

**UUFCM Board Meeting
December 11th, 2022
Proposed Minutes**

Present: Norma Bailey, Cynthia Damer, Drew Frantz, Stacey Pattison, Terri Robbie, Victoria Sladek, Penny Swart, 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**

2. Check-in and welcome

3. Visitor comment: No visitors.

4. Minutes of November 13th

- a. Penny moved to accept the November 13th minutes as presented, Cynthia seconded. Motion approved.

5. Treasurer's time: Second quarterly treasurer's financial report to be prepared for the January board meeting.

Question: how do we handle expenses that were for last year's budget but were not yet spent?

- a. Money spent will go into the appropriate category for this year. It will have to come out of this year's budget.
- b. Costs are increasing
- i. The cost to have payroll prepared is increasing.
 - ii. Donating online costs money, and those fees are increasing.
 - iii. Childcare costs increased this year, as we added more staff.
 - iv. Mail chimp, venmo, and zoom all increased.
 - v. Postage also increased.
 - vi. Contributions are being kept at \$1000

6. Reports—questions or concerns

- a. Minister's report – report
- b. Worship Team -No report
- c. Coordinating Team- report
- d. Youth RE Team – No report
- e. Building, Grounds, and Safety Team – No report
- f. Social Justice Coordinating Team - report
- g. Communications Coordinating Team-No report
- h. Adult RE Committee- report
- i. Shared Ministry Team – report
- j. Coronavirus Task Force – report

7. Old Business

- a. Chalice lighter process and grants (deferred until January)
- b. Status of Debbie's position on the board
 - i. She is planning on returning in February.
- c. Follow up with Lane Powell (update)
 - i. Drew will follow up with a letter once he gets a mailing address, and Norma will ask Guy to contact Lane to have this year's donation sent.
- d. January retreat planning team-(including bylaw change vote)
 - i. Norma shared that Dave Macleod, Guy Newland, Drew Frantz, Jim Dealing, Laura McBride and she had met and have tentative plans, waiting on the UUA to provide the next updated version. There will also be a vote on the revised bylaws concerning the change in the Board size, so a message has to go out 30 days before the retreat. They would like to provide a hot breakfast at 8:00 and have Board members all call members and friends to attend.
- e. Wheelchair access task force (Cynthia, Jen Prout, Elaine)- update deferred
- f. Stewardship Committee names (finalize)
 - i. Norma reported that three people had agreed (Mary Alsager, Darlene Ritchie and Drew) but she would ask two more people.
- g. Minister evaluations are due December 12th to Norma or Stacey
- h. Photo of board members (take photo during the meeting)
 - i. Need more information from Gisela as to the use of the photo. Could directory photos work? We'll postpone until we get further information.
- i. Board budget request for finance team.
 - i. Terrie shared the numbers that she, Stacey and Norma had worked on that the Board is responsible for presenting.
- j. Salary packages request for finance team.
 - i. There was lengthy discussion about the minister's increase in salary.

- ii. 1.5% increase in salary would equate to \$88,000.
- iii. Norma moved to increase salary by 1.5% and increase his in lieu of by \$50 per month, Stacey seconded. 5 aye, 2 nay, 1 abstention.
- k. Board draft philosophy of supervision discussion was postponed.

8. New business

- a. Board president to be added to mail chimp
 - i. This will allow the President to email out alerts as needed without needing to contact Kirsten. This is particularly helpful if scam alert is needed. Stacey will receive training from Kirsten.
- b. Google drive question about access to edit (Terrie or Elaine)
 - i. Can everyone edit? Yes, but we acknowledge that no one on the Board should be editing minutes for any other group.
- c. Proposed membership for the nominating committee (past president, one additional board member, and one non-board member)

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- i. Four positions to be elected for 2023-2024: President-elect, 1 year trustee, 2 year trustee, Board Secretary
- ii. Cynthia volunteered to join the nominating committee.
- iii. Ideas for Nominating Committee: Guy Newland, Kevin Daum, Jen Davis, Laura McBride, Jen Prout
- d. Motion to approve the policy for nursery workers when no children are present.
 - i. Norma moved to approve the policy as presented, Cynthia seconded. Motion approved.
- e. Evaluation of Kirsten (administrative assistant)
 - i. Board has received the review of Kirsten; there are no concerns at this time. She will be given her evaluation.
- f. Evaluation of DRE
 - i. Board has received the review of the DRE; there was discussion about some concerns the Board had about the evaluation. He will be given his evaluation.
- g. Set date for February budget hearing (February 19th)

9. Tickler review:

- a. Liaisons need to tell their teams to get budget requests to the finance team (Terrie) by December 15th.
- b. Notify members about changes of bylaws (to be announced at fellowship life meeting and e-News as well as a direct email message)

10. Fellowship Life meeting – December 18th. Retreat, proposed bylaw changes, UUFCM 20th anniversary.

11. Visitor comment