



Minutes

Board of Trustees Meeting
April 25, 2023
6:00-8:00
In person and Zoom

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

Guests: Tim Miller, finance Chair; Sherrod Beale, Healthy Congregation Committee Chair; Nancy Fisher, Covid Advisory Committee; Tom Miller, Judy Hayes, and Mike Trefy, all from Transition Team

Recorder: Ilona Hruska

I.a Meeting Called to Order by John Redemske (JR) Opening words and chalice lighting by Steve Govreau (SG), Board Covenant read by Jill Bystydzienski (JB). Processor observer role assigned to SG

Check in completed

I.b Consent Agenda

- 1) Minutes of 3/28/23 – In process and will be submitted to Board
- 2) Policy exception for Sharon Mignerey's dog in the office with conditions moved to item #14.

I.c Review Action Items

- 1) Consolidate Zoom accounts– **Still in progress; Steve needs data from bills that Mark can provide**
- 2) Identify tasks performed by Connections/Membership Coordinator – **Done**
- 3) Research legal/contractual requirements for childcare workers – **Still in progress with Carolyn**

II Public Attendee Comment

Sharon Beale reported there will be an Healthy CCongregation Committee (HCC) workshop on May 6, and wants to send out an announcement on Constant Contact. The Board advised her to check with Rev. Barbara about this. John Redemske noted that there is a significant outlay of funds to put this workshop on so it is worthy of a stand-alone email.

Nancy Fisher asked if there is a COVID exposure at church will Constant Contact (CC) be available for an announcement. The Board determined that it is Rev. Barbara who needs to approve use of CC, not the Board.

IIb Motion to add to Other Business – None

III Treasurer's Report Pre-read

Pledge income for 22-23, on the curve, as expected. There will be a surplus at end of year per situations as previously explained. End-of-year surplus around \$12K. Buildings and Grounds (B&G) higher expenses than anticipated – snow removal, utilities, new locks, dishwasher. Have recognized some of those increases in FY24 budget. Non-operational dollars - \$28K set aside for ministerial transition.

Scholarship Fund – recommend not putting dollars into this line item in FY24. Expenditure of funds is driven by requests from Durango Adult Education (DAEC) which have not been received.

IV 23-24 Budget

Discuss additional income received for funding the FY24 budget and where to apply those funds. As this is sensitive information on the spreadsheet, no names will be mentioned. As of Tuesday afternoon, new dollars received in additional pledging and cash totaled \$41,000. \$11K of these dollars will be encumbered for OWL and the Music Scholarship and “Mortgage Burning”. After subtracting encumbrances, there will be around \$30k which includes a “questionable” donation and the usual anticipated 4% of slippage for all pledges.

Bottom line – the deficit for the 23-24 budget will be covered by these additional funds. The request for additional dollars from the congregation will be open until Thursday, as stated, so we may still receive more dollars. Any cash received will be added as non-pledge contributions.

As there is now a surplus, there are choices: restore cuts, put balance in reserve, raise OA hours closer to where they were in past years, put more dollars in Music Director line item to attract a robust Music Director, make utilities match actual costs in FY23, increase communications line, add to mid-year contingency in anticipation of unexpected increases.

Leadership training: in coming years, need to enhance Leadership Training for our lay leaders. Such costs for staff should come from their professional expenses.

Need fund defining documents, similar to OWL and Music Scholarship, for DAEC GED program, Recital Series, Four Corners Retreat, etc.

Staff travel – stay away from funding travel for staff as part of an employee agreement.

Music Director position – We may have an applicant who would be interested in “the all in one” position. Budgeted salary was very minimal; Chief of Staff given flexibility to negotiate compensation via contingency funds.

Suggestion made to give Chief of Staff a personnel budget so they may allocate funds. Chief of Staff and Personnel Team would assess pay schedules. Setting up a staff contingency fund would give the Chief of Staff the ability to use dollars in the contingency fund without having to stay within a fixed amount. Recommend putting \$6k into Staff Contingency Fund.

Put surplus and any additional contributions over the next 2 days into retained earnings to carry over into the next year (FY25). Decisions for use of mid-year contingency funds stays with the Board.

Motion by Steve: Present proposed budget to congregation with adjustments discussed above. Seconded. Passed.

Thank you notes for all of the contributions that came in this week will be written by SG and CRM on behalf of the Board. Kathleen Adams will coordinate that effort.

V Retire Mortgage

Discuss and approve retiring the mortgage using funds from the Legacy Fund. Mortgage balance EoFY23 at \$89,500

Motion by Mark: Move that at end of fiscal year we will retire our mortgage using donated funds with remainder to come from Legacy Funds. Seconded. Passed.

VI Contingency Fund

Discuss and approve moving \$13k from reserves to Contingency Fund to cover Sanctuary HVAC system.

Motion by Steve: Move \$13k from reserves to the contingency funds to cover HVAC. 2nd. Passed

VII Move OWL (Our Whole Lives) to an off-budget account

Discuss and approve setting up OWL as an off-budget account.

