenda***- An addition to the proposed agenda was made- Review of the BOT liaison list to committees. Kent Sprunger moved to approve the revised proposed agenda and Beth Law seconded the motion. The vote was unanimous to approve the proposed revised agenda.
3. ***Items for Action:***
	1. Review/Approve the June 27, 2023 business meeting minutes- Beth Law moved that the minutes be adopted as written and Kent Sprunger seconded the motion. The vote was unanimous to approve the minutes.
	2. Review/Sign BOT Covenants- Paul Barnette passed out BOT covenants for board members to sign. Jane Miller will sign hers after the next Sunday service.
	3. The meeting deviated from the approved agenda with a discussion of the Visioning weekend, scheduled for July 28-30th. Friday evening, July 28th orientation will have facilitators sit through the same Visioning sessions as the Saturday groups. Kent Sprunger asked if the BOT should send out a “things to think about” message to all participants prior to the weekend in order to build curiosity and interest. Also, it should be made clear that that this weekend is for all UUSD members and friends, since it is important that we have a cross-section of thoughts.

There are currently 12 participants, 14 facilitators, and four greeters signed up. It was suggested that to increase interest, we could send out a special email blast, make personal phone calls, and announce from the pulpit. There will also be a table for signup after service.

Beth Law asked what comes after the visioning weekend and when. Kent stated that we need to get through the debrief, and possibly begin a new vision statement. It is too soon to plan further before the results of the visioning weekend.

1. ***Items for Discussion:***
	1. New AV Support Procedures- Richard Wheeler briefed on new AV support procedures. There are three categories: (i.) amplifier only- user-controlled, (ii.) AV cart- user setup and notify Sandy, (iii.) AV support in sanctuary- Sandy will involve R & U (J. Charles), then to Susan Goekler. For AV support in the sanctuary, Susan Goekler will try to get volunteers or paid staff. If unsuccessful, the request will be denied.

For internal requests such as training events, there will be no charge to the committee. Charges will be against the personnel budget. Costs for AV support by paid staff will be a minimum of $55 x two hours. If two people are needed, the cost will be doubled. This should be added to the AV information form. For external requests or member events, there will be a charge. Even if Susan gets a volunteer, there will be a charge which will go into R & U income. Additionally, Susan will be looking for volunteers.

* 1. Discussion of BOT Meeting Schedule- No final decision can be made on changing meeting times until Rev. Heather’s return. However, a recommendation was made to change meetings as follows: 2nd Tuesday of the month-10:00 am- zoom only, 4th Wednesday of the month- 3:00 PM- in-person.
	2. BOT Liaison List- The following changes were made: CCL- Carol Huckabee, PMC- Paul Barnette, EPC- remove, Music- Beth Law, S&EJ- Carol Huckabee.
1. Ellen Loewy advised that she had a difficult time getting the zoom link for the meeting. Richard will set up a recurring generic link and password for future meetings.

Next Board Meeting July 26, 2023 at 3:30 PM (Zoom)

Meeting adjourned at 11:31 am.

Respectfully submitted,

Jane Miller

BOT Secretary