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**Unitarian Universalists of Southern Delaware**

**Board of Trustees**

**August 28, 2024 Business Meeting Minutes**

On-Line Attendance: Paul Barnette, Carol Huckabee, Jane Miller, Linda Marsden, Richard Wheeler, Donna Davis, Rev. Heather Rion Starr

Guests In Attendance: Judy Hayes, Linda DeFeo, Ellen Lytton, Kent Sprunger

Chalice Lighting/Linda

1. The meeting was called to order by Paul Barnette at 3:42 PM.
2. Approve Agenda- Carol Huckabee made a motion to approve the proposed agenda, with Donna Davis seconding the motion. The BOT vote was unanimous to approve.
3. Items for Action
   1. Review/Approve August 13 Planning Meeting Minutes- Carol Huckabee made a motion to approve the minutes as written, with Jane Miller seconding the motion. The BOT vote was unanimous.
   2. Review/Approve Motion to Change Monthly Financials Reporting – Richard stated that Leah Thompson closes the books at the end of each month, with Kent summarizing financials from them. It is a time-consuming process for Kent. It was proposed that in lieu of monthly financial reports, quarterly reports be prepared and provided to the BOT. If there would be any significant change or “red flag” with the financials, then the BOT would be notified.
      * Richard made a motion : Quarterly reporting will be provided by the treasurers, and any anomalies to be reported to the BOT. Reports will be provided in October, January, April and July.
      * The motion was unanimously approved
   3. Motion to Adopt 2025 UU Org. Retirement Plan – Richard stated that a copy of the UU Org Retirement Plan 2025 Restatement was provided to all BOT members. He stated that he saw nothing that would require changes on our part. UUA provided a sample board resolution motion. Richard proposed the Motion and the Motion was passed unanimously. The Motion can be found below:

**Adoption Motion: 2025 Restatement**

**Unitarian Universalist Organizations Retirement Plan**

**August 28, 2024**

**Whereas the Unitarian Universalists of Southern Delaware is committed to assisting all of its employees 18 years and older prepare for their retirement years, and;**

**Whereas the Unitarian Universalist Organizations Retirement Plan (the "Plan") is the retirement plan sponsored by the Unitarian Universalist Association, therefore;**

**Be It Resolved that the Unitarian Universalists of Southern Delaware hereby adopts the 2025 Restatement of the Unitarian Universalist Organizations Retirement Plan with an implementation date of January 1, 2025 and commits to complying with all the provisions of the Plan and the elections made by the Unitarian Universalists of Southern Delaware in the 2025 Employer Participation Agreement that we submit to the UUA Retirement Plan Committee and they acknowledge receipt and approve via counter signature of same.**

1. Items for Discussion
   1. ET Update on Rental/Usage Policy – Ellen Lytton stated that the Executive Team has been updating the UUSD Rental and Usage policy this summer. Linda DeFeo will send copies of the fee schedule, rental form, and Hold Harmless form to the BOT. The BOT will discuss the policy at the September 10th meeting and approve on the September 25th meeting. We will only be voting on policy.

The BOT expressed appreciation to Ellen Lytton, Linda DeFeo and Judy Hayes for their time and efforts in clarifying and preparing this policy.

* 1. Review of Ministerial Evaluation Process – The ministerial evaluation process will be done periodically and not every year. The last evaluation was in the fall of 2022, with the next one being scheduled for January-February 2025. In December 2024, twelve people will be asked to complete a survey of the minister. Paul agreed to take the lead on the evaluation process, with Carol Huckabee assisting.
  2. Update on Charge for Facilities Task Force – The BOT reviewed the draft Facilities Taskforce charge. Several minor changes were made. It was recommended that members be elected for either a two-or-three-year term to alleviate the entire task force leaving at one time. Donna will update the document and resend.
  3. Update on Charge for Long Term Stewardship Planning and Execution Committee (LTSPEC) – To be discussed at the September 10, 2024 meeting.

1. The meeting was adjourned at 5:14 PM.

Next Board Planning Meeting, September 10, 2024 (In Person/Hybrid)

Respectfully submitted,

Jane A. Miller

Member-at-Large