

BOARD OF TRUSTEES

Minutes January 2021 – June 2022

Olympia Unitarian Universalist Congregation

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January 2021

OUUC BOARD MEETING MINUTES

Thursday, January 14, 7:00 -9:00 PM on Zoom

We are a liberal religious community that opens minds, fills hearts, and transforms lives.

Board Officers Present: James Trujillo, President; Christine Parke, Vice-President; Jason Martinelli, Treasurer (late); Barry Zickuhr, Secretary

Members at Large Present: Brian Coyne, Diana Finch, Wendy Endress, Rich Kalman (late)

Ex-officio Member: The Rev. Mary Gear **Members absent:** Sally Alhedeff **Congregational members present:** none **Opening words:** Barry

Check in everyone

Review Agenda James reviewed the agenda, amended to add Sally's request for leave of absence

Consent Agenda - approved

Congregational Member Concerns/Comments Discussed

Sally A. leave of absence request - moved to allow 3 months, then revisit in the March meeting.

Seconded, approved unanimous.

Ministerial Report

Currently a \$771< surplus, still reviewing. Several one-time gifts, share the plate was higher, expenses were lower. Rev Mary will confirm this with the bookkeepers. This excludes PPP \$\$.

Discussed upcoming sessions with Sara and leadership on the new book from UUA involving White Supremacy in our denomination.

Discussed questions on documents forwarded by Rev Mary. It might be good to know which justice committees are formally sponsored or supported by OUUC. Recommended wordsmithing changes to Org Chart for Rev. Mary.

Treasurer Report

Jason demonstrated the new bookkeeping & finance reports on Realm. Discussed using these to provide quarter's reports to congregation.

Discussed proprietary nature of information about OUUC finances.

Committee reports

VME

Officially signed off on contract with Jake. Formed Project Lead Team meeting on Saturdays: James, Chris, Diana, Rich & Barry.

Sub team leads include: Chris & Diana, Communications; Rich, Writing; James & Barry, Operational Definition and Monitoring

Working on key dates & stakeholders to work with Jake. Discussed process and questions around the project status.

RACI - Board Accountable, Jake & Subteams Responsible, Consulting with Congregation, Staff, Rev. Mary. Clarified how to correctly submit communications to staff- CC Rev. Mary

Calendar Re-set

Team includes Jeff Goltz, Fritz Wrede, Mo Canny, Wendy & Brian

5 meetings for planning to meet May timeframe. Goal to have Governance, Fiscal & Program calendar to align. Noted a lot of work for the April meeting for the board. Discussed scheduling for both VME & Calendaring work.

Revenue Enhancement

-

[Approve Endowment Committee change](#)

This will shift the committee from Endowment to Legacy Planning, broaden the purview of the committee, and change how gifts are solicited. The intent is for large capital projects, not for operational budget.

James moved to change the Endowment Committee to the Endowment and Legacy Gift Committee which has broader scope which encompasses all gifts and can be used for major gifts, capital campaign and endowment. **Seconded, and approved unanimous**

1. Recommend Major Fund raising Campaign

Noted that the Revenue Enhancement Committee recommends the next Board commence a fund raising campaign for retiring the mortgage and other major projects. These are deferred for the next Board retreat.

- 1.

[Consider additional online ^ stien](#)

Review Board Portal

[Barry presented the new Board SharePoint Portal to assist the board in collaboration and managing documents.](#)

December Minute change -Approved unanimous Review new business and assignments for next meeting Tasks and assignments:

[Jason will work magic with the Realm financial data presentation and will start the Endowment & Legacy Gift Committee.](#)

Diana reviewed the meeting and gave us a B+

For next meeting (Thursday, February 11, 2021) Brian will do opening and the closing words. James will grade the meeting.

[Brian will do the board video.](#)

Closing Barry

Respectfully submitted this 14th day of January, 2021 by Board Secretary, Barry Zickuhr



February 2021

OUUC BOARD MEETING MINUTES

Thursday, February 11 7:00 - 9:00 PM on Zoom

We are a liberal religious community that opens minds, fills hearts, and transforms lives.

Board Officers Present: James Trujillo, President; Christine Parke, Vice-President; Jason Martinelli, Treasurer (late); Barry Zickuhr, Secretary

Members at Large Present: Brian Coyne, Diana Finch, Rich Kalman, Wendy Endress

Ex-officio Member: The Rev. Mary Gear

Members absent: Sally Alhedeff (approved leave of absence)

Congregational members present: none

Opening words: Brian

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda - approved

Congregational Member Concerns/Comments no members present Discussed employee time of service awards

Ministerial Report

Decision on HVAC.

Received 2 bids, best one was clearly the lower bid(!). \$8,010. Rev. Mary requests Board permission to spend up to \$10,000 on the first phase of the contract. The bid was detailed on the hours for this phase (the assessment). This assessment will help inform phase 2 costs.

Moved to allow Rev. Mary to spend up to \$10,000 for phase one on the recommended firm for assessment of our HVAC system. Chris moved; Brian seconded. **Approved unanimously.**

Reviewed Rev. Mary's recommendations for the 2020 Budget Surplus. Discussed the remaining \$8,042.

Moved to accept Rev. Mary's recommendations for the 2020 Budget Surplus (attached, #1-5) for a total of \$15,082. The remaining \$8,042 to be put into a Budget Surplus reserve fund. Jason moved; Brian seconded. **Approved unanimously.**

Committee reports

VME

James reported on status. 102 people responded to the internal survey. 11 have responded so far on the external survey. Cottage Facilitator meeting went well. Facilitators wanted the flexibility to go up to 90 minutes, questions have been edited to help to bring the time down to 60 minutes.

Communications - Chris noted that Jake spoke with the staff and that went well. Facilitators wanted a mini zoom training. Training will be Saturday, but it needs to be announced ASAP. Things are going fast and Jo & Darlene have been very helpful.

Writing - Rich noted that he has got 3 volunteers: Jean Phillips, Helen Henry, and Martha Nicoloff. Noted that Sara's class helped to have him recognize that doing formal recruitment is better than just calling people. Rev. Mary noted our Facebook page is well read and might produce a more diverse group of writers.

Monitoring - James reported we have identified 3 people and are pursuing them - Des McGahern, Melissa Denton & Wendy Tanner.

James needs to get a "save the date" out to the congregation for the Appreciative Inquiry sessions. 5th, 7th and

14th. This is an "all three meeting" thing so we need to get it out to everyone ASAP.

Calendaring

Met last week. Reviewed the charge, Mo & Jeff presented previous work. Meeting again next week to build proposals to the Board. Biggest puzzle is navigating stewardship. People have thought hard about this in the past



and it has been challenging. It may have been instability in the leadership of the church, and it wasn't right time with other issues going on.

Rev. Mary noted that with any proposals, staff capacity must be taken into account. Without knowing the plan, it is difficult to determine what the needs might be. Prioritization is important.

This will require congregational approval because it does include Bylaws changes.

Endowment and Legacy Gift

No major work has been done as yet, Jason & James are preparing and planning. Jason started reviewing the policy to see what the issues might be.

Quarterly Financial Report

Jason reviewed the budget report (attached).

Listening Session Schedule

Next listening session is ... there was confusion on the Q&A Session vs the Listening Session. Brief presentation on the VME project. Board will take the next 3 months. James will add a "coming attractions" at the end to plant seeds. Goal is for as many Board members as possible to join.

Review new business and assignments for next meeting

Tasks and assignments:

1. **Rev. Mary will send out a note on the Q/A session**
 1. **Chris & Diana will get a "save the date" note out for the Appreciative Inquiry sessions**
- *James will send out a PowerPoint draft on Q/A*

1. Rich is writing up a job description for writing sub committee

1. James will get the gift from the Board for staff James reviewed the meeting and gave us a B+

For next meeting (Thursday, March 11}

Chris will do opening and the closing words Jason will grade the meeting

Wendy will do the board video

Closing

Respectfully submitted this 11th day of February, 2021 by Board Secretary, Barry Zickuhr

March 2021

OUUC BOARD MEETING MINUTES

Thursday, March 11, 7:00- 9:00 PM on Zoom

We are a liberal religious community that opens minds, fills hearts, and transforms lives.

Board Officers Present: James Trujillo, President; Christine Parke, Vice-President; Jason Martinelli, Treasurer (late); Barry Zickuhr, Secretary

Members at Large Present: Brian Coyne, Diana Finch, Rich Kalman, Wendy Endress

Ex-officio Member: The Rev. Mary Gear **Members absent:** Sally Alhedeff **Congregational members present:** none **Opening words:** Chris

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda - approved

Congregational Member Concerns/Comments - Two passed to James. One that there are concerns about getting input for VME from 20-40 year-olds. Second that people were "lobbying" for what the Raise the Paddle item for the Auction would be. This is not part of the Board's purview, and instead is part of Operations & Faith in Action. Congregants make the requests to Rev. Mary, she will then make the decision with the other ministries and then will take this to the Auction committee. Rev. Mary answered that future requests are to be directed to the Faith in Action ministry in the future.

Ministerial Report

Reviewed Ministerial report. Noted that the EAT will sponsor a community effort to "fund", not "find" a dedicated environmental reporter for the Olympian. Also noted we will not fund this, but will help sponsor the community effort.

Noted we are starting to get back in the building, HVAC engineer is coming in, Staff has created a calendar to help with coordination. Rev. Mary & Troy will both be in the building for the service this weekend, Rev. Mary in the Sanctuary & Troy in the Commons.

The website is going well, although there have been some issues with transferring information as our old website was highly customized. There will be good testing prior to going live.

It was noted that the directory needs more photos, and we should solicit those more.

Calendar Project Review

Discussed report and recommendations. Reviewed and clarified understanding of budget timing, issues and adjustments to the Bylaws. Mo Canny was instrumental in creating the reports.

