**Unitarian Universalist Society**

**Board of Trustees**

**REGULAR MEETING MINUTES**

**7:00pm, November 16th, 2022**

**Present**: Rochelle Honey-Arcement (President), John Bowman (Vice President), Mike Pavelich (Treasurer), Christine Etler (Secretary), Alan Swanson (past President), Jerry Wetlaufer (Financial Trustee), Diana Henry (Trustee), Hazel Seaba (Trustee), Julia Audlehelm (Trustee),

**Absent:** Rev. Diana Smith (Ex-officio)

**Check in** @ 7:08

**Opening Words**: Etler

**Consent Agenda**: **P1** October 19, 2022 Board Meeting Minutes, **P2** October Treasurer’s Report, **P3** Congregational Administrator’s October 2022 Financial Narrative Summary, **P4** Finance CommitteeNovember Minutes **P5** Endowment Committee Report **P6** DLRE October Report **P7** DCCE October Report **P8** Social Justice Team October Report **P9** Agenda for December Congregational Meeting **Additional Document** Governance Committee November Minutes **Additional Document** November 9, 2022 Executive Committee Minutes **Additional Document** 2023 Budget

Motion: Audlehelm moved to approve the Consent Agenda; Swanson seconded. The Board voted unanimously to approve the consent agenda.

**Board Committee Updates**

Governance **Alan Swanson**

A summary of the committee’s meeting was relayed by Joe Rasmussen (not present). The committee talked about the memorial fund. It is managed by the finance committee and overseen by the memorial garden team. The committee has found other funds that have no person or committee designated for management or oversite and will discuss them at future meetings

The committee has also been working on the public statement policy. The revised draft will be brought to a future board meeting.

Personnel **John Bowman**

Carmen Griggs has been in communication with the staff. Our new facilities coordinator, Jeremy Garvin, has started.

Finance **Jerry Wetlaufer**

The committee discussed the proposed 2023 budget.

Right Relations **Julia & Christine**

We will plan to meet in January, with the hope of including Rev. Diana

Mission and Vision Review **Co-Chairs: Diana H. & Hazel**

A meeting has not been held since the last board meeting. In the upcoming year, the committee will focus on three areas to develop assessments: senior members, youth religious education, shared ministry.

**Liaison Updates**

Pastoral Care Christine

Sad news vs Circle of Life: the team would like clarification on what circumstances would call for each notification resource. There have been several communications and discussions on this (over text, email and in-person) among different individuals and not everyone involved has the same perception of the outcome of these discussions. We understand that the pastoral team and minister are allowed to use their discretion in these decisions. Honey-Arcement and Etler, who have been involved in some of these discussions will coordinate with Rev Diana to provide the Pastoral Care team some guidance.

Worship Associates John

Services have been planned up until December 25th. Rev Diana will be participating in some of them while remaining on leave.

Stewardship & Endowment Jerry

We create a process for documenting or coordinating a more formal way to track (creating a celndar for) fundraising event. The committee would like a formal process to be developed for coordinating and/or tracking various fundraising efforts. It may aid in avoiding conflicts in resources (space, volunteers) or overlapping goals.

Religious Education Rochelle

An RE consultant is coming in for DLRE start-up this weekend. (This is a standard practice when a new RE director is hired.)

**Continuing** **Business**

2023 Budget

Motion: Pavelich motioned that we approve an expense budget of $620,000 for 2023; Henry seconded.

Discussion: We, as a board, acknowledge that our current revenues will not sustain a budget of $620,000 after 2023. We will need to live within our means going forward. In the coming year, we need to focus on increasing revenues. If we are unable to increase revenue, we will need to find ways to reduce costs, possibly through cutting programs. We will need to make choices about what our priorities will be, what can we fund, and who we want to be.

The UUA Office of Church Staff finances salary guidance was discussed. There is some disagreement/confusion about their recommendations and how they were implemented in the proposed budget.

The Board voted unanimously to approve the budget.

Congregational Meeting Agenda & Voting Procedures

Motion: Pavelich moved to approve the Congregational Meeting Agenda; Swanson seconded. The Board voted unanimously to approve the agenda.

The voting procedure was discussed. The same process as was used for the May election will be used. This includes the use of Election Buddy for online voting.

**New Business**

Two fundraising event applications were received and voted on:

Circle of Friends Holiday gift giving

Motion to approve: Audelman; Henry seconded. The motion passed unanimously.

Griselda’s Guatemalan weavings

Motion to approve: Bowman; Pavelich seconded. The motion passed unanimously.

**Guest Comments** - none

**Closed Executive Session held**

**Process Observer Comments -** Henry

**Closing Words** – Seaba

**Motion to Adjourn and Extinguishing of the Chalice –** passed unanimously.

**Meeting ended at 9:20 pm**

*Meeting Minutes submitted by Christine Etler, Board Secretary*