



# Minutes

Board of Trustees Meeting  
February 28, 2023  
6:00-8:45  
UUFD Office Conference Rm

**Board Members Present:** John Redemske, President; Steve Govreau, Vice President; Carolyn Miller, Secretary; Mark Swanson, Treasurer; Jill Bystydzienski, Member-At-Large; Beth Connors, Member-at-Large; Rev. Barbara Coeyman, Interim Minister

**Guests:** Ilona Hruska, Christy Pennington, Sherrod Beale, Tom Miller, Tim Miller, Bob Griffith

**I.a Meeting Called to Order** by John Redemske (JR). Opening words read by Carolyn Miller (CM). Chalice lit by JR. Newly adopted Board Covenant read by JR. Processor observer role assigned to Beth Connors (BC)

**Check in completed**

## **I.b Consent Agenda Adopted**

- 1) Reinstitute Governance Committee to help Board with Bylaw and Policy revisions
- 2) Approve Board Covenant

## **I.c Review Action Items**

- 1) Consolidate Zoom accounts to reduce expenses – **Still in process**
- 2) Identify tasks performed by Connections/Membership Coordinator – **OA and Minister will do**
- 3) Replacing panic bars – **Mike Trefry will start by replacing panic bar on Sanctuary door paired with keypad. Expect \$1000-1200 – Completed**
- 4) Masking signage and email concerning COVID - **Completed**
- 5) Announcement informing Fellowship about UUA GA delegates – **Completed**
- 6) Research legal/contractual requirements for childcare workers – **Still in process**

**II Public Comment** – None

## **III Treasurer's Report Pre-read**

Able to cover this year's budget without using reserves as personnel spending was below budget and extra income came in from Columbine rental. Pledge fulfillment this year is expected to be 96% of budget. Our retained earnings are projected to be \$112,000, but the Board is approving setting aside around \$32,000 for anticipated ministerial search expenses and facility maintenance. Retained earnings, after set-asides, are projected to be approximately \$80,000.

## **IV 2023-2024 Budget**

Discussion of Town Hall presentation on Sunday, March 5<sup>th</sup>. The Board, prior to the Town Hall, will have a sense of what the budget is projected to be for next year. It is anticipated that there will be about a \$12,000 increase in expenses. We will need a 12 to 13 percent increase in pledges from current pledgers to make up for attrition experienced in FY23. Balancing the FY24 budget will require a significant infusion of cash from reserves. A suggestion was made that we investigate facility rental to augment the budget.

## **V Increase Ministerial Reserve Fund**

**Motion: The Board reallocates \$21,000 from our unallocated cash reserve (a.k.a., retained earnings) into the Ministerial Reserve to cover the costs of the Ministerial Search and the moving expenses of the called Minister.**

1st Mark. 2nd. Passed

## **VI Restore the Contingency Reserve to \$25,000**

**Motion: The Board, recognizing the importance of maintaining the Contingency at a level of \$25,000 to cover the costs of major maintenance, repair, and replacements of UUFD's physical plant as well as**

**major unanticipated expenses impacting other aspects of UUFD's operations, hereby re-allocates \$11,632 from our unallocated cash reserve (a.k.a., retained earnings) into the Contingency Reserve.**  
1st Mark. 2nd. Passed

Short discussion. How many dollars will still be in fund? Slightly less than \$80,000.

## **VII Minister's Report – Executive Session**

### **VIII Bylaw Changes – Pre-read**

**Bylaws Article 7, Sections 4 and 5:** A revision pertaining to duties of the Secretary and the Treasurer: would allow Secretary and Treasurer to delegate some of their duties while they still provide oversight. The Treasurer has already been doing this so the revised Bylaws will reflect long-standing practice.

#### **Bylaws Article X, Section 4. Ministerial Search Committee, and Section 5. Calling a Minister:**

Revisions to Bylaws for selecting a Ministerial Search Committee

X.4 Ministerial Search Committee

MSC will have up to 7 members. The Board, not the Nominating Committee, presents slate for the MSC. Additionally, the Bylaw now specifies that the process will be defined in Board policy.

X.5: Calling a Minister: New Section 5A replaces old sections 5A and 5B

Made more concise and required affirmative vote went from eighty (80) percent to ninety (90) percent

John had several conversations with Christine Purcell, Transitions Program Manager on the Congregational Life field staff team at UUA, about the Ministerial Search Committee (MSC) selection process. The Board had much discussion of the **Pre-read** from UUA Settlement Handbook, p. 35-38, with John's questions in yellow, and Christine's responses in green.