Discussed different options, Board will have a Question/Answer session with the congregation prior to the Board approval of the requisite Bylaw changes.

We need to send a lot of information out to the congregation in order to make sure this is well understood. We will need something to go out in the upcoming week or two.

We will decide in April for the board's recommendation for the congregational meeting.

Committee reports - VME

James - communicated current status and schedule. Noted the number of people has been consistent at ~10-75. Reviewed upcoming events.

Chris & Diana -Jo has been outstanding, and communications is about done at this point. One more big meeting this Sunday, then the information needs to come out about the writing team results.

Rich - 7 people on the committee. Been listening very closely during the meetings, and they have a padlet communication for each other. They meet with Jake on Wednesday to help with pointers on the writing work.

James - Monitoring committee, First orientation will be the last week of March. People seem to be very pleased with the process and there's a lot of good energy.

Have had some conversation about some of the language being used. Specifically tension between different strong opinions. Some people want to remodel the house, and others want to tear down the house and build a boat (so to speak).

There was some concern in the process about what we might NOT continue to do as a result of this process. That makes some people nervous,

Review new business and assignments for next meeting

Tasks and assignments:

1. **James, Wendy & Brian lead Q/A on the 21st**
1. **James will draft the simple communication prior to the meeting (for Sunday and Tuesday eblast)**
1. **Wendy will share the graphic at the Q/ A session.**
1. **Wendy & Brian will draft the concise summary of the recommendation after the Q/A**
1. **Board will decide on the Calendar change for the Congregational Meeting/Bylaw changes at the April meeting**
1. **Barry will send a note about the changed date of Board meeting to Darlene & Rev. Mary for March 30 eblast**

Jason reviewed the meeting and gave us an A

For next meeting (Thursday, April 1- moved to avoid OSD Spring Break week)

James will do opening and the closing words Barry will grade the meeting

Wendy will do the board video

Closing Chris

Respectfully submitted this 11th day of March, 2021 by Board Secretary, Barry Zickuhr

April 2021

OUUC BOARD MEETING MINUTES

OUUC BOARD MEETING MINUTES

Thursday, April 1, 7:00-9:00 PM on Zoom

We are a liberal religious community that opens minds, fills hearts, and transforms lives.

Board Officers Present: James Trujillo, President; Christine Parke, Vice-President; (late); Barry Zickuhr, Secretary

Members at Large Present: Brian Coyne, Rich Kalman, Wendy Endress

Ex-officio Member: The Rev. Mary Gear

Members absent: Jason Martinelli, Treasurer, Sally Alhedeff, Diana Finch

Congregational members present: none

Opening words: James

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda - approved

Vision Mission Ends - Preparing the Congregation and Draft Review and Decision Process Rich introduced the team and reviewed the writing team's process. Then presented the results. Vision: A loving, just, and healthy world

Mission: We are part of the infinite interconnected WEB of life.

We:

1. Welcome and Wonder

1. Embrace and Empower

1. Bridge and Become (see presentation for more.)

Good post discussion, everyone responded well to the VME statements and the team.

Discussed schedule and procedure through the coming month & the decision process for the VME. Logistics discussed for VME meeting & Monitoring

James will prep this to be shared with the congregation on May 13. **Congregational Member Concerns/Comments - None present** Good comments about board process

Some concern about how board agendas & meetings are announced.

Ministerial Report

Bonding- met with the insurance rep (we have good insurance) and bonding is up to \$20,000 if there are issues. A good idea is to put some upfront protocols in place to prevent possible issues in the future and not require a higher bond.

Engineer came out for an HVAC review on March 12 and should have a report next week. Briefly boilers & ductwork are not sufficient. When we do a sanctuary expansion, we'll need a new HVAC there as well.

Financial Updates/Treasurer Report/Financial Reporting/ Audit Process

James reported about sharing information in pie-chart format in the weekly emails after the quarterly report, not putting them on the web page.



From an audit standpoint, we are responsible for audits. Process proposed to do a biennial internal audit, then have an external audit every 5 years. This will be via the Finance Committee, with the Treasurer. This will

require changes to the Governance Manual. Question - is it a conflict of interest for the Treasurer to audit the church. Thought proposed to ask other congregations for their opinions. Scope of treasurers role is quite large. Clearly more work needs to be done here.

Financially we are doing well. Pledge collection is ahead of expectations (which is typical for this time of year). PPP money is in a separate account, waiting to be used.

Calendar change recommendation

Adopt the recommendation to put forward to the congregation for the Bylaw changes required on May 1. There are some things on the bookkeeping side, but most of this will be communication with the congregation, Proposal to make the bylaw changes to shift the dates from Jan 1-Dec 31 to Jul 1-June 30,

Bylaws section 9, change line A to read "OUUC's fiscal year is July 1 through June 30." Effective July 1, 2022 - Moved by Brian, seconded. Discussion. Carried unanimous to be added to the bylaws.

Bylaws, section 4.1., first sentence to read "the Annual Congregational meeting shall be held no later than June 1 of each year", effective for 2022. Carried unanimous to be added to the bylaws.

Congregational Meeting Planning

James & Rev Mary discussed the required report per bylaws. Rich will present the VME presentation to the Congregation Leadership Recognition

Barry will create the agenda. James will report on VME and Barry will write up bylaws changes for Darlene Wendy will introduce the bylaw changes in the meeting, Brian will call for the vote

1:00 scheduled for the meeting.

James will connect with LDT to get the bios & pictures, and for the LDT to present the members for the vote.

Endowment to Legacy Planning Committee

James presented the Legacy planning committee report. No questions or concerns

Executive session

Review new business and assignments for next meeting

Tasks and assignments:

1. **Barry**- write bylaw updates and agenda for distribution on the 13th
1. **James** -write VME for distribution on the 13th
1. **James** - connect with LDT for bias & candidates for distribution on the 13th
1. **Wendy**- will introduce bylaw changes for May 1 meeting
1. **Brian** - will call for vote on the bylaw changes
1. **Rich** -will send VME info to Barry, and will present the powerpoint at the congregational meeting.

Barry reviewed the meeting and gave us a B+

For next meeting (Thursday, May 13, 21)

Rich will do opening and the closing words Brian will grade the meeting

VME video will replace Board video.

Closing

Respectfully submitted this 1st day of April, 2021 by Board Secretary, Barry Zickuhr



May 2021

Board of Trustees Meeting Minutes May 13, 2021

A Loving, Just and Healthy World - We welcome, wonder, embrace, empower, bridge and become.

Board Officers Present: James Trujillo, President; Christine Parke, Departing Vice President; Arlene Colerick, Newly Elected Vice President; Barry Zickuhr, Departing Secretary; Rich Kalman, Newly Elected Secretary; Jason Martinelli, Treasurer.

Members at Large Present: Amy Bertrand, Brian Coyne, Diana Finch, Eric Ness
Congregants Present: none

Opening words: Rich
Check in: everyone

Review Agenda: James reviewed the agenda
Consent Agenda: approved April Minutes
Election of Board Officers:

1. The following trustees volunteered to stand for office and were elected by the board unanimously: James President; Arlene Vice President; Rich Secretary, Jason Treasurer.
1. The following trustees volunteered for these duties: Legacy Planning Diana, Liaison to Leadership Development Committee Amy, Health and Safety Task Force Liaison Brian, Liaison to Stewardship Committee Eric.

Ministerial Report/HVAC Update/Parsonage Request:

1. The board needs clarification on which of the reserve funds are the official Long-Term funds (e.g. Building Major Maintenance Fund and Operating Reserve Fund).
1. The HVAC upgrade will happen in two stages.
 1. For Health and Safety, Increase ventilation and air exchange in the Sanctuary.
 2. Replace 4 furnaces that are beyond their rated service life with more ecological heat pumps.

The board unanimously voted to approve spending up to \$74,000 to proceed with stage 1 and to get an engineer to do a high quality cost estimate for stage 2. The funds for this will come from the Building Major Maintenance Fund, Operating Surplus and the PPP. This passed unanimously, with thanks to Don Melnick and Gerald Dodson for their assistance with the planning.

1. The board unanimously approved increasing Rev Mary's Parsonage Allowance from \$3,000 to

\$5,000 for tax purposes due to her increased moving expenses. This will not change the amount of her overall compensation.

Financial Updates: Treasurer's First Quarter Report

1. Income, primarily from pledge contributions are coming in ahead of schedule. Expenses are below what had been budgeted.

Vision, Mission, Ends Adoption: The Board voted unanimously to adopt the new VME statement as recommended by the VME Leadership Team. There is a working draft of a VME Monitoring Plan in **process**.



June 5th Board Retreat Planning/2021-22 Strategic Priorities:

1. Weather permitting, the retreat will take place outdoors at the home of Rev Mary from 9:00 AM to 5:00 PM. There will be a Pot Luck Lunch.
1. Agenda Items:
 1. Team Building
 2. Orientation Checklist for new and continuing members to do over the next three months
 3. Strategic Priorities
 4. Operational Priorities -the new fiscal year
 5. Ministerial Priorities - Themes related to the new Vision, Mission, and Ends
 6. Regular Board Business (in place of the June Board Meeting) **Recognition of DRE:** Discussion tabled until a time closer to Sara's ordination. **Executive Session:** Discussion of a personnel matter.

Grading: Brian graded the meeting and gave us an "A"

Review Assignments and Topics for next meeting:

1. James will present more information about Monitoring the VME at a future meeting.

1. Diana reminded the board that she will buy ice cream bars for the June 6th Ice Cream Social to celebrate our OUUC community and the adoption of our new VME from 3:30 to 4:30 to be held in the parking lot. Rich will provide a cooler and ice, James and family will help distribute the ice **cream**.

