

**West Shore Unitarian Universalist Church  
Board of Trustees Meeting  
Thursday, February 25, 2021, 6:30-8:30 p.m.  
Motions and Minutes  
Approved March 25, 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 January 28, 2021 Minutes with suggested edits and changes:  
Motion made by Karen, Liz seconds - all in favor, none opposed (vote taken via email  
March 1-2)**

**Motion for approval of Church budget 2020-2021 for third quarter 2020 (Jan-March):  
Motion made by Daniel, Liz seconds - all approve, none opposed**

**Motion for approve the Budget Considerations, as provided by the Finance Committee  
and to be applied to the budget process for the fiscal year ending June 30, 2022. Motion  
made by Sarah, Karen seconds - all approve, none opposed**

**Motion to accept \$7,000 designated gift anonymous donation to implement website  
redesign. Motion made by Karen, Daniel seconds - all approve, none opposed**

**Motion to accept \$15,000 designated gift from Rachel Abernethy to be used for the Organ  
Project (Restoration). Motion made by Lois, Sarah seconds - all approve, none opposed**

**Motion to adopt Board policy statement WSUUC Operating Budget Guiding Principles  
and Considerations. Motion made by Gary, Liz seconds - all in favor, none opposed**

**Motion to accept proposed amendments for presentation to congregation and voting at annual meeting for Bylaws amendment. Motion made by Sarah, seconded by Brian - all in favor, none opposed**

**MINUTES:**

1) Chalice Lighting Daniel Ang

2) Opening Reading Brian Gardner James H. Cone, from the book *The Cross and the Lynching Tree* (excerpts from pages 18-19)

- What the blues meant for Black folk, Brian translated to what church meant
- What role can West Shore have?

3) Consent Agenda - Sarah Soper

Minutes critiques: Needs cleanup, less specific info from finance documents

More broadly: finding balance between too much and too little

Recommended edits: eliminate unintentional duplication; streamline financial information; minor wording changes

**(via email March 1-2) Motion for approval of January 28, 2021 Minutes with suggested edits and changes: Motion made by Karen, seconded by Liz - all in favor, none opposed**

4) RE Report Megan Ross- Director of Religious Education and Engagement

- Started coming of Age - 5 registered
- Valentines cards went well
- Getting ready for stuffy sleepover this weekend
- Adult RE: met 3 times so far, building team from scratch, taking time to create mission statement, process for classes to be offered - will see Larry Wise doing Internet security class - also upcoming: Starting Point class - UU101 and WS
- 2 new members since Feb 14
- Brian is doing well with Youth Group, has had consistency in attendance

5) Childcare Center Report Caprice Wright- Director

- Comparing COVID recovery to now: 25 children, 7 teachers to 70 children, 14 teachers, 2 floaters
- Hourly wages - 12.61 vs. 10.97, everyone has hit 90 days of employment despite generally high turnover in industry
- Infant wing updated - acoustics changed - young infant room is back in operation, moved young toddlers next to older infant room - parents seemed very happy
- Popcorn and candy fundraiser, applying to playground - expensive equipment - add in messaging to RE families to encourage support/input
- Soccer learning won't be back soon, but have Webby dance coming in instead
- Caprice created toddlers room into two rooms, then infants into two rooms - end result is 18 more children in program than before

6) Financial Report Jen Wynn- Finance Committee Chair

**Motion for approval of Church budget 2020-2021 for third quarter 2020 (Jan-March):  
Daniel moves, Liz seconds - All approve, none opposed**

**Motion for approval of the Budget Considerations, as provided by the Finance Committee and to be applied to the budget process for the fiscal year ending June 30, 2022. Sarah motions to adopt, Karen seconds - all approve, none opposed**

**Motion to accept \$7,000 designated gift anonymous donation to implement website redesign. Karen moves to accept, Daniel seconds - all approve, none opposed (Daniel will sign something from the BOT to deliver to donor)**

**Motion to accept \$15,000 designated gift from Rachel Abernethy to be used for the Organ Project (Restoration). Lois moves to accept, Sarah seconds - all approve, none opposed**

- Finance Committee will meet with PNC investment advisor, looking into whether we should stay w/ PNC based on fees
- Pledges and CCC are ahead of schedule
- 2nd PPP loan received and deposited into church Money Market account
- 1st loan forgiveness is in process
- Motion should be made by BOT, then work on what we can do (Jen's suggestion, not from Finance Committee generally)
- Questions:
  - Brian: room for growth in compensation - how does that square with PPP loan structured to keep people at existing levels? Suehana: had to pay more to get workers back; still need to do a lot to align w/ UUA; CCC pays 60/40 split for healthcare, but may need to increase to 80/20 to align w/ UUA; refilling cash reserves depleted over past 3 years;
  - Jen: need to be careful about how we spend one-time funding, focus on sustainability;
  - Daniel: currently in deficit spending -\$42k which is not workable on its own - some churches are applying, others are refusing - our job is to keep our future safe

