

UUCL BoT Minutes – June 20, 2023

Location: online Zoom, 7:00 p.m.

Trustees Present: Fred Foster-Clark, Alan Jacobs, Kim Chappell, Carole Campbell, Steve Jones, Darcy Pollock; newly-elected Trustees Susan Lithgoe and Lou Ann Miller; Jonas Kauffman, Treasurer; Rev. Patricia Guthmann Haresch

Others Present: Elizabeth Gawron (Acting Coordinator of Faith Development); Kay Welty (COM)

President Fred opened the meeting at 7:06, lit a chalice, and read a selection from Albert Einstein. He welcomed newly-elected Trustees Susan Lithgoe and Lou Ann Miller, as well as newly-hired Elizabeth Gawron, Acting Coordinator of Faith Development. He asked members present to give a brief self-introduction and mention their roles at UUCL. He also provided a brief survey of the UUCL Drive documents files.

With President Fred's and Vice-President Alan's terms ending on June 30, 2023, a lengthy discussion took place regarding the election of a new president and vice-president. Remaining Board members discussed their individual administrative and interpersonal strengths. Rev. Pat suggested that official roles could be flexible or shared, and a discussion of that possibility resulted in a breakthrough. **Darcy moved and Steve seconded that Steve and Carole would share the role of president, and that Susan and Lou Ann would share the role of vice-president. The motion was passed unanimously.** Following that, **Carole moved and Darcy seconded that Kim be re-elected as secretary. The motion was passed unanimously.**

Jonas gave the Treasurer's Report for May (attached), noting that we will need an estimated \$14,000 in revenue in June to reach a break-even point for the 2022-2023 budget. He also pointed out that unpaid pledges to date amount to \$21,000. **Alan moved and Carole seconded that the Treasurer's Report be accepted. The motion was passed unanimously.**

Jonas also reported a late addition to financial matters. A large blower motor in the HVAC system has failed, and needs to be replaced at a cost of nearly \$7,200. The Capital Expenditures account contains \$5,000, which Jonas would like to maintain. **Darcy moved and Alan seconded that \$10,000 be transferred from the Capital Reserve account to Capital Expenditures to cover the repair without reducing the existing balance in Capital Expenditures. The motion was passed unanimously.**

The consent agenda consisted of three items: the approval of the 5-16-23 BoT meeting minutes and the approval of Tom Repici's appointment to the Development, Investment, and Trust (DIT) Committee and Sharron Nelson's appointment to the Personnel Committee. **Alan moved and Steve seconded that the Consent Agenda be approved. The motion was passed unanimously.**

A separate re-appointment, that of Kay Welty to the Committee on the Ministry, was moved by Susan and seconded by Lou Ann. The motion was passed unanimously.

Under Old Business, the first item addressed was an update by Darcy on the stewardship campaign. Currently pledges for the \$290,000 revenue expectation are short by \$27,000. She suggested that a mini-campaign, letters and possibly phone calls to past pledgers could increase current pledges. She noted that 53 members who formerly pledged had not made a contribution in the past two years.

Rev. Pat updated progress in the search for a Lifespan Faith Development director. UUCL's and UUCYork's teams have worked out details of the shared position, and a job description has been posted. Rev. Pat reported that the York church will be the official hiring agent, with UUCL contributing 50% of the costs. She stressed that when the new director is at UUCL for half of the month, that person will need to comply with our safety and personnel policies. She added that there will be a joint UUCL/UUCY transition team for the hiree.

Alan, reporting for the Operations Committee, explained that they are investigating installation of a state-of-art sound system and improved lighting for the sanctuary. He feels that the Operations Committee can function suitably as a Task Force to explore possibilities, costs, and vendors. Several members raised the ancillary issue to such a large project: the on-again, off-again debate about replacing pews with moveable chairs. Newly-installed sound and lighting systems would likely have to be adjusted if pews were replaced subsequent to the sound and lighting, thus increasing costs. All agreed that the congregation would need further information and discussion in order to make the pew/chair decision.

