

**West Shore Unitarian Universalist Church  
Board of Trustees Meeting  
Thursday, June 24, 2021, 6:30-9 p.m.  
Motions and Minutes  
Approved August 26, 2021 7 p.m.**

**Present**

**TRUSTEES:**

Daniel Ang  
Gary Kustis  
Sarah Soper  
Carolyn Brown  
Lois Riemer  
Brian Gardner  
Suzanne Rusnak  
Joe Schafer - ex officio  
David Drickhamer - incoming

**STAFF:**

Suehana Kieres  
Caprice Wright  
Meghan Ross

**FINANCE COMMITTEE:**

Jen Wynn - chair

**JUSTICE VISIONING TASK FORCE:**

Amy Dillon-Cody - chair

**OBSERVERS:**

Linda New  
Karen Grochau

**MOTIONS:**

**Motion made for approval of May 27, 2021 minutes with final proofreading made by Suzanne, seconded by Lois - all in favor, none opposed.**

**Motion to approve Investment Guidelines dated 6/17/2021 developed by Finance Committee made by Gary, seconded by Sarah; all in favor, none opposed**

**Motion to continue using PNC as investment advisor made by Daniel, seconded by Gary; all in favor, none opposed**

**Motion to approve proposed Child Care Center FY22 budget dated 5/17/2021 made by Sarah, seconded by Brian; all in favor, none opposed**

**Motion to approve proposed church budget for 2021-2022 dated 5/17/2021 made by Daniel, seconded by Gary; all in favor, none opposed**

**Motion to amend church policy regarding group meeting attendance to a maximum of 20 people (up from a maximum of 10 people) made by Daniel, seconded by Suzanne; all in favor, none opposed**

**MINUTES:**

1. Chalice Lighting and Opening Reading, Daniel Ang  
Affirmation of Hope Lorreta Williams out of UUA (from Daniel Ang)
2. Welcome to incoming BOT members, Daniel Ang and Gary Kustis
  - Present: David Drickhamer
3. Justice Visioning Task Force, Amy Dillon-Cody
  - First BOT meeting ever!
  - Synopsis: we want to work w/ congregation to create plan for justice work, plan is to convene, identify resources to use, go above radar and present to congregation, collaborate with existing groups, create multilayered opportunities to collect data, listening initiatives, fine-tune/iterate - then plan to create models selected, establish a plan to present to BOT for approval - incorporate speakers, workshops, etc. where appropriate
  - Sarah: data from previous surveys available if needed
  - Daniel: thanks for taking this on
  - Brian: eager to see this happening
  - Amy: lots of opportunities to engage, multiple rounds, not just "core" people
4. West Shore Child Care Center, Caprice Wright
  - Going off script
  - 3 families leaving; 1 concerns about aesthetics, front door, current state of paint/tile etc., playground - competition with newer centers nearby
    - Meghan, Suehana - confirmed need, only opportunity to update is on the weekends because of use - need to identify state req'mt vs. aesthetic only, create timeline, then queue into review by B&G plus BOT (Suehana/Jenn)
    - 3k for toddler playground, selections made
    - Meghan: some structures selected can be used up to age 12
  - Gary will set up meeting
    - Suehana: needs to be coherent w/ any capital campaign
5. Religious Education and Engagement, Meghan Ross
  - Wrapping up end of year, going on summer leave to do some projects (July 9-Aug 6) can be reached; Sherri will field staff issues (2/3 will be on leave too)

- Trying to get ready for fall
    - Not confident about in-person for fall - look at science, ask parents
    - Hard to project where people will be at for fall as things change between now and then
  - Pen pals started up, 16 enrolled
  - Pride Day was big success w/ 60 people - will repeat next year
  - Planning to administer RE survey: will ask about ages, want to segment for those eligible for vaccination (12 and up)? Meghan: don't want to break it down too much, hybrid model as an option
  - OWL is going well too
6. Consent agenda, Sarah Soper
- proofread!!!!!! From Suehana
  - Note: make sure to get the minutes from Feb forward to now to Debbie for uploading to website; make sure to cc Daniel, Gary, Sherri

**Motion made for approval of May 27, 2021 minutes (with final proofreading) made by Suzanne, seconded by Lois - all in favor, none opposed.**

