

West Shore Unitarian Universalist Church
Board of Trustees Meeting
Thursday, May 25, 2023, 6:32 - 8:45 p.m.
Minutes and Motions
Approved June 22, 2023, 6:40 p.m.

TRUSTEES

- Mark Aulisio - Absent
- **Cathy Bollin** (Vice President)
- **David Drickhamer** (Secretary)
- **Brian Gardner** (President)
- **Kathy Kosiorek**
- Gary Kustis (Past President) - Absent
- Liz Nolan - Absent
- Suzanne Rusnak - Absent
- **Dave Willett**
- **Jen Wynn** (Treasurer, Finance Committee Chair)

STAFF

- **Suehana Kieres**
- **Rev. Anthony Makar**
- Meghan Ross - Absent

MINUTES

1. **Chalice Lighting and Opening Reading** - Excerpt from The Hill We Climb, Amanda Gorman.
2. **Approval of Minutes** - David Drickhamer
Motion to approve April BOT minutes from our meeting on May 1. Motion made by Brian Gardner, seconded by Dave Willett. All in favor, none opposed.
3. **Dan Hotchkiss** – Governance Review Report

Challenge: We have a very short time left to work together. How should we make the best use of that time? He doesn't see any urgent items in our bylaws and policies that need immediate attention; he has offered some suggestions for the next round of revisions when we get to that at some point in the future.

He suggests we focus on upping the board's game so that we can be more productive and achieve more. The board would spend more time thinking about the future and less time listening to reports, which reflect things that have happened and requests that folks have made.

A church board benefits if it has a clear, short list of work products that it needs to accomplish over the course of a year. The work on “open questions” that we believe the church must address in order to be effective in ministry in the medium- to long-term (2, 3, 5 years) provides one framework.

Working on those open questions could lead us to a point where we could set priorities. We want to set ourselves up over the next month, working on and thinking about new data and moving toward readiness, to set big goals for a church year that doesn't have a budget yet. Most boards plan as they create the budget. He suggests that we plan first and then create a budget that will carry out the plan that the board and senior manager have put forward.

The Board should deal with questions and initiatives that aren't ready to be handed over to the senior minister to be executed. For example, direction on what kind of church we plan to be in the area of social justice.

Open Questions Guidance: Open questions should point to future strategic choices.

They shouldn't be too big (What would Jesus do?), or too small (Should we hire a youth minister?). Or too academic (What attracts young folks to church these days?).

Just right question examples: What kind of hub can we become for our local neighbors? How can we better leverage the talents of our congregation to serve each other and the community?

A good open question asks what kind of church we want to be. Open questions should lead to consideration of areas where we could and should do something significant.

The board should spend a finite amount of time perfecting the open question. The question will perfect itself as we do the work. Our focus leading up to the annual retreat is not on the open questions, but the vision of ministry (3 top level goals). Focusing on gathering data and gathering people.

Possible open question offered: How can West Shore be more effective in supporting people in their UU journey?

Thinking about the core function of the church. What are the strategic options around that type of question? There are all kinds of ways that churches provide for people's spiritual growth. What are the choices and how willing is West Shore to make those choices institutionally? Rather than letting them flow and letting people naturally vote with their feet.

The work rhythm of a board that focuses on open question work maps out the whole year in advance (p.118 of his book). The goal is to focus at least half of our time on this, including assigned work between board meetings to prepare. This takes the

form of: 1) gathering facts that are relevant, 2) convening conversations outside the board that will inform the conversation, and 3) planning the board meeting itself. **The goal is to have satisfying meetings that we'll know we're having an impact on the future church.**

How does evaluating and deciding to stop or continue doing current, long-term and significant initiatives fit into this process and consideration?

You have to realize that new initiatives require time/money and attention. How can you generate the capacity to do it? Pie and the sky thinking can be easy; we want to imagine doing specific new things and sunsetting other things. The current people in place managing or leading those areas cannot decide what should or should not be continued. .

Annual Vision of Ministry (setting priorities): Annual statement of vision happens at an annual retreat of the board that is early enough to shape the budget of the year we're planning for. This comes from convening various other voices; the board needs to be engaging the congregation. How long does this process last? It's an annual cycle.

