

BOARD OF TRUSTEES

Minutes July 2023 – June 2024

Olympia Unitarian Universalist Congregation

Contents:

[July 2023](#)

[August 2023](#)

[September 2023](#)

[October 2023](#)

[November 2023](#)

[December 2023](#)

[January 2024](#)

[February 2024](#)

[March 2024](#)

[April 2024](#)

[May 2024](#)

[June 2024](#)

July 2023

OUUC BOARD MEETING MINUTES

Thursday, July 13, 2023 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: Arlene Colerick, President; Susan Moon, Vice-Pres; Rich Kalman, Secretary

Members at Large Present: Tami Black, Lee Doyle, Karmel Shields

Ex-officio Member: The Rev. Mary Gear on vacation

Members absent: Jeff Goltz, Treasurer; Joe Joy, and Eric Ness

Congregational members present: none

Opening words: Tami

Check in everyone

Review Agenda Arlene reviewed the agenda.

Consent Agenda – The draft minutes were approved.

Congregational Member Concerns/Comments

At the Pride March someone suggested having an OUUC community identifier e.g. T-shirt, hat, bumper sticker, etc.

Committee reports:

Finance – Jeff reported via written statement.

Financial Review Task Force – Arlene reported that the TF will be making recommendations to the congregation.

Legacy Planning – Eric relayed that he is in the process of getting oriented in his new liaison role.

LDC – Lee reported that she met with Jean Phillips to get oriented. The committee is working well to determine their role, the role of leaders, and how to recruit more volunteers.

Stewardship – Tami said that this committee has not met. Karmel (the previous Stewardship Chair) will have some suggestions going forward. One is that the committee become active from October through May.

Old Business

LDC Memo from Tim Ransom was discussed.

Capital Campaign Debrief – Joe Joy submitted a written statement.

Stewardship Debrief – Karmel Shields has suggestions for future campaigns.

Auction Debrief – Jenee Wolfram submitted a report to the board recommending reinventing the auction.

Major Projects Update – Jeff submitted a written statement. Arlene reported that she signed contracts for the HVAC project and the paving project. In addition, the gutters will be replaced. A plaque will identify the new “George Lanning Memorial Heat Pump”.

GA Action Items—Rev Mary via written statement, reported that at the UUA General Assembly the UUA Endowment Fund Proposal did not pass. Article II proceeded to a second year of study before it will be put to a final vote.

New Business

Board Retreat Agenda

- o Church Size and Culture
- o Review Congregational and Board Covenants
- o Consider use of UUA board leadership materials
- o Consultant Rev Monica: “What we have learned about our strengths, threats and skills.”
- o Consider creating a procedure manual for each fund raising campaign (whom to talk to about what).
- o Theme and Events for the coming year
- o Board priorities and calendar of tasks; key deliverables
- o Fundraising: priorities & year-round calendar.

Topics for Next Meeting

Financial Review FY22-23

TBD at retreat

Assignments for next meeting (date to be determined at the retreat):

Karmel will write up recommendations for the next Stewardship Campaign.

Tami will solicit more input from the auction committee and write up another Auction Debrief.

Lee will do opening and the closing words for the retreat. Eric will do opening and closing words for the August meeting.

Tami will grade the August meeting.

No Board Sunday in August.

Lee reviewed the meeting and gave us a B+.

Closing—Tami

Respectfully submitted this 15th day of August, 2023 by Board Secretary, Rich Kalman.

August 2023

OUUC BOARD MEETING MINUTES

Tuesday, August 15, 2023 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: Arlene Colerick, President; Susan Moon, Vice-Pres; Jeff Goltz, Treasurer; Rich Kalman, Secretary

Members at Large Present: Tami Black, Joe Joy, and Eric Ness

Ex-officio Member: The Rev. Mary Gear

Members absent: Lee Doyle

Congregational members present: none

Opening words: Eric

Check in everyone

Review Agenda Arlene reviewed the agenda.

Consent Agenda – The agenda and July Minutes were approved as amended.

Congregational Member Concerns/Comments

none

Ministerial Report—

RACI: Rev. Mary had given us a chart to help us think about who are Responsible, Accountable, Consulted and Informed about conducting fundraising and other activities.

Ministerial Agreement – Rev. Mary requested that the contract stipulation for 4 weeks of vacation and 4 weeks of study leave be changed to eight weeks for any combination of both.

Consultant for Cong. Dynamics: Rev. Mary is exploring the possibility of UUA consultant, Deborah Pope-Lance, working with the leadership of OUUC. The board gave its consent.

Rev. Mary is preparing herself and OUUC for her sabbatical leave.

We now have two pianos at OUUC, which is good for concerts.

Campers on OUUC Property: There will be a remembrance of Bri on Aug. 27. Coincidentally, National Overdose Remembrance Day is occurring, which we will mark with purple ribbons. On Aug 29th a neighborhood meeting will be held, in the evening, to listen to neighbors' concerns about having unhoused people in their community.

New Business

Gutter Replacement Authorization: The board authorized spending \$13K for gutter replacement, \$3,170 to come from the Raise the Paddle fundraiser at the 2022 auction, and the remainder to come from the Capital Campaign Committee.

The Board authorized \$3,000 plus tax to pave the existing unpaved walkway from the Commons patio to the sidewalk along the southern parking area.

Joe volunteered to work with Fritz Wrede on a Fundraising Committee RACI Chart that Fritz has started.

Committee reports:

Finance—Jeff sent the bookkeepers' report to the board. Jeff is investing cash in CDs where appropriate, and hopes to purchase more if funds are not needed immediately for operating or capital expenses. OUUC is now debt free (from the mortgage and the member loan).

Legacy Giving—A class on end of life planning, taught either by Rev. Mary & John Gear (3 hour class) or by Eric may be an opportunity to get congregants thinking about legacy planning. Jeff reported that the policy still needs to be changed to allow the use of endowment funds for operating expenses.

LDC—Lee was not present.

Stewardship & Auction—Karmel sent the board a Stewardship Campaign Debrief with Suggestions. The board approved Karmel's request to re-convene (or re-constitute) the committee to begin work on the next campaign as an on-going committee.

Review Key Deliverables

Revise policy governance manual, endowment policy; Review and approve the vision of governance;

Determine the process for adopting a behavioral covenant; Form and support a fundraising committee (next meeting); Prepare the congregation for Rev Mary's sabbatical; Host a Thursday evening dinner.

Solicit Responsible Board Members for each of the above. Jeff and Susan will work on the Governance

Manual with Fritz as well. They will incorporate the "Vision of Governance" and meet with Rev. Mary. Rich will be responsible for keeping the Behavioral Covenant on the board agenda. The Sabbatical Planning Team liaison is Arlene; The Thursday dinner organizer is Karmel

Old Business

Future Retreat: postponed

Board Sunday: Arlene will present "Meet the New Board". Board members will be there if possible to introduce themselves and explain their liaison roles.

Topics for Next Meeting

RACI chart for Fundraising, and our Governance Policy

Determine, before November, the process for adopting a behavioral covenant.

Susan and Jeff's thoughts on the meaning of our Vision of Governance, and Adoption of the Vision of Governance

Form and support a fundraising committee;

Prepare the congregation for Rev Mary's sabbatical

Assignments for next meeting:

Joe volunteered to work with Fritz Wrede on Fundraising RACI chart. Karmel will join them for one meeting.