1. James, Rich and Diana will plan the release of the new VME statement.

1. Diana opening words at the June 5th board meeting

1. Eric -closing words and grading the meeting

Respectfully submitted this 12th day of August, 2021 by Board Secretary, Rich Kalman.

June 2021

No Meeting

July 2020

OUUC BOARD MEETING MINUTES

Thursday, July 8, 2021 7:00- 9:00 PM on Zoom

A loving, just and healthy world. We Welcome, Wonder, Embrace, Empower, Bridge and Become.

Board Officers Present: James Trujillo, President; Arlene Colerick, Vice-President; Jason Martinelli, Treasurer; Rich Kalman, Secretary

Members at Large Present: Amy Bertrand, Diana Finch, Eric Ness

EK-officio Member: The Rev. Mary Gear **Members absent:** Brian Coyne **Congregational members present:** none **Opening words:** Amy

Check in everyone

Review Agenda James reviewed the agenda. It was moved to strike the May Meeting Minutes from the Consent agenda. The motion was approved unanimously.

Consent Agenda - approved

Congregational Member Concerns/Comments -

1. **James** is working with the **Environmental Action Team** to add Solar Panels to the church and to make them available to congregants.

1. **Q&A Listening Sessions** will be held in the sanctuary and also live Zoomed. They currently are usually held on the

third Sundays, however, periodically they may need to be re-scheduled to accommodate the choir's need to use the sanctuary. Dates TBD.

Review Annual Board Meeting Calendar -James reviewed changes to the Board Calendar for the year, including the addition of a Congregational Budget meeting Dec 5, 2021 in advance of the January to June 2022 transitional half-year. Another Congregational meeting will be held on May 22nd for the new fiscal/social year. **The Board Planning Calendar was approved unanimously.**

Committee Reports on Board Development Plan

1. **Arlene, Amy and Rich** gave positive feedback regarding their reading of books in the Board Orientation Materials.

1. **Stewardship - Eric** is in the process of assembling a stewardship committee.

1. **Health and Safety- Rev Mary** reported that the Health and Safety Task Force is in process of writing procedures for OUUC's activities, including services, to be in compliance with new state COVID-19 guidelines. These will allow for more personal space in the sanctuary, self-screening, protocols for mask wearing, and will provide guidelines for handling food. There will be a step-by-step, gradual transition from online-only services to hybrid, in-person services.

• **LDC-Amy** explained that the LDC is working to suggest potential members of the Stewardship Committee and

members to fill the open Board position. The Board discussed potential nominees for the replacement of the vacant board position. We may consider having a youth representative on the board in the future. In August, the board will nominate potential board candidates to stand before the congregation for election in September. The LDC is in process of constructing a Time-and-Talent survey which will also be a resource of names for the Legacy Planning and Audit Committees.

• **Finance-Jason** We did not discuss this item.

Ministerial Report

• Rev Mary presented the Building and Grounds list of Anticipated Major Maintenance. She also submitted her calendar for 2021.

• Rev Mary has had three requests from ministerial candidates to intern at OUUC. She will be applying for a grant from the Cascadia Fund to go toward an Intern Minister.

• Rev Mary is getting bids on needed Technology/Communications equipment for use in live-streaming services.

1.

Planning has begun for writing a Healthy Congregation Covenant which will lead to forming a Healthy Congregations Team to handle instances when the covenant is broken.

Approved Changes to the Board Governance Policy and Changes from Endowment to Legacy Giving:

1. The old Ends were replaced with our new Ends.

1. The section on Monitoring has been suspended this past year, and will be replaced by a new Monitoring process and Calendar which is under development. We anticipate that it will be ready by November 2021.
1. The Endowment Committee has been expanded in scope to accept gifts for a greater variety of capital projects and other large financial goals (e.g. mortgage retirement), Therefore, from now on, the Endowment Committee will be called the Legacy Giving Committee. However, management of the Endowment itself will not be changed. It was unanimously approved that the Endowment Committee's role be expanded to the Legacy Planning Committee in alignment with the changes made to the Board Governance Policies.

Minister's Spending Authority and Treasurer's Role

1. Rev Mary asked for clarification on which of our funds are "Long Term Reserve Funds" that require Board approval for her to access, and which are "operational funds" from which she has authority to spend up to \$5000 without Board approvals.
1. Treasurer's Role-Jason explained that the role of Treasurer was updated and clarified in changes to our Governance Policy, and appropriate controls were put in place--all to conform to policy governance. The changes clarified the Treasurer's role on the Finance Committee, Legacy Planning Committee and Auditing Committee.
1. Monitoring the Minister's Benevolence Fund will be done by another minister on a regular basis rather than by the Treasurer. Discussion deferred to September.

Review new business and assignments for next meeting

Tasks and assignments:

1. Rich will post the May minutes which will be submitted for Board approval in August.
1. Eric will follow-up on finding individuals to serve on the Stewardship Committee.
1. **Amy** will continue working with the LDC to identify candidates to serve on the Board and on the Legacy Planning Committee.
1. **James** will follow-up with potential board members, and for the Auditing and Legacy Planning Committees.
1. **Jason** will bring to our September meeting a recommendation for identifying "Long Term Reserve Funds" from which spending requires Board approval.

James reviewed the meeting and gave us a "Good" score. For **next meeting (Thursday, August 12, 2021)**

Eric will do opening and the closing words.

Diana will grade the meeting.

We will all review the need for continuing Board Videos at our next meeting.

Closing

Respectfully submitted this 12th day of August, 2021 by Board Secretary, Rich Kalman

August 2021

OUUC BOARD MEETING MINUTES

Thursday, August 12, 2021 7:00 -9:00 PM on Zoom

A loving, just and healthy world. We welcome, wonder, embrace, empower, bridge and become.

Board Officers Present: James Trujillo, President; Arlene Colerick, Vice-President; Rich Kalman, Secretary

Members at Large Present: Amy Bertrand, Brian Coyne, Diana Finch, and Eric Ness

Ex-officio Member: The Rev. Mary Gear **Members absent:** Jason Martinelli, Treasurer **Congregational members present:** Connie Ruhl **Opening words:** Eric

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda - approved

Congregational Member Concerns/Comments

Brian, who is on the Health and Safety Committee, reported that Gail Wrede had questions about scheduling the OUUC Picnic in August due to Covid precautions. However, this is an operational matter, and not a matter for the board.

Ministerial Report -- No concerns were voiced regarding the Minister's Report.

1. Rev Mary said that we have started to get bids on the HVAC replacement project.
1. Rev Mary recommended that her **Installation** be postponed again, due to Covid. Next year would also coincide with the celebration of OUUC's 70th Anniversary. If we need to continue Covid precautions, we could have it outside, tentatively in June.
1. **Ministry Development Team (MDT):** After reviewing our governance model, the role of minister, and effective models of shared ministry at other churches, Rev. Mary recommends creating an MDT to create a shared ministry model. This is not a re-introduction of the COM, and not a committee of the board. The MDT is a ministerial committee. The MDT would be a way for Rev. Mary to get feedback and support in doing her work. Team members would act as advisors to the minister. Rev. Mary will select three team members, and the board may select a liaison to attend.
1. **Reopening the building** in the fall is currently in flux due to the changing nature of the pandemic. Rev Mary is working with the Health and Safety Task Force to open the building as safely and as soon as we can. Our water ceremony may be celebrated in person in the parking lot.

Committee reports:

1. **Treasurer:** James (in Jason's absence) shared graphs (see below). Rev Mary summarized that revenue is coming in ahead of pledges for this time of year. The PPP is helping. Expenses are a little below what was budgeted. Salaries had been miscalculated on the planning spreadsheet. The endowment fund is over \$425K and earning income with more contributions coming in. We expect to make large payments for the HVAC project. PPP and the B&G Reserve fund will be used to pay for the HVAC.
1. **Stewardship** - Eric reported that the stewardship drive this fall will be smaller in scale, needing to cover only 6 months in transition to the new fiscal year. He has put together a Stewardship Team. The theme is "Thankful to be Together". A solicitation will be sent to congregants by postal mail. We need a Stewardship Chair for the following drive which will be a bigger one.
1. **LDC** -Amy has been meeting with the LDC every 2-3 weeks. They ask us how many board vacancies will need to be filled, (James, Jason and Brian will be leaving next spring.) The LDC is also working on the *Skills and Interest Survey*. It may be included with the Stewardship Drive in September. The survey is a way to help congregants connect their "Time, Talent and Treasure" to the Stewardship of OUUC. The survey will be entered into Realm, Realm is capable of generating a report of people who are interested in a certain activity.

Review VME Monitoring Process: A Draft Monitoring Tool has been created, It will be presented to the congregation at a listening session for feedback and further development. This will be part of a discussion of our vision of shared ministry. This is not a performance evaluation process-it is a way to get feedback. This will be a work in progress as we start with simple measures of our progress toward our ends, Monitoring data could be collected through Realm. There is

already some data available in Realm. We questioned what will be done with the data collected through monitoring. James, Arlene and Rich will form a committee to recommend a simplified Monitoring proposal to bring to the congregation listening session on Sept 19. Rev. Mary suggested that a new committee of congregants would be formed later, to do the actual monitoring.

Volunteerism: Ryan Baye volunteered to lead the Financial Audit Committee (FAC) which will do an informal internal audit. Jason will provide information to the committee, but not be on the committee. The FAC will consider having outside audits done by another church or using a commercial auditing firm. **The Board voted unanimously to approve Ryan as leader of the Auditing Committee.** No other people express interest in being on the committee.

Board Member Options: At this time, we do not have any volunteers to fill the empty position on the board.

Transition to the Legacy Giving Fund: James and Diana will review the report from the Endowment committee.