Break

4. Financial Report - Jen Wynn

Motion to accept and acknowledge the gift of \$16,520 from Donald Holub II that is restricted for WSUUC's Endowment but unrestricted for purpose. Motion made by Dave Willett, seconded by Brian Gardner. All in favor, none opposed.

Motion to approve transfer of \$12,708 to the Child Care Center (CCC) from the Church D-170 Recovery Fund for the CCC portion of the Employee Retention Credit (ERC). Motion made by Cathy Bollin, seconded by Kathy Kosiorek. Unanimous of all present, none opposed.

Motion to approve the allocation of a quarterly draw of 5% of pooled endowment earnings for FY24 to designated and operating funds. Motion made by Brian Gardner, seconded by Dave Willett. Unanimous of all present, none opposed.

The board acknowledges receipt of \$20,670.99 life insurance proceeds from Marjorie Skwire. (The related bequest of \$20,000 was acknowledged at the April 2023 board meeting).

Review of WSUUC operating budget and guiding principles and considerations. Review of the 2023-2024 Compliance Report (by Rev. Makar), which is a point-by-point examination of how the draft budget aligns with those guiding principles and considerations. Overall conclusion: We are in close compliance with the letter and spirit

of these principles and considerations.

Review of the Summary of the Draft Budget. Highlight: We now have a clear process for a congregant or staff who would like something to be funded in the budget.

The \$650,000 revenue draft budget came from the stewardship goal, which is believed to be realistic and attainable based on pledges to date and expected renewals for the coming year.

Motion to approve the draft FY24 Church Budget dated May 8, 2023. Motion made by Brian Gardner, seconded by Cathy Bollin. All in favor, none opposed.

Motion to approve the draft FY24 Childcare Center Budget dated May 18,2023. Motion made by Brian Gardner, seconded by Dave Willett. All in favor, none opposed.

5. **Road Ahead, Follow-Up Actions, Additional Topics** - Board of Trustees
 - Cathy Bollin will be the key contact person with Dan Hotchkiss going forward.
 - **Board Assignment #1 for the next meeting on June 22:**
We want to compile a summary of questions that have arisen from *Wait, Is This Racist?* Send Brian a lot of the questions that the book brought out, such as: *What is power at West Shore? How is power used? How is power accessed?*
 - **Board Assignment #2 for the next meeting on June 22:**
Open Questions (See above for summary): At the next meeting we will engage in the “open question” topic. The hope is that the question and process will make us “come alive” with visions for the future of the church.
Think about and draft potential open questions.
 - Special Meeting to fill empty board position, a bylaws formality to be voted on via multiple means by the congregation.

6. **Closing Reading & Extinguishing the Chalice** - "We extinguish this flame, but not..."

NEXT BOARD MEETING: June 22, 2023 @ 6:30pm

- Refreshments: Cathy Bollin
- Opening Reading: Volunteer Needed
- Closing Reading: Volunteer Needed

PERPETUAL CALENDAR: May - July

JUNE

- **SM/FC** – Senior Minister, with support from the Finance Committee, submits to the Board a proposed balanced budget for the next fiscal year
- **SM** – Ensures completion of written performance evaluations of all paid staff ● **SM** – With the Coordinating Team, ensures completion of evaluations of all ministry teams

- **BOT** – Incoming and continuing Trustees meet to elect the next President, Vice President, and Secretary
- **BOT** – Regular monthly meeting:
 - Approves a balanced budget for the next fiscal year
 - Approves incoming President's appointments for Treasurer (if current Treasurer's term is expiring) and Historian
 - Approves incoming President's appointments to the Governance Committee o Mutual performance evaluation of the Senior Minister's and Board's effectiveness in their respective roles
 - Agree on Board meeting schedule for the coming fiscal year

JULY

- **BOT** – No regular meeting
- **BOT** – Completion of on-boarding process for new Trustees

BOT: Board of Trustees

FC: Finance Committee

NC: Nominating Committee

SM: Senior Minister