

August 8, 2022



## UNITARIAN UNIVERSALIST CONGREGATION OF SALEM

### UUCS Board of Directors Meeting

#### Attending:

Lynn Cardiff  
Robin LaMonte  
Sara Pickett  
Ben Cavaletto  
Don Wolf  
Tracy Boyle  
Christine Ertl  
Rick Davis (Ex-officio)

The meeting was called to order at 5:33 p.m.

Chalice Lighting & Centering Thoughts: The chalice was lit and centering thoughts were provided.

#### Reports:

##### **Treasurer Report**

Sharon provided a report which is included in the Board packet. There was no discussion on the report. There was discussion about the Financial Overview document that was included in the packet. Sharon will be invited to attend the retreat on August 22 to present this report.

##### **Lifespan Religious Education Monthly Report**

No report was received. Ben reported that 5 people are trained for Our Whole Lives program for the 7-12<sup>th</sup> grade. The plan is to present the program in the fall or in January 2023. Two people are being trained to present the program the younger grades. LRE is holding "camps", which include outside activities, during the summer Sunday services. The children attend camp instead of first going into the sanctuary. Ben also reported on the 6-week ballroom dance class.

##### **Facilities Team Report**

The report was included in the Board packet. The coffee maker continues to be an issue. Joel will investigate the cost of a new coffee maker and the potential to install a water softening system to deal with problem of mineral buildup. Facilities is also exploring installing solar panels.

**Music Team Monthly Report - None Received**

**Social Justice Team Monthly Report - None Received**

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**Human Resources Quarterly Report** – To be provided in September

**Nominating Committee Team Quarterly Report** - None Received

**Membership Team Strategic Plan Report**

There was discussion again about having the UUCS office staff take on Membership Professional duties during the time of the Sunday service. The Board had clarified earlier that this was not a requirement for the Congregational Administrator. There was discussion about alternative staffing during Sunday services. Ben noted that this type of personal contact from a Membership Professional role is an essential part of congregational growth and engagement and suggested hiring a person to fulfill those duties. It was noted that UUCS does not have the budget to add staff. There was also discussion about having a volunteer permanently assigned on Sunday, perhaps from the membership team.

Christine requested that Lynn speak directly to Anna regarding the options.

Tracy moved and it was seconded to acknowledge the reports as received. The vote was unanimous.

Board Action –

**Covid Relief Policy**

Robin provided the background for this policy. There was a temporary policy in place based on government Covid requirements, including mandatory church closures. The issue arose when office staff tested positive for Covid and the temporary policy was not applicable. Last month the Board requested the Human Resources Team to draft a policy. Robin put the drafted policy into the UUCS policy format.

Ben moved and it was seconded to adopt the Covid Relief Policy. The vote was unanimous.

**Pioneer Trust Bank Cards for the Congregational Administrator and the Director of Lifespan Religious Education**

Currently the Director of Lifespan Religious Education and the Congregational Administrator purchase supplies with their own funds and then request reimbursement. Using dedicated bank cards for the purchase of office and religious education supplies simplifies the purchasing process.

Also, the Office Assistant was hired before the Congregational Administrator and is currently the only holder of the UUCS bank card. Recurring payments are

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made on this card. However, this responsibility should be assigned to the Congregational Administrator.

Robin moved and it was seconded that the Unitarian Universalist Congregation of Salem (UUCS) Board of Directors authorize Pioneer Trust Bank to open credit card accounts to be used by Emma Kreger (UUCS Congregational Administrator) and Molly Brown (Director of Lifespan Religious Education).

Robin also moved and it was seconded that once the credit card assigned to Emma Kreger is established and the account is in place for all of the church's automatic payments, the UUCS Board will notify Pioneer Trust Bank to close the credit card held in the name of Jordyn Sweeney (Office Assistant).

The vote was unanimous.

## Information

### **Strategic Plan Committee Update**

Sara reported that she and Steve are working on the project with input from Susan Farris-Gossar and Robin. The issue will be addressed at the next Team council meeting.

### **Update on the search for a new Board Treasurer**

There currently is no update on this recruitment. Christine asked what could be done if there was no treasurer. There was discussion about the position requirements in the by-laws, and what can be segregated out from the official Treasurer duties. This is an issue that will be reviewed at the next Finance Team meeting, which is scheduled for August 19, 2022.

### **Family Promise Update**

Christine attended a meeting on August 4 with the UUCS team and the Family Promise coordinator. Family Promise is working on a plan to resume hosting families in churches in the cold winter months of November – February. Family Promise wanted to know if UUCS will host families in our building. UUCS has a concern about getting volunteers to help with hosting families. The response was not great before Covid requirements shut the building. Christine reported that there are other ways to help. UUCS could host families and Family Promise would provide the people to prepare meals and serve as overnight hosts. Or UUCS could partner with other churches to share hosting responsibilities. The UUCS Family Promise leadership is exhausted because of the lack of volunteers for leadership and the program, but they are discussing ways to recruit.

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There was discussion about ways to communicate the needs and options for Family Promise, like having the coordinator make a Sunday presentation from the pulpit or a newsletter article. Christine reported that Molly Brown, representing Kaleidoscope, was also enthusiastic about options for making this program work. Christine contacted the reopening team about Covid protocols for having families in the building and reported on the Family Promise protocols. They will work with whatever protocols UUCS requires.

### **Vision and Mission Lunch**

Don reported on the leadership training and event that is coming up. The cost for lunches will be paid out of the Contingency Fund. Christine is researching lunch costs.

### Housekeeping

**New agenda Items** - None

### **Thank you notes** -

Thank you to Molly's son Joey for helping with the dishes after coffee service.

Steven Winters for doing coffee service every Sunday during the summer.

Emma for helping with plumbing in Hanneman Hall.

### Consent Agenda

July 11, 2022, Board Meeting Minutes. There were no revisions to the minutes.

Tracy moved and it was seconded to approve the items on the Consent Agenda. The vote was unanimous.

### **Assignments and Upcoming Events**

- September Chalice Lighting - Don
- Board Retreat - August 22, 2022, at 5:30 in person
- Executive Committee - September 5 @ 5:00 p.m. (Zoom)
- Next Board Meeting - September 12 @5:30 p.m. (Zoom)
- Robin has agreed to chair September 12 Board meeting

The meeting was adjourned at 7:03 p.m.

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Lynn Cardiff, UUCS Board Chair

Minutes Adopted