Progress on Board Development: Amy is enjoying getting to know other board members. Rich, and Arlene are learning about Realm. Trainings are available, including on using Realm for Communications. **Rich will send all board members a link to the training videos.**

Communication to the Congregation

1. Board meetings are announced in the Tues. Update. Minutes are posted on the Website after they are approved.
1. Board videos have garnered 50-80 views each. We considered whether it is worth continuing. Amy noted that videos are a good way for people to get to know individual board members, and videos are easier to make than expected. Brian questioned if it is too ambitious to do one each month. Arlene pointed out the value of information coming from an identifiable face on the screen. James said that if we continue with videos, they should be done by those who are comfortable with the technology and who can write up the script. Others on the board can give feedback before they are released. **James, Amy, Arlene and Rich volunteered to create the videos.**

Review Board Calendar: Meeting dates have been posted on the SharePoint site. The November Board meeting is moved to the 18th. The Board Listening Q&A will be Dec 5th. The Congregational Meeting to approve the Budget has been moved to Dec 12th.

Meeting Location and Modality: Due to recent increase in Covid we are postponing hybrid meetings at least to the late fall or early winter. We will continue meeting via Zoom for the foreseeable future.

Review new business and assignments for next meeting:

1. **James, Arlene, & Rich work on simplifying the monitoring process**
1. **James & Diana Legacy Planning Committee**
1. **James will contact Amy regarding if any more names are needed from the LDC.**
1. **James, Rich, Amy & Arlene will create Board Communication videos.**
1. **Rich will record *future* meetings**
1. **Rich will send board members a \Ink to Realm Training Videos Diana reviewed the meeting and gave us an A-**

For next meeting (Thursday, Sept 9, 2021)

Brian will do opening and the closing words

Eric will grade the meeting

James will do the board video this month.

Closing - Eric

ully submitted this 9th day of September, 2021 by Board Secretary, Rich Kalman

Treasurer's Report:

OUUC : 2021 Quarter 2 (April-June) Financials Revenue:

Total Pledge Income through June 2021: \$263,408 (budgeted \$234,297). Difference: \$29,110 Total Revenue Income through June 2021: \$331,754 (budgeted \$269,949). Difference: \$61,805

(Since PPP Loan was forgiven, the money (\$73,162) has now been categorized as income. This is indicated on the Financial Management Report and explains the large revenue under 4301: Misc. Income. This was not included with the Total Revenue Income listed because it skews where we are within our budget.)

Expenses: are broken down into these main categories

Categories:	2021 YTD Budget	2021 YTD Actual	Difference
Staff Compensation	\$134,322	\$132,471	\$1851
Staff Benefits	\$44,209	\$39,801	\$4408
Payroll Taxes	\$9036	\$7206	\$1830
Building and Grounds	\$14,725	\$11,032	\$3693
Office Expenses	\$9396	\$7627	\$1769
Worship Expenses	\$4993	\$3302	\$1691
Member, Guest Partner Services	\$17,275	\$2243	\$15,032
Finance Related	\$23,073	\$22,174	\$899
Misc. & Restricted	\$0	\$15,876	-\$15,876
Total:	\$241,733	\$257,028	\$15,295

Notes:

Staff health insurance will increase starting in July and the budget planned for this increase.

Due to bookkeeping practice changes that occurred after the 2021 budget, some of the categories show larger variances in the budget versus actual line items. For example, this includes how the Auction is now tracked.

Now, all Auction money received is shown as revenue and Auction expenses are now shown under Misc. Expenses. Previously, only what the auction cleared was shown as a revenue (money received minus auction costs).

OUUC finances are healthy after 2021 - second quarter.

Equity Fund Activity:

Select Reserve Funds	Balance
General Operating Reserve (5%)	\$22,075
BMMF Major Maintenance	\$55,540
UUCEF Endowment Fund	\$426,096

Key Bank Mortgage balance as of 6/30/21: \$193,272. Monthly Payment is \$2767.62. Final payment is set for 3/30/28.

Member Loan balance as of 6/30/21: \$50,000. Monthly Payment is \$1666.67. Final Payment is set for December 2023.

Balance Sheet: Primary Checking Account balance at end of June: \$130,676.

Other finance notes:

HVAC System repair and other maintenance items are larger expenses that will be forthcoming.

January-June 2021 Reve.nue: \$331,754

1.

Pre-Paid Pledge Income

9%

a Pledge Income

.. Atictipll Income

.. Interest

January-June 2021 Expenses: \$241,732

.. Staff Compensation

.. Staff Benefits

" Payroll Taxes

"Building and.Grounds

.. Office Expenses

.. Worship Expenses

1. Member, Guest.Partner Services

1. Finance Related

1. Misc. & Restricted

September 2021

OUUC BOARD MEETING MINUTES

Thursday, September 9, 2021 7:00- 9:00 PM on Zoom

A loving, just and healthy world. We welcome, wonder, embrace, empower, bridge and become.

Board Officers Present: James Trujillo, President; Arlene Colerick, Vice-President; Jason Martinelli, Treasurer; Rich Kalman, Secretary

Members at Large Present: Amy Bertrand, Brian Coyne, Diana Finch, Eric Ness and Jean Phillips

Ex-officio Member: The Rev. Mary Gear

Members absent: none

Congregational members present: none

Opening words: Brian

Check in everyone

Review Agenda James reviewed the agenda.

Jean Phillips was unanimously approved as a new board member to fill the vacancy.

Consent Agenda -The Minutes of the August Board Meeting were approved.

Congregational Member Concerns/Comments

James shared that the Safer Congregation Response Team was activated for the first time to respond to an issue of harassment within the congregation. The process was completed, and the team determined it was effective. The details are confidential. Rev Mary added that this Team was created as part of her work, along with Sara Lewis (DRE), to establish OUUC's Safer Congregation Policy.

Ministerial Report -- No concerns were voiced regarding the Minister's Report. As an update to her written report, Rev Mary added the following:

1. She has signed a contract with the HVAC contractor. Work has started and is expected to be completed before the end of October.
1. We are beginning hybrid services this coming Sunday.
1. Rev Mary is holding "Tea With Congregants" in person, and is thereby getting to know more congregants better.
1. OUUC is filing a formal complaint against Chase Bank to recover a payment that was mistakenly sent to JPMorgan Chase in June 2020.

Committee reports:

1. **Health and Safety-** Brian explained a draft of a **Phased Reopening Plan** which may guide our use of the church building as we safely adjust to changing levels of risk during the pandemic. Staff will periodically decide which phase of reopening we need to be in. Staff will then post signage in the building accordingly, so that congregants may follow the appropriate protocols. Rev Mary explained how the guidelines will be applied to RE volunteers and choir members.
1. **Finance:** Rev Mary spoke about improvements to our accounting practices. These will make OUUC's month-to-month financial position easier to understand. These changes will not have an actual impact on our finances. Financial information will also be more readily available to the Board and others. Eric requested a report on month by-month attendance at services.
1. **Legacy Planning** - Diana spoke about this committee seeking more perspectives on the Endowment and the need to educate the congregation about giving. The charge from the BOT to legacy Planning is to update and clarify the

large gift giving process and to begin marketing the options to congregants this church year.

1. **Audit** -James noted that this team is charged with auditing OUUC's financial books, and is independent of the Board and the minister. Ryan Baye is in process of forming the committee and getting it up and running.
1. **LDC** -Amy updated us on the progress of this committee which is creating a "Skills and Interest Survey". They are working on leadership training and on finding replacements for board members who are ending their terms. We discussed the challenge of preparing OUUC's various committees and teams for leadership succession.
2. **Stewardship** - Eric shared that on Oct 3,d Rev Mary will give a sermon on stewardship, followed by a mailing from the committee to solicit pledges of financial support from the congregation. The committee will also create stewardship videos, follow-up with thank you notes, and make personal requests for contributions when necessary.
1. **BOT Calendar Review** - James showed the annual BOT Calendar and highlighted the Sept 19th listening session. Rev Mary's installation is moved to June 2022. We have a Congregational Meeting in December. Then we are moving to a six-month transitional fiscal year in January, followed by our first new fiscal year which starts in July of 2022.

1. **Reserve Funds** -Jason brought forth a motion to change the governance policy. The motion clarified which of the reserve funds are long-term funds for which board approval is required before the minister may access them. The motion was unanimously **approved**.
1. **Listening Session: Monitoring/Shared Ministry**- Rev Mary explained the purpose of Monitoring which, unlike the Carver Model, is not an evaluation of the Minister. It is about how well our congregation is meeting its goals together. It is important for congregants to understand that Shared Ministry is about empowering the Congregation, the Staff and the Minister to work together. James shared the draft Monitoring Plan and how we may present it to the congregation. The plan identifies a variety of measurements that may be applied to different aspects of OUUC's ministries/programs (e.g., within, among, beyond, throughout OUUC).

Review new business and assignments for next meeting:

1. **Arlene** will help **Eric** get up to speed on hosting Zoom meetings.
1. **Jason** will make the approved changes to the governance policy on SharePoint. **James** will send that to Darlene.
1. **James** will MC the Listening Session on 9/19
1. **James** will send BOT members a link to the UUA spiritual growth survey.
1. **Jason** will put up the monthly financial report.
1. **Rev Mary** will share Sunday attendance with BOT
1. **Diana** will gather more input of the Legacy Planning. **Arlene** is willing to help with Marketing.

Eric reviewed the meeting and gave us an A-.

For next meeting (Thursday, October 14, 2021)

Diana will do opening and **Jean** will do the closing words.

Brian will grade the meeting.

Rich and **Arlene** will do the board video this month.

Closing -

October 2021

OUUC BOARD MEETING MINUTES

Thursday, October 14, 2021 7:00 - 9:00 PM on Zoom

A loving, just and healthy world. We welcome, wander, embrace, empower, bridge and become.

