

**West Shore Unitarian Universalist Church
Board of Trustees Meeting
Thursday, December 3, 2020, 6:30-8:30 p.m.
Motions and Minutes
Approved January 28, 2021 7 p.m.**

Present

TRUSTEES:

Daniel Ang
Gary Kustis
Sarah Soper
Carolyn Brown
Karen Auer
Lois Riemer
Brian Gardner
Liz Nolan
Suzanne Rusnak
Joe Schafer - ex officio

STAFF:

Meghan Ross-Boggess
Rev. Anthony Makar
Suehana Kieres
Caprice Wright

FINANCE COMMITTEE:

Jen Wynn

MOTIONS:

Motion for approval of October 20, 2020 Minutes: Motion made by Daniel, seconded by Liz - all in favor, none opposed

Motion that the Board adopt all policies in the draft #8 recommendations of the Policy Task Force, and that these policies replace all other Board policies: Motion made by Gary, Liz seconds - all in favor, none opposed

Motion to commend Mary Jo and Dorothy for their work on Widening the Circle - Motion made by Daniel, seconded Karen Auer - all in favor, none opposed

MINUTES:

Opening Reading Carolyn Brown

1. Consent Agenda: Amendments requested
 - specify budget approved is for second quarter, not full year
 - Clarify amount designated for UUJO and GCC, and rationale

Motion for approval of October 20, 2020 Minutes: Motion made by Daniel, seconded by Liz - all in favor, none opposed

2. Director of Religious Education report, Meghan Ross
 - a. consistent attendance except for unusual dip Nov 8
 - b. Diane has settled in well
 - i. 4 new members recognized in Dec.
 - ii. Combo of Diane working with Dorothy Richards very helpful
 - iii. Project Check-in proceeding with round 2
- Question: need for holiday/other greeting cards for Pastoral Care?
 - Meghan suggests contacting Kathy Strawser
3. West Shore Child Care Center report, Caprice Wright
 - a. 2 new kids, 2 new families
 - b. hired full complement of teachers plus a float for days off
 - c. candle fundraiser did really well \$1150
 - d. COVID: have had a few scares - one teacher just tested positive (whole family) right before tonight's meeting; has not been at school since before Thanksgiving (9-10 days), will be contacting Health Dept. and will be contacting families at the school with info,
 - Daniel requests update after conversation w/ Health Dept.
 - e. 35 years open! (as well as 75th for church -may want to include in anniversary planning)

Question: how close to full capacity?

- 10-12 spots open, have to leave wiggle room
Specifically, 3 yrs is full, young toddlers will be full, infants are hard b/c few added are new - most infants are from existing families
- will be at 71 at beginning of January year, capacity is 79

4. Financial Report, Jenn Wynn and Suehana Kieres
 - a. Auction went beautifully
 - o ~35k predicted, once final invoices paid and last items sold
 - o Pajamas were extra fun - pajamas could be used as a jumping off point for brunch fundraiser once back in person?
 - b. PPP loan: didn't draw on it for Oct or Nov (with numbers provided from 10/31/2020)
 - o no restrictions on Child Care Center currently, but may need to draw on PPP loan if Center has to close
 - c. Currently developing Key Performance Indicators - 15-20 measurements/metrics for use in evaluating success and communicating to congregation
 - d. Debbie is working on capital budget incl. Maintenance
 - e. Currently no Treasurer - although the bylaws provide for one
 - o It was decided to leave Treasurer unfilled until we fix bylaws to align the roles of the Treasurer and the Finance Committee Chair
 - o Much of the traditional role of a Treasurer is now executed by the staff.
 - o Consultation with Hotchkiss governance guidance supports aligning the Treasurer's role with the Finance Committee Chair role

- This requires amendment to the Bylaws, which requires a vote of the congregation
- Governance committee will discuss and provide something at next meeting
- f. Additionally, the governance committee will draft policy about quorums to allow for virtual participation for next meeting. This is very necessary in advance of Annual Meeting for April 2021.
- g. In response to finance messaging conversation during retreat, Finance Committee is collaborating w/ Diane Alcorn and Rev. Anthony for further messaging development

[Questions from Finance Dashboard (Joe's suggested monthly questions - from Board Packet)