Arlene will help edit ministerial agreement re: study & vacation leave

Arlene will send language for a HVAC plaque to Marie. & Rev Mary

Rich will save the financial report with the minutes on OneDrive. Arlene will include a link to the financial report in the Sunday presentation.

Rev. Mary will ask Darlene about posting the financial report on Realm.

Jeff will send out a revised Financial report to Darlene for posting on Realm.

Susan and Jeff will meet to discuss the Vision of Governance and how it impacts what we do in practice, and report back to the board.

Tami will ask Alicia Martinelli to meet with Fritz re: RACI chart for the auction committee.

Tami, reviewed the meeting and gave us an A-

For next meeting (Tuesday, September 19, 2023)

Lee will do opening and the closing words.

Eric will grade the meeting.

Arlene will do the board presentation this month intro to the board.

Closing - Eric

Respectfully submitted this 19th day of September, 2023 by Board Secretary, Rich Kalman.

September 2023

OUUC BOARD MEETING MINUTES

Tuesday, September 19, 2023 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: Arlene Colerick, President; Susan Moon, Vice-Pres; Jeff Goltz, Treasurer; Rich Kalman, Secretary

Members at Large Present: Tami Black, Lee Doyle, Joe Joy, Eric Ness and Karmel Sheilds.

Ex-officio Member: The Rev. Mary Gear, Rev. Monica Jacobson Tennesen

Members absent: none

Congregational members present: none

Opening words: Lee

Check in everyone

Review Agenda Arlene reviewed the new agenda.

Consent Agenda – The August Meeting Minutes were approved as amended.

Congregational Member Concerns/Comments

Art on Sanctuary Walls: The board discussed the value of having congregant art displayed. The committee that used to organize this activity no longer exists. Guidelines and procedures need to be established. However, it is not currently one of the ministers top priorities. Volunteers to take on these tasks would be appreciated. For now, quilts made by members of OUUC Sewing Ministry are currently on display, and more will be displayed in the near future.

Ministerial Report—

The Agreement with Rev. Monica. Rev. Monica describes how she may be of service to the board. (e.g. being a thought partner for: Adopting and implementing a vision of governance, Clarifying roles and expectations in decision making authority and involvement, Re-start-up after pandemic, Preparing for Rev. Mary's sabbatical leave, including establishing expectations of a sabbatical minister and contract development and review, Supporting the Healthy Congregations Team, Determining how to bring the Behavioral Covenant to completion, Supporting fundraising planning,

There will be a Board Retreat on Nov 18 to gain consensus on role expectations between the board, the congregation and the minister.

The Employee Handbook, the Behavioral Covenant, the Minister's Contract and the Agreement with Rev. Monica will be discussed at the Nov 18 Board Retreat.

There has been a strong start to the congregational year.

Lead Planner for Darlene's Retirement Party: Jeff volunteered to be on a planning team with others.

Liaison reports:

Finance—Jeff (no report this month) The HVAC project cost about \$200K.

Legacy Giving—Eric reported that the committee sent "Thank you" cards to congregants who included OUUC in their will. Eric will lead a class on "Planning for Your Demise" that will include points on legacy planning for the people you love.

LDC—Lee let the board know that the committee will be filling three board positions. In addition, they are looking for people who could support fundraising activities. The LDC is also looking at revising the Skills and Interest Survey.

Stewardship —Tami said that she and Karmel are actively looking for more people to serve in specific stewardship roles.

Reserve Task Force – Joe reported that the committee is working on a report for the board. They have questions about who is responsible for raising funds and the roles and responsibilities of the Minister, the B&G Committee and Facilities Manager in this regard. Jeff called for greater clarity on how certain funds are used and whose approval is needed for the use of funds in different circumstances.

Review Key Deliverables

Revise policy governance manual, endowment policy – Susan (Jeff);

Review and approve the vision of governance (part of above);

Determine the process for adopting a behavioral covenant – Rev. Mary and board; There are two questions: What is the process for review? (go to congregation for vote?); Does the BC apply to the staff?

Form and support a fundraising committee – Arlene; Congregants have been invited to volunteer to serve on this committee.

Prepare the congregation for Rev Mary's sabbatical – Arlene & Board; This will require a decision on how to pay for related budgeted expenses.

Host a Thursday evening dinner – Karmel. This is being planned for Feb 29th. This will also be the kick-off for the Stewardship Campaign.

New Business

Follow-up to the recent Neighborhood Meeting: Arlene reported that a few board members and about 15 neighbors attended. Participants sat in a circle and their verbal contributions were listened to. The meeting has generated good will within the neighborhood. A neighbor expressed an interest in adding a camera on the back side of the building. A neighbor requested quarterly meetings with us to find out what OUUC is doing in regard to homeless campers. For now, we are not allowing campers on the property. The board approved an unplanned \$180 expenditure from the operations budget for adding a camera in the back of the building. We resolved to meet with the neighbors again to report back on our policy and the additional camera.

Topics for Next Meeting

Behavioral Covenant (two questions, see above)

Approve Employee Handbook

Skills and Interest Survey

Reserve Task Force's Report to the Board

Schedule Follow-up Meeting with Neighborhood

Motion Activated Flood lights in parking lot?

Assignments for next meeting:

Rev. Mary will recruit a congregant to serve on the committee that plans a party for Darlene. Jeff will participate.

All will review the Employee Handbook for approval at the next meeting.

Eric will contact Teresa about changing the wording on the website.

All will meet on Nov 18 for half day board retreat

Grade the Meeting: Eric reviewed the meeting and gave us an A.

For next meeting (Tuesday, October 17, 2023)

Susan will do opening and the closing words.

Karmel will grade the meeting.

Arlene will do the board listening session.

Closing - Lee

Respectfully submitted this 16th day of October, 2023 by Board Secretary, Rich Kalman.

October 2023

OUUC BOARD MEETING MINUTES

Tuesday, October 17, 2023 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: Arlene Colerick, President; Susan Moon, Vice-Pres; Jeff Goltz, Treasurer; Rich Kalman,

Secretary

Members at Large Present: Tami Black, Lee Doyle, Joe Joy, and Eric Ness, Karmel Sheilds

Ex-officio Member: The Rev. Mary Gear

Members absent: None

Congregational members present: None

Opening words: Susan

Check in everyone

Review Agenda Arlene reviewed the agenda.

Consent Agenda – The September Board Meeting Minutes were approved.

Congregational Member Concerns

Whether to Re-Convene the COVID Task Force? The board decided not to re-covene the COVID Task Force

(Rich and Jeff voted yes, all others voted no.)

Minister's Report—

Rev Mary asked the board to help seek applicants for a part-time position as business manager.

The final amount for the HVAC is \$188,164.

The Environmental Action Team was given permission to sign a petition regarding trees and the environment.

There will be a final check from the estate of George Lanning for a gift of approximately \$85,000.

The Board Retreat on Nov 18 will take place at OUUC youth room from 9:00 AM to 1:00 PM. All will self-test within 12 hours prior. As preparation for the retreat, Rev. Monica has given the board a homework assignment to the board.

