



## Minutes

Board of Trustees Meeting

September 26, 2023

6:30-8:35

UUFDF Conference Room, Zoom

**Board Members Present:** Steve Govreau, President; Carolyn Miller, Secretary; Mark Swanson, Treasurer; Beth Connors, Member-At-Large; Sherrod Beall, Member-At-Large, Rev. Barbara Coeyman, Interim Minister

**Absent:** Jill Bystydzienski, Vice-President

**Recorder:** Ilona Hruska

**Guests:** Anna Royer, Worship Associate; Kathleen Adams, Stewardship; Janine Hearn, Durango Dementia Coalition

**Ia Meeting Called to Order 6:40 pm** by Steve Govreau (SG) Opening words by Mark Swanson (MS), Board Covenant read by SG. Processor observer (all)

**Check in completed:** Sherrod provided a check-in topic:

In terms of UUA's new vision of anti-racism, anti-oppression and multiculturalism, what one word would you add. Suggestions were loving, respectful, compassionate, courage, humility.

### **Ib Consent Agenda**

**Motion to approve**

**1st Carolyn. Seconded. Passed.**

- 1) Approved Minutes of 3/28/23, 4/25/23, and 8/22/23
- 2) No minister's report
- 3) Approved appointment of Brenda Huffman to the Healthy Congregation Committee
- 4) Rescheduled Board retreat to October 28, 2023
- 5) Approved President or Vice-President to sign Office Administrator Employee Agreement

### **Ic Review Action Items**

1) A working subcommittee, Sherrod, Steve, Mark (Sec. B), and Jill, will review the Board Policy Manual in October, revise it, and present for BOT approval at the November BOT meeting. The various committees and teams will review their charters and submit changes.

[Review and revision in process.](#) [Rev. Barbara contacted her teams.](#) [Deadline is October 15, 2023.](#)

**Action: Steve will provide a charter template to Rev. Barbara for the teams and committees.**

2) At September 12th Leadership Council Meeting, Steve will ask all committees and teams to review their charters as soon as possible. [Done.](#)

3) Steve will ask Bill Wallauer, Lisa McCorry, and Donna Nelson if any policies exist for Risk Management Team.

[Teresa Jordan located a draft of the emergency evacuation plan posted by the AV Station in the Sanctuary and sent a copy to SG. which states an evacuation drill is needed at least once a year. Rev. Barbara asked that a convenient time for a drill should be determined \(before the cold weather, or in the spring\). If no one steps up for the Risk Management Team, the Board will handle this drill. Sherrod volunteered to type the Emergency Evacuation document up if an electronic one is not available.](#)

**Action: review the Emergency Response plan and schedule a drill. – Steve**

4) Steve will notify congregation of the 6:30 pm September BOT meeting time, and Town Hall October 1, 2023. [Done.](#)  
[Board retreat rescheduled for October 28, 2023.](#)

## II Public Attendee Comment

A congregant with "Friend" status attended the Board meeting to give their perspective on a recent staffing decision in which they thought the Minister and Board fell short.

### IIa Proposed topics for discussion

None

### IIb Motion to add to Other Business

None

## III Durango Dementia Coalition – Pre-read

Janine Hearn, franchise owner of *Home Instead*, and representing the Durango Dementia Coalition, was introduced by Kathleen Adams. Janine is requesting to use Bowman Hall to provide elder care for clients diagnosed with dementia. The organization (not a 501c3) has received a grant from the Easter Seal of Colorado to fund those who cannot afford elder care. Under the auspices of the business, *Home Instead*, the required licensing and needed staff for this program are available, but there is no facility to house the program. Having access to Bowman Hall would give the Durango Dementia Coalition a space to provide meaningful and engaging activities for their clients. The local Senior Center does not have available space, but has offered transportation to and from UUFD and would provide a free lunch at the Senior Center for participating clients.

Discussion covered the use of Bowman Hall, the impact on UUFD staff and daily operations.

People - ratio of 1 caretaker to 4 clients; no more than 12 clients.

Hours - 2-3 hours, two to or three days a week, preferably mornings.

Fees - \$60 per patient per visit; staff paid \$20/hr.

Safety parameters – each client would be assessed and information from the assessments shared with staff. Clients who are incontinent or on a medication regimen would not be included in this program. Clients would be physically capable of using the existing restroom in Bowman.

Noise - there would be some noise, perhaps ukulele lessons, dementia friendly yoga and pilates, and arts and crafts. Use of Bowman by Days for Girls does not seem to present a significant distraction to the office staff in upstairs Bowman Hall.

Furniture - mostly tables and chairs which are already in Bowman Hall.

Storage for supplies - if available, would be a bonus.

Liability insurance - would be provided by *Home Instead*, and would cover every eventuality.

A UUFD point person - would be needed in case of an emergency in the building. UUFD would need to determine how this would work and provide contact people.

Kathleen Adams commented that UUFD has provided free use of the building for non-profit use in the past; this proposed use would be a way to take our mission out beyond UUFD.