7. Finance Committee, Jen Wynn and Suehana Kieres
- No consensus among Finance Committee, can't recommend the FY 22 CHURCH budget at this time
  - Have not gotten to final goal for Stewardship
  - FY22 Budget reflects a \$25,000 shortfall that will be covered by PPP unrestricted asset funds
  - Monthly Transfer from CC Center to the Church for shared expenses - to determine the reasonableness of the amount, the Board needs to assess mission of CC Center as it relates to mission of church
  - Currently planning to complete repayment of renovation cost from CCC to Church by end of church year
  - UUA investment fund that was used - should the money be replaced there or put somewhere else? A portion of the money was first paid back to long-term building/maintenance fund, the remaining funds are still to be paid back to the Church . Need to decide where these funds will go:
    - Daniel: put into endowment? Suehana: should be in some type of investment fund
  - Building and Grounds maintenance plan and 5 year schedule should help with capital campaign
  - Finance Committee has term limits: 3 people are leaving committee, Cil Knutsen, Charles Grossman, Geoff Brown (BOT should send thank yous)
  - Question from Brian: Can we add PPP loan fund "remaining amount" added to Dashboard?
    - Jen: currently listed in unrestricted assets column -
    - Suehana: currently done for Finance Committee, can do easily for BOT

A) Investment Policy presentation

- continuing 5% cap on quarterly distribution of endowment earnings (can be lower - see this year's budget for example)
- 65/35 split currently preferred with both potential investors; some committee members prefer 50/50 equity/fixed income
- Ethical investing: hard with any mutual funds, but will make best effort to avoid objectionable investing/prefer ethical/environmentally friendly
- Picking advisor: Finance Committee is looking at the advisor annually and investments annually
- Finance Committee is reviewing policy developed annually
- Question from Daniel: naming specific bank in policy is problematic, can we remove the name? Will still call the fund the "Agency Fund"
- Changing wording to "guidelines" rather than Policy

**Motion to approve Investment Guidelines dated 6/17/2021 developed by Finance Committee made by Gary, seconded by Sarah; all in favor, none opposed**

B) Next, keep PNC?

- Finance Committee will meet 2x per year with advisor
- UBS is slightly less expensive, but not as warm and heavily sales-oriented
- Gary: PNC is one of the earliest Pride parade supporters, had a tent present before anyone else

**Motion to continue using PNC as investment advisor made by Daniel, seconded by Gary; all in favor, none opposed**

C) Presentations from Suehana: CCC budget first

- Increase by 7k annual for Caprice
- Fill assistant director position, needs to be paid for
- Finance recommends FY 22 CCC budget, with one difference - surplus shown is \$3,079, number will be absorbed into salaries for new hires/hours for p/t employees so no surplus
- Tuition is increasing slightly in many categories
  - Daniel: do we offer scholarships? - Suehana would like to use PPP loan to replenish scholarship fund
  - We're still doing recovery with enrollment, need positive cash flow

**Motion to approve proposed Child Care Center budget dated 5/17/2021 made by Sarah, seconded by Brian; all in favor, none opposed**

D) WSUUC budget second

- Positive change around pledges and pledge dollars
- Deficit covered by PPP loan funds

- Reinvesting in staff
- Showing deficit to congregation
- pledging increase - due to pandemic? Due to settled minister? Due to moving past “ruckus”?
  - More ongoing pledge campaign
  - Change in how we talk about money and part of the ongoing dialogue
- Finance Committee could not reach consensus to recommend the FY22 Church budget to the Board. Concerns from Finance Committee
  - \$600,000 was too big of an ask; not sustainable long term
  - What will the economy do?
  - Deficit is problematic because of past unhealthy behaviors with money
  - Not a balanced budget
  - Not at \$600,000 yet
  - If we can’t meet our revenue budget, we should not commit compensation increases because we cannot decrease pay later on
    - Personnel Team believes that because wages are up across industries, it would be hard to replace staff at current level

**Motion to approve proposed church budget dated 5/17/2021 for 2021-2022 made by Daniel, seconded by Gary; all in favor, none opposed**

Sidebar: Anthony and Rachel just won second in Nationals

8. Election of officers, Gary Kustis

Brian as vice president, Sarah continues as secretary

9. Building issue, Daniel Ang: 10 person or fewer rule is no longer recommended by ODH/CDC

- Daniel: motion to change to 20 or fewer people, masks must be worn in common areas,
- Need to communicate to Sherri and Debbie for dissemination to groups and rentals

**Motion to amend church policy regarding group meeting attendance to a maximum of 20 people (up from a maximum of 10 people) made by Daniel, seconded by Suzanne; all in favor, none opposed**

Thanks to leaving BOT members

10. Closing reading: Water Unites Us