Behavioral Covenant (Process for approval and its application to staff): The board agreed that the process for approval of the BC should be by a Congregational vote at a meeting, after a recommendation from the board. The board decided that the BC does not apply to the staff who are already accountable under the Employee Handbook to the minister, and to the congregation in a variety of other ways. Rev. Mary is accountable to the UUA, the Board and the Congregation. There will be a forum to discuss the BC at the beginning of December.

Employee Handbook: The board reviewed the document, gave Rev. Mary some feedback, and voted unanimously to leave the final revision up to Rev. Mary.

Set time for next neighborhood meeting: The Neighborhood members will be updated about the progress on the installation of our security camera, they will be invited to our Trick-or-Treat Party. We will hold off on another meeting for now.

Liaison Reports:

Finance – Jeff (Treasurer’s Q1 Report, see attachment). Jeff gave us an update on the Endowment which is now at \$441,816 due to fluctuations in the stock market. Rev. Mary suggested the Board decide how to announce the additional funds from George Lanning’s estate.

Legacy Planning – Eric reported that the committee has been meeting. Jeff reiterated the importance of educating the congregation on Legacy Giving to fund our Reserve Study needs. The committee will propose an educational effort to begin this Fall through January. Eric will give a presentation on Nov 6th about including OUUC in congregants’ estate plans.

LDC – Lee said the committee is looking at the Skills Assessment for people skilled in financial planning to join the LDC.

Fund Raising – Arlene spoke with Fritz Wrede who will have a RACI chart on fundraising ready for the board retreat. They are changing their name to “The Aspiration Committee”.

Stewardship—Karmel & Tami said they are meeting next Monday, and need a few more members.

Auction – Next year the auction will be in Feb or May. Then in 2024 or 2025 it would be in the Fall. We do not yet have an auction organizer, or board liaison.

Reserve Study Task Force – Joe and Don Melnick will have Reserve Study recommendations to the board to present next month.

New Business

Board Sunday Date Change – Arlene: Starting in Nov. Board Presentations will be scheduled for the 4th Sundays.

Board’s Role in Stewardship Drive—Arlene said that Board Members can pledge early. Karmel said board members could write personal notes on the appeal letter, write personal “thank you” messages afterward, hosting a launch party, possibly participate in a talent show, bring pies to a community dinner on Pie Day March 14.

Review Key Deliverables

Revise policy governance manual, endowment policy – Susan (Jeff); They have started drafting based on UUA model. Rev. Monica will do a segment on this. in process • Review and approve the vision of governance (part of above);

Determine the process for adopting a behavioral covenant – Rev. Mary and board; DONE

Form and support a fundraising committee – Arlene; in process

Prepare the congregation for Rev Mary’s sabbatical – Arlene & Board; The board is charging a Sabbatical Committee

Host a Thursday evening dinner – Karmel. in process

Topics for Next Meeting

Reserve Study Recommendations

Retreat?

Assignments for Next Meeting:

Arlene will approach Maggie and Alicia to be auction co-chairs.

Joe and Don Melnick will have Reserve Study recommendations to the board to present next month.

Rev. Mary will reach out to Arlene about a Sabbatical committee.

All will prepare for the Nov 18th retreat (homework).

Jeff will talk to Melanie about Darlene’s retirement party

Karmel will write an email to the neighborhood from Rev Mary and the Board

Karmel reviewed the meeting and graded us A.

For next meeting (Tuesday, November 21, 2023)

Joe will do opening and the closing words.

Lee will grade the meeting.

Arlene will do the board presentation this month.

Closing - Susan

Respectfully submitted this 21st day of November, 2023 by Board Secretary, Rich Kalman.

November 2023

OUUC BOARD MEETING MINUTES

Tuesday, November 21, 2023 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: Arlene Colerick, President; Susan Moon, Vice-Pres; Jeff Goltz, Treasurer; Rich Kalman, Secretary

Members at Large Present: Tami Black, Lee Doyle, and Eric Ness

Ex-officio Member: The Rev. Mary Gear

Members absent: Joe Joy

Congregational members present: Diana Finch

Opening words: Arlene

Check in everyone

Review Agenda Arlene reviewed the agenda.

Consent Agenda – The October 17, 2023 Meeting minutes were approved as revised.

Visitor Welcome and Concerns/Comments – none

Liaison reports:

Finance – Jeff transferred \$40K from our money market account into a CD for a better return on the investment.

Legacy Planning – Eric commended Jeff for his work on Legacy Planning, which we will discuss later in this meeting.

LDC – Lee reported that the committee was reviewing the skills assessment and reworking their invitation to congregants to volunteer for leadership positions. They are looking for candidates for both the board and the LDC.

Rev. Mary asked that the LDC consult with her about their list of potential candidates.

Fund Raising – Arlene displayed a first draft of the “Charge to the Fundraising Committee” and solicited feedback.

The board discussed how to plan the fundraising calendar and how to communicate it to the congregation. The Stewardship Drive will be the main priority on the calendar.

- Stewardship – Tami said the team is meeting regularly. It is looking for two more members to help with the website and to coordinate and lead small group meetings. The drive will feature a “Leap of Faith Dinner” with stories and musical entertainment.

- Auction – Arlene (acting liaison) reported that Jason and Alicia Martinelli are forming an auction team.

Reserve Task Force – Joe (see written report) Arlene commended Joe’s report which clearly responded to the committee’s charge. Jeff pointed out that each year we need to identify which projects need to be done, by when, and how to pay for them (parallel to the operational budget).

New Business

Legacy Giving: Eric, Jeff, Diana Finch, Harmon Eaton serve on the Legacy Giving committee.

- Proposal for an educational effort on legacy giving. The difference between Legacy Giving and Stewardship, and the difference between restricted and unrestricted, need to be further explained to the congregation. This may happen in small group meetings, being careful not to interfere with activities of the Stewardship Drive.

- Proposal to create a “George Lanning Circle”. The purpose would be to honor the people who put OUUC in their estate plans or who make a major gift. It would also encourage more congregants to do so. The board voted unanimously to create the “George Lanning Circle” in accordance with Jeff’s proposal.

- Revisions of the Legacy Giving policy—This is a work in progress.

Possible LDC Bylaws Changes – The team proposing changes will be Jeff and one or two members of the LDC. The Board agreed on the need to change the Bylaws to clarify the charge to the LDC in a way that matches their current function as a nominating committee, and to also name the committee accordingly.

Discuss Charge to Fundraising Committee – We discussed the primacy of the Stewardship Campaign, the need to separate other fundraising efforts on the calendar, and the need for this committee to recruit people to lead various fundraising campaigns. Arlene will draft the charge and recruit people to serve on this committee.

- Develop a Plan to Bring Big Questions to the Congregation

- Member Concerns brought to board attention – none

Ministerial Report— Rev. Mary:

Suggested using some of Rev. Monica's time to support stewardship. The board approved having Rev. Monica support stewardship committee/campaign. The board agreed.

Suggested having a robust stewardship discussion at the December board meeting: The board decided to discuss stewardship for one hour at December Board meeting (and to have a Dec. meeting!) The board agreed.

Suggested completing the work of the November retreat in January to prioritize the duties on our three lists. The board decided to have another retreat in January 2024 to finish the work started on Nov 18th. The board agreed.

