c First Unitarian Board Meeting

May 20, 2023 @ 10am - 12pm

Zoom Meeting: https://uuma.zoom.us/j/93108797097

AGENDA

Board Members: Aroop Mangalik, Bill Slakey, Carla Williams, Chris Mayo, Dámaris Donado (President), EmmaLia Mariner, Joyce Etheridge, Maya Stephenson, Sally New, Rev. Angela Herrera (ex-officio member)
Guests: Rev. Bob LaVallee, Bryan Hackett (Finance Director), Kristin Famula (Intern Minister), Linda Skye (Guest)
Absent:

—

Executive session

Vote

- To remove a photo of a former minister at First Unitarian Church, James Wilkes, now deceased from the church's library. He has had specific, public accusations made against him regarding sexual misconduct both before and after his tenure here. A Written Acknowledgement of his role in the church that'll include the reason for the removal of his photo will be added in the church's library.
    - Endorse: Carla
    - Seconded: Bill
    - ⅞ voted Yes.

Agreement

- Agreement to amend information regarding this former minister in history pages on the church's website. A subgroup will be created to craft wording for publishing.
    - Members interested in this process: Dámaris and EmmaLia. Dámaris will reach out to HCC members to ask if anyone would like to join this subgroup for this purpose.

— **CHALICE LIGHTING**

- Volunteer for chalice reading.
- Volunteer to light the chalice.

By Bruce Southworth

For the gift of this day and for our community of spiritual nurture and compassion, we give thanks.

We light this chalice as a symbol of our faith.

May our many sparks meet and merge in communion of heart and soul.

Check-in: [Move these questions to next month].

What brings you joy as a member of the board? What is your reason for participation?

What is working well for you? What is challenging?

1. **Approving the Minutes**
    a. 04/15/23 Meeting Minutes
        i. Motion to Approve
            1. Joyce
        ii. Second:
            1. Sally
        iii. All in favor:
            1. All.
2. **Consent Agenda**
    a. Executive Staff & Staff Reports

    Executive Report for Board.docx

        i. Discussion:
            1. Note glad OWL
                a. A OWL-competent church is a safer church.
            2. Rev. Bob. June 17th-Oct 18th Sabbatical
            3. Multi Faith Collaboration with Center for Spiritual Living.

    b. President's Report

    Board President's Report

        i. Discussion: Rad Gen chair has been identified. Connected to Rev. Bob, so that there will be a smooth-as-possible transition. We do have a very enthusiastic chair.

c. Buildings & Grounds, RadGen, Bryan/Finance Director

Notes for Board meeting on May 20, 2023

i. Discussion:

B&G

Consider creating a task force to plan (information gathering: talk to other churches, consult with Miguel about best practices and cost, consider feedback from congregation, and map out next steps) and build the cost into the next calendar year.

- Creation of a task force?
- Does the committee need to continue?
    - Chris Mayo- plan for an advisory committee to ensure that if Miguel leaves the position the church will not lose leadership/ knowledge. Propose: disband the committee and evolve it into an advisory team.
    - Bill- in conversations about the Raise the Roof project, people wanted to be assured that we are coming up with a master plan. The task force could have a mission/charge of establishing a master plan.
    - Joyce: Agree, but believe that it will cost around 20k for master plan development.
    - Dámaris- At this stage, it would be a plan for a plan. **Recommendation: Advisory committee with the charge.**
    - Who will take the lead in crafting the charge? Chris Mayo. Done by the next Board meeting, put it in the agenda.
    - Rev. Angela: First Unitarian's 75th anniversary will be next year. This might be a good time for the development of the Master Plan.
    - Chris- What was the cost of establishing a Master Plan? Would we need an architectural firm? I don't see any big building projects coming up; what will we do with Arnold/Wesson, ARC? That wouldn't necessarily need an architect for that.

- Dámaris- there are some members of the building/grounds committee who have some expertise.

RadGen

Board to set some goals for this year's budget campaign. Want some direction & initiative for fundraising goals that are ambitious and exciting. Materials, slogan, have been in development.

- June Board Meeting typically covers this topic. Note: keep this in mind and be prepared moving into June. Motivation for pledging, get people excited. The priorities come from the board, but the material is generated by that team.
- Dámaris question: sounds like there has been some discussion, planning, ideas, would it be possible to share the ideas here?
- Slogan for the whole campaign: “Gratitude in action: Building a Bridge to the Future.”

Bryan

Employee Retention Credit is a refundable tax credit program for retaining employees during Covid. There is no fee unless and until they obtain money for us from the government program, and that fee is a flat 15%, with full audit support afterward. **My question for the board: “**May I sign an engagement letter with this company to get the process rolling?”

- Joyce- it is fairly complex; more complicated than the PPP. It could be a significant undertaking. Note that if they don’t get us money, then we don’t pay them.
- Rev. Bob- please note that Bryan is ¾ time. Note that our bookkeeper is going on maternity leave. So the idea of contracting with the company to outsource this work is a good idea.
- Maya: I don’t see any reason not to.
- **Recommendation accepted, recommend this pathway forward**.