The Transition Team (TT) will take the lead on the process to select MSC. Board will assist if needed. The Board authorized the Transition Team to write up a draft of the MSC process to distribute at the Town Hall on March 5, 2023.

Rev. Barbara strongly recommended a hard 7 members for the MSC and not 5-7. The TT will conduct a phone poll of the whole congregation as soon as possible after the pledge campaign is over. They will communicate to the Board the top people from the list of all people recommended by the Congregation, and the Board will choose a diverse slate of people for the MSC. The Congregation will then vote for the Board selection for the MSC.

Tom Miller (TT) said we should make it clear that this a Board-driven process and the Board authorizes the TT to manage it. It was agreed by all Board members present that, although we do not have a policy on the selection process, the TT will take the lead on defining the list of candidates willing to serve on the MSC.

"Friendly" amendment of "from 5-7 members" to "up to 7".

**Motion: Approve proposed Bylaw modifications as amended for presentation and approval at the Special Congregational Meeting on March 26, 2023.** 1<sup>st</sup> Beth. 2<sup>nd</sup>. Passed.

### **IX Contemporary Concert Series**

Approve Bob Griffith to proceed with planning a "Contemporary Concert Series" at UUFD. Bob will also bring his Lifelong Learning presentation, "History of Motown Records", to UUFD as an event this spring. Bob attended the Board meeting to present detail on how he would proceed with planning the concert series. He will also come up with a calendar date for the Motown talk.

**Motion: approval for Bob Griffith to go ahead with planning up to 6 contemporary concerts.**  
1st Mark. 2<sup>nd</sup>. Passed.

### **X Governance Model Revision**

Review and approve January 2023 updates to UUFD Organizational Chart. The new chart embodies changes relating to the Personnel Committee/Team, Transition Team, Nominating Committee, and Building and Grounds Committee.

## **XI Personnel Committee Charter Revision**

The Personnel Committee will become the Personnel Team. This requires changing the Personnel Committee Charter. The Personnel Team will now be under the Minister. A revised Personnel charter, with delineation of responsibilities, will be a collaboration of the Minister, the Board, and the Personnel Team.

## **XII E-Correspondence – Discussion tabled due to lack of time.**

### **XIII E-Mail Motion to Allocate Funds for UUA General Assembly**

**Motion submitted by email: The Board will allocate \$2,000 from account 62120 (Leadership Training) and \$200 from account 65500 (Mid-Year Contingency), a total of \$2200, to cover the cost of attending UUA GA for the Youth Programming Coordinator, Harrison Wendt, and the Office Administrator, Nikki Bauer. 1<sup>st</sup> Mark. 2<sup>nd</sup>. Passed.**

### **XIX E-mail Motion to allocate funds for OWL program.**

**Motion submitted by email: The Board transferred \$2900 from account 68200 (Office Administrator) to account 68180 (FF Teacher) to cover the compensation of OWL teachers, inclusive of prep time. 1st Mark. 2<sup>nd</sup>. Passed 2/2/2023.**

### **XX Proposal to sponsor BSA girls' troop.**

The UUFDB Board of Trustees declined the proposal to sponsor a BSA girl's troop proposed by members Sarah Goodpastor and Ken Rice, and potential leader, Rick Petersen. Discussion included the congregation, the Social Responsibility and Justice Coordinating Team and the LGBTQIA+ Justice Team members. In the end, the issue of gender inclusiveness inconsistencies in the BSA rules could not be reconciled by the Board.

## **8:40 Closing of Meeting**

Closing words/Extinguishing Chalice – Minister

## **Next Meetings**

Deep Chair: Tuesday, 21 March, 6-8 pm

Board Meeting: Tuesday, 28 March, 6-8 p.m.

## **Action Items**

*Carried forward:*

- 1) Consolidate Zoom accounts to reduce expenses – Steve
- 2) Research legal/contractual requirements for childcare workers – Carolyn

*New Items:*

- 1) Prepare timeline for budget meeting and annual meeting – Carolyn
- 2) Draft of budget presentation to Board prior to Town Hall on March 5<sup>th</sup> – Mark
- 3) Budget review on Sunday, April 30, by congregation prior to annual meeting on May 21<sup>st</sup> - Mark
- 4) Transition Team will provide draft of the MSC process for the March 5<sup>th</sup> Town Hall – Transition Team
- 5) Revision of Personnel Charter – Collaboration effort
- 6) Update Board Policy Manual with new Board Covenant - Carolyn

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Respectfully submitted by Board of Trustees Secretary: Carolyn R. Miller

Date approved by the Board of Trustees: August 18, 2023