

**Unitarian Universalist Society  
Board of Trustees  
REGULAR MEETING MINUTES**

June 15, 2022

**Present:** Alan Swanson (President), Joe Rasmussen (Past President), Rochelle Honey-Arcement (Vice President), Mike Pavelich (Treasurer), Rev. Diana Smith (Ex-Officio), Diana Henry (Trustee), Hazel Seaba (Trustee), John Raley (Financial Trustee)

**Absent:** Paula Miller (Secretary), Julia Audlehelm (Trustee)

**Guests:** new Trustees beginning July 1: John Bowman (next Vice President), Christine Etlar (next Secretary) [*Jerry Wetlaufer, next Financial Trustee, was unable to attend.*]

**Call to Order and Chalice Lighting:** President Alan Swanson called the meeting to order at 7:05 p.m. and lit the chalice

**Opening Words:** Provided by Alan Swanson for Julia Audlehelm

**Consent Agenda:** May 18, 2022, Board Minutes; June 7, 2022, Executive Committee Minutes of Special Email Meeting to approve UUS processing of Chico Mendez Reforestation Project Truck money; June 8, 2022, Executive Committee Minutes; Treasurer Pavelich's report and financial summary; CA Emma's narrative financial report; Rev. Diana Smith's report including highlights from DCCE Peggy Garrigues, CA Emma Barnum, REC Anna Rode, and DCM Alex Heetland. **Pavelich moved to approve the Consent Agenda, Seaba seconded, and the motion carried.**

**Board Committee Reports:**

**Governance** – Rasmussen provided minutes of the committee's 6-9-22 meeting from which the Board was asked to approve five items:

1-Insert a new third sentence in the Policy Manual's "Policy 4-14 Memorial Garden Interment": "Interments of individuals beyond this list may be allowed in special circumstances if approved by the Board of Trustees."

2-Add to the cover sheet of the manual: "Amendments and additions to this Manual should first be sent to the Board of Trustees Governance Committee for standardization and inclusion" and establish that the Congregational Administrator is to forward any inquiries or proposed changes she receives to the Governance Committee so it can work with the group proposing the change.

3-"Policy 1.2-4 The Secretary" Change the second sentence to read: "They will file the minutes and record the text of new or revised policies and procedures in the minutes."

Procedure 1.1-1 Policy on Policies Procedure – Change paragraph G to read as follows: "G. The Secretary will maintain the minutes of all board actions regarding changes to the policies and procedures. Following approval of such changes by the board, the chair of the governance committee will transmit the changes to the administrator to file in the master document."

Procedure 1.2-4 The Secretary Procedures – Delete from section A the following: iii – The secretary will collect all policies passed by the board and pass them on to the administrator for inclusion in the policy handbook.

4-Endowment Committee Procedures: At the request of the Endowment Committee, the Committee **recommends** a change to Procedure 1.4-3 by labeling the current Jean Reese Fund text as paragraph B, and ADD a new paragraph A to read as follows:

- A. Monies designated for any endowment fund should be transferred by the UUS Treasurer from the UUS bank accounts to the appropriate endowment account within 30 days of receipt of a designated donation or of final approval by the Board to apply an undesignated gift to endowment. Every effort will be made to make transfers within the 30-day time period. The UUS office will maintain records of all donations to the endowment and will report all gifts to the EC chairperson as they are received, including the amount, donor, and contact information. An appropriate acknowledgement will be made by the EC in a timely manner.
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#### 5- BYLAW ARTICLE IV – MEETINGS AND THE SOCIETY

In order to match the voting period for members with the voting period for absentee ballots, the Committee **recommends** that paragraph E of bylaw Article IV, second sentence be changed from: “All absentee votes shall be submitted to the chair of the meeting on an official signed ballot, prior to the meeting being called to order” to read: All absentee votes shall be submitted to the chair of the meeting on an official signed ballot, **prior to the close of voting.**

*[If approved by the Board, this Bylaw change must be presented for a Congregational Meeting membership vote.]*

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**Rasmussen moved that the five changes above (1-5) be adopted by the Board, seconded by Pavelich, and carried.**

Other Governance items included scheduling a post-congregational meeting election debriefing, eliminating one set of bylaws on the uusic.org website, and updating the committees and teams list on the website. In 2022-23 the Governance Committee will be chaired by Alan with Rasmussen, Tom Larkin, Mary McMurray, and Honey-Arcement continuing to serve.

