



Unitarian Universalist Church of Delaware County

Board Meeting Minutes

Monday, Aug 19, 2024
In Person 7:00 PM EDT

<https://us06web.zoom.us/j/87856313084?pwd=Qpj4aw5Z91UjCGCtal4xOo1baASB0X.1>

Item
<p>Call to Order at 7:01 PM</p> <p>Attending: Marylin Huff, Megan Grissom, Rev. Ed Brock, John Davies, Mike Graham, Chrissy Bushyager, Kelli Schweitzer, Lauren Kossler, Mallory Breingan, Marge Caton</p>
<p>Comments/Concerns from leaders or congregation members</p> <p>Chrissy - is feeling better about RE, but still needs additional volunteers.</p>
<p>Items for Consent (Read these documents before the meeting)</p> <ul style="list-style-type: none"> ● Minister's Report <p>No Comments</p> <ul style="list-style-type: none"> ● 23-24 Year End Financials <p>No Comments</p> <ul style="list-style-type: none"> ● July Financial Reports <p>No Comments</p> <ul style="list-style-type: none"> ● Charters that are ready to be accepted <ul style="list-style-type: none"> ○ AV Team Charter ● Policies that are ready to be adopted <ul style="list-style-type: none"> ○ Forming a Small Group/Club ○ Procedure to Monitor Board Performance ○ Procedure for Handling Money ○ Share the Plate Policy ○ Special Event Fundraising Policy ○ Safety Policy ○ Evacuation Plan for Sunday Mornings ○ Social Media Policy ○ Displaying of Symbols on Church Property <p>Motion made to accept Reports, Charters, and Policies by Kelli; Seconded by John</p> <p>Unanimous - yes</p>
<p>GTS Update (VOTE)</p> <ul style="list-style-type: none"> ● Stewardship Chair - still open, Need Auction Leader also ● Fund Drive - Bill Clinton (not an elected role, just info) ● Endowment Committee - Justin Davis Motion to Approve by Kelli / Seconded by John <p>All Approved</p> <ul style="list-style-type: none"> ● John noted that Shared the Plate - still needs a person

Capital Project Team Status Update

Capital Projects

- Solar (\$99K upfront - \$30K rebate) approved by the board
 - Rebate paperwork
 - October target for the Buildout.
 - Marilyn advised she would prepare a message to send to the Congregation.
- Delayed Maintenance (~\$40K)

Marilyn proposed that we authorize a “blanket approval” for the \$40K so that the projects aren’t delayed waiting for individual approval. Granting authority to the Capital Projects Team to manage the expenditures. Money will be transferred to the Building Account.
Motion by Mallory /Seconded by John - Motion unanimous approval
- A/C (\$37K)

The team is working on it. The board is receptive to the idea but needs a more precise project definition with more specific information. Moved to the agenda for Sept.
Mallory will inform the team.
- Kitchen
 - Still in the planning phase
 - Impacts Nursery

Significant discussion about providing adequate Young Families space. This also affects Staffing or not staffing caregivers. If “Nursery” becomes a Kitchen - where will infants and toddlers be safe and cared for by staff or parents? The church must balance the need for a kitchen with the needs of the young families. Requires additional study and solutions.
- Elevator Repair / Replace

Lift company coming - The team needs to Coordinate with the Administrator & Staff when repairs are scheduled. Kelli expressed concern about completing it on time and a lack of prioritization. Mallory is following up with the Team.
This is true of ALL projects by this Team and others - communication with the Administrator is vital in Building projects.

Retreat Planning

8:30 AM at Lutheran Church. Entrance directions provided by Marilyn on Agenda

- Friday Dinner - Hosted by Kelli Schweitzer - Board Members only
- Sat Breakfast - Lunch -

Marge agreed to coordinate food, whether “do it ourselves” or Catered. Keeping costs in mind. Checking to see if a donation is available. Mallory offered to help with Breakfast if needed.
- Draft Agenda

Ingathering Planning

- Marge & Megan agreed to organize. Marge will source simple sandwiches/salads / maybe desserts - keeping in mind the various dietary needs of the Congregation. Keeping costs below \$500.

Will need help Sunday morning setting up tables inside or outside - weather depending and getting out supplies like bowls, water pitchers, condiments, and tableware & plates.

What are the responsibilities of the liaison? - The liaison may be a committee member, but likely is not. The liaison is NOT a substitute committee leader but rather the conduit between the board and the committee.

- Finance - Mallory
- Communications - Julie
- Stewardship - Rev. Ed/New Board Member - Mike
- Endowment - New Board Member - Lauren
- Building - Marge
- Grounds - Kelli
- GTS - Marylin
- Social Justice - John

Fostering Lay Leadership ownership of events

- Role of Staff vs Volunteers

Rev. Ed reviewed his understanding of past Staff relationships with the Lay Leaders as appendages. We need to empower the Lay Leaders to take control of projects.

A question was raised about how we, the Board, can help foster this change in the culture of ownership.

The retreat is an ideal place for this discussion with the Leaders.

Staff is working on establishing/setting these new boundaries.

Committees/ Teams need to be more formal in structure and communications. Coordinating with the Administrator and members about building use, calendaring, work details, etc.

Further discussion to happen at the Retreat.

How do we want to Communicate with the Congregation? (seeding thought)

- Open Questions? (discuss more at the retreat)
 - Town Hall
 - World Cafe

We all agreed communication to the congregation is important but how do we organize while so much is happening?

Marylin suggested she communicate once a month but needs to determine the best way to reach the most people.

- General Info?
 - Letter from the Board President (initial)
 - Blog (series of letters)
 - Accessible on the Web Site

Items for Information (no vote)

Personnel Manual (Under review by the Personnel team)

Policies/Procedure/Charters still in progress

- Building Charter (Megan, Chris T., Marge) - pending
- Grounds Charter (Megan, Mark Y., Kelli) - pending



- Elevator Policy (?) - Marge will review and update the existing policy.
When a new elevator is authorized and installed, the Policy will be revised again.
- Personnel Matters (Marylin, Bill) - pending
- Mask Policy (5/2023) (Marge) - Rewrite to be more general
- Safe Congregation Policy (Marge) - needs an overhaul.
Chrissy, Mike & Lauren (Chair) will work on it with Marge

Discuss potential board training for the next church year instead of a book.

- "UUBoard Foundations" Training
Online Training with a monthly assignment for all Board members.
Marylin will assign each month's section. At the end of each month's meeting, fifteen minutes will be spent reviewing and discussing the module. Starting in October.
Megan will pursue whether we can do a group registration and advise.

Item for Sept. Agenda

Elective Contributions by Church - change in status for staff members that should be addressed.

Closing Words - Lauren

Adjourn at 8:45 PM