1. What major messages do the current financial measurements convey?
 - Pledges Paid are slightly ahead of budget
 - Child Care Center enrollment is steady
 - Cash flow did not have to be supplemented with the Paycheck Payment Protection (PPP) Loan proceeds in the month of October
 - Service auction revenue exceeded expectations!
 2. What are any immediate financial concerns? What, if any, action should the Board consider taking about any immediate financial concerns?
 - With COVID rates increasing, we need to be alert to any new state restrictions related to child care centers
 3. What are any longer range trends or issues of concern? What strategies should the Board consider in dealing with any longer range trends or concerns? a
 - The Board should revisit the concept of a Recovery Fund and consider the development of a strategic plan for this fund
 - The Board should consider the need for a Capital Campaign
 4. Other financial related information the Board should have?
 - The Finance Committee has drafted Key Performance Indicators (KPIs) for the Church and Child Care Center to assist with financial oversight. We will work with Suehana and Anthony to finalize and implement these
 - A long range capital and maintenance budget is being drafted]
5. Minister's Monthly Report, Rev. Anthony Makar
- a. New AVOM priorities needs to be voted on
 1. To improve our stewardship and fundraising program, including how we talk about money.
 2. To maintain quality worship, explore innovations, and expand its reach so as to engage more people.
 3. To improve our organizational structure, together with how we communicate West Shore news and information.
 - b. Key Performance Indicators will be talked through next week w/Suehana
 - c. Debbie working with Buildings and Grounds committee to develop multi-year capital campaign - conducting Property Condition Assessment as important step currently

- d. Continuing w/ Worship: recent conversation w/ Tech folks about what have we learned from the last 10 months
 - Desire to increase to 50MB speed
 - tech capacity can support area organizations as a result
- e. family-centered Christmas Eve worship service at 4pm
- f. Improving Org. Capacity: Joe, Gary and policy is helping, implementing new org structure convos: 50 folks came last night, 60 for justice previous week, questions are great, resource generation in next week's conversation - Ministry Councils meeting for the first time in April, Ministry Associates will start meeting in March (q from Lois), first meeting at retreat end of February
 - Daniel: moving slowly but deliberately, carefully scheduled
- g. Justice Visioning Taskforce selection team: Suzanne, Daniel, Lois, Anthony
- h. GCC is relaunching/taking off (conversation w/ Joe and others; Charlie Farrell)
- 2 Qs from Brian:
 - fiber-optic internet - any feelers/estimates/quotes etc.?
 - Michael Hockmann works for install company but not only possible person
 - suggest to reach out to Christine or Larry, need to figure out plan and how to pay for it
 - Conversations about Ministry Councils: appreciation for the patience required, curious about pushback/feedback that is noteworthy?
 - not all are willing to challenge in larger conversation, but no direct pushback
 - more "how does this work? How can we get to there?" type questions
 - willingness to try, learn as we go
 - Joe facilitated convo w/ authority to make this change: clarified that minister does have authority based on bylaws
 - Joe agrees that progress was made with that conversation
 - Soren Hansen saw some issues to clarify divisions between ministry areas
- Daniel: grassroots organizing still needs structure, but from selections of representative members to prevent chaos followed by refinement
- Anthony: creating system needs lots of buy-in and congregational investment

6. Joe and Policy Committee (Mimi, Karen, Carolyn, Gary, Joe)

Discussion of policies to be adopted:

- Triannual assessment of ministerial effectiveness - too long, needs to be more frequent - annual (1.1.2 first item)
- Anthony: need to define process of receiving feedback → Separation of patterns from single complaints
- Add in language about referral process for grievances -- Board President/leadership for grievances regarding Minister, other members of Board for specific Board members
- Perpetual calendar as work product of Gov. Committee (1.3.2) - need to have repository within website - currently, staff as bottleneck

We recommend that, should the above motion be made and approved at the December 3 Board meeting, that the Governance Committee be established and that the Policy Task Force be disbanded.

- Major priority: need to create an amending governance policy that is not too easy, not too hard

Motion that the Board adopt all policies in the draft #8 recommendations of the Policy Task Force, and that these policies replace all other Board policies: Motion made by Gary, Liz seconds - all in favor, none opposed

- Death of policy governance!!!!

Tabled: Anthony will send Annual Vision of Ministry statements and Open Questions for vote via email

7. Widening the Circle Report from Mary-Jo Maish and Dorothy Faller

- semiannual program?
- Appreciation for detail and completeness of report - plan to drop a line with appreciation and thanks :) -
- Daniel: as a response to crisis, this is the ideal approach from key leaders in congregation
- Most significant finding: Need to have all-church read book for advanced AND book for beginners

Motion to commend Mary Jo and Dorothy for their work on Widening the Circle - Motion made by Daniel, seconded Karen Auer - all in favor, none opposed

Closing reading - Carolyn

Meeting ends 9:10 pm