**Unitarian Universalist Society**

**Board of Trustees**

**REGULAR MEETING MINUTES**

**7:00pm, September 21, 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), Rev. Diana Smith (Ex-officio)

**Absent**: none

**Guests:** Rev. Sharon Dittmar

**Check in** @ 7:06

**Opening Words**: Etler @ 7:13

**Consent Agenda**: **P1** August 17, 2022 Board Meeting Minutes, **P2** September 14, 2022 Executive Committee Minutes **P3** August Treasurer’s Report, **P4** Congregational Administrator’s August 2022 Financial Narrative Summary, **P5** Governance Committee September Minutes **P6** Finance CommitteeSeptember Minutes **P7** Mission and Vision Review August Minutes **P8** September Minister’s Report

The Finance Committee minutes will be amended from the one included in the packet. Under endowment, the statement “apart from the ASA (annual spending allowance), further money would definitely not be forthcoming from the Endowment” will be changed. Additional withdrawals from the General Endowment, other than those approved by the congregation, are highly unlikely unless under special circumstances.

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

**Business Needing Action**

Plans for Services and Staff Time Off Between Christmas and New Year’s Vote

Staff will be provided time-off between Christmas through New Years. Staff will work Christmas eve.

Worship associates will be responsible for services during this time: a small, in-person service on Christmas day and a virtual service on New Year’s day.

Motion: Provide paid time-off to staff from 12/25 to 1/2/23. Time off includes 2 holidays (Christmas and New Year’s Day), 1 floating holiday, and 3 additional days. (For part-time staff, the paid time off will be prorated according to the percentage of their full-time effort.)

Moved by Etler; Audlehelm seconded; motion approved unanimously.

Set 2023 Budget Cap Vote

Pavelich suggests an initial cap of not more than $600,000 to start planning the budget. Emma and the staff will create a preliminary budget with this figure.

Motion to approve $600,000 as starting figure for budget planning made by Pavelich; Wetlaufer seconded; motion approved unanimously

Treasurer Duty Update: Congregational Representative for Solar Panels Vote

UUS now holds an 80% interest in the Solar consortium. This means we will get an 80% dividend.

Wetlaufer attended the annual meeting and reports that the last shares will likely be donated to us in the coming year. The LLC will then be dissolved once all shares are donated to the society. Regarding an expression of thanks, Seaba suggests waiting until all shares are donated.

Motion:

The executive committee will assign the treasurer as the congregational representative to the solar consortium (UUS solar LLC). And in the case of their absence, the finance trustee will step in.

Moved by Etler; Henry seconded; motion approved unanimously

Set Congregational Meetings- Dec 11 th or 18 th , May 21 st Vote

Upcoming congregational meetings will be scheduled for 12/18/22 and 5/21/22

Motion to approve these dates made by Bowman; Swanson seconded; motion approved unanimously

**Other**

Wetlaufer commented on an item not included on agenda. He has heard from members of the BGI committee that they are confused on whether their work is done and/or whether there has been progress on the BGI objectives. He suggests a formal recognition of thanks, perhaps at an upcoming service.

**Guest Comments**: None

**Closed Executive Session**: No notes recorded

**Process Observer** comments were provided by Pavelich

**Closing Words** by Swanson.

**Motion to Adjourn and Extinguishing of the Chalice**: Moved by Etler; seconded by Pavelich. The motion passed unanimously. Meeting ended at 8:56pm.

Board Check-in planned for October 2, 2022 after the Sunday service

Next full board meeting 7:00 p.m. October 19, 2022

Meeting minutes submitted by Christine Etler