Finance – Raley said the committee met June 6 and an update is provided in Treasurer Pavelich’s report in the handouts. Raley mentioned that although this was his last Board meeting, he would be available for assistance in the transition to the new Finance Trustee.

Right Relations – This committee is being reconstituted, and Audlehelm will serve as liaison to the Board during the process.

Mission and Vision Review – Seaba, Henry, and the committee have completed a 21-page Mission and Vision Review Year-End Report for 2021-22, and Trustees are encouraged to read it for future discussion, implementation, and coordination with next steps following BGI.

**BGI Discussion/Next Steps: Establishing a Program Council as follow-up to the Balance and Growth Initiative’s two-year plan to balance UUS’s budget while enhancing its vision/mission of ministry.** Following a review of related topics and ideas from the Board Retreat of June 7, the Board spent time discussing how a new Program Council might be constituted. The group consensus after hearing Rev. Diana’s input, was that this new follow-up group would not be a Board Committee or task force, but instead a Minister/Staff-Led Team with volunteers including a co-chair drawn from the Board who would be a liaison (with ex-officio board member Rev. Diana) to the Board. This made sense to all, because it better fits our model of shared governance and because the staff is program-organized and will be key to the elements of the plan. How progress reports to the congregation will be provided and what they will contain as measurements may rely on cooperation with the Board’s Mission and Vision Review Committee—in any case we want to avoid duplication of effort. The Program Council is envisioned to 1) take and encourage concrete steps toward the BGI two-year plan’s goals, including expanding Social Justice efforts and increasing overall volunteer participation, 2) assure there is progress and reporting on the elements of the BGI two-year plan with the 2024 deadline in mind, 3) improve communications among existing teams and other groups of UUS

so that all are better informed of our goals and more on the same page, and 4) continue into the future (after our UUS operating budget issue is resolved) as a program coordinating/unifying mechanism to promote better communication across groups and UUS-wide awareness of vision/mission progress that can be achieved better collectively.

**The Eighth Principle** Now that endorsing the Eighth Principle has been adopted by the congregation (5-22-22 Congregational Meeting), next steps are in order. There already is work under way in UUS areas such as Racial Justice, and a six-session course many are taking on Trans Inclusion in Congregations. All agree we want to focus on carrying out the essence of the Eighth Principle, with more action than in the past. Diana Henry suggested a speaker she has heard who could be brought in with action ideas for the congregation.

### **New Business**

--Pavelich said he had sent as our UUS dues to UUA \$25,000 for 2021-22 and also proposed \$28,000 for 2022-23, slightly less than asked, but based on the reality of actual income in our budgets at this time.

--The Board discussed meeting times and decided to retain for 2022-23 the current schedule of 7 p.m. on the second Wednesday of each month for Executive Committee, and 7 p.m. on the third Wednesday of each month for the Board of Trustees meeting.

--At the 6-7-22 Board Retreat we decided to retain our overall themes of *Connections to Ourselves, to Each Other, and to the Wider Community*, but to focus in 2022-23 on ***Connections to Each Other.***

--The Board decided to devote 15-20 minutes or more of each meeting to thoughtful planning and contemplation with UUS's future in mind

**--The Board voted to approve Ian Cawley and Emily Johnson as UUS delegates to the UUA General Assembly (joining Dave Martin and Donna Simonton). Moved by Swanson, seconded by Honey-Arcement, and carried.**

**Guest Comments:** Guests were future Trustees, and they participated in the meeting except for voting.

**Closed Executive Session:** None

**Process Observer Comments:** Honey-Arcement

**Closing Words:** Diana Henry

**Motion to Adjourn (moved by Rasmussen, seconded by Raley, and carried), and Extinguishing of the Chalice: 8:55 p.m.**

Next board meeting 7:00 p.m. July 20, 2022

Meeting minutes submitted by Alan Swanson