Board Officers Present: James Trujillo, President; Arlene Colerick, Vice-President; Jason Martinelli, Treasurer; Rich Kalman, Secretary

Members at Large Present: Brian Coyne, Diana Finch, Eric Ness, and Jean Phillips

Ex-officio Member: The Rev. Mary Gear

Members absent: none

Congregational members present: none

Opening words: Diana

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda -

Congregational Member Concerns/Comments: Rev Mary reported hearing positive feedback on the Board's listening session on Monitoring.

Ministerial Report:

1. The HVAC project is on schedule to be completed by Oct 24th.
1. OUUC's new website will soon go live.

Committee reports:

1. Finance: Land Sale -Jason The Springer Land (donated by Julius Springer 2007) is not physically connected to the church and is surrounded by someone else's property. We have no access to it, but have to pay taxes on it. We would like to sell it to the owners of the surrounding land, or get an easement to use it. Rev Mary will email the surrounding land owners letting them know our desires. The board has considered bylaw 5.1.B.3 and determined that it has the authority to proceed with a possible sale.
1. **Health and Safety- Brian** said that we are continuing with our Health and Safety policy of following the state guidelines. Darlene is researching guidelines as pertains to the number of small groups that can use the building simultaneously.
1. Legacy Planning - Diana is working with the committee to organize their charge, including the education of the congregation about legacy planning. She and Rev Mary are working with a potential donor. Legacy giving may either go to the endowment, or go to fundraising for a specific project (e.g. capital expenses). We need to be clear about all the types of gifts congregants may give, how the funds may be used, and documenting gifts as they are given and how they are used, Currently the endowment is at \$456,341.00 - near its goal of \$SOOK.
1. **Stewardship-** Eric and the committee completed a postal mailing to all congregants after Rev Mary's sermon on stewardship. Those who have not pledged will receive emails, and those who have pledged in previous years, but not this year, will get emails and phone calls to remind them to do so. All board members are urged to pledge early and to then notify Eric that we have pledged. Board members are also asked to complete the skills and interest survey.

Board Vacancy-James: We were sad to see Amy leave the board. We are looking to the LDC to find a replacement.

Communication with Congregants, Publishing the agenda before meetings: The board decided to publish its next meeting agenda in both the newsletter and on the website, along with a notice that the agenda is subject to change.

Debrief Listening Session-James reported that we got good feedback on the meeting. Some suggested that, in addition to surveying new members regarding their satisfaction with OUUC, we could add surveying existing members. People appreciated the follow-up summary of what the board heard.



In November the board will consider updating the governing policy to accommodate the new monitoring policy. The new wording will go out to the congregation along with the meeting announcement and the agenda. The approved policies will be posted on the new website.

Strategic Direction: During the last "board year" the board focused on Covid, and writing & adopting our new Vision Mission and Ends. It also planned for shifting the financial year and shifting Legacy Planning. This year we are changing board policies, executing on legacy planning, and moving forward with shifting the financial year. In the second part of this board year we are looking toward retiring our outstanding debt (mortgage and personal loan: \$280K) plus replacing the HVAC system. These projects have reduced our reserves. Our aging physical plant is in need of routine maintenance and repair, some of which is very expensive. In the coming months, we shall decide if we want to hire a consultant to organize a strategy for stewardship and a large fund drive for a capital campaign.

Review of Sept BOT Meeting Minutes: The board reviewed the draft September Minutes and updated the minutes with an additional bit of information. Then the September minutes were approved as amended.

Review new business and assignments for next meeting:

1. Jason, will draft a letter to the neighboring land owner regarding land purchase. Brian and James will look at the letter. Rev Mary will send it to the land owner.
1. All board members will complete our pledges and the talent survey ASAP, and then notify Eric that we have done so.
1. Next meeting James will bring the monitoring draft for a vote.
1. Shortly before the next board meeting, Rich will prepare a packet of information about the new governing policy, including as related to monitoring, for all board members to consider before the next board meeting.
1. Shortly before all future meetings, Rich will send Darlene the upcoming meeting agenda to be published,

along with the meeting announcement, in the Tuesday newsletter and on the website.

1. Arlene will contact the LDC, and ask them to find a board member as a replacement for Amy.

[Brian reviewed the meeting and gave us an A](#)

For next meeting (Thursday, November 18)

[Brian will do opening and the closing words Arlene will grade the meeting](#)

Arlene will do the board video

Closing

Respectfully submitted this 14day of October, 2021 by Board Secretary, Rich Kalman

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November 2021

OUUC BOARD MEETING MINUTES

Thursday, November 18, 2021 7:00- 9:00 PM on Zoom

A loving, just and healthy world. We welcome, wonder, embrace, empower, bridge and become.

Board Officers Present: James Trujillo, President; Arlene Colerick, Vice-President; Jason Martinelli, Treasurer; Rich Kalman, Secretary

Members at Large Present: Brian Coyne, Diana Finch, Eric Ness, and Jean Phillips

Ex-officio Member: The Rev. Mary Gear

Members absent: none

Congregational members present: none

Opening words: Brian

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda - October Minutes approved Congregational Member Concerns/Comments: None
Ministerial Report:

1. Rev Mary explained the Proposed 2022 Transition Budget, which covers the six month period Jan. to June 2022. There will be a Congregational Listening Session on the budget on Dec 5, before the budget is brought to the congregation via Zoom for approval on December 12.
1. HVAC Funding: The work is substantially completed. The sanctuary is safe to use. However, the inspection uncovered the need for smoke detectors in the ducts and improvements for air circulation in the sanctuary. The board voted unanimously to approve this additional \$10,000 expenditure (in addition to a previously approved

\$10,000) which will come from the PPP funds.

1. Fifteen inverters on the solar panels need to be replaced. The board voted unanimously to approve using the PPP funds to cover this \$3,600 expense,

1. Rev Mary reported that Rev Carol audited the Benevolent Fund.

Congregational Listening Session: The budget discussion will take place online on Dec 5th. The budget will be sent to the congregation on the prior Tuesday. Rev Mary and James will create a slide show to explain the budget. Rev Mary will present the budget to the congregation followed by a Q&A. Diana will give an update on the Endowment Fund.

Congregational Meeting: The Congregational Meeting will be held online only, at 11:30 on Dec 1 2th. Jason will explain the Reserve Funds, the PPP funds, and discuss our debt and the congregation will vote on the budget.

Stewardship for 2022: James pointed out that the board, as fiduciaries will have a larger role in the next stewardship campaign. He proposed that he take the lead in asking the congregation for funding to retire our major debts,

Board Calendar At James' suggestion, the board decided to hold a board retreat in person on Jan 8th to plan for the second half of the board year including the board's role in fundraising,

Update Board Policies and Monitoring: The Policy Governance Manual was amended to include the addition of monitoring procedures that enable the board and congregation to monitor our progress toward OUUC's Ends. (These provisions were modified at the congregational listening sessions). The policy also updates the procedures the board will use to review the minister's compliance with the policies governing the management of congregational finances, and the minister's leadership of the congregation toward our vision, mission and ends. A section on Monitoring the Ends, and a proposed Monitoring Calendar, tied to the ends, is included as well.

Committee reports:

1. **Legacy Giving** - Diana informed the board about a generous gift from a congregant, spread over three years, This sparked a discussion of the fiduciary role of the board.

- 1.

Treasurer Report - Jason submitted the quarterly financial report. (See attachment.) Income and expenses are in alignment. The PPP funds have been a help. Jason also reported that although there was an attempt to contact the owners of the neighboring Springer property regarding our desire to sell them a small parcel we own within their boundaries. The owners have not yet replied.

1. **Stewardship** - Eric said the stewardship drive went well. The congregation responded to his "friendly reminders". The board thanked Eric for his efforts leading to a successful stewardship campaign.
1. **Health & Safety**- Brian outlined three issues the committee is addressing. They are: how to respond to congregants based on their history of vaccination and exposure; deciding how many people should be in the sanctuary at one time; and whether choir members should be allowed to sing without a mask,

Review new business and assignments for next meeting:

1. **James** and **Rich** will make sure that the budget goes out to the Congregation on the Tues, Nov, 30.
1. **Rev Mary and James** will create a slide show to explain the budget. Rev Mary will present the budget to the congregation followed by a Q&A.
1. **Diana** will give an update on the Endowment Fund and the new mandate for legacy planning.
1. **Jason** will explain the Reserve Funds, the PPP funds, and discuss our debt at the congregational meeting.
1. **Rev Mary** will send Arlene's suggestion to Melanie that Melanie interview an HVAC contactor for "After Church".
1. James and Diana will meet with the Legacy Planning committee to clarify the role of the board.
1. Rich will send the congregation an announcement about the congregational meeting 14 days days in advance.

Arlene reviewed the meeting and gave us an A-.

For next meeting (Thursday, January 13, 2022): Eric will do opening and the closing words Rich will grade the meeting

James will do the board video Closing Words - Brian

Respectfully submitted this 13 day of January, 2022 by Board Secretary, Rich Kalman.

December 2021

No Meeting

January 2022

OUUC BOARD MEETING MINUTES

Thursday, January 13, 2022 7:00 – 9:00 PM on Zoom

A loving, just and healthy world. We welcome, wonder, embrace, empower, bridge and become.

Board Officers Present: James Trujillo, President; Arlene Colerick, Vice-President; Jason Martinelli, Treasurer;

Members at Large Present: Brian Coyne, Diana Finch, Eric Ness, and Jean Phillips

Ex-officio Member: The Rev. Mary Gear

Members absent: Rich Kalman, Secretary

Congregational members present: none

Opening words: Eric

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda – November Minutes approved

Congregational Member Concerns/Comments: James shared background information about the open letter to the congregation that went out via email on January 9, drafted and signed by both James and Reverend Mary. The board members heard details of a pattern of non-covenantal behavior by the church member, the current incident that prompted the open letter, and discussed what Reverend Mary and the Board can and should do in the future to prevent this member from repeating this behavior in the future.