Steve G. asked if the Coalition would be open to a one-month trial period to assess how using Bowman would work; this would work for them.

**ACTION Steve will present to the congregation this proposal to use Bowman Hall. BOT will further discuss this proposal.**

#### IV Minister's Discussion

No report this month, but AV update. Rev. Barbara met with the Personnel Committee this week about AV needs. As of October 15, we have no more AV volunteers. Justin Hubbard, Chair of the Music Department at Fort Lewis, will be at the Sunday service on October 1, to assess our AV needs. He will work with AV volunteers that Sunday. He has also agreed to cover, for a fee, the AV for Sunday, October 22<sup>nd</sup>, when Keith Kron of the UUA will be the minister for the Sunday service over *Zoom*.

#### V Negotiation Team for Settled Minister:

Following the guidelines in the Settlement Handbook, there will be one Board member, one congregant member, and one MSC member on the Negotiating Team. This team will be an Ad Hoc Committee that reports to the Board. The MSC will choose 3 pre-candidates. After observing these ministers in other pulpits, they will choose a final candidate. This final candidate will visit UUFD for a candidating week, giving two Sunday sermons and reflections, meeting with committees, teams, and congregational leadership. The congregation votes up or down on this final candidate. Contract negotiations occur in March, 2024.

**MOTION: appoint Mark Swanson and Peter Tregillis to the Negotiating Team for a settled minister.**

**1<sup>st</sup> Beth. Seconded. Motion passed, with one abstention.**

Mark noted that the minister's contract covers many important items including compensation, hours and days of service, relations with the congregation, and governance.

**ACTION: BOT will review the UUA version of a ministerial contract by October 15, 2023.**

#### VI Treasurer's Report – Pre-read

Treasurer's report submitted earlier today. At this point, it is early in the year and UUFD is doing fine. Income is ahead of what was expected. There is nothing to worry us at this point. Our retained earnings are around \$38,000. However, there is the sustainability plug, that is not enough for the next 2 years.

#### VII Minister's Housing Allowance – Pre-read Mark S

Annual approval of the housing allowance is required by UUA. There are no changes to the housing allowance for the upcoming year.

**MOTION: Approve the Minister's housing allowance at the current level of \$1,561.10.**

**1<sup>st</sup> Mark. Seconded. Passed.**

#### VIII FY Budget Amendment – Pre-read. Mark S

Our budget had \$6,000 for the Chief of Staff to use for staff compensation. Our Music Director is covering more Sundays than budgeted and there are lower Liturgical Musician expenses.

**MOTION: Reallocate Sub-accounts of the Non-Ministerial Staff Account as follows:**

**increase budget line 68440 (Music Director) from \$19,500 to \$28,800;**

**reduce account 68350 (Liturgical Musicians) from \$9900 to \$6700;**

**reduce account 68500 (Staff Contingency) from \$6000 to \$3400, with no resulting net change in account 68000 (Non-Ministerial Staff).**

**1<sup>st</sup> Mark. Seconded. Passed.**

#### IX Gift Cards - Steve G

Provide AV volunteers, Dan Carlson and Dennis McClure, with \$250 gift cards funded by the AV budget.

**MOTION: \$250 gift cards be given to Dan Carlson and Dennis McClure in honor of their**

**time and service to be funded out of the AV budget.  
1<sup>st</sup> Mark. Seconded. Passed.**

**X 8:22 Closing of Meeting**

**Xa Process Observation Report – All**

The BOT listened attentively to public comment and took comments to heart; listened well to each other; meeting went smoothly; no one dominated; covered a lot of material succinctly; the public commentary was a one-directional conversation but gave a contributing Friend an opportunity to express their view.

**Xb Summary of New Action Items – CM**

- 1) The working subcommittee, Sherrod, Steve, Mark, and Jill, will review the whole Board Policy Manual and revise it in October, 2023.
- 2) Provide a charter template for teams and committees. – SG
- 3) If no Risk Management Team in place, BOT review Emergency Evacuation Plan and schedule a congregational drill. -- SG
- 4) Further review of the Durango Dementia Coalition's proposed use of Bowman. Get input from congregation. -- SG
- 5) Input on UUA's proposed contract for a settled minister to the Negotiating Team by October 15. -- ALL
- 6) Review UUFD's Bylaws for accepting a candidate. -- ALL
- 7) Reallocate funds for Music Director line as approved by meeting motion. – MS
- 8) Gift cards to AV volunteers, Dan Carlson and Dennis McClure. -- SG

**Xc Closing words / Extinguishing Chalice - MS**

**Xd Next Meetings**

Deep Chair: Tuesday, 17 October, 6-8 pm

Board Meeting: Tuesday, 24 October, 6-8 p.m.

Board Retreat: October 28, 2023, 9:00 am – 3:30 pm followed by social time.

**Xe Adjournment – 8:35 p.m.**

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Recorded by Ilona Hruska

Respectfully submitted by Carolyn Miller, Board of Trustees Secretary

Date approved by the Board of Trustees: October 24, 2023