Thanked everyone for their Behavioral Covenant feedback.

Requested feedback by email on the list of things to celebrate and revisit during the discussion of OUUC History.

Updated the board on her Sabbatical plans which included —Hiring a half-time minister for 4.5 months.

That is a board responsibility, and Arlene and Susan will take the lead on this.

Review Key Deliverables

Revise policy governance manual, endowment policy – Susan (Jeff);

Review and approve the vision of governance (part of above);

Determine the process for adopting a behavioral covenant – Rev. Mary and board; completed

Form and support a fundraising committee – Arlene;

Prepare the congregation for Rev Mary's sabbatical – Arlene & Board;

Host a Thursday evening dinner – Karmel.

Topics for Next Meeting on (Tuesday, Dec 19, 2023)

Interim Legacy Giving Policy – Jeff

A robust stewardship discussion

Sabbatical planning

Assignments for Next Meeting:

Lee will contact Alice Curtis on the LDC regarding sharing the list of candidates with Rev. Mary.

Arlene will revise the “Charge to the Fundraising Committee”, will recruit fundraising committee members, and will send the final version of the “Charge” to the board. She will ask Darlene to archive it on One Drive.

Jeff will continue revising the Legacy Giving Policy.

Jeff will draft a proposed revision of the Bylaws to change the name of, and the charge to, the LDC.

Arlene will organize a Q&A to explain the Interim Policy for Legacy Giving to interested board members.

Arlene and Susan will look at sabbatical contracts

Lee will do opening and the closing words.

Eric will grade the meeting.

Lee reviewed the meeting and graded us A+.

Closing words- Susan

Respectfully submitted this 19th day of December, 2023 by Board Secretary, Rich Kalman.

December 2023

OUUC BOARD MEETING MINUTES

Tuesday, December 19, 2023 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: Arlene Colerick, President; Susan Moon, Vice-Pres; Jeff Goltz, Treasurer; Rich Kalman, Secretary

Members at Large Present: Tami Black, Lee Doyle, Joe Joy, and Eric Ness

Ex-officio Member: The Rev. Mary Gear, Rev. Monica

Members absent: none

Congregational members present: Diana Finch

Opening words: Lee

Check in everyone

Review Agenda Arlene reviewed the agenda.

Consent Agenda – The November Minutes were approved as revised.

Money Stuff

What are our concerns and worries? We shared our personal stories and feelings about money and worried about: donor fatigue, resistance to growth, the need for coordinating funding for operations and capital needs, fair compensation for staff, how to get more people investing in the church, keeping revenue above expenses, losing staff due to low wages, a competition between operation and capital investment, and the culture of working from scarcity rather than from a spirit of abundance.

What are the values that we want to bring into the stewardship drive? Welcoming, Participation, Responsibility, Engagement, Commitment, Transparency. How will we communicate our values? Volunteer, show-up, get engaged, promote a sense of belonging and strength in numbers, identify with the congregation, create social bonds, accept and embrace all spiritual groups, embrace families, support our presence in Olympia, be open, honest, and inclusive, accept all people—including their trauma, love each other, help people recognize their individual value and meaning, the value of this community is priceless but comes at a cost, explain the cost, make a direct request for support, communicate what people are paying for, name the value of what the congregation is getting from OUUC, bring people in to feel engaged so they will contribute. Model: abundance, awareness of budget

and priorities, commitment, generosity, being a presence in our community. What we do for OUUC is part of what OUUC does for the community.

What are the goals and priorities for the budget (e.g. maintain staff, maintain current programming, add a second service, membership growth, etc.)? Five different types of growth:

numerical—the number of people attending worship and programs, or number of members

maturational—the spiritual maturity of each member

organic—a congregation's ability to maintain its health and engage the world

incarnational—making real and living our values in the world

associational—joint efforts with other UUA congregations, other communities of faith, and the wider

How do we communicate values and priorities? (strategy) Pay the staff fairly, clear our deficit/debt and build prosperity, expand engagement. We need to have a 3-5 year plan. Have an assertive education program. Include leadership of all social and functional groups within OUUC to promote the priorities that the board will adopt. Provide leaders with talking points. Consider an on-line event specifically for stewardship. Have neighborhood house-parties and create a map for this.

Rev. Mary summarized four priorities (or values, insert them here) The budget will be guided by this vision.

What does the stewardship team need? Karmel says “soldiers”--people to work on the drive, a coordinator for small-group meetings, meeting hosts, an on-line meeting host,

Ministerial Report—

Eric asked about OUUC being above the median budget for churches of our size profile. Rev. Mary will get more information from UUA.

New Business

Liaison Reports in Writing?

Legacy Giving “Circle” (See Member Concerns below)

Board Sundays (Money Discussion)

Liaison reports: Due to time constant, The board voted unanimously to move reports to January.

Finance—Jeff

Legacy Planning—Eric

LDC—Lee

Fund Raising —Arlene

Stewardship – Karmel

Auction – Tami

Reserve Task Force – Joe

Visitor Member Concerns/Comments

Based on the wishes of George Lanning’s family, Jeff suggested that The Legacy Giving Circle will be re-named as the Bart and Gladys Burns Giving Circle. The board recommended against naming it after a person. The board decided to send the naming issue back to the Legacy Planning Committee. The board is concerned about a timing conflict between the roll-out of Legacy Giving education and the stewardship campaign.

Review Key Deliverables (to be reviewed at Board Retreat)

Revise policy governance manual, endowment policy – Susan (Jeff);

Review and approve the vision of governance (part of above);

Determine the process for adopting a behavioral covenant – Rev. Mary and board; (COMPLETED);

Form and support a fundraising committee – Arlene;

Prepare the congregation for Rev Mary’s sabbatical – Arlene & Board;

Host a Thursday evening dinner – Karmel.

Topics for Next Meeting

Carry liaison reports forward to January.

How to promote Legacy Giving without conflicting with Stewardship or Auction

Legacy Giving Policy

Internal Review Committee

Reserve Study Task Force Report

Assignments for Next Meeting:

Arlene, Rev. Monica and Rev. Mary will summarize their notes on priorities and identify strategies to

communicate those.

Rev Mary will create a budget guided by board priorities and the overall vision.

Rev. Mary will check with UUA and report back about the size of our operating budget relative to other churches of our size and Geo Index.

Susan and Arlene will host an on-line meeting about stewardship for those who participate only on-line.

Joe will do opening and the closing words.

Tami will grade the meeting.

Rev Mary, Rev Monica and Arlene will do a January Board Sunday on the 28th.

Eric, reviewed the meeting and graded us B+.

Closing words - Lee

Respectfully submitted this 16th day of January, 2024 by Board Secretary, Rich Kalman.

Approved January 16, 2024.

Submitted by Lee Doyle, on behalf of Board Secretary Rich Kalman

January 2024

OUUC BOARD MEETING MINUTES

Tuesday, January 16, 2024 – 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: Arlene Colerick, President; Susan Moon, Vice-Pres; Jeff Goltz, Treasurer; Lee Doyle, acting secretary.

