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**Unitarian Universalists of Southern Delaware**

**February 13, 2024 Planning Meeting Minutes**

**Board of Trustees**

Attendance (in person) : Linda Marsden. Jane Miller, Kent Sprunger, Richard Wheeler, Beth Law, Paul Barnette, Carol Huckabee, Rev. Heather Rion Starr, Guest: Ellen Lytton

Zoom guests: Linda DeFeo, Donna Davis, Marj Shannon

Check-In and Chalice Lighting

1. Call to Order- Paul Barnette called the meeting to order at 10:09 AM.
2. Approve Agenda- A motion was made to approve the agenda by Beth Law and seconded by Carol Huckabee. The BOT vote was unanimous to approve.
3. Items for Action
   1. Review/Approve January 24 Planning Meeting Minutes- One minor change was made -Paragraph IV(b) is changed to “The Music Committee has been dissolved..”. A motion was made to approve the minutes by Beth Law, with Carol Huckabee seconding the motion. The BOT vote was unanimous to approve.
   2. Approve January Month-End Financial Documents – Kent Sprunger provided EOM January 2024 financial reports. The reports are self-explanatory. A motion was made to approve the reports by Beth Law, with Linda Marsden seconding the motion. The BOT vote was unanimous to approve.
4. Items for Discussion
   1. Update/Discussion on SFTF Taskforce Initiatives – Marj Shannon represented the SFTF Taskforce and provided an update. Don Peterson sent out a workbook for committees and the BOT to complete by the end of the month. The plan is to look five years out and provide feedback to Marj (email responses are fine). Each committee/BOT should develop a five -year skeletal forecast. Kent Sprunger asked what level of data is needed by month end? The taskforce needs measures of success and projected costs. Paul Barnette suggested that the BOT wait until the FY 25 budget is completed prior to the BOT beginning our process.
   2. Update on Electronic Sign – Linda DeFeo provided a comparison of three proposals from contractors. It was requested that the Contracts Review Team look at raw data prior to going forward. Ellen Lytton suggested that there may be a possibility of a Chalice Lighters grant to assist with the cost. Mac Goekler should be asked to reinvigorate the Chalice Lighters Program at UUSD. Richard Wheeler stated that a process flow was necessary before asking for firm quotes. Also, a rough order of magnitude (ROM) is needed. It should be made clear to all concerned that the electronic sign costs will not be a part of the FY 25 budget.
   3. Review/Approve FY25 Phase I Budget and Items Discussed– The Rehoboth Beach Film Society(RBFS) is scheduling three films over three days at UUSD for the fall Film Fest. Cost to RBFS will be $150 per film; it may be higher if attendance is more than 65 people per film. Cheryl will train AV personnel on Sundays after service and she would like two people per film.

Reverend Heather’s eligibility for sabbatical beginning in July 2025 was discussed. She is eligible for one month of sabbatical for every year worked at UUSD. The time must be taken after year four and before year seven. The BOT voted to approve $4,000 added to the budget over a three- year period to cover the costs of the sabbatical, related to guest ministers and an on-call minister(s) for emergencies. Beth Law made a motion to approve, with Jane Miller seconding the motion. The BOT vote was unanimous.

1. The meeting was adjourned at 12:13 PM.

Executive Session

Respectfully submitted,

Jane A. Miller

Board Secretary

Next Board Business Meeting February 28, 2024, (via Zoom)