



**Unitarian Universalists of Southern Delaware
Board of Trustees December 12, 2023 Joint Planning/Business
Meeting minutes (Revised January 9, 2024)**

In attendance: Richard Wheeler, Kent Sprunger, Beth Law, Linda Marsden. Carol Huckabee, Paul Barnette, Reverend Heather Rion Starr, Guests: Gary Schmidt, Mac Goekler
Zoom: Jane Miller, Guests: Ruth Lamothe, Donna Davis, Pat Murdock

Check-in

Chalice Lighting/Kent

- I. Call to Order- Paul Barnette called the meeting to order at 10:06 am.
- II. Approve Agenda- The FY 25 facilities position discussion was changed to executive session. Beth Law made the motion to approve the agenda, with Linda Marsden seconding. The vote was unanimous to approve the agenda as amended.
- III. Items for Action
 - a. Review/Approve November 14 Planning/Business Meeting Minutes- Correct Linda DeFeo's last name misspelling. Carol Huckabee made the motion to approve the minutes and Beth Law seconded the motion. The vote was unanimous to approve the meeting minutes with the spelling correction.
 - b. Review/Approve Month End Financial Documents for October & November – Kent Sprunger briefed the October and November 2023 financial documents. Reports show that we are at 60% of income budget for the year; expenses are in line with the budget at 42%. Income was up for the two months partially due to the Craft Fair and Canadian Rockies trip. On-line giving is fully operational and will begin later in January 2024. Kent will be available to assist those who need help with Breeze on-line giving. There will be no Share the Plate in December- Christmas Eve collection (Minus designated pledges) will go to the Minister's Discretionary Fund.
- IV. Items for Discussion:
 - a. Update on Safer Congregation Committee – Ruth Lamothe briefed that there were three falls recently. An Incident Report form must be completed within twenty four hours of any incident. There was discussion related to the completed forms and HIPAA law. Paul asked that the Safer Congregation team and Executive team work out the issue. Ruth updated the BOT on numerous initiatives being considered, including the addition of a Safety Response Volunteer that would be at church each Sunday services for any emergencies that may arise. More to follow.
 - b. Update on Facilities Pointperson Position – Moved to Executive session.
 - c. Adoption of Name Change from Co-Finance Officers to Treasurer and Co-Treasurer – The Co-Finance Officers noted that, based on the approval of the bylaws on December 10,

2023 by the congregation, the position title is changed from Co-Finance Officers to Treasurer and Co-Treasurer. Kent and Richard now serve as Co-Treasurers.

- d. Latest Version of UUSD Congregation Chart – Kent stated that the change was made from Co-Finance Officers to Treasurer and Co-Treasurer.
- e. Executive Team Report to the Board – Ellen Lytton stated the team had a third meeting in November to clean out and shred numerous documents stored in the attic. The most important of the “UUSD Archives” documents were separated and given to appropriate committees. The Architectural drawings remain in the attic.
- f. Recap and Discussion of Special Congregational Meeting – Ellen Lytton stated that there needs to be a discussion related to absentee ballots for those who cannot be physically present. Also, the BOT needs to consider the logistics for Congregational meetings as a whole. Things to consider before the June Annual meeting : who coordinates AV support, child care, website information? Revised bylaws have been sent to the Communications committee.

Discussion of name change- Legally we are UUSSD. We need to do a DBA (Doing Business As) and file with the state of Delaware. The legal name is the corporate filing of “UUSSD operating under UUSD”. Richard will take the action to research.

- g. One addition to the agenda: The BOT voted to approve Rev. Heather’s proposed housing allowance.

V. The meeting was adjourned at 11:48 am.

VI. Executive Session

Next Board Planning Meeting January 9, 2024 at 10:00 AM (In Person)

Respectfully Submitted-
Jane A. Miller
BOT Secretary