**Motion to accept proceeds of the second PPP loan into the budget. Daniel moves, Gary seconds - all approve, none opposed**

7) Senior Minister Report Rev Anthony Makar- Senior Minister  
AVOM priorities

- Improve money talk - script for stewardship happy hours
- Maintain worship
- Implement Org. structure

Org design: need to add member of the Board as liaison for Coordinating Team meetings - ministry level policy development

- likely possibility would be the president-emeritus

Justice Visioning Taskforce: Suzanne Rusnak, Lois , Daniel - rewrote job description - recruits: Joan Clark, Warren Campbell-Gaston, Amy Dillon Cody, Cil Knudtsen, Cathy Ross, Jeff Modzelewski

Question for BOT: Youngberg funeral/memorial service - want to have it at West Shore

Focus from staff on minimizing risk

Unique considerations: must be a weekend (Child Care Center

Potential scenarios:

1) most restrictive - enter Hilliard then into sanctuary, exit same way, no access to building

2) Same plus restrooms for emergencies only

3) If not, then search for alternate space - outside in Memorial Garden (later in the year);

wants to livestream service - may be difficult in the outside space

Concerns/thoughts:

- Open door to floodgate possibility (3 other families have seen deaths in past year, will need to be accommodated at some point: Roy Prentiss, Edie Schwede, Geri Blomgren)
- Current practices suggest this may be very risky (Joe, Carolyn)
- Coming together is the risk - Brian: the virus doesn't care why people gather

8) Bylaw Change/Policy Amendments and Addition Gary Kustis/Joe Schafer

- **Proposed Bylaws Amendment**

The Board of Trustees moves amending the bylaws of West Shore Unitarian Universalist Church as follows:

- *In **Article VI: Board Officers, Section 4. Treasurer**, replace the phrase “keep a complete and accurate account of the finances of the Church on books, which are the Church’s property, and which are open for inspection at any reasonable time to any Member, and assures” with the word “ensure.”*
- *In **Article V: Board of Trustees, Section 6. Finances**, add a one-sentence paragraph after the first paragraph in this section that reads “The finances of the Church on books which are the Church’s property are open for inspection at any reasonable time to any Member.”*

With these changes, the two articles would be changed as shown in red and would read as follows:

- **Article VI: Board Officers, Section 4. Treasurer**

The Treasurer, in collaboration with the Church’s financial manager, shall **ensure keep a complete and accurate account of the finances of the Church on books which are the Church’s property and which are open for inspection at any reasonable time to any Member, and assures** that a financial statement is provided to the Board at each regular Board Meeting and to the Congregation at the Annual Meeting (see Article III, Section 3). The Treasurer, who is appointed by the Board, serves as a non-voting advisor to the Board, unless serving as an elected Trustee simultaneously.

- **Article V: Board of Trustees, Section 6. Finances**

No later than its regular meeting in June, the Board shall adopt a balanced budget for the new fiscal year. The Board may revise the budget as necessary after adoption.

**The finances of the Church on books which are the Church's property are open for inspection at any reasonable time to any Member.**

The financial books and records of the Church shall be examined annually by an independent Certified Public Accountant (CPA) who shall render a reviewed financial statement with agreed upon procedures, as determined by a Church Finance Committee and the Board in consultation with the CPA. The reviewed statement shall be submitted to the Board for review and approval.

This motion is made for two reasons:

1. To correct the statement of responsibilities of the Treasurer to serve in a role of oversight, instead of serving in a role that is now fulfilled by the Finance Manager.
2. Move the statement regarding Member access to the financial books of the church from the section describing the role of Treasurer to the section outlining the manner in which finances in full are managed.

**Motion to accept proposed amendments for presentation to congregation and voting at annual meeting. Sarah moves, seconded by Brian - all in favor, none opposed**

Board policy discussion

Modification: Change wording from 6 Trustees to  $\frac{2}{3}$  of all trustees

- **Proposed Policy Addition**

**Motion by the Governance Committee on Policy Amendments and Additions**

Reads as follows: The process for amending a policy or creating a new policy may be initiated by a Trustee, Trustees, the full Board, or by the Board's Governance Committee. A proposed change or new policy is sent to the Governance Committee to draft a recommended policy statement for Board approval. A recommendation from the Governance Committee for a policy change or new policy must be included in the Board packet for consideration at the upcoming Board meeting. It may be presented either for further Board discussion or as a motion to adopt. A motion to adopt requires an affirmative vote of  $\frac{2}{3}$  of all Trustees.

**Motion to adopt Board policy statement. Gary motions, Liz seconds - all in favor, none opposed**

10) Closing Reading/ Extinguishing the Chalice Brian Gardner  
From Singing the Living Tradition: 560 Commitment