Two items of personnel business were addressed. Office Manager Kelsey Holl requested that the Board reconsider her planned salary increase for the 2023-2024 year. Discussion focused on the determination of UUCL as a "Size B" versus "Size C" congregation and their respective salary recommendations. **Darcy moved and Steve seconded that Kelsey's salary increase be pegged to the midpoint of Size B congregations effective July 1, 2023—an increase of her 2023-2024 budgeted salary. The motion was passed unanimously.**

The second personnel item involved the work hours of the Faith Development Assistant position. Since the shared Faith Development director position with UUCYork will reduce that person's hours at UUCL from 30 to 20, members agreed that the assistant's weekly hours should be increased from five to ten. Supporting this decision were the observations that attendance by not only young families but also new older congregants was increasing. The budget will show no increase because of the decrease in director's hours. **Steve moved and Lou Ann seconded that the adjustment to the Faith Development Assistant position be approved. The motion was passed unanimously.**

At 9:55, Fred read closing words and adjourned the meeting.

Respectfully submitted,

Kim Chappell, Secretary

June 2023 Treasurer's Report

Dear UUCL Board of Trustees:

Attached are the May 2023 financial reports. Financial Commitments and Other Contributions of Record totaled \$13.8k for the month. Additional Auction proceeds of \$3.8k were received in May (bringing the total funds raised by the Auction to \$35.4k). With May's expenses running \$5.5k under budget, our net for the month was a \$7.9k deficit which is about \$3.4k better than expected for the month.

Our Operating Fund balance on May 31 was \$118k.

With one month left in the fiscal year, the May financials show us with a \$16k surplus YTD. Assuming \$30k of expenses in June (the prior 6-month average), we will need estimated revenues of \$14k in June to breakeven for the 2022-23 fiscal year.

Respectfully submitted,
Jonas Kauffman

MINISTER'S BOARD REPORT June 20, 2023

SUNDAY SERVICES

Attendance Since May Board Meeting: Sunday, 5/21 Flower Ceremony 74 (25 Zoom/39 You Tube) 6 children/youth

Sunday, 5/28 "Hell" (Wound Word Series) 67(27 Zoom, 23 You Tube) 5 children/youth

Sunday, 6/4 UU View of the Bible (Service 79 (26 Zoom, 33 You Tube) Auction Sermon) 6 children/youth

Sunday, 6/11 Bridge Ceremony/Music Sunday 63 (No Zoom, perhaps no Picnic (Outdoor Service) You Tube) children/youth present/no count

Sunday, 6/18 Pride Sunday (counts pending)

- Averaging @100+ in person and virtually on typical Sunday

Other Events:

Saturday, 5/20 Block Party Don't know attendance #'s, but well attended and a true success

Sunday, 5/21 Annual Meeting Don't know attendance #'s

Sunday, 5/21 Music For Everyone Concert Don't know attendance #'s

Sunday, 6/4 Pronoun Workshop @10

Monday, 6/12 Article II Workshop One participant

Saturday, 6/17 Pride Festival Booth All shifts covered

Coming up on Sunday:

Sunday, 6/25 Final Worship – General Assembly (Watch Party onsite) – 11AM

Sunday, 7/2 No Service (May recommend a virtual service)

Sunday, 7/9 Music on the Mulch

Sunday, 7/16 Indigenous Films and Guest Speaker

Look to Love Letter and website for rest of summer schedule

Other Events:

Wed., June 21- General Assembly (I will be attending virtually, darn it.)

Sun., June 25

Saturday, July 29 Faith Development One Day “Mini Camp” for children

Sunday, August 20 Regional UU Congregation shared Worship Service at Lancaster County Park Pavilion

OVER THE SUMMER

We are planning to have childcare at all in person Sunday services and events.

We will have a July 16 and August 6 Coffee Hour hosted by Pat and Kitty's team. Elizabeth (Acting Coord of Faith Dev) will help provide cider and snacks after the service on other summer Sundays.

I won't be present on Sundays until August 20 and then the Sunday after Labor Day. However, I will still be available for phone calls, Zoom connections, meetings, and rites of passage per usual. So far, I have a vacation planned from August 3 to 13. And may have another to come. During vacation time I will be on the “only call if absolutely urgent plan” and will have a contingency plan set up for rites of passage.

Faith Development Staffing

Acting Coordinator of Faith Development (Part-time) – We are so excited that Elizabeth Gawron has started. The Acting position will focus on supporting summer childcare and supervising Childcare Assistants, multigenerational activities during “Music on the Mulch” Sundays, and other lifespan faith development programming as needed. Elizabeth is now the lead on Faith Development’s July 29 Mini-Camp as well. Perhaps a Wonder box moment here or there?