Ministerial Report:

- HVAC is complete. Next major project is furnace replacement. Discussion of funding this project. There is a growth fund, Cascadia Growth Fund from which we can borrow. Grants also available.
- Board sponsorship of ministerial student Riley Urich discussed. Continuing relationship, expectations of student, Rev. Mary, Board and congregation outlined.
- Staffing growth and implications for stewardship. Discussed making Admin full time, other positions from Staffing for Growth plan outlined by Rev. Mary. James brought up safety and security, that liberal churches are targeted was brought up by Rev Mary, she stated we have cameras at front and RE doors, it's a busy place at night. Relatively safe compared to downtown. How much of an increase do we want to ask? Discussion of COLA, only 2% given this year. Social Security gave 5.5% COLA this year. Jason reminded us that after the member loan is paid off in 2023 that monthly payment amount could go towards staffing ask.

- Buildings and Grounds- The highest priority is to get a camera in the French drain to fix water seepage in the sanctuary. Immediate need. Report by next meeting of costs and details was requested by Eric. Rev Mary says we have resources. Rev. Mary made 2022-23 budget request of committees by Feb but not in time for Feb meeting. James asked for agreement on stewardship focus be the staffing we talked about.
- Rev Mary's report of ministerial obligations fulfilled was accepted.
- Jean asked maybe Raise the Paddle at annual auction be for B&G, Rev Mary says in past was Faith In Action projects, but it could change.

Committee reports:

- **Treasurer Report - Jason.** Finance team meets next week, wrapping up December's report. No questions.
 - **Health & Safety – Brian** named current committee members and reviewed recent decision regarding OWL ninth graders class. An exception to church occupancy guidelines was made, cautious participant guidelines will be followed due to special circumstances and the congregation informed. Question by Brian whether the Board should control membership access? Kerry Dyer LMP, Licensed Acupuncture, sister is a nurse, wants to join. Rev. Mary reported it's a board charged task force. James asked for discussion. No objections, vote called by Brian, seconded by Diana. Unanimous acceptance of Kerry Dyer.

Board Vacancy Process:

- **Jean** reports LDC (Leadership Development Committee) requests Board appoint their choice for Amy's remaining board term. Brian said he doesn't want Board to be a rubber stamp. Jean requested any other ideas. James would like to see a few candidates to choose from. Brian asked if an amendment to bylaws to mandate LDC to do their job is possible in future. Discussion ensued. Jean suggested LDC meet directly with James to resolve issue with temporary appointments. They agreed. Rev Mary contributed a Bylaws check under 5-3-e regarding vacant position may be left until Congregational meeting.

Capital Projects priorities and why for Legacy Planning:

- Estimated costs need correction on priorities document. Diana brought up Debt Retirement being a major benefit, language added for it. Jason revisited money for solar panels being a restricted gift. Discussion of why gifts should not be going to people's pet projects. James-if it's on the list we accept the money. Brian asked what is purpose of this list. James replied he intend to share it with congregation every year, not a policy for manual, more of a guiding doc for the Legacy Planning Committee. General discussion of items on the buildings and grounds list ensued.

Walk with Me Process

- James shared process document summarizing discussion of Board Retreat. Rev. Mary suggested naming it Dream with Me. After discussion working title changed to Come Dream With Me, a heart to heart conversation. Purpose and scheduling was clarified.

Review new business and assignments for next meeting:

- Brian will inform Kerry she's on the Health and Safety committee.
- James will contact LDC about differences re temporary appointments.
- James will take lead on first Come Dream a Dream in March.
- Arlene reviewed the meeting and gave us an always.

For next meeting (Thursday, February whatever 13, 2022):

Jean will do opening and the closing words

Diana will grade the meeting

James will do the board video

Closing Words - Eric

Respectfully submitted this 23rd day of January, 2022 by Board VP, Arlene Colerick.

February 2022

OUUC BOARD MEETING MINUTES

Thursday February 10, 2022 7:00-9:00 pm on Zoom

A Loving, Just and Healthy world. We Welcome, Wonder, Embrace, Empower, Bridge and Become.

Board Officers Present: James Trujillo, President; Arlene Colerick, Vice-President; Jason Martinelli, Treasurer;

Members at Large Present: Brian Coyne, Diana Finch, Eric Ness, and Jean Phillips

Ex-officio Member: The Rev. Mary Gear

Members absent: Rich Kalman, Secretary

Congregational members present: none

Opening words: Jean

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda – January Minutes approved after clarification and minor edit requested by Brian

Congregational Member Concerns/Comments: Rev. Mary notified the Board that Tim Ransom and Emily Ray are collecting members' congregational stories for our 70th Anniversary, and we may be contacted. James received a nice note about the last Board Video he posted.

Ministerial Report:

Rev. Mary shared her priorities for staffing increases, COLA over the 2% received from the transition budget, continued annual pledge request from the UUA, and operational expenses feeling the recent loss of our largest pledger. James suggested we prioritize COLA for staff before increasing UUA pledge with members' agreement.

The auction will be a 150-person plated dinner at Indian Summer Country Club on May 15, we will decide at next board meeting on Raise the Paddle cause this year, perhaps split between Faith in Action and internal need (Bldgs. and Grounds).

Funding for Rev. Mary's installation is already set aside, date is June 4, 2022, at 2pm at The Lutheran Church of the Good Shepherd. We discussed starting a capital campaign in the Fall on the actual anniversary date of OUUC.

The French drain may need repair or replacement and the Bldg. Manager is seeking contractors to come and inspect it, then bid on the work.

On Saturday from 10am to 3pm the New Member classes would welcome the presence of a Board member or two. See Rev. Mary to accept.

Please put clarification of Rev. Mary's access and use of long term reserve funds on March Board meeting agenda.

Rev Mary presented the Emergency Succession Plan to the Board. Don't worry, Rev. Mary is not planning on going anywhere, just good practice.

Committee Reports:

Financial Report – Jason. There is no budget surplus this year. The board discussed asking the private loan holder to donate remaining balance, about \$40,000, to free up \$1,600 per month in operating expenses. James will ask Fritz and Jason will ask Jeff Goltz about the member loan for historical context.

- **Health and Safety -Brian.** The county COVID guidance is stage 3, severe to high risk, but may be going down soon. The committee will discuss raising the 15 person occupancy limit at its' next meeting on Feb. 23.
- **LDC – Jean, James and the LDC leaders met to discuss the issue of how the LDC will work with the board to help it fill un-expired empty positions. The LDC has agreed to provide a list of candidates only. The board will be responsible for making the contacts and offer the short-term appointment. For now, they will provide a candidate to run for the board seat vacated by Amy's resignation (partial term), to be included in the slate of names submitted for election at the spring congregational meeting. Discussion followed about reducing the board from 9 to 7 members but that would require a by-laws change. There was discussion about increasing board visibility on the website, but content is still being migrated from old site, takes time.**

Stewardship - Home -James & Arlene. Members of the Stewardship Committee include Kim Danke, Steve Tilly, Christine Parke, Eric Ness, Linda Crabtree, Helen Henry , Arlene Colerick and Chair James Trujillo. Meetings are on Saturdays 10am on Zoom. Rev. Mary reminded members to keep her in the loop when making staff requests to avoid issues.

Legacy Planning and Board Listening Session Prep- James. Scheduled for Feb 20, Zoom only, James will do the PowerPoint, Diana and Jason will participate online along with James who will moderate. Arlene will be in Sanctuary to take any in-person questions from congregants on Feb 20. Arlene will request pics of Bldg. & Grounds large projects from Gerald Dodson to include in presentation.

Non-Covenantal Behavior Policy follow-up- James. The Worship Arts Team and celebrants felt sacred space was violated by a long time member's insensitive chat comment (objecting to non-binary gender pronouns used in Sara's story) in Sharing From the Heart. Three affected persons attempted reconciliation, the congregant was non-apologetic, what do we do when it happens next? Mediation

requirement? We have an opportunity to renew the Healthy Congregation covenant, review our conflict resolution. Conclusion reached was to continue to follow the non-covenantal behavior policy.

Review new business and assignments for next meeting:

James will do the PowerPoint for the LP listening session. James, Diana, and Jason will present the Legacy Planning listening session on Feb 20

Arlene will ask Bldg. and Grounds committee members for photos of large projects for the listening session presentation.

Jason and James will ask Fritz and Jeff Goltz about recovering the payment from Citibank.

For next meeting (Thursday March 10, 2022):

Brian will do the opening and closing Words

Eric will Grade the Meeting

Brian will do the board video

Closing Words – Jean

Respectfully submitted this 7th day of March, 2022 by Board VP, Arlene Colerick

Next Board meeting: Thursday, March 10

Agenda items due: Saturday, March 5

March 2022

OUUC BOARD MEETING MINUTES

Thursday, March 10, 2022 7:00 – 9:00 PM on Zoom

A loving, just and healthy world. We welcome, wonder, embrace, empower, bridge and become.

Board Officers Present: James Trujillo, President; Arlene Colerick, Vice-President; Jason Martinelli, Treasurer; Rich Kalman, Secretary

Members at Large Present: Brian Coyne, Diana Finch, Eric Ness and Jean Phillips

Ex-officio Member: The Rev. Mary Gear

Members absent:

Congregational members present: Tim Ransom and Lee Doyle

Opening words: Brian

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda – Approval of Minutes deferred to April

Congregational Member Concerns/Comments -- none

Plans for the Installation/70th Anniversary Celebration –Tim Ransom and Lee Doyle

The Anniversary Celebration will be a community event that engages the congregation in talking about OUUC in the past, the present and the future. The Anniversary Celebration will follow a Sunday Service in early May. This event will serve to prepare us for Rev. Mary's upcoming Installation. It will be a party with music, food and creative activities. The product of these activities will be displayed in the church, used in the Installation, and may be saved in a time capsule.