Members at Large Present: Tami Black, Joe Joy, and Eric Ness

Ex-officio Member: The Rev. Mary Gear

Members absent: Rich Kalman, Secretary

Congregational members present: Brian Walsh, Sally Brennan, Megan Johnston

Opening words: Joe Joy

Check in everyone.

Review December 2023 minutes. Arlene recognized that the Exec Secretary did a remarkable job recording a very complex financial discussion during the meeting. Minutes accepted as presented.

Consent Agenda – Approved

Review Agenda Arlene reviewed the agenda.

Financial Review Task Force 2023 Report: Provided by Review Team Brian Walsh, Sally Brennan, and Megan Johnson. The Task Force submitted two documents to the Board: OUUC Financial Review Process, and Review Report and Recommendations, submitted 12/14/2023. Both documents will be available in Realm.

Megan Johnson presented an overview of the process they followed, and described findings noted in Review Report and Recommendations. The Teams activities were performed June through December of 2023.

Treasurer Jeff Goltz requested that the Review Team recommend how the Board might proceed in the future to maintain an overview of financial practices. Would the Team recommend formal annual audit; continue with internal reviews such as the current report; or perhaps enlist review service from another UU congregation.

Recommendations: 1) Megan Johnson stated that the Team did not find any evidence of fraud or misuse of funds. 2) OUUC Policies and Procedures states that an Internal Audit should be completed every 2 years, and an External Audit every 6 years. Neither of those Audits have occurred recently. 3) Internal financial review is sufficient until concerning issues are raised during the Internal Audit, or a new funding source requires an audit. 4) Since the Governance document states that audits should be conducted every 6 years (but

that is not the current practice), either change the Governance document or initiate the 6-year Audit policy. Arlene stated that the charge to the Task Force was to offer recommendations to improve current practices. 5) Reduce the number of financial accounts. 6) Improve documentation of all fund sources and uses. 7) Documentation of large dollar amounts (in/out) should be clarified in financial recordings, including the specific officer's role. Arlene thanked the Review Team for their service and will invite them to a congregational meeting to acknowledge their service and invite congregation questions.

Ministerial Report

- Rev. Mary would like three decisions made that were outlined in Minister's Report: 1) Approve **\$4,500 expenditure to cover transition of bookkeeping in-house** to the OUUC Business Manager because the current bookkeeper has stopped offering that service. **Approved unanimously.** 2) Each year there is a **Board discretionary fund**; what amount would the Board like for 24-25? **Board unanimously approved at \$4,000.** 3) New **Sabbatical Committee language revision.** **Board approved unanimously.**

Review Key Deliverables

- **Determine the process for non-covenantal behavioral** covenant – defer responsibility to Healthy Congregations Committee as first point of contact to resolve conflicts in congregation. **Board moved final decision to a later Board meeting.**

Liaison reports:

- **Finance**—Jeff. 2023 pledges coming in slow based on member methods to complete pledges. Jeff submitted financial report prior to the meeting.
- **Legacy Planning**—Eric
- **LDC**—Lee. No significant information to report. Joe commented that he appreciates the LDC's invitation to serve in the online weekly messages.
- **Fund Raising**—Tami is Auction liaison. Alicia Martinelli is chair. May 4th for Auction.
 - Stewardship – Tami needs someone from the Board to organize the dinner Board dinner to plan the Thurs, Feb. 29th dinner. There will be entertainment. Joe Joy volunteered to coordinate Board dinner.
 - Auction – Arlene (acting liaison)
- **Reserve Task Force of the Board** – Report received and reviewed. Recommends develop a 5-year capital long range plan. Joe Joy will update the 30-year plan for Rev. Mary and the B&G Team.

Assignments for Next Meeting:

- Retreat. Jeff will serve lunch at Jeff's home. Monica will be present. 9:00 a.m. to 1:00 p.m. lunch at 1 pm
- Eric will do opening and the closing words.
- Lee will grade the meeting.

- Recognizing Darlene - Joe will do a calligraphy sheet from Board. Susan will write.
- Joe Joy coordinate Board dinner next month.
- Review and Approve
- Rev. Mary will provide number for Stewardship ask amount.

Tami graded this meeting A-

Closing words - Joe

Respectfully submitted this 20th day of February 2024, by Board Acting Secretary Lee Doyle, for Board Secretary Rich Kalman

February 2024

Revised 3/11 OUUC BOARD MEETING MINUTES

Tuesday, February 20, 2024 – 7:00 - 9:00 PM on Zoom (Resubmitted)

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

Board Officers Present: Arlene Colerick, Vice-Pres; Jeff Goltz, Treasurer; Lee Doyle, acting Secretary

Members at Large Present: Tami Black, Joe Joy, Eric Ness, Karmel Shields

Ex-officio Member: The Rev. Mary Gear

Members absent: Rich Kalman, Secretary, Susan Moon

Congregational members present: Curtis Tanner, Kirsten Hill

Opening words: Eric Ness

Check in everyone

Review Agenda Arlene reviewed the agenda.

Consent Agenda – approved as presented

Karmel requested clarification of the January 2024 minutes related to the Board's approval for the Administer/Minister request to allocate \$4,500 expenditure to transition finance bookkeeping inhouse from Realm. The allocation will cover 10 additional hours per week for OUUC business manager's bookkeeping function for the coming year. **With that clarification, the February Board Meeting Minutes were approved as revised.**

Visitor Member Concerns/Comments

Sabbatical Committee Report - Curtis Tanner, Kirsten Hill

- The Sabbatical Committee presented a procedural framework being developed for the Minister's Sabbatical. The Committee is planning the Minister's "sendoff" for June 9, 2024. The Committee is developing a timeline presentation for the congregation, along with myriad forms of communication to keep everyone informed, including answers to potential "how to" questions during the Minister's absence. One Sabbatical Committee member will attend all church services to provide answers to questions and concerns.
- **The Board unanimously approved the Committee's plan for Rev. Mary's Sabbatical.** The Sabbatical Committee will report to the Board at a future Board meeting.

Hire a Part-time Sabbatical Minister - Board of Trustees

President Arlene provided an overview of the Sabbatical Minister responsibility plan:

- 1) 420 hours for Sabbatical Minister services
- 2) Minister will attend all appropriate meetings
- 3) Preach services
- 4) Provide support to staff
- 5) Attend monthly Board meetings and submit Board reports
- 6) Ensure weekly Sunday services are planned and supported
- 7) Manage any unplanned staff changes
- 8) Be one of two points of management contact (Minister and Board Chair)
- 9) Sabbatical Minister should expect conflict, support Board work of governance, and provide other Board support that might be needed.

Board President Arlene reported that the individual being considered, Rev. Monica Jacobson-Tennessee, has stated that she would be delighted to accept the position for not more than 20 hours per week, and agreed to serve as a contractor at an hourly rate.

Decision: **The Board unanimously approved hiring Rev. Monica as a part-time Sabbatical Minister from June through November 2024 and authorize Board President to negotiate a contract for Board approval, subject to approval of the contract.**

Ministerial Report - Rev. Mary

OUUC Budget Request - 2024-2025. Approve Stewardship amount - Rev. Mary

Rev. Mary requested approval of the Stewardship budget proposal. Budget Proposal - 20% increase to maintain last year's level (\$100,000 more than pledge revenues from the current fiscal year). The Board suggested adding funds for a second Sunday service, which brought the requested pledge total to \$571,446. The second Sunday services would begin January 2025. **Board approved unanimously.**

Clarification of Liaison Roles and Reports - Arlene

Board President and Vice President discussed purpose of Board meetings and determined that reading and debating committee reports isn't critical to Board decisions. Committee reports will be due March 16 to liaisons. The role of Liaisons is to bring issues to the Board only if Board decisions are needed.