Shared Long Term Director of Lifespan Religious Education (full-time) – This position has now been posted on the UU Religious Educators (LREDA) site, with UUA job postings, the UU York and Lancaster websites. The Finance work group formed to consider the salary and benefit package is still working out details. The joint Search Team has formed and will begin meeting next week to finalize the Search timeline and required application submission (materials).

**Expanded Faith Development Assistant (Part-time, 2 to 10 hour/wk) – Below is the link to the proposed job description for expanding the Faith Dev Asst’s current role.

<https://docs.google.com/document/d/1LWQEn8Mqn6yWleJpNMSfkMqSm-wA9IVl/edit?usp=sharing&oid=109573580026323023884&rtpof=true&sd=true>

The Board had discussed this before and Jonas has noted with the reduction in UUCL’s payment towards 20-hrs of a DRE’s time as opposed to 30-hrs, these expanded hours are within the Budget. We felt it important to expand the position’s hours and responsibilities to support the shared DLRE position starting in August. I am looking for approval to post this position. **

OFFICE ADMINISTRATOR

With regard to Kelsey’s request for the Board to review her salary, I would like to mention the following:

- Since Lenore’s departure, Kelsey has chipped in with administrative functions like pre-screening interviews with Childcare Assistants and reference checks. However, the Childcare Assistants were actually interviewed and hired by Faith Development and Personnel Committee members.
- Much of the added Faith Development tasks will be returned to the Acting Coordinator and future DLRE. Perhaps some will be given to the Faith Dev. Asst.
- Overall, Kelsey continues to increase responsibilities and is also seen as a person of last resort to give tasks to. UUCL is really at a crossroads where boundaries need to be set around the Office Administrator job that is non-exempt. Volunteers should consider whether or not the task they are asking Kelsey to do is within her job description or not. And consider whether a volunteer could do the task or whether it is time to hire an Office Asst.
- **When determining Kelsey’s increase for the upcoming Budget, I was thinking more

about the limits of the budget and had not reviewed the UUA recommendations for her position. Kelsey is correct that she is about \$3240 short of being in the range the UUA would recommend for her position. I do hope the Board will consider getting Kelsey more situated into the UUA's recommended range. **

PA Security Grant

All has been submitted. I am waiting to hear back from the State.

Respectfully submitted, Rev. Patricia Guthmann Haresch

LANCASTER COOPERATIVE PRESCHOOL ADVISORY BOARD

Introduction

The Lancaster Cooperative Preschool will be referred to as "school" in this document. The school is located within The Unitarian Universalist Church of Lancaster (UUCL), referred to in this document as "church", and is under the legal and financial umbrella of the church. The successful operation of the school requires collaboration between (1) the parents and guardians who have enrolled their children in the school, who will be referred to as "parents" and (2) the church.

Roles

1) Role of Church. The church has ultimate legal and financial responsibility for the school. All employees who support the school are employees of the church and therefore subject to all church personnel and safety policies. The church assumes sole liability for the physical condition of school spaces. The church also has a responsibility to ensure that school programs and policies do not conflict with Unitarian Universalist principles, and are consistent with the vision and mission of the church.

2) Role of Parents. In choosing to enroll their children in the school, parents commit to devote significant time and energy to the school, not only in the classroom through regular cooping but also in the management of the school by serving on committees and participating in school activities. Parents' responsibilities include collaboratively managing the school with regard to the school calendar and cooping schedule, fundraising for the school, supporting the community of families that make up the school, and participating in scheduled All Parent meetings. A parent liaison will also serve on the Coop Advisory Board, determined each year by the parents.

Advisory Board

The Advisory Board will consist of the School Coordinator, a current parent, an alumni parent (invited by the school), the UUCL Director of Lifespan Faith Development and a UUCL Board member or designate.

The Advisory Board will meet on an as needed basis to determine a school budget, review school policies, review and approve HR matters in collaboration with the church (i.e. hiring, firing, review of contracts, responding to parent or staff complaints),

determine when a matter should be brought to the UUCL Board or another decision-making group within the church, and help maintain the broad vision of the school.

APPROVED