Ministerial Report –Rev. Mary (see action items below)

Rev. Mary asked, regarding our Non-Covenantal Behavior Policy: What would lead to removing someone from membership, and how may they return? The board decided to consider an amendment to our policy. Jean and Arlene will take the lead on organizing this. Rev Mary offered help from Darlene if needed. We will revisit this at the May meeting.

Use of Reserve Funds –Rev. Mary Our bylaws say that the minister cannot use funds from long term reserves. We have many reserve funds. Rev Mary proposed that certain funds would be available for her to use with board approval, others funds are available with notice to the board. Funds that are operational do not require approval. For all funds, expenditures above \$5000 require approval. Rev. Mary will create a document which indicates which funds require board approval, which require giving notice and which funds are operational. This agreement and the document will become part of the board’s governing policy. **Approved unanimously.**

Raise the Paddle At the auction, the congregation expects to raise \$20,000, half to go to OUUC (for internal use) and half to go to an organization in the community (as an external contribution). The internal use proposed is the OUUC Building and Grounds, to fix the gutters and possibly the front steps of the building. The three external contributions proposed are *Kindergarten in the Garden* (Climate), *Pizza Klatch* (Racial Justice), and *Family & Youth Resource Center* (Homelessness). **Approved unanimously.** UPDATE: subsequent to our board meeting the Faith in Action team requested a change and asked that the board approve a donation to UUSC to support the people of Ukraine. In a split but majority vote, the **Board approved** this request^[1] .

PPP Money Report to Congregation –Jason Congregants have questions about the PPP and how it has been used. Jason suggested doing a presentation to educate the congregation and also for the sake of transparency. In addition, he would create a document to provide historical context for future boards, including a timeline and a list of who from the congregation was involved in the decision making.

Committee reports:

- **Finance:** Jason explained the value of moving our accounts away from Key Bank to a local credit union which would be more in line with our values and will serve OUUC better. This work will be started^[2] before Jason leaves the board in May. Several credit unions are under consideration.
- **Stewardship Update** – James & Arlene: “Growing Community” is the theme. The materials are ready to be sent out to the congregation. Rev. Mary will give a stewardship sermon on Sunday. The board is asked to be the first to donate. Stewardship testimonial videos have been recorded. More are needed. A “Growing Community Soirée Event” is planned. It will happen with a small audience in-person and also broadcast to the congregation on Zoom on March 19th at 4:00 pm.
- **Health and Safely** – Brian and Rev. Mary said that this task force is considering increasing Sunday Service attendance to up to 70 people. The task force is still deciding whether to continue requiring masks. A CO2 monitor will be purchased to indicate if air turnover in the sanctuary is sufficient to be safe. For now, the choir will continue in the commons. This is our “next best step.”
- **Legacy Planning** – Diana explained that George Lanning has given a non-endowment gift of \$100,000 “to best serve the congregation”. James proposed that we look at the priorities

previously set by the board, consult with George on his preferences, and then honor him in front of the congregation. Diana suggested that the Endowment Giving Tree could be renamed to include honoring other legacy-giving donors with golden leaves as well. Evelyn Greenburg's estate is also expected to provide a gift to OUUC.

- **Financial** –James
 - **Personal Loan Forgiveness**, A congregant lent OUUC \$200,000 of which \$40,000 is left outstanding. We considered whether to ask them for loan forgiveness. A large majority of the board was not in favor of doing so.
 - **Audit** – James reported that Ryan Baye has resigned from the audit committee. James suggested that rather than having a standing committee, we have a short term audit project. The last external audit was 2018 year. Rev Mary suggested we may need an external audit soon.

“Dream With Me” Planning for March 20 – After Sunday Service, congregants will be invited to engage in small group discussions of the big questions facing OUUC. These will be facilitated by board members (either in person or on Zoom). The question for March is: What have we learned in the last two years, and what are we becoming? What have we learned as individuals and as a community? In addition to facilitating, the board members main job is to listen.

Review new business and assignments for next meeting:

- **Jean and Arlene** will take the lead organizing on non-covenantal behavior
- **Diana and James** plan to [\[3\]](#) meet with George
- **Jason** will do a PPP presentation to the congregation and create report document
- **All** will prepare to facilitate the “Dream” conversations on March 20th
- **All** will go on line and pledge.
- **Rev Mary** will send the reserve fund list to be attached to the OUUC Governing Policy

Eric reviewed the meeting and gave us an A.

For next meeting (Thursday, April 14, 2021)

Arlene will do opening and the closing words

Brian will grade the meeting

Brian will do the board video this month.

Closing - Jean

Respectfully submitted this 14 day of April, 2022 by Board Secretary, Rich Kalman.

April 2022

OUUC BOARD MEETING MINUTES

Thursday, April 14, 2022 7:00 – 9:17 PM on Zoom

A loving, just and healthy world. We welcome, wonder, embrace, empower, bridge and become.

Board Officers Present: James Trujillo, President; Arlene Colerick, Vice-President; Jason Martinelli, Treasurer; Rich Kalman, Secretary

Members at Large Present: Brian Coyne, Diana Finch, Eric Ness and Jean Phillips

Ex-officio Member: The Rev. Mary Gear

Members absent: none

Congregational members present: Jeff Goltz

Opening words: Arlene

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda – March Minutes approved

Congregational Member Concerns/Comments

- None

Chase Bank: Jeff Goltz explained that OUUC made an extra approximately \$2300 payment from our checking account with Key Bank to TIAA Creff at Chase Bank, to cover staff benefits. . Despite the best efforts of Jason and Jeff, both Chase and Key Banks have refused to refund the mistaken payment. The board is considering our options: a) Going public, b) Going to small claims court against Chase Bank. C) Cutting our losses and just letting it go. **Eric moved and Arlene second the motion that we sue Chase in small claims court for conversion (the money plus the value of our time). The motion carried 7:1.**

Ministerial Report –

- Darlene is working on a new employee handbook.

- The B&G committee has presented a list of our church's major physical needs. Replacing non-functioning furnaces with ecological heat pumps is high on the list. This would also provide air-conditioning in the older part of the building.
- Our projected income is less than expected (see Stewardship below) Rev. Mary is looking at ways to decrease the projected budget, as well as options to fill the financial gap.

Committee reports:

- **Stewardship Update** –James, Arlene & Rev Mary: The team has been meeting for 10 weeks. We have additional new pledgers and some seasoned members have increased their pledges. However, some congregants are confused about our switch to the new fiscal year. Also, some major pledgers have passed on, and newer members pledge at lower levels. We are \$85K below our goal of ~\$532K. Rev Mary is looking at possible cuts to the budget and at resources for additional funds, including using reserve funds created through the forgiven PPP loans designed for paying staffing and other operational costs. The Board also discussed minimal use of Legacy Giving funds to pay for a portion of the congregation's large debt to improve cash flow for maintaining operations. The use of these funds is in direct alignment with board priorities as vetted through the congregation and in alignment with legacy gift donors. Such changes will reduce the gap in Stewardship funding from \$85K to about \$45K and help the congregation avoid staffing cuts. The board thanks all those who have worked on the Stewardship Campaign.
- **Health and Safety Update** – Brian: The team is considering: How to determine current risk level; and what guidelines to implement for building use.
- **Legacy Giving** – Diana: The committee continues to work on the web page. They are considering renaming the Endowment. The committee may discuss raising the size of contributions, that are recognized with a brass leaf, from \$2500 to \$5000 (since the initiation of the program in 2004).
- **Non Covenantal Behavior** – Arlene & Jean: They are looking for model policies that specify procedures for dealing with unresolved behavior issues, and when it may be necessary to expel someone from fellowship and how they may be re-instated.

PPP Loan Report – Jason reported on the history of the PPP at OUUC. The PPP funds were used to cover salary and mortgage payments during the pandemic when our financial outlook was uncertain. It enabled us to keep all of our staff employed, and covered other operating expenses. After OUUC documented that we used the funds as intended, Key Bank approved our application for loan forgiveness. We learned that the money we saved by using PPP funds then became available to be put to other uses. The board **voted unanimously to accept the report, share it with the congregation and include it in the year end Board Statement.**

“Dream With Me” Planning (April 24th) & Debrief March Listening Session – James reviewed the agenda and roles of the meeting. Arlene volunteered to lead the April 24th session in person. Diana volunteered to help facilitate discussion at OUUC in person.

February Minutes: The newly amended minutes were unanimously approved.

Board Calendar Planning – James reviewed the dates for upcoming board meetings, the congregational meeting and other events on the calendar through June.

Review new business and assignments for next meeting:

- **Jeff Goltz** will contact Chase Bank in June to give them one more chance before we go to court.
- **Rev Mary** will present a balance budget with consideration of our stewardship situation.
- **Jean & Arlene** will follow-up on researching models for non-covenantal behavior policy.
- **Jason** will prepare a PPP report to the congregation, and present a draft at our next board meeting.
- **Jason** will research transitioning our funds from Key bank to a local credit union. He will report on this at our next meeting
- **Arlene and Diana** will be in person for the Dream with Me
- **We will all** send Arlene our observations of the positive outcomes from the previous “Dream with Me” session.
- **Rich** will post the approved Feb and March minutes on SharePoint and also send them to Darlene for the website.

Next Meeting Topics:

- Prepare for adoption of a budget to present to the congregation.
- Prepare for the congregational meeting on May 24.
- Discuss renaming the Endowment, and raising the contribution level.

Brian reviewed the meeting and gave us an A.

For next meeting (Thursday, May 12, 2022)

Eric will do opening and the closing words

Diana will grade the meeting

James will do the board video this month.

Closing - Arlene

Respectfully submitted this 12th day of May, 2022 by Board Secretary, Rich Kalman.

