

**West Shore Unitarian Universalist Church  
Board of Trustees Meeting  
Thursday, September 24, 2021, 6:30-9 p.m.  
Motions and Minutes  
Approved October 28, 2021 7 p.m.**

**Present**

**TRUSTEES:**

Gary Kustis  
Sarah Soper  
David Willett  
Lois Riemer  
Kathy Kosiorek  
Brian Gardner  
Suzanne Rusnak  
Liz Nolan

**STAFF:**

Rev. Anthony Makar  
Suehana Kieres  
Caprice Wright  
Meghan Ross

**FINANCE COMMITTEE:**

Jen Wynn - chair

**MOTIONS:**

**Motion made for approval of August 26, 2021 minutes with final proofreading from Suehana and Suzanne, and edits from Jen, made by Lois, Liz seconds - all in favor, none opposed**

**Motion to accept \$5,000 designated gift from Carl Faller for R-060 Organ Maintenance, In Memory of Robert T. Anderson made by Suzanne, seconded by Gary; all in favor, none opposed**

**Motion to accept the Report of the Evaluation of Specified Accounting Records (Agreed-upon Procedures) for the Fiscal Year Ended June 30, 2020, dated September 10, 2021 made by Sarah, Liz seconds - all in favor, none opposed**

**Motion to accept the WSUUC FY22 Working Budget dated September 8, 2021 made by Liz, Suzanne seconds; all in favor, none opposed**

**MINUTES:**

- 1) Chalice lighting - reading from Brian

- 2) Consent agenda: dollar amount and specific language from original dashboard in packet from Aug meeting; proofreading

**Motion made for approval of August 26, 2021 minutes with final proofreading from Suehana and Suzanne, and edits from Jen, made by Lois, Liz seconds - all in favor, none opposed**

- 3) Meghan Ross - Director of Religious Education and Engagement Report
  - 2 weeks in for RE
  - Youth Group has cookout coming up
  - Halloween Trunk or Treat, a few other collabs Urban Hope garden AND landscaping clean-up
  - ALL brochure will be sent in all-church email soon
    - Winter slate and spring slate
    - Other opportunities plugging monthly programming on back
- 4) Caprice Wright - Director of Child Care Center Report
  - Second Covid exposure, not as big as last incident
  - Working on plan (Personnel Team, Suehana) for next exposure
  - First Trunk or Treat planned with Meghan for Oct. 22
  - State Inspection coming up
    - One year anniversary of first time
  - Hours changing with staff
  - Confirmation of installation of playground, will need to remove old equipment - need help from Mick
    - Some cemented, may need help
    - Second stage with infant area will be dealt with in spring
  - Fall fundraiser, 50/50 raffle and live auction
- 5) Finance Report with Jen and Suehana  
Dashboard
  - not much change - drops from organ project getting paid (money to spare leftover)
    - Organ will be back on line next month
  - Hiring new staff is extremely challenging
  - Portal just opened to apply for second PPP loan forgiveness
  - Date for annual session?
    - Board Retreat will be separate
    - 2 hour session on weekend, week night
    - Jen will take point on dates
  - Recovery Fund
  - Would like input on mission w/ Child Care Center
  - Received \$4000 from Joyce Oliver for organ

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Finance Audit questions: Kathy asks: standard banking procedure should be to not have related people cosign checks? Answer: Policy has been changed to require non-related cosigners as of last year

Putting together procedures for last fiscal year - if anything needs to be added, request in next few weeks

**Motion to accept the Report of the Evaluation of Specified Accounting Records (Agreed-upon Procedures) for the Fiscal Year Ended June 30, 2020, dated September 10, 2021 made by Sarah, Liz seconds - all in favor, none opposed**

Budget

Adjustments made

Reminder that there was not consensus from Finance committee to recommend budget for approval in June; the Finance Committee still does not have consensus about the reasonableness of using \$600K as the budgeted pledge amount

- Uncertain about congregants future financial health and ability to pay pledges as a result of the pandemic

Discussion: how much of congregant pledging during FY21 was driven by having excess disposable income? Reflects better understanding of how we should be structuring our finances (income/expenses, transparency); also getting better at doing pledge drive, not relying on plug numbers

- Not knowing contracts, specifically RRCMS; have booked a few events to increase income (other)
- Increasing Tech Team budget for hiring specialists for streaming services
- Justice and Outreach Council will be revising policy for UUJO and other similar org support

Remainder of 1st Paycheck Protection Program loan has been spent - 85k sent to ccc for expenses, remaining 15k spent in Aug by the church in consultation from Finance Committee; 2nd loan has not been touched

- Comparison of finances today vs. when loan was received is very different, not nearly as desperate

**Motion to accept the WSUUC FY22 Working Budget dated September 8, 2021 made by Liz, Suzanne seconds; all in favor, none opposed**

6) Minister's Report

- Dorothy Richards Schusters' 59th member anniversary

- Ways and Means: Stewardship Team will include Vicky Warden, will be recruiting further (oversight/policy rather than directly fundraising exclusively)
    - Also recruiting for pledge drive
  - 75th Jubilee: evangelism as central to our identity
    - Planning to talk w/ staff, congregation
    - Opportunity to talk in mid-October
    - Looking for other opportunities w/ outside groups/spaces
      - Speaker's bureau
  - Has taken on leadership for Cleveland Area UU Minister's Group - meeting tomorrow evening
    - Sister org in DREs
    - Suzanne: example of Catholic parishes that advertise events across spaces
    - Kathy: needed to invite clusters to make events go, organizations changed and clusters dissolved - cooperation made this happen
    - Transition from district to a region, relationships didn't survive
    - Ties to evangelism
    - Urban Hope Garden continues! Pancake Breakfast fundraisers
    - Problem: relying on people rather than systems
  - Hosting Skating Party for March 6, 2022 at Winterhurst in Lakewood - capacity is in the 100s - skate rentals included
  - Liz: evangelism suggestion - Aesthetics Committee would like to invite BIPOC artists?
    - Related idea: Kathy - Lakewood Asian group as another group to invite
- 7) Board Retreat Oct 16 - 9 am to 4 pm at church
- Brian, Gary, Anthony organizing
  - Reminder: Nov. BOT meeting is held 1st week Dec

Closing reading Brian 468 We Need One Another grey hymnal