Governance Task Force Draft - Jeff

Jeff's reported that the Task Force draft has been circulated to Board members. The Task force would like written comments. Jeff will provide a timeline for such comments by email.

Review Calendar Plans

Upcoming Events Review Assignments

Darlene's Retirement, February 25.

Stewardship Dinner, Feb. 29 - Joe Joy coordinator

Board Sundays on March 3 – Stewardship Drive presented by Karmel.

Board Sunday - April 28 - Legacy Committee

Annual Budget Details Meeting - June 2

Annual Meeting - June 9

Review Key Deliverables

- Revise policy governance manual – Susan, Jeff
- Review and approve the vision of governance (part of above)
- Revise Legacy Giving Policy - Eric, Jeff
- Determine the process for adopting a behavioral covenant – Rev. Mary and board; completed.
- Form and support a fundraising committee – Arlene
- Prepare the congregation for Rev Mary's sabbatical – Arlene & Board
- Host a Thursday evening dinner – Karmel.
- Assignments for Next Meeting:
 - Jeff will do opening and the closing words.
 - Karmel will grade the meeting.

Grade the Meeting. Eric reviewed the meeting and **graded** it A-. We blew the time, but used the time effectively, listened to one another well, members participated in decision making, including follow through = A- Grade!

Closing Words - Eric. Love!

Respectfully submitted this 20th day of February, 2024, by Lee Doyle, substitute for Board Secretary Rich Kalman.

Assignments

Before next meeting, Rev. Mary will give Raise the Paddle recommendations to the Board

Any questions for Sabbatical committee pp before next meet.

Arlene will bring a draft contract for Rev. Monica

Governance written comments - Jeff will notify Board

Review Legacy giving, prepare to pass it

Eric moved to add Pam Toal to the Legacy Giving Committee. Lee seconded. **Board unanimously approved**

March 2024

OUUC BOARD MEETING MINUTES

Tuesday, March 19, 2023 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: Arlene Colerick, President; Susan Moon, Vice-Pres; Jeff Goltz, Treasurer; Rich Kalman, Secretary

Members at Large Present: Tami Black, Lee Doyle, Joe Joy, Eric Ness and Karmel Shields

Ex-officio Member: The Rev. Mary Gear

Members absent:

Congregational members present: none

Opening words: Jeff

Check in everyone

The Minutes of the February Board Meeting were accepted as revised.

Arlene reviewed the agenda.

Liaison reports were accepted.

Approve Contract to hire Rev. Monica Jacobson-Tennyson as part time sabbatical minister.

Due to uncertainty about the outcome of the current stewardship drive, **the board voted to table this decision until next month.** Jeff Tami, Joe, Susan and Karmel voted to approve tabling, those against were Arlene, Eric and Lee. Rich abstained. Arlene will notify Rev. Monica and Rev. Mary will notify the Sabbatical Committee about this decision.

Ministerial Report—

- The board discussed the terms of Darlene's retirement agreement with the congregation. Some members of the Board asked Rev. Mary to explain the AUUA policies for determining the duration of Darlene's absence in the agreement.
- **Approve designated Raise The Paddle recipients for Auction 2024.** The Faith in Action portion is designated for UNICEF Relief in Gaza. The inside OUUC portion is designated for a Technology Upgrade. **The motion was unanimously approved.** Tami will notify the auction team.
- **Approve B&G Proposal for up to \$3000 to engage an architect for new sanctuary steps. The motion was unanimously approved.** Rev. Mary will notify the B&G.
- Rev. Mary described the potential role of a financial stability committee, which the board may wish to consider at our next retreat.

Approve Legacy Giving Policy Revision

- Jeff described the change, **allowing the board to use \$16,264 of the fund this year for operating expenses. The board unanimously approved the revision.**

Approve Non-Covenantal Behavior Policy Revision making

Healthy Congregations Team first point of contact when there has been an incident of non-covenantal behavior.

- **The board unanimously approved the revision.** Rev Mary will notify the Healthy Congregations Team. Rich will insert the date of adoption and send it to Teresa techcoordinator@ouuc.org.

Governance Policy Process Review

- Jeff described some of the changes needed in the governance manual. He asked board members to give the document a close reading in the next weeks. The board expressed their appreciation for the time and work Jeff, Susan and Fritz Wrede put into crafting the revisions. Susan will send out a reminder to Board members to submit comments to the Task Force in writing; the Task Force will submit a revised proposed governance manual revision for consideration at the April meeting.

Congregational Meeting Agenda planning, decision about serving food

- Rev. Mary proposed that food be served at the Congregational Meeting. The board offered to provide food. The congregation will be also be invited to bring food as well. Tami and Joe volunteered to help plan food for the Congregational Meeting.

Rental Income Task Force proposal

- Jeff presented a proposal that **the Board create a Rental Income Task Force to study various aspects of implementing a program to rent out OUUC facilities. The Board approved the proposal.**

Next Meeting Topics and Review Assignments

Liaison Reports & Agenda items due: Saturday, April 13, 2024

- The board decided that the April 16th meeting will be on-site and on Zoom and Rev. Mary will help facilitate that.
- Tami offered to host an auction item party provided the board helps with food. She also asked board members to talk up the Auction and help with procurement.

Next Meeting Topics and Review Assignments

Liaison Reports & Agenda items due: Saturday, April 13, 2024

Next Board meeting: Tuesday, April 16, 2024

Grade the Meeting

Karmel, reviewed the meeting and **graded** us “4 stars”.

Closing words – Jeff

Decisions: Motion, Decision, follow up with determining assignments or pending business list:

1. See decisions in red above.

2. The board will provide food at the Congregational Meeting
3. Topic for next time: Do we need to have an in-person meetings in the near future?
5. The April 16th meeting will be on-site and on Zoom and **Rev. Mary** will help facilitate that meeting.
6. Consider, at our next retreat, creating a Financial Stability Committee.

Assignments as of 3-20-2024

1. **Arlene** will notify Rev. Monica and **Rev. Mary** will notify the Sabbatical Committee about this decision.
2. **Tami** will notify the auction team of the board's approval.
3. **Rev. Mary** will notify the B&G.
4. **Rev Mary** will notify the Healthy Congregations Team about approval of the NCBP.
5. **Rich** will insert the date of adoption for the NCBP and send it to Teresa techcoordinator@ouuc.org.
6. **Everyone** will read the proposed revised Governance Manual, comment on it in the next few weeks, and be prepared for adoption of the Governance Manual next month. **Susan** will send us reminders to do so.
7. **Tami and Joe** volunteered to help plan the food for the Congregational Meeting.
8. **Tami** will do opening and closing words.
9. **Susan** will grade the April Meeting.

Question: How much of the following needs to be included in both the minutes and the agenda?

