

OUUC BOARD OF TRUSTEES MEETING MINUTES

Tuesday, August 13, 2024, 7:00 – 9:00 PM on Zoom

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

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Board Officers Present: Susan Moon, President; Tami Black, Vice-Pres; Jeff Goltz, Treasurer;

Members at Large Present: Arlene Colerick, Lee Doyle, Dieter Jacobs, Sally Alhadeff, and Karmel Shields

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

Members absent: Rich Kalman, Secretary

10 **Congregational members present:** none

Opening words: Susan

Check in everyone

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

15 Susan reviewed the agenda.

Liaison reports from the Legacy Giving Committee and the Leadership Development Committee were accepted. The Treasurer's end of year report was briefly discussed with no changes recommended.

Ministerial Report—

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- Rev. Monica reviewed her report and added that the architect has come to measure the stairs. Sally suggested that updates to building improvements, such as the key card system and the repair of the stairs, be included in Rev. Sara's Tiny Little News Show.

ITEM

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- Susan provided a cleaned-up version of the **charge for the Financial Sustainability Committee** for discussion and approval. **The charge, given below, was approved unanimously.**

Members of the Committee will include one Board Liaison and three members nominated by the Board President. Committee members may select a lead.

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The Financial Stability Committee shall:

1. Coordinate the effort for operational, capital, and legacy giving, ensuring alignment with our mission.
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.
3. Collect and maintain a central repository of records of all past and future fundraising campaigns.
4. Be the first contact for all fundraising activity, ensuring that all have access to past volunteer lists, and current policies and guidelines to cooperate with OUUC staff.
5. Advise the Board on scheduling all fundraising activities at OUUC for maximum impact and minimal overlap and competition.
6. Consistently brand campaign media with the OUCC logo and OUUC's Giving Tree logo.
7. Notify the Board when the Committee deems it important to revise this charge.

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ITEM

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- We will start choosing topics for future Board Sunday discussions at our August 24th Board retreat. The LGC would like to host an after-service discussion in September. Since there are five Sundays in September, we don't need to give up our fourth Sunday slot, and the LGC can host the after-service discussion on the fifth Sunday, September 29th. Jeff emailed Pam Toal with that date and mentioned that the LGC plans to have a table in the Commons for three consecutive Sundays around that timing.

Next Meeting September 10, 2024

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Next meeting Topics will be driven by our discussion at the Board Retreat.

Liaison reports and Agenda items due by Saturday, September 7th.

Review Assignments

- A congregant contacted Lee to report that access to the building is difficult because the doors are too heavy. Lee will contact Jen Sabel, Welcoming Team lead, to ask Welcoming Team members to assist with opening doors as needed, and Lee will report back to the congregant. The board recommended that this issue be considered by building and grounds
- Arlene accepted the position of Board liaison for the Financial Sustainability Committee and will start contacting potential committee members. Fritz Wrede, Don Melnick, and Chris Parke were recommended as possible committee members and/or people who might recommend other congregants for the committee.
- Susan will provide an overview of existing teams and committees, for the Board retreat.
- Karmel and Tami will provide salad greens and dressings for our Board retreat lunch and asked that each of us bring a favorite salad topping or two.
- Tami requested that Board members email her by this Saturday what they plan to bring to the Board party on August 24th. The party starts at 5pm, and those bringing food or drink are welcome to come earlier, as needed.
- September's meeting opening and closing words: Karmel
- Grading September's meeting: Arlene

Grade the Meeting

Karmel reviewed the meeting and **graded** us A.

Closing words - Susan

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

See decisions and assignments in bold above.

Review Key Deliverables

- Revise policy governance manual, endowment policy – Susan (Jeff); and Legacy Giving Committee
- 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.

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 15th day of October, 2024 by Board Member, Tami Black
