

OUUC BOARD OF TRUSTEES MEETING MINUTES

Tuesday, July 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.

5 **Board Officers Present:** Arlene Colerick, President; Susan Moon, Vice-Pres; Jeff Goltz, Treasurer; Rich Kalman, Secretary

Members at Large Present: Sally Alhadeff, Dieter Jacobs, Tami Black, Lee Doyle, and Karmel Shields

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

Members absent:

10 **Congregational members present:** Isaac Jennings, Business Manager

Opening words: Tami

Check in everyone

The Minutes of the June 18 Board Meeting were accepted as revised.

15 Arlene reviewed the agenda.

Liaison reports and Treasurer's report were accepted.

Election of Officers: The board unanimously elected Susan Moon as President; Susan then began facilitating the meeting, and **the board unanimously elected Tami Black as Vice-Pres, Jeff Goltz as Treasurer, and Rich Kalman as Secretary. Lee volunteered to continue as LDC Liaison. Karmel volunteered to be the LGC Liaison.**

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Decide Board Meeting time and mode for 2024-25

- **The board decided to hold monthly board meetings on the second Tuesdays—most often via Zoom. The executive team and minister will meet on the preceding Saturday mornings to plan the agenda.**

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Sabbatical Minister's Report— Bids for Key-card System

- Isaac presented the need for a new key-card system. He compared getting only a key-card system vs. getting the key-card plus a security system, including three cameras and six door sensors. **Jeff proposed that the board (1) approve the proposal for the keycard-only system, paying it all up front rather than on a lease; (2) that it be paid for by the raise the paddle revenue remaining and then use the Capital Campaign reserve for the remainder. The motion was unanimously approved.**

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Disposition of recent non-stewardship gifts

- **Jeff proposed that the Board put the following gifts totaling \$10,000 in the Legacy Gifts Fund:**
 - **\$1,000 from the Clausen family in memory of Phyllis Clausen**
 - **\$8,500 from Ann Yeo (from the sale of Ken Yeo's car); and**
 - **\$500 from a friend of Ann Yeo's friend in memory of Ken Yeo.****The board approved this motion unanimously.**

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40 **Legacy Giving Leaf Threshold**

- The Legacy Giving Committee proposes section VII.C.1.b.vi be amended to read as follows:
vi. The Committee shall ensure that donors who gift ~~\$2,500~~ \$5,000 or more to the OUUC Endowment Fund are acknowledged with an engraved "leaf" on the bronze giving tree plaque in the church commons. The motion did not pass (4 yea, 5 nay).

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Discuss purpose of the Board and how to get volunteers for tasks and committees

- Rev. Monica explained the roles of the Member Engagement Team and the LDC and the need to clarify the role of the LDC. The board will reflect on this item and continue the discussion at our next meeting. The current role of the LDC is described in Sec 7a of the Bylaws.

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Review Fundraisers for timing and roles

- The board will consider this at the retreat.

Review Charge to Financial Sustainability Committee

- Arlene presented the charge (see below). The board questioned what are the financial responsibilities of the board and which parts of fundraising are wholly operational. The board decided to discuss this further at the retreat to gain more clarity.
- **The board retreat will take place on August 24 at the church starting at 9:00 AM to 2:00. (Karmel will provide the food.)**

Next Board meeting: Tuesday, August 13, 2024. Topics and Review Assignments

- **Susan and Rev Monica** will plan the retreat. (They might invite an in-house resource to facilitate.)
- Pledge fulfillment and the end of year report from Treasurer.
- **Susan** will do the opening and closing readings at the next meeting.
- **Karmel** will grade the meeting.

Liaison Reports & Agenda items due: Aug 10, 2024.

Grade the Meeting

Lee reviewed the meeting and **graded** us AAA.

Closing words - Tami

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

1. See decisions in red above.

Pending Business as of 7-16-2024

- none

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

Revise policy governance manual, endowment policy – Susan (Jeff)-DONE

Review and approve the vision of governance (part of above) -DONE

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

Form and support a fundraising committee – Arlene DONE

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

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 13th day of August, 2024 by Board Secretary, Rich Kalman.

Addendum:

95 November 21, 2023

The Charge to the Financial Sustainability Committee

The Financial Sustainability Committee will advise and support the Board on OUUC congregational giving and OUUC charitable fundraising.

Members of the Committee will include one Board Liaison, and three members nominated by the Board President.

100 Committee members may select a lead.

The Fundraising Committee will meet regularly to fulfill this charge as it sees fit.

The Financial Sustainability Committee shall:

1. Coordinate the effort for operational, capital, and legacy giving, ensuring alignment with our mission.

105 2. Nominate congregants to chair the Annual Stewardship Drive, the Auction, and any other Board-sponsored fundraising efforts in a timely manner, for final consideration by the Minister and the Board. The Board President may make the formal ask of the nominee.

- Collect and maintain a central repository of records of all past and future fundraising campaigns.

110 b. Be the first contact for all fundraising activity, ensuring that all have access to past volunteer lists, and current policies and guidance to cooperate with OUUC staff.

-3. Advise the Board on scheduling all fundraising activities at OUUC for maximum impact and minimal overlap and competition.

4. Consistently brand campaign media with the OUUC Logo and OUUC's Giving Tree logo.

5. Notify the Board when the Committee deems it important to revise this charge.

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