Pending Business as of 3-20-24

- Follow-up on the Reserve Study Task Force report & recommendations
- Follow-up on the Financial Review Team report & recommendations

Review Key Deliverables

- Revise policy governance manual, endowment policy – Susan (Jeff);
- Review and approve the vision of governance (part of above);
- Determine the process for adopting a behavioral covenant – Rev. Mary and board; completed
- Form and support a fundraising committee – Arlene;
- Prepare the congregation for Rev Mary's sabbatical – Arlene & Board;
- Host a Thursday evening dinner – Karmel.

Review Key Deliverables for the year (identified at Board retreat 8/23)

- Revise policy governance manual, endowment policy – Susan (Jeff)-in process
- Review and approve the vision of the governance (part of above)-in process
- Determine the process for adopting a behavioral covenant – Rev. Mary and board – done
- Form and support and fundraising committee – Arlene
- Prepare the congregation for Rev Mary's sabbatical – Arlene & Board – in process
- Host a Thursday evening dinner – Karmel & Joe, planned for 2/29—done

Five year cycle of review identified 1-20-24

- Governance (policy and bylaws, manuals)(started 2023-24 church year)
- Congregational covenant
- Capital needs and campaign
- Mission/vision
- Strategic planning

Respectfully submitted this 16th day of April, 2024 by Board Secretary, Rich Kalman

April 2024

OUUC BOARD MEETING MINUTES

Tuesday, April 16, 2024, 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: Arlene Colerick, President; Susan Moon, Vice-Pres; Jeff Goltz, Treasurer; Rich Kalman, Secretary

Members at Large Present: Tami Black, Lee Doyle, Joe Joy, Eric Ness and Karmel Shields

Ex-officio Member: The Rev. Mary Gear

Members absent:

Congregational members present: none

Opening words: Jeff

Check in everyone

The Minutes of the March Board Meeting were accepted as revised.

Arlene reviewed the agenda.

Liaison reports were accepted.

Review Funding and approve contract to hire Rev. Monica Jacobson-Tennyson as part-time sabbatical minister

- **The board unanimously approved the motion to apply a \$10K unrestricted donation to the Sabbatical Reserve.**
- **The board unanimously approved Rev. Monica's contract as written.**

Ministerial Report

- **The board unanimously approved Rev. Mary's Sabbatical Plan.**

Budget Discussion

- The board reviewed a proposed Minimum Budget and noted that there was a gap between that and projected income. Serious cuts may be required. However, it seems likely that more pledges will come in before the end of this fiscal year. The board resolved that we could use a decreasing amount of the Lanning gift if need be, as long as we reduce and eliminate our budget deficit over then next five years.
- The board discussed how to get closer to having a balanced budget, including having a second Sunday Service, possible salary increases and possible budget cuts.
- The board also discussed how to raise congregations awareness of our budget needs, and how to increase volunteers, member engagement and new members. We wondered if the congregation will embrace growth.
- The board agreed that Rev. Mary should include the use of endowment interest in the draft budget as well as a COLA for staff, and a second service.

- The board will vote on the budget at our next meeting.

Board Sunday April 28

- This will be an “Emergency Meeting”, to make congregants aware of the gap.

Governance Policy

- The changes will be presented to the congregation and there will be a couple of listening sessions in person and on Zoom.

Stewardship Committee Engagement

- The Stewardship drive is officially over, needs to be celebrated. Stewardship is a year-round endeavor, preparations for the next one should begin soon.

Congregational Meeting Agenda Planning for June 9

- Planning will be in mid-May. \$400 from board discretionary funding will cover purchased food.

Next Meeting May 21, 2024 Topics and Review Assignments

- **Opening and closing words: Eric**
- **Grade next meeting: Lee**
- **Governance Manual**
- **Budget**
- **Board Presentation: Arlene, Jeff, Karmel, and Susan**

Liaison Reports & Agenda items due: May 18, 2024

Grade the Meeting on Zoom

Susan reviewed the meeting and graded us A.

Closing words – Tami

Decisions: Motion, Decision, follow up with determining assignments or pending business list:

- 1. The board unanimously approved the motion to apply a \$10K unrestricted donation to the Sabbatical Reserve.**
- 2. The board unanimously approved Rev. Monica’s contract as written.**
- 3. The board unanimously approved Rev. Mary’s Sabbatical Plan.**

Assignments as of 3-20-2024

1. Rev. Mary will write use The Spark to point congregants to the April 28th Board Presentation

Pending Business as of 3-20-24: The Budget

Review Key Deliverables

- Revise policy governance manual, endowment policy – Susan (Jeff);
- Review and approve the vision of governance (part of above);
- Determine the process for adopting a behavioral covenant – Rev. Mary and board; completed
- Form and support a fundraising committee – Arlene;
- Prepare the congregation for Rev Mary’s sabbatical – Arlene & Board;
- Host a Thursday evening dinner – Karmel.

Review Key Deliverables for the year (identified at Board retreat 8/23)

- Revise policy governance manual, endowment policy – Susan (Jeff)-in process
- Review and approve the vision of governance (part of above) -in process
- Determine the process for adopting a behavioral covenant – Rev. Mary and board-done
- Form and support a fundraising committee – Arlene
- Prepare the congregation for Rev Mary’s sabbatical – Arlene & Board - in process
- Host a Thursday evening dinner – Karmel & Joe, planned for 2/29--done

Five year cycle of review identified 1-20-24

- Governance (policy and bylaws, manuals) (started 2023-2024 church year)
- Congregational covenant
- Capital needs and campaign
- Mission/vision
- Strategic planning

Respectfully submitted this 21st day of May, 2024 by Board Secretary, Rich Kalman.

May 2024

OUUC BOARD MEETING MINUTES

Tuesday, May 21, 2024, 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: Arlene Colerick, President; Susan Moon, Vice-Pres; Jeff Goltz, Treasurer; Rich Kalman, Secretary

Members at Large Present: Tami Black, Lee Doyle, Joe Joy, Eric Ness and Karmel Shields

Ex-officio Members: The Rev. Mary Gear, Rev. Monica Tennesen

Members absent: none

Congregational members present: Fred Kellogg, Beatrice Owona-Kellogg

Opening words: Eric

Check in everyone

The Minutes of the April Board Meeting were accepted as revised.

Arlene reviewed the agenda.

Liaison reports were received.

Agenda item requests: When to have discussion of whether Stewardship is a team or a Committee of the Board, and when to clarify the duties of Board Liaisons (Shall we do it at the Board Retreat Sat August 25, or before the Board Auction Dinner at Tami's house). **The board decided to discuss this at the retreat.**

Member Concern

- Beatrice and Fred requested that OUUC support their efforts to begin a UU Church in Cameroon. Their program will integrate a seed multiplication project. They are looking for material donations. Rev. Monica mentioned the possibility of distributing their request to other UU churches.

Budget Discussion and vote to send final version to Annual Meeting

- Actual pledges have increased in the last month, adding \$4570 for a new total of \$495,518. We discussed the possibility of giving staff a 3% COLA, implementing a second service, increasing compensation for Rev. Mary, using \$20K from the Lanning bequest to supplement revenues and to add to the operations reserve, and to consider other salary increases for staff in January based on revised revenue projections.
- **Jeff moved that the Board approve the “minimum” budget detailed in Rev. Mary’s May 5 proposal to the Board through Realm, with the following additions and modifications:**
 - Expenses:
 - Add \$13,278 for a 3% cost-of-living increase for all staff, including Rev. Mary, but not including child care workers.