Motion Mark - approve setting up OWL as an off-budget account and approve the defining document. 2nd Passed.

Document should become part of Board Policy documents and documents should be created for all such funds. Retain document as written by Mark as well as the last sentence. An \$8,000 donation was received for the initial OWL fund.

Discuss Music Scholarship at end of agenda and move on to Minister's Report.

VIII Minister's Report

1) Ministerial Town Hall

As Interim Minister and a mirror to our congregation, Rev. Barbara recommended UUFD move forward to Pastoral style and away from Fellowship style. Fellowships typically don't grow, and a well-developed Pastoral style will help with growth in programs. A minister in search will want to know that you want them to be the leader of a Pastoral church. Rev. Barbara a reference book, "The Relationship between Authority and Ministry." The point is made that the Minister is responsible for organizing the entire scope of worship services. This needs further clarification with the UUFD Fellowship as was apparent at the last Town Hall Meeting.

2) Seven Competencies – UUA Defined

Rev. Barbara wants to underline the importance of the 6th competency, which is the relationship with the denomination (UUA). Future ministerial applicants will notice our working relationship with the UUA.

3) Transition Team –

4) Their next focus area is to work with the congregation on the meaning and importance of our covenant. "Unlocking the Power of Covenant" is an important reference tool. The whole congregation will benefit from work on the covenant, which should be written as a group by all those persons affected by the covenant.

Comments:

JR – intention of the Town Hall is educational and opens minds to other alternatives.

CM – Thought Town Hall went particularly well and noted there was positive input about changing Joys and Sorrows.

Ending actions:

Rev. Barbara authorized to offer the Office Administrator a 1-year contract.

No additional information on the Connections Coordinator position is needed.

IX Review of the Ministerial Search Ccommittee List of nominations by the congregation.

Discuss final 7 people for the Ministerial Search Committee from the 9 receiving the most votes in a survey of the congregation. These people have agreed to serve on the MSC.

Four members of the Transition Team were present for this discussion: Tom Miller, Judy Hayes, Sherrod Beale, Mike Trefry. There was a concern that young families, working people, etc. would not be represented on the MSC. The Transition Team followed the set process and, as it unfolded, it was clear that the MSC will be representative of everybody. Thank you to the Transition Team for pulling this together!!

The Board will request statements of interest from all 9 nominees to assist the Board in discernment about developing a team that works well together.

ACTION: John R will draft a letter to all of the nominees asking for their statements. Rev. Rev. Barbara offered to meet with the Board to help with discernment about approving the MSC. The votes received by each candidate will be confidential.

The Board will meet to discuss the nominees after their statements are received, and the slate will be presented for affirmation at the annual meeting on May 21, 2023. The MSC will choose their own chair. It is recommended that committee members not have other UUFD obligations and responsibilities.

X Board Member Requirements

Tabled due to time constraints..

XI HCC Appointment

Motion by Steve to appoint Aline Schwob to the Healthy Congregation Committee (HCC). Seconded. Passed

XII Rental of UUFD facilities Policy Review – Pre-read

Tabled due to time constraints.

XIII Music Scholarship Fund

Motion by Mark to create a Music Scholarship Fund with defining document like the OWL funding document. Seconded. Passed

XIV Board Policy exception for Sharon Mignerey’s dog in the office with conditions.

The Board declined to change the policy of animals in UUFD facilities. John R will notify Sharon to that effect.

XV Closing of Meeting

XVa Process Observation Report - SG

The meeting went over the scheduled time, but we did good work. Everyone contributed. Going forward, the Board will practice good communication skills, acknowledging and considering all questions. Rev. Barbara plans to offer a “Circle of Trust” workshop to the Board.

XVb Summary of New Action Items

- 1) Colorado DOL unemployment insurance – SG will make sure the Employee Handbook states clearly that UUFD, as a church, does not pay unemployment insurance.
- 2) SG will check with Personnel Team about what needs to be posted concerning unemployment insurance.
- 3) Need a signed copy of Rev. Barbara’s contract – SG
- 4) \$1,000 into the UUA for sabbatical funds for Interim Ministers – MS
- 5) Writing thank you notes to donations received this week – SG and CM
- 6) Prepare presentation of budget at Town Hall meeting on April 30 – MS
- 7) Write email to MSC nominees for additional information – JR
- 8) Write email about Board policy on animals in the facility – JR
- 9) Write funding documents for the Music Scholarship, Durango Adult Education GED program, the Recital Series, and Four Corners Retreat. MS

XVc Closing words/Extinguishing Chalice - SG

XVd Next Meetings

Deep Chair: Tuesday, 16 May, 6-8 pm

Board Meeting: Tuesday, 23 May, 6-8 p.m.

XVe Adjournment – 8:46 p.m.

Recorded by Ilona Hruska

Respectfully submitted by Board of Trustees Secretary Carolyn Miller

Date approved by the Board of Trustees: September 26, 2023.