

**West Shore Unitarian Universalist Church
Board of Trustees Meeting
Thursday, February 24, 2022, 6:30-9:30 p.m.
Motions and Minutes
Approved March 24, 6:45 p.m.**

Present

TRUSTEES:

Gary Kustis
Sarah Soper
David Drickhamer
David Willett
Lois Riemer
Kathy Kosiorek
Brian Gardner
Suzanne Rusnak
Liz Nolan
Daniel Ang, ex-officio (via Zoom)

STAFF:

Rev. Anthony Makar
Suehana Kieres
Meghan Ross

FINANCE COMMITTEE:

Jen Wynn - chair

PRESENTERS:

Mary-Jo Maish
Susan Ballard

MOTIONS:

Motion to approve of minutes from January made by Liz, Suzanne seconds - all in favor, none opposed

Motion to accept a designated gift from Victoria Warden for Audio Visual Upgrade in the amount \$5,467.00 to be used to purchase the new Palo Alto "firewall" made by Suzanne, Dave Willett seconds - all in favor, none opposed

Motion to accept the Agreed Upon Procedures report from Beatrez & Company CPAs dated January 28, 2022 for the fiscal year ended June 30, 2021 made by Lois, Liz seconds - all in favor, none opposed

Motion to accept the compiled financial statements as of January 31, 2022 for WSUUC and the Child Care Center made by Kathy, Gary seconds - all in favor

MINUTES:

1. Chalice Lighting
2. Opening Reading - With Love as My Guide by Cindy Terlatso (Brian)
3. Approval of Minutes - Sarah Soper

Motion to approve of minutes from January made by Liz, Suzanne seconds - all in favor, none opposed

4. 8th Principle Discussion - Mary-Jo Maish and Dorothy Faller
 - Concern about getting BIPOC and BOT members involved
 - Monthly vs. every meeting to get commitment
 - Asking for BOT member to step into role
 - Eighth Principle Task Force has not yet been charged/commissioned by BOT/minister - why?
 - Capacity, interest, low priority?
 - Question: the language of "charging" is a bit unfamiliar to Rev. Makar - what does that need to look like? - public acceptance in front of congregation, something similar happened at Feb. 6 service
 - Resources are coming out weekly from Susan Ballard and Meghan Ross
 - Want to offer partial scholarships for training opportunities - D-150 Social Justice Grants
5. RE Report - Meghan Ross
 - Preschool is growing, so is 7th/8th; k-6 is steady; HS is uncertain
 - Skating party - cookies from Kathy Strawser and Chris Baumhauer, currently 50+ registered
 - Some online opportunities having some new/less involved children
 - Diane Alcorn - springboarded grief group
 - Urban Plunge planned for March 19
6. Financial Report - Jen Wynn

Motions:

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- Agreed-Upon Procedures Report:
 - The Board reviewed the exceptions reported by the third party accountant, and the corrective action noted by Suehana to address the exceptions
 - Question: Payroll procedure for CCC and church staff? Suehana: Clocking in with validation for most; self-reports

Motion to accept the Agreed Upon Procedures report from Beatrez & Company CPAs dated January 28, 2022 for the fiscal year ended June 30, 2021 made by Lois, Liz seconds - all in favor, none opposed

- Financial Statements:
 - Suehana will document a procedure to address the process followed for managing designated and restricted funds, including those funds maintained by Suehana for the benefit of Church groups and task forces. The procedure will include expectations for reporting to the groups on the balance/activity of their funds
 - Possibility of updating groups on yearly restricted funds total to ask about plans for funds in upcoming year

Motion to accept the compiled financial statements as of January 31, 2022 for WSUUC and the Child Care Center made by Kathy, Gary seconds - all in favor

Finance Dashboard:

- Don't forget to shop the service auction!
- Bad market day Jan 31, 2022, so endowment is down

Meeting break, then regroup: selection for 8th Principle Group?

- needs to be led by BOT, rather than reacting to desires/priorities of the group
- Nominees: Suzanne and Brian, at least once per month

7. Senior Minister Report - Rev. Makar

- Currently functioning as de facto Director of Child Care Center;
- future candidates interviewed next week, desire to include representative teachers and parents in process

8. Closed session

9. Closing reading from Gary