

# Unitarian Universalist Society

## Board of Trustees

### REGULAR MEETING MINUTES

January 19, 2022 (virtual via Zoom)

**Present:** Alan Swanson (President), Joe Rasmussen (Past-President), Rochelle Honey-Arcement (Vice-President), Mike Pavelich (Treasurer), Diana Henry (Trustee), Julia Audlehelm (Trustee), Hazel Seaba (Trustee), Rev. Diana Smith (Minister, Ex Officio), Paula Miller (Secretary)

**Absent:** John Raley (Financial Trustee)

**Guests:** None

**Call to Order and Chalice Lighting:** Vice-President Rochelle Honey-Arcement called the meeting to order at 7:11 p.m. and lit the chalice.

**Check-In:** Members present provided personal updates.

**Board Read:** Members discussed the last 3 chapters and conclusion from Trauma Stewardship by Laura van Dernoot Lipsky. Next month we will start a new Board Read How to Lead When You Don't Know Where You're Going: Leading in a Liminal Season by Susan Beaumont.

**Consent Agenda:** The Board received the consent agenda which included the Dec 15 Board minutes, Jan 12 Executive Committee minutes, Dec 19 Congregational Meeting Minutes, Jan 8 Board Retreat report, Treasurer/Finance reports, and Minister/staff reports. Pavelich motioned to approve the consent agenda, seconded by Rasmussen. The Board voted unanimously to approve the consent agenda.

#### **Board Committee Reports:**

Governance – Rasmussen shared concerns which were brought up after the Dec Cong Meeting about applying meeting rules designed for in-person meetings to multi-platform meetings. Roberts Rules of Order does have a new chapter on how to conduct electronic meetings. The committee is working on some new drafts of rules for multi-platform meetings and will review these at their next meeting in March. Swanson added that we also need to review the process for updating the online policies and procedures manual since that version should always be current.

Personnel – Honey-Arcement advised that Dana Van Abbema is the new committee co-chair. Their next quarterly meeting will be in Feb. They are working on updating the sabbatical policy recently reviewed by the Board.

Finance – Pavelich confirmed that Endowment has agreed to provide a quarterly report. Endowment would like to reconcile bank accounts with disbursements more often than once a year.

Right Relations – No updates.

Mission & Vision Review – Per Seaba they met on Dec 20 and Jan 17 and discussed how BGI data collection can be used to determine the project's success. She discussed developing a method for assessment mapping which will track metrics such as rental income and membership changes and then make this information accessible to all groups. Honey-Arcement added that hopefully this will help UUS groups coordinate more easily. Swanson confirmed this will help integrate this committee's goals into the BGI plan. Rev Diana advised that she would like to work more closely with Seaba on developing this.

#### **OTHER BUSINESS:**

**COVID and UUS Reopening Progress:** Johnson County is currently at 240.8 new cases/100,000 which is an increase from 159 new cases/100,000 on Jan 6th. At the Jan 8 Retreat the Board agreed to remain in Phase 2 even though current infection rates meet the criteria for Phase 1. Miller agreed to be the Board liaison for a new Safe Gathering task force which will modify the original phases. Miller proposed changing the current 5-phase plan to a 3-phase plan which anticipates a gradual return to in-person services this spring. Rev Diana confirmed that all staff are required to be vaccinated with an allowance for medical or religious exemption. She provided the names of several UUS members with the appropriate background and experience who could assist with developing the new plan before the Feb 16<sup>th</sup> Board meeting.

**December Congregational Meeting:** Swanson advised that Amy Fretz is in the process of documenting the online election process for future meetings, and as Rasmussen mentioned earlier we also need to make sure the rules and regulations for multi-platform elections are clear.

**BGI Discussion:** Honey-Arcement advised that communication between different groups and staff are critical to accomplishing BGI goals. Gary Lawrenson has expressed interest in organizing rentals which will bring new visitors to the building. Rev Diana confirmed that the staff strategic planning process has already been initiated and now we just need to map out the plans and put them into action. Pavelich advised that the reading from the Board Retreat discussed "experiments" which would try new ideas and processes, and maybe a few of these could be initiated with the help of a Board liaison to BGI. John Raley will also be assisting with the evaluation process discussed at recent Mission and Vision meetings. Swanson confirmed that this will also communicate to the outside world all the good things we are doing and will also open up discussion about the kinds of services families and young single people want.

**Three Open Questions:** Will need to be decided by the Board before the June congregational meeting as they will help guide the Ministry plan for the 2022-2023 church year. Ideally the questions will be finalized soon so that we can request feedback from the congregation this

spring, possibly through a simple survey or Town Halls led by Board members in after-service discussions on Zoom. Rev Diana suggested finding ways to engage people other than Town Halls since families with young children usually don't stay after the services. Honey-Arcement suggested adding the questions as materials which supplement the RE packets prepared with monthly school-age activities.

## **UNFINISHED BUSINESS**

**Stewardship:** As of Jan 10 we had \$415,887 pledged which surpasses the original budget goal of \$410,000. This includes all matching gift money except for the \$1000 matching gift if pledges reach \$419,000.

## **NEW BUSINESS**

**RE Staff Changes:** Rev Diana reported on status of the current RE program. Anna Rode started on Jan 3 as a temporary part-time RE Coordinator, and she is providing support to children's programming and working with the RE Transition team. She has agreed to stay in this position through March with an extension possible.

**DLRE Hiring:** Rev Diana has a new search team for the new Director of Lifespan Religious Education, and the position should be posted next week and remain open for 1 month. The position is posted to start anywhere between April and July, and it is being offered as either a  $\frac{3}{4}$  or full-time position. Offering it as a  $\frac{3}{4}$  time position will open it up to a wider pool of candidates, and if the applicant chooses the  $\frac{3}{4}$  time option the temporary RE assistant position may become permanent.

**Booksale Fundraiser:** Audlehelm discussed organizing a new book sale fundraiser of rare or vintage books over a three-day weekend. It would start with a Friday evening event that could involve readings by UUS authors, and then the book sale would be open to the public on Saturday and Sunday. Seaba mentioned that the Shelter House book sale will be held in late March so we need to announce this event soon since UUS members will already be collecting books to donate for that fundraiser. Miller suggested that this might be a good fall event, especially since we will know more about COVID numbers as the year progresses. Rasmussen suggested that any first editions or signed copies be priced ahead of time to make sure book dealers don't take advantage of low prices. Swanson suggested that she put a request into the weekly email and next month's newsletter to recruit interested volunteers.

**Memorial Garden:** The Memorial Garden team needs to be formalized. Rasmussen has updated the policies and procedures, and the policy and application must be specific to avoid any potential disagreement among surviving family members. Most congregations with a memorial garden have a management team of at least three people. Rasmussen confirmed this will be more of a Ministry function than a Board function. Audlehelm confirmed that staff would need to maintain records of who is interred there, and Hilary Strayer has agreed to review the

legalities. We could also have a brochure available which will be introduced at a spring service. Rev Diana confirmed that we need to commission the garden before anyone is interred there.

**Other New Business:** The annual UUS certification survey needs to be completed by Feb 4. This is an annual report and multiple choice survey.

**Guest Comments:** None

**Closed Executive Session:** None

**Process Observer Comments:** Provided by Diana Henry

**Closing Words:** Hazel Seaba

**Motion to Adjourn, and Extinguishing of the Chalice: 9:55 pm**

**Next board meeting 7:00 pm February 16, 2022 via Zoom**

**Paula Miller, Secretary**

**Draft #1.**