

**UUFCM Board Meeting
August 14th, 2022
Draft Minutes**

Present: Norma Bailey, Cynthia Damer, Stacey Pattison, Debbie Reid, Penny Swart, Victoria Sladek, Elaine Emerick

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–Stacey - The Teaching Bean

2. Check in and welcome

3. Visitor comment

4. Minutes of July 10th Norma moved to approve the July 10th, 2022 board meeting minutes, Debbie seconded; motion carried.

5. Treasurer's time

- a. Latest bank and investment account statements - documents to be filed

6. Reports—questions or concerns

- a. Minister's report – report
- b. Worship Team - report
- c. Coordinating Team- report
- d. Youth RE Team – report:
- e. Building, Grounds and Safety Team – report (see new business)
- f. Social Justice Coordinating Team – 2 reports
- g. Communications Coordinating Team - report
- h. Adult RE Committee- report
- i. Shared Ministry Team – no report

- j. Coronavirus Task Force – report (see new business)

7. Old Business

- a. Contract for Claire:
 - i. iMailed on July 12th, but it has not arrived. Norma will have her sign again when she returns August 21.
- b. Periodic review of the Fellowship's financial status:
 - i. Norma has all of the financial records and contacted Dorothy Howard to help us review our records. That office cannot do the review because they do our payroll for us. We will investigate someone to hire next summer (2023).
- c. Chalice lighter process and grants (deferred)
- d. Google Work Space update:
 - i. There is a wide spectrum of comfort levels across the groups, and time will be needed to continue growing our skills. There will be a UUFCM shared drive to collect all documents administered by Drew, Kirsten and the three presidents.
- e. Need for means of additional access for wheelchair ramp:
 - i. Deferred until board retreat.

8. New business

- a. Discussion about the size of the Board (deferred)
- b. Proposal to adopt document retention policy - Norma
 - i. Terrie Robbie and Norma Bailey decided to go with the IRS recommendations, and then removed the non-applicable items. Norma moved to approve the Documentation Retention Policy, Cynthia seconded; motion carried. Cynthia suggested that once a year we review the files to make sure they are in order.
- c. Proposal for hiring RE assistant and childcare workers (deferred)
 - i. Hire an RE assistant for four hours per week
 - ii. Hire two childcare workers approximately three hours per week
 - iii. Board consensus is that two childcare workers makes more sense. We would like to see more financial planning and further discussion from the RE team.
- d. Proposal and recommendation from covid task force
 - i. Coffee hour, potluck, and harvest feast
 - 1. Norma moved to open the coffee hour, potluck, and harvest feast with masks optional, Penny seconded; motion carried. Norma will put this in the e-News. Stacey will ask George Lentz and Jen Prout if they would be willing to host the potlucks.

- ii. Board members are asked to reserve every fourth Sunday to consider COVID recommendations if needed.
 - iii. Monkeypox-COVID task force (deferred)
 - 1. At this point, we ask that monkeypox be included under the umbrella of the COVID task force.
- e. Proposal to replace bathroom windows
 - i. Downstairs bathroom windows are falling out and have to be replaced immediately. Norma moved to approve the bid from Paul Fisher to replace the windows for approximately \$1100, Cynthia seconded; motion carried
- f. Plan for board retreat
 - i. Topics included: RE program, bringing the congregation together, additional access to the building, the proposed new principles and Board goals
 - ii. Proposed new dates September 16,17,23, or 24th from 5-9 pm. We'll check with Terrie for availability.
 - iii. Cynthia volunteers to host
- g. Commissioning of board members at the picnic: Two Board members are not available.

9. Tickler review

- a. Membership renewal updates (71 members)

10.Fellowship Life meeting –August 21st - progress on Google Workspace, replacing bathroom windows, new door, change in COVID policy, picnic, Monkey Pox

11.Visitor comment