

**West Shore Unitarian Universalist Church
Board of Trustees Meeting
Thursday, March 24, 2022, 6:30-9:30 p.m.
Motions and Minutes
Approved Thursday, April 27, 2022 6:45 p.m.**

Present

TRUSTEES:

Gary Kustis
Sarah Soper
David Drickhamer
David Willett
Lois Riemer
Kathy Kosiorek
Suzanne Rusnak
Liz Nolan (via Zoom)

STAFF:

Rev. Anthony Makar
Suehana Kieres (via Zoom)
Meghan Ross

FINANCE COMMITTEE:

Jen Wynn - chair

MOTIONS:

Motion to accept minutes from March meeting made by Liz, Lois seconds; all in favor, none opposed

MINUTES:

1. Chalice Lighting

2. Opening Reading: "The Balance We Seek" by Sharon Wylie from UUA Worshipweb

3. Approval of Minutes - Sarah Soper

Motion to accept minutes from March meeting made by Liz, Lois seconds; all in favor, none opposed

4. Director of Religious Education and Engagement Report - Meghan Ross

- Summer programming to begin in June
- Urban plunge went really well - tough experience - got full spectrum of Urban Hope, neighborhood tour, talk from rep. of A Place for Me
- Currently planning activities, in particular a dance in June
- Bringing back Pagan group

- Coffee hour - brunch prep was a bit rough - oven wasn't working, has been fixed; heavy cleaning in kitchen from Dave
- 8th principle group questions: lengthy wording, others adopting 8th principle will be hammering out briefer language - will be sharing response from taskforce - planning high-energy Sermon Chat for 4/3 to discuss

5. Financial Report - Jen Wynn with Suehana Kieres

A) Policy for Procurements:

Discussion: simpler to do two categories vs. three? At what point do we decide which bucket does this go to? Jen: educational process of getting estimates to get a sense for scope of project, need to account for that with policy

- Amend to under 25k, two quotes, at least one signature by minister or designee; above 25k, two quotes, two signatures
- Break point for emergency spending change to 25k to be consistent with amounts within policy

Sidebar 1. Current contract for playground equipment: Debbie is working on getting installation scheduled, equipment has been delivered

Sidebar 2: Annual Meeting planning (May 22) - have to announce meeting

Will update policy for voting at next meeting

B) Project/Initiative Adoption Policy

- How to measure? Both for what we choose to do and for what we choose not to do - need to consider consequences
- Description of specific benefits, not just passion
- Benefit to creating a usable template (asked by Jen)? YES - good idea - Jen will work to develop template
- Timeline may not make sense - but also good for consistency
 - Also a good use for the minister discretionary fund to take advantage of smaller, less developed ideas
 - question: should we mention that possibility in policy? Probably not - mention as members ask for next steps/part of progression
- Finance Committee as recommender (not gatekeeper)
- Policy for pre-funded/designated funding - Suehana is writing policy for receiving and creating designated and restricted funds
- Is this becoming an internal grant process?
- Further out: what does it mean to be a group at WS? Need policies to define this

C) Dashboard

- High Child Care Center balance is because of PPP loan, stabilization grant \$29,000
- \$10-15,000 church budget shortfall likely
- Service Auction: revenue was down, still doing sales
- Operating Budget is also down
- Suehana didn't anticipate rentals, collection plate - beginning to see increases there

- Recovery Fund - holding off on structuring/designating funds to determine if deficits arise sooner
- RE: capital campaign: Ways and Means have had conversation w/ Klote company about timeline → question from Anthony: who “triggers” a capital campaign?
 - 3x annual budget amount?
 - Anthony would like direction from the Board, start conversation w/ Klote company rep (Jim?)
 - Long-range planning required first? No - can be part of process
 - Jim Klote’s process - full-time on site 4 weeks: team, lead givers, Board, loyal constituency, commitment - early fall begin recruitment, late fall feasibility focus (lots of meetings w/ congregants), winter/spring run campaign alongside pledge campaign
- Currently doing work on website for providing financial transparency with Kelly Pinkas

6. Child Care Center Report - Rev. Anthony Makar

- Teachers are stressed, but we are staying in ratio; anxious about new Director
- Have implemented teacher recruitment initiative, including bonus for current staff who bring in new person who lasts 90 days
 - Recruitment specialist parent has reached out to help
- Commitment from Director candidate but no start date yet, TBD
 - New person wants increased salary from initial offer
- Have put up an ad for director as fallback
- Parents want updates
- Special needs child is creating difficulty in one room
- Have met with lawyers about current candidate
- Boundaries - when do we close center? When do we let parents know? Contingency plan?
 - Child care centers have patterns of dysfunctionality regardless of whether we rehire the same teachers or different teachers - sector-wide issue

7. Senior Minister Report - Rev. Anthony Makar

- Giving/Pledge Drive focus
- Stewardship separate from Fundraising activities
- RR school board? Liz requested update
- Ukraine vigil drew in local ministers and church members from other congregations
- Will be preaching at Renaissance - first time a UU minister has led worship there

8. Closing: Within This Instant by Thomas Rhodes from UUA WorshipWeb