

UUFCM Board Meeting
May 1, 2022
Draft Board Minutes

Present: Jennifer Davis, Elaine Emerick, Terrie Robbie, Guy Newland, Drew Frantz, Norma Bailey, Jodi Fisher, Stacey Pattison

UUFCM Board Covenant

As members of the UUFCM Board of Trustees, we covenant to keep the best interests of the congregation at heart and to carry out the trust placed in us as guardians of the Mission and the Principles and as stewards of the resources of our church.

We commit to:

- Be prompt, prepared, present, and to participate.
- Communicate respectfully; all will be heard and we will seek consensus.
- Use discretion in communications beyond the Board.
- Support the decisions and policies of the Board
- Keep confidential the details of Board discussions held in closed session

UUFCM Mission Statement

To be a religious community guided by love transforming our lives and our world.

1. Chalice Lighting—Norma
2. Check in and welcome
3. Visitor comment
4. Minutes of April 10
 - a. Guy moved to approve the April 10, 2022 minutes as presented, Stacey seconded. Motion carried.
5. Treasurer's time
 - a. Donation statements to send. Terrie is working on the documents to send, and they will be sent as quickly as she can.
6. Reports—questions or concerns
 - a. Minister's report – see New Business
 - b. Worship Team report
 - c. Coordinating Team report
 - d. Youth RE Team report
 - e. Building, Grounds and Safety Team – no report
 - f. Social Justice Coordinating Team – no report
 - g. Communications Coordinating Team report
 - h. Adult RE Committee report
 - i. Shared Ministry Team report
 - j. Coronavirus Task Force oral report
 - i. We are postponing the restart of coffee hour (indoors). Coffee hour outdoors may be a possibility when the weather warms up.

7. Old Business

- a. Revisit Edward Jones Calvert Fund decision (Guy) *postponed
- b. Thank you to Jodi for portable speaker and COVID tests.
- c. Update on Stewardship Drive and decision about final budget to present at the annual meeting (Guy) – Terrie reported that we have a deficit in pledges versus our proposed budget. We decided to leave the budget proposal as presented, recognizing that other income will come from people donating without pledging, the plate collections and rentals.
- d. General Assembly June 22-26 – attendee/delegates
 - i. Guy moved to approve David Macleod as a second delegate, Jodi seconded. Motion carried.
- e. Supervision of Staff, Keeping of Personnel Files, and Hiring Practices – Jodi moved to approve the Policy for Supervision of Staff, Keeping of Personnel Files, and Hiring Practices as presented, Guy seconded. Motion carried.
- f. Need for means of access for Grace Rollins – Building Team - We need to have more information before making a decision. For the time being, for those people who can't access the sanctuary, we will host them in the Fellowship Hall sharing the Zoom worship service on our TV monitor. Gisela will arrange for a host and others to sit with Grace.
- g. Plan for annual meeting – agenda, prepare electronic balloting for candidates, budget and bylaw revisions, annual report, volunteer recognition, and delegates for GA – Norma reviewed the agenda.
- h. Staff contracts (Drew and Kirsten)
 - i. Jen and Norma will review the contracts and bring them to the June board meeting for approval.

8. New business

- a. Need to approve increased hourly wage for Andrea Prout (cleaning)
 - i. Costs have increased for supplies.
 - ii. Guy moved to approve increasing Andrea Prout's wages to \$75 per week, Stacey seconded. Motion carried.
- b. Worship Tech Assistant Proposal (Drew) – Drew presented three options regarding our need for technical assistance in the summer since Claire is living at home now.
 - i. Guy moved that we go with Option A to pay our Worship Tech Assistant (Claire Lester) 52 weeks of the year for providing all the worship service technology, with the exception that in the summer there will be a sanctuary volunteer to take care of the OWL device and recording and a home tech volunteer to serve as Zoom social host from 10:00-10:30. Stacey seconded. Motion carried.
- c. Document retention policy (Finance Team?) - Norma will contact MidAmerica Region to see if they have suggested policies.

- d. Periodic audit of the Fellowship's financial status (in bylaws) (Finance Team?) - Norma will contact MidAmerica Region to see if they have suggested policies.
 - e. Chalice lighter process and grants – Norma will contact MidAmerica Region to see if they have a list of those UUFCM members who already contribute. Once we have that information, we will explain the process to congregants to see if others will also donate as having enough donors will make us eligible for grants (next date is August 15 to apply).
 - f. Discussion about the size of the Board. Postponed.
 - g. Zoom accounts
 - i. We need to purchase an additional Zoom account to host the number of meetings occurring at the same time and/or to alleviate people using their personal accounts.
 - ii. Elaine Emerick will investigate and report to the board at our June meeting.
9. Tickler review
- a. Liaisons –
 - i. Teams estimate large sum spending by June 30 to treasurer
 - ii. Remind teams to create sparkly content – pictures, videos, etc. – to Kirsten
10. Fellowship Life meeting – May 15 – Annual meeting
11. Visitor comment