

5:30-6:53
Board Meeting Minutes - Final

2nd Monday Link:

<https://us02web.zoom.us/j/88408116187?pwd=MmcweDNtd1JTtk5uc2svWWhwa2U4QT09>

November Chalice Lighting – Greg

Present = x

Excused = blank

Participants					
<input checked="" type="checkbox"/>	Lynn - Chair	<input checked="" type="checkbox"/>	Vicki Cunningham	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Christine – Vice Chair	<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Steve - Treasurer	<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Sara - Secretary	<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Rev. Rick Davis – Ex-officio, absent	<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Ben Cavaletto - Director	<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Tracy Boyle - Director	<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Greggory Gregg - Director	<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Robert Galloway – Director	<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Chris Keese-Ferguson – Director	<input type="checkbox"/>		<input type="checkbox"/>	

Agenda Items for Board Meeting		
General Topic (w/ Presenter)	Agenda Item Detail	Decision / Discussion
REPORTS	<ol style="list-style-type: none"> 1. Minister Report – Rick 2. Communications Team – Vicki 3. Treasurer Report - Steve 	<p>Discussion:</p> <ol style="list-style-type: none"> 1. Meeting with 2 people regarding Audubon Society. Last Sunday in January will be a Bird Sanctuary event. The Salem Zen Center has been gifted a temple to steward and will be leaving renting from UUCS as of January 1, 2024. Rick will be reaching out to the community to still provide meditation practice. LRE – Re:

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		<p>February 18 service involving youth.</p> <p>2. See report in packet for detailed information. Feels positive about Organizational Chart. Who will write Team Leaders list? Website transferring to new web host. Concerned about budget for 2023-2024 with this website host. With website host, a Pro will look at site and fix issues as they come up. Ben – offered to assist with changes related to Teams/Committees and Leaders lists. Communications needs volunteers – FB and potentially Editor for newsletter. Vicki will email Steve re money.</p> <p>3. See packet. At 48% of annual budget. Pledge at 41%. Expenses, 4% under from where we should be. Investments, down \$7500, but not a concern. Expense fund – AC etc. Not change in endowment or memorial funds. On 11/14, Steve sent corrected percentages of staff expense – 29.3%. Administration expenses include – Utilities, copier, monitoring water, etc.</p>

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		<p>Motion to acknowledge reports as received:</p> <ol style="list-style-type: none"> 1. Moved – Tracy 2. 2nd - Ben <p>Vote – Passed</p>
BOARD ACTIONS		
Policy on Policy Requirements	<p>Needed to adjust distribution order: Secretary will put all approved policies in a PDF, send that to Office Administrator with cc to the webteam. Then, Office Administrator will put it in the UUCS board documents/adopted policies on google drive.</p>	<p>Motion: To accept the amendment Policy on Polices and Procedure.</p> <ol style="list-style-type: none"> 1. Moved – Christine 2. 2nd - Chris <p>Vote – Passed</p>
WT Board Policies	<p>Housekeeping done on 10/12/23 after discussion with Worship Team Chair and Music Director regarding discontinuing the Production Team as job duties now fall under the AV Lead Technician employee position. Wording such as “Production Team” needed to be removed and “AV Lead Technician” needed to be put in where necessary.</p>	<p>Motion: To accept updated Worship Team policy.</p> <ol style="list-style-type: none"> 1. Moved – Christine 2. 2nd - Tracy <p>Vote – Passed</p>
Declared Emergency Relief Pay - Christine	<p>CHR just sent Declared Emergency Relief Pay document. Covid Emergency Pay is being rescinded and this is the replacement and has been written correctly to meet the Personal Manual guidelines. See packet.</p>	<p>It is not a standalone policy so that is why is not in that type of format.</p> <p>Motion: To amend the Personal Policy to include the Declared Emergency Relief Pay Policy.</p> <ol style="list-style-type: none"> 1. Moved – Ben 2. 2nd - Tracy and Steve <p>Vote –Passed</p>
INFORMATION		
Minister Search Update Report - Lynn/Christine/Robert	<p>Interim Ministry Group Board Report November 11, 2023 Submitted by Lynn Cardiff, Christine Ertl, Robert Galloway</p> <p>1.Board will:</p>	

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	<ul style="list-style-type: none"> • hire an Accredited Interim Minister based on UUA recommended guidelines • follow UUA search procedures in the UUA Transition Ministry Handbook • hold monthly Board Forums to keep congregants informed and included <p>2. Transition Ministry group is working on beginning stages of the search:</p> <ul style="list-style-type: none"> • Compile documents package • Update UUCS website page re: Teams and Committees • Refer Budget considerations to Finance Team for salary, benefits and moving expenses • Request updating the by-laws to state that Interim Minister search and hire is conducted by the board • Begin contract considerations; review current minister's contract <p>3. Search Process begins by notifying UUA within 6 months of start date— January 1, 2024:</p> <ul style="list-style-type: none"> • Complete search profile per guidelines by mid-April <p>4. Accredited Interim Minister will serve for two years following UUA guidelines, with the provision that the contract is</p>	

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	one year with the option to renew for another year	
Safer Congregation Group	Christine has resigned from this group. Is anyone interested?	Wondering if a Board Member is appropriate as Board Membership turns over quickly and due to the confidentiality of the group, is a Board Member needed or the correct. Also, need a job description before a Board Member could agree. The potential issue where Board involvement is needed would be on the off-chance that a congregant may need to be asked to no longer attend. Action Item – Christine to discuss with Safer Congregations Chair the potential need for a Board Member and will report back to Board.
Board Forums	Board Forums: <ul style="list-style-type: none"> • 11/19- Safety Team • Ministerial Search Update • 	
Other Updates:	Attendance in person for October 10/1 – 108 10/8 – 86 10/15 – 78 (11 in LRE) 10/22 – 89 10/29 – 87 (13 in LRE) Attendance live-stream for October as of 11/6/2023 10/1 – 72 10/8 – 57 10/15 – 73 10/22 – 89	

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	10/29 – 56	
Housekeeping Items	<ul style="list-style-type: none"> Update – Board Fundraising Dance in Feb. ISAWA is willing to do a drag show, bring own music, family friendly Feb. 10th. All Board members need to help. 	
Other Board Meeting Agenda Items to add		
Thank you notes	<ul style="list-style-type: none"> Sharon Pierson – help on website Robin LaMonte for work on policies Stephen Winters – food for coffee service Molly – Trunk and Treat event 	<ul style="list-style-type: none">
Consent Agenda	Last Mtg Minutes – see packet	<p>Discussion:.</p> <p>Question, should it say– “will constitute search committee”. Sara to amend minutes.</p> <p>Motion: To accept minutes as amended</p> <ol style="list-style-type: none"> Moved - Steve 2nd – Ben <p>Vote – Passed</p>

Assignments and Upcoming Events			
Complete	Action Items	Due Date	Assignee
<input type="checkbox"/>	November Chalice Lighting and Centering thoughts	11/13	Greg
<input type="checkbox"/>	December Chalice Lighting and Centering Thoughts	12/13	Steve
<input type="checkbox"/>	Board Retreat	11/27	In person - 5:30
<input type="checkbox"/>	Executive Committee	12/4	Zoom -5:30
<input type="checkbox"/>	Next Board Meeting	12/13	Zoom -5:30
<input type="checkbox"/>	Action Item – Christine to discuss with Safer Congregations Chair the potential need for a Board Member and will report back to Board.		Christine
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			