May 2022

OUUC BOARD MEETING MINUTES

Thursday, May 12, 2022 7:00 – 9:00 PM on Zoom

A loving, just and healthy world. We welcome, wonder, embrace, empower, bridge and become.

Board Officers Present: James Trujillo, President; Arlene Colerick, Vice-President; Rich Kalman, Secretary

Members at Large Present: Brian Coyne, Diana Finch, Eric Ness and Jean Phillips

Ex-officio Member: The Rev. Mary Gear

Members absent: Jason Martinelli, Treasurer;

Congregational members present: none

Opening words: Eric

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda – approved

Congregational Member Concerns/Comments

- James reported that Steve Tilley had sent an email to all board members which identified reduction of debt as a way

to increase operating funds and to cover the budget shortfall.

Committee reports:

- Finance:

o James shared information on first quarter revenues and expenses. Rev Mary shared that the bookkeepers

indicated that we are running in the black.

o Jean moved and Brian seconded the motion that, “The board will change our financial institution to

TwinStar Credit Union for our banking needs, including checking and savings accounts. We authorized

Jason Martinelli, OUUC Treasurer, Rev. Mary Gear, and James Trujillo to be the Responsible Individuals on

the new TwinStar accounts”. Brian amended the motion to include “or their successors” after the list of names. The amendment, and then the motion were unanimously approved.

- Covenantal Behavior –Jean & Arlene presented amendments to a section of the board’s Non-Covenantal Behavior

Policy, section 4, c. The amendments describe a process for taking right action after it is determined that a disruptive

behavior has occurred. The board recommended adding a provision that “the board may be involved in, or informed

of the right action”. Jean and Arlene will continue to work on this matter. We also need to consider what to do if a

Respondent declines counseling or other action to restore their relationship with the congregation.

- Audit – James gave an update on the work of the committee. Ryan Baye has resigned. Jean has followed-up with

Wim Verhoef about his concerns regarding previous communications with a previous board of trustees. Jean will

continue to follow-up with Wim. Moving forward, the committee is considering hiring a CPA to do a formal audit.

- Ministerial Report –

- o Rev Mary announced that OUUC has been named in George Lanning’s will for an additional bequest.

- o The health and safety task force have revised the Covid guidelines.

- o Rev Mary presented a revised budget. Reduced pledges in the stewardship campaign following the financial

transition has caused a budget shortfall. Additional pledges have come in since the May 7, 2022 version of

the budget. These pledges have decreased the amount of money that needs to be taken from the legacy

account by a thousand dollars. About \$19K may come from the legacy gift (toward the member debt and/or

the mortgage) and/or we may use reserve accounts like the PPP Replacement Reserve Fund for that. She

explained the cuts to staffing and programs that were made necessary by the revenue shortfall.

o Rev Mary has authorized a professional building-maintenance reserve study.

o Brian moved that the board approve a) Rev Mary's budget with the suggested cuts, b) the use of a portion

of the legacy gift to pay the member loan this year, and c) the use of the remainder of the PPP loan in order to balance the budget. The motion was unanimously approved.

• May 15 Q&A Budget Session Planning – James, Jason and Rev Mary will be at the church in-person.

o Opening words - Rev Mary

o Introduction, ground rules, context, long range planning - James

o George's wishes being in-line with priorities of the board. Rev Mary & Diana

o Presentation of the Budget – Rev Mary, Jason

o Q&A - James

o Closing Words

• May 22nd Congregational Meeting Planning & Talking Points – James

o Vote counting in-person (Brian) and online screen shots (Rich)

o LDC will present candidates to the congregation

o James will do a summary of the actions of the board and the PPP report.

• The Amended April Minutes were unanimously approved.

Review new business and assignments for next meeting:

• Jean and Arlene will add language to the Non-Covenantal Behavior Policy and bring it back to the next board

meeting: How to inform or consult with the board; How to include the principle of non-violence; and How to

deal with a non-compliant respondent.

- Jean will follow-up with Wim about resolving his concerns.
- Rev Mary and James will sign an addendum to Rev Mary's contract relating to the temporary reduction in annual professional development funds.
- For future board: Look for ways to put the work of the financial planning team into motion, e.g. raise funds to pay off the mortgages.
- Rev Mary and Jason will plan a report on the cost of the HVAC upgrade, the stewardship charitable giving, and the endowment fund.
- James -- PowerPoint for Q&A –
- Rev Mary will prepare slides for the budget proposal
- Rev Mary: Handouts for Q&A
- James: PowerPoint for Congregational Meeting.
- James will follow-up with the LDC for Congregational meeting presentation.
- James will prepare the snapshot of the year presentation
- Jean will continue to follow-up with Wim. Moving forward, the board is considering hiring a CPA to do a formal audit.
- James will contact Tami Black regarding the loan repayment.

Diana reviewed the meeting and gave us an A.

For next meeting (Thursday, June 9, 2022)

Jean will do opening and the closing words

Eric will grade the meeting No one will do the board video this month.

Closing - Eric | Respectfully submitted this 9th day of June, 2022 by Board Secretary, Rich Kalman.

June 2022

OUUC BOARD MEETING MINUTES

Thursday, June 9 2022 7:00 – 9:00 PM on Zoom

A loving, just and healthy world. We welcome, and wonder, embrace, and empower, bridge and become.

Board Officers Present: James Trujillo, President; Arlene Colerick, Vice-President; Jason Martinelli, Treasurer;

Rich Kalman, Secretary; incoming board members: Tami Black, Lee Doyle, Jeff Goltz and Joe Joy.

Members at Large Present: Brian Coyne, Diana Finch, Eric Ness and Jean Phillips

Ex-officio Member: Rev Mary Gear

Congregational members present: none

Opening words: Jean

Members absent: none

Check in everyone

7:24 Review Agenda – James reviewed the agenda.

7:25 Consent Agenda – approved by consensus

Congregational Member Concerns/Comments: James mentioned a complimentary note from Harmon Eaton about the

Congregational Meeting. Others also had expressed approval of the Q&A session.

7:28 Election of Officers: The following slate of candidates for officers of the board was unanimously approved.

President - Arlene Colerick

Vice-President - Lee Doyle

Treasurer - Jeff Goltz

Secretary - Rich Kalman

7:38 Transition Information: Arlene

- Congregant Issues – Arlene and James noted that a congregant has a history of exhibiting non-covenantal behavior.

The Non-Covenantal Behavior policy was followed but the congregant has refused mediation/counseling in the past.

It is up to the congregation, represented by the Board (rather than the minister) to manage this. Our policy is

currently being updated. Rev Mary indicated that OUUC may soon be re-writing our Covenant as well.

- Financial Issues – Jason is working on the transition from Key Bank to TwinStar Credit Union. It will take about three

months. Jeff Goltz, who was elected to replace Jason at this meeting, will be working with TwinStar to effect the

change. Jean mentioned that we will be conducting an audit in the coming year. She described her work to resolve

issues remaining with a former in-house auditor.

- Transition – James reminded the new board that next year Rev Mary will be organizing the monitoring of our Ends.

There may be an effort for a capital campaign. He recommended forming a short term task force for the audit rather

than a standing committee. Consider working on a strategic plan for the year. The Board needs to update its contact

information for authorized signatures and for emergencies. Consider that moving our cloud storage will take time

and energy before deciding to move it. Be aware of other church committees that may step over boundaries that

belong to the board. The members of the board of trustees should continue to each have a role, rather than letting a

few do the work. James will provide board members with the password for the Executive Session section on

SharePoint.

8:05 Ministerial Report: Rev. Mary reported on the new Employee Handbook, her calendar, the addendum to her

ministerial contract, and suggestions to facilitate and support board's transition and further learning.

8:15 Committee reports:

- Non-covenantal Behavior Policy – Arlene & Jean described amendments and further changes to the policy. Later

this year OUUC will focus on covenantal behavior, with the possibility that we will re-write our covenant and Noncovenantal

Behavior Policy. The board considered various aspects of the policy, and decided to continue working on

it.

- Faith in Action – Joe Joy explained a change in plans: The solar panel installer advised us that it would not be

practical to upgrade our system with new inverters. A motion was made and seconded that the \$3600 budgeted for

solar panel inverters be moved to the general operating fund. The motion passed unanimously.

- Leadership Development Committee – Jean said the new LDC committee will meet to define their mission and make

plans for the year.

- Legacy Planning – Diana said that Harmon Eaton from the committee is looking at revising the priorities decided by

this last Board, which they will bring to the new Board for approval.

- Health and Safety – Tami volunteered to be the liaison to this task force. Rev Mary reported that they have worked

on reflecting the CDC guidance. They will reconvene in August. There will be further training of ushers and greeters.

8:54 Calendar for 2022-2023 Board Year - Arlene proposed the board calendar and it was unanimously approved.

Through September we will continue meeting via Zoom. After that we will decide how to meet going forward.

Review new business and assignments for next meeting:

- Jean, Arlene and Jeff will continue work on further details of the Non-covenantal Behavior Policy.
- The Board will make a decision on the Non-covenantal Behavior Policy.
- Arlene will reserve a space for our retreat on Aug 5th.
- Rev Mary will ask Darlene to set up a SharePoint training for interested board members.
- Tami Black will contact Brian Coyne and Rev Mary about her new liaison role with the Health and Safety Task

Force.

-

At the strategic planning session the board will discuss:

- methods of communications & links to the board meetings,
- board videos, Listening and Dreaming sessions
- long range capital campaign,
- dates for Stewardship Campaign, and
- planning for the audit.
- Eric reviewed the meeting and gave us an B+.

For next meeting (Thursday, July 14, 2022)

Eric will do opening and the closing words

Lee will grade the meeting

Arlene and Lee will do the board video this month.

9:20 Closing Words - Jean Phillips

Respectfully submitted this 14th day of July, 2022 by Board Secretary, Rich Kalman.