- Add \$3,000 for an increase in salary, plus associated benefits, professional expenses and any additional costs associate with those for Rev. Mary effective November 1, 2024 (meaning a \$5,350 annual increase).
 - Add \$3,000 for an increase in salary, plus associated benefits, professional expenses and any additional costs associate with those for Rev. Sara effective November 1,2024 (meaning a \$5,350 annual increase).
- Add \$1,500 in UUA dues.
- Add \$4,570 in pledge revenue
- Use \$18,200 from the bequest from George Lanning to supplement budgeted revenues.
- Use money from the bequest of George Lanning to add to the operational reserve sufficient to maintain the level of that reserve at one month’s operating expenses.
- **The board voted unanimously to approve Jeff’s proposal, as amended above.**

Ministerial Report—

- Board Sundays continue on 4th Sundays? This item will be deferred to the new board and will be discussed in July.

Budget Expo June 2 and Annual Meeting June 9 Agenda Items Finalized, presenters selected.

- The agenda will go out on May 26th. Susan and Rich will work with Arlene to set the agenda.

Next Meeting Tuesday, June 18, 2024 Topics and Review Assignments

- Reducing the use of Lanning Funds as Jeff proposed.
- Governance Manual
- Opening and Closing words Lee
- Grading: Tami

Liaison Reports & Agenda items due: Saturday, June 15, 2024

Grade the Meeting

Lee reviewed the meeting and graded us AAA.

Closing words – Eric

Decisions: Motion, Decision, follow up with determining assignments or pending business list:

1. See decisions in red above.

Assignments

1. Arlene will work with Susan and Rich to set the agenda this Wed. at 7:00PM. The annual agenda will be printed on postcards for the people who do not have email. They will also be

printed for those attending. It will go into the Tuesday update, so needs to be sent to Rosie on Thursday.

2. Rev Mary will revise the budget for the congregational meeting.
3. Arlene will answer general questions and Jeff will answer detailed questions at the congregational meeting.
4. Tami and Joe are organizing the food for the Congregational Meeting. Lee and Beth will help with food.
5. Susan will invite new board members Sally and Deiter to the June 18 meeting.
6. Arlene will invite Pam Toal to the retreat.
7. Rev. Mary will send the list of tasks included in the reserve study.

Pending Business as of 5-21-24

- The Board states as a goal that funds from the Lanning bequest may be used to augment revenues in future budget year as follows: for FY 2025-26, no more than \$20,000; for FY 2026-27, no more than \$15,000; for FY 2027-28, no more than \$10,000; and for FY 2028-29, no more than \$5,000.
- Board Sundays continue on 4th Sundays?
- Reserve study task force recommendations and where the money comes from.
- Financial Review task force recommendations including a 5 year plan.

Review Key Deliverables (identified at Board retreat 8/23)

- ☑ Revise policy governance manual, endowment policy – Susan (Jeff); in process
- ☑ Review and approve the vision of governance (part of above); in process
- ☑ Determine the process for adopting a behavioral covenant – Rev. Mary and board; completed
- ☑ Form and support a fundraising committee – Arlene; in process
- ☑ Prepare the congregation for Rev Mary's sabbatical – Arlene & Board;
- ☑ Host a Thursday evening dinner – Karmel. done

Five year cycle of review identified 1-20-24

- Governance (policy and bylaws, manuals) (started 2023-2024 church year)
- Congregational covenant
- Capital needs and campaign
- Mission/vision
- Strategic planning

Respectfully submitted this 21st day of May, 2024 by Board Secretary, Rich Kalman.

June 2024

OUUC BOARD MEETING MINUTES

Tuesday, June 18, 2024, 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: Arlene Colerick, President; Susan Moon, Vice-Pres; Rich Kalman, Secretary

Members at Large Present: Sally Alhadeff, Tami Black, Lee Doyle, Joe Joy, Eric Ness, and Karmel Shields

Ex-officio Member: The Rev. Monica Jacobson-Tennesen

Members absent: Jeff Goltz, Treasurer;

Congregational members present: Fritz Wrede

Opening words: Lee

Arlene Welcomed incoming board members Sally Alhadeff. (Dieter Jacobs is expected to join the board in July.)

Check in everyone

The Minutes of the May Board Meeting were accepted as revised.

Arlene reviewed the agenda.

Liaison Reports and Reports from the Treasurer, the LDC and Legacy Giving were accepted.

Acknowledge gifts from Ann Yeo, Clausen daughters. Discuss Rev. Mary's request to revisit the decision to add a 2nd service to start in Jan 2025 using these unrestricted gifts.

- Rich (on behalf of the board) and Eric (on behalf of the Legacy Giving Committee) each sent notes of thanks to Ann Yeo, for her contribution in honor of her husband Ken's passing.
- In light of Ann's continuing interest in having a second Sunday service, the board discussed applying the Yeo and Clausen gifts toward adding a second Sunday service for six months beginning in January 2025. The board decided that further discussion is needed, perhaps at our retreat.

Ministerial Report— Rev Monica reported that:

- The Sabbatical has gotten off to a good start, and
- Rev. Mary requested that we consider how to find out what the congregation thinks about growth. This will be discussed further at our retreat.
- We can get more information from UUA about the compensation benchmark figures and Geo Index numbers by which to gauge what is appropriate for OUUC (e.g. Cost of Wages vs. Cost of Living).

Governance Manual

- **The board voted unanimously to approve the revised Governance Manual version #6.**

- **The board voted unanimously to approve the following two amendments:**
 1. “The duties of Vice President include preparing to serve as President the following year, unless they can't for some unforeseen circumstances.”
 2. On page 9, lines 16-17, amend paragraph 2 to read: “Unless otherwise directed by the Board, the budget shall include an operating reserve of at least 5% equal to, or exceeding, one month’s operating expenses.”

Arlene thanked outgoing board members Joe Joy and Eric Ness for their service.

Elect Board Officers

- Postponed to next month, when new board members will have taken office.
-

Sequence of Priorities for the Board’s Five Year Plan

- Susan asked the board members to rank order the priorities. The board decided to discuss this further at our July retreat.
-

Next Meeting, July 16, 2024 Topics and Review Assignments

- Elect Officers
- Write the charge for the Financial Sustainability Committee
- Arlene will find the charge for the fundraising committee as a start for the Financial Sustainability Committee
- Sue and Rev. Monica will plan the retreat with Arlene’s support.
- Rev. Monica will reach out to Rev. Sara re: engagement and volunteer recruitment
- The board assigned Jeff to investigate UUA Compensation Benchmarks and the Geo Index.
- Opening closing words, Tami
- Grade next meeting: Lee

Retreat topics:

- Second Sunday Service
- How to find out what the congregation thinks about growth.
- What are our top priorities for 2024-25.
- Follow up on Reserve Study Task Force Recommendations, How to put together a sustainable Capital Funding Program

Liaison Reports & Agenda items due: July 15, 2024

Grade the Meeting

Tami reviewed the meeting and graded us A+.

Closing words - Lee