3. 2023 Budget Report

a. Update from Joyce

i. Rev was down last month.

ii. At 19k YTD over in expenses. Gas prices have gone up. Insurance for worker’s comp, which is much more than expected. Paid off the Arc loan, right now it is 12k in arrears. There are still a couple of outstanding pledges for Arc.

iii. On the loan, 179k that we collected. The loan would be 50k-100k on the loan. Could we borrow this from the endowment? To get the full loan, there is an appraisal fee. What if we use the Arc building as the collateral so that we will not have that cost.

iv. Rev. Bob- Right now, the market is flat so the endowment money is not making any money. If we use some of that money now, then we could use that money to make money by loaning from that endowment. Notice that some endowment committees at other churches are very focused on the pot of money, but the 'endowment' of the church does include the facilities. Think that it would be a better way to get a loan from the endowment.

v. Joyce- what are the next steps?

vi. Rev. Bob- Bryan will make sure that any loan that we take out does not have a prepayment penalty.

vii. Bill- note that endowment messaging included in the Raise the Roof campaign may have been inconsistent.

viii. Joyce: We thought that we would have to request $230k, but the reality is that it is probably closer to $50k. So that opens a door for reasonably loaning from the endowment.

ix. Will not make a recommendation in this meeting.

4. Capital Campaign & Loan: Project Status

a. Updates from Joyce and Bob
   i. $178k was raised.
   ii. Note that Miguel saved us around $50k in swamp coolers with the coordination that he did.

b. Bill: Thank you notes to donors.
   i. Initially though
   ii. Upwards of 120 people to thank. Divide up this job. Looking for opportunities to streamline this. It would be 10-11 names per person. Will need to be done quickly.
   iii. Should this be one letter? Standardization could support it.
   iv. Rad Gen is already sending out standardized thank you for thank you for your generation at all times.

v. Note that it will need to be done quickly. Plan for signing.
vi. Rev. Angela- small personal note on a typed letter. Adding an additional little note is helpful.
vii. Joyce- that is what we did for the Library.
viii. Bill- will write, then make a list of addresses. Then coordinate with Laira. Laira works on: M-F.
ix. Volunteers for sending thank you letters: Maya, Joyce, EmmaLia, Bill, Carla.
x. Note for messaging: include the number of people who donated.

c. Board needs to vote on a resolution that'll give the three of us, Angela, Bryan, and Dámaris, authority to sign the loan documents.

Resolution by the Board of Directors May 2023.pdf

i. Motion to Approve
    1. Joyce
ii. Second:
    1. EmmaLia
iii. All in favor:
    1. All

5. **COVID Survey:**
    i. Update pending from COVID Task Force
    ii. Update next board meeting; no notes this month.

6. **Strategic Plan**

See link: Implementation of Strategic Plan Survey

- As responses come in, Dámaris will share responses with the board.

7. **Change Team**

See link: Call for Volunteers for the Change Team

- Survey was crafted. Call for volunteers in the messenger. We received two responses: from Hilary Burger, Margi Ahearn.
- Propose: If the board agrees with them being part of the Change team, then Dámaris will connect them with Julica for mentorship in facilitating inclusive church.
- Would be monthly participation with the support of this external coach.

- Carla is interested, but she is limited in time. She would be excited to learn from Julica.
- Maya is interested.
- Board agreed on Change Team members: Hilary Burger, Margi Ahearn, Carla Williams, and Maya Stephenson.

8. Standing Committee Updates

i. Discussion of these updates on the spreadsheet.

1. Tabled for next board meeting due to lack of time.

9. GA Delegates

a. Delegates need to be a member in good standing and approved by the board. The following church members have requested to attend the GA this year as delegates. GA is June 21-25; UUA website information. The board needs to approve their attendance with a vote.

i. Mikaela Renz-Whitmore
ii. Alana Rodriguez
iii. Rev. Sue Redfern-Campbell
iv. Laira Magnusson
v. Peggy Roberts
vi. Any board members?
    1. EmmaLia Mariner
vii. Vote
    1. Motion to Approve
        a. Carla
    2. Second:
        a. Chris
    3. All in favor:
        a. All

10. Coffee with the Board

a. Joyce- I do virtual. The first two, I didn't have anyone.

i. One woman came in because she was considering leaving the church because she couldn't give anything for Raise the Roof. She felt guilty about not donating. Joyce suggested giving time, as she is retired, to feel like she is contributing. Take away: we should really be sure that we are

sensitive to this. We do not want people to feel guilty for not being able to give monetarily.

b. Chris-
    i. One member expressed a similar concern. He had increased his contribution pledge.
    ii. Some others talked about the post-covid shrink. One suggested a billboard.
    iii. Standing up in front of the congregation helped people know about it.
    iv. Location: library location was a good location; folks stayed there and chatted for around an hour and a half.
c. Dámaris- there was a member who was curious about if people should divert from the operating budget to the capital campaign. People want to know how they can support the church best. Reiterate that whatever kind/amount of support (monetary, volunteerism, engaging in church community, etc.) is honored.
d. Will Board members sign up? Link for sign-up.
    i. Updates on how the in-person and virtual meetings go. See above comments. Also, Bill and EmmaLia recently signed up for a few slots.

11. Recognitions? "On behalf of the Board…"

Consider sending thank you cards for the folks below next month due to the volume of thank you cards being sent on behalf of the capital campaign.

a. Steve Philips
    i. Building & Grounds- retiring.
b. Tanya Hopkins
    i. Active in volunteering time. Involved heavily with music.
c. Raymond Wolfgang
    i. Stepping up to do sound.

12. Other–
    a. Note that the effort for renewing our status as a Welcoming Congregation has begun. EmmaLia will email Dámaris about this.

13. Extinguishing Chalice Words

Volunteer to read the words:

We extinguish the chalice here, that it might glow gently in our hearts. May it light your path as you leave this place. May it guide your way until we are together again. *By Martha Munson*