

UUCL BoT Minutes – October 18, 2022

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

Trustees Present: Fred Foster-Clark, Alan Jacobs, Kim Chappell, Carole Campbell, Steve Jones, Leslie Laird, Darcy Pollock; Rev. Patricia Guthmann Haresch; Jonas Kauffman, Treasurer

Others present: Kay Welty (COM)

1. President Fred convened the meeting at 7:06, lit a chalice, and gave a reading.
2. Under “Housekeeping,” the Board confirmed the dates of October 23, 2022 and November 23, 2022, for the Town Hall and Congregational Meetings respectively. Fred also noted that Roberts’ Rules of Order for small boards allow 1) informal discussion prior to a motion being made, and 2) chairs who are Board members may vote on a motion.
3. Jonas presented the September Treasurer’s Report (attached), noting his “slight concern” with receipts to date from previously-made pledges. Discussion followed, with Darcy reporting that compared with the 2021-2022 list of pledgers, 25 had not made a pledge for the current year. She is hopeful that some new congregants without a pledge history may now pledge with a new minister on board. Carole suggested that the pledging and receipts be a subject for the Town Hall, and Fred agreed to put it on the TH agenda. Carole, Fred, Darcy, and Jonas volunteered to make calls to those who have not pledged. **Steve moved and Carole seconded that the Treasurer’s Report be approved. The motion was passed unanimously**

There was brief discussion about the costs of Elizabeth Shuba’s ordination on November 6th. Rev. Pat said that costs would be modest, perhaps approximately \$1,000. After Fred reported that funds still existed in the 2020 restricted account for Ministerial Search, **Darcy moved and Alan seconded that money from that account be used to fund ordination costs. The motion was passed unanimously.**

4. The consent agenda, consisting only of the September 20, 2022, minutes, was approved unanimously, no motion being needed.
5. Leslie guided discussion of several personnel issues:
 - The Personnel Committee’s recommendations (attached) for changes in Robert Close’s current employment agreement be changed was followed by questions about the need for benefits (yes, if he works 25 hours); his supervisor (Rev. Pat); his salary (\$16/hour, which BoT members feel is low, but Robert believes is appropriate given his flexibility, his non-managerial status, and as a gift in kind to UUCL); and his qualifications for complex mechanical projects. To the final point, Alan noted that both Robert and the Ops Team have a good handle on whether he can handle certain projects. Jonas added that the addition of benefits to Robert’s contract would be approximately \$6,600 for the remainder of the church

year. **Leslie moved and Alan seconded that Robert Close's revised employment agreement be approved. The motion was passed unanimously.**

- The committee also recommended hiring a sexton for Sunday morning from 8 a.m. to 1 p.m. to fill a void in routine Sunday maintenance and coffee hour support since the building has reopened. The sexton's duties would be to 1) set up and break down coffee for coffee hour; 2) assist with security in the building; 3) assist with set up and break down of tables and chairs for special events; and 4) complete a final walk through of the building before it's closed on Sundays. The salary would be \$15 per hour. Discussion followed, with members wondering whether those discretionary funds existed and Jonas noting that they likely did not. BoT members agreed that the issue should be included at the Town Hall meeting, for ideas from the congregation about possible funding.
- A recurrent issue for several years has been a prohibition in the Personnel Manual that church members may not also be church employees. However, UUCL has hired two church members recently on a temporary basis. Because of their "exemplary work," the committee has recommended that the Personnel Manual be changed to allowed UUCL members to be employed there. Alan raised the possibility that a member/employee who is not performing well may present a problem for the minister as spiritual leader and employer supervisor. Rev. Pat responded that conflicts in an "honest, healthy system" can be worked out amicably. **Leslie moved and Carole seconded that the proposed change to the Personnel Manual allowing church members to become permanent employees be accepted. The motion was passed unanimously.** This change will allow Rev. Pat to offer Sindy Pollard a permanent employee agreement in her communications position.

6. In old business, Steve led a discussion of the Safety Team's receipt of a proposal from Information Network Associates, Harrisburg, re: the team's inquiry into security services for Sunday worship. The security agency would supply an armed guard in civilian clothing for a four-hour minimum at \$45 per hour. Steve said the team would ideally like the guard to be a woman or person of color. (The specifics of the guard's duties are attached.) Steve noted that the annual cost would be \$8,860. Darcy questioned whether our insurer approved of the proposal. Steve said that Kelsey had received approval from the insurer with a request for a copy of the contract. Rev. Pat said a sign indicating a security guard's presence should be posted at the church entrance, and that she wants an opportunity for herself, staff, Ray Bradley, greeters, and Worship Associates to meet with an INA representative at a walk-through prior to the security being initiated. Board members expressed the importance of the security topic being introduced and open for comment at the October 23rd Town Hall. Fred raised the issue of how the cost would be funded, and added that a congregant had offered to pay for the service for a year's trial. **Steve**

moved and Darcy seconded that UUCL accept the security proposal. The motion was passed 6-1.

A second item of old business was a brief report from the recent Leaders' Circle meeting regarding changes to UUCL's organizational structure, i.e., from a committee-based structure to a council one. Fred reported that an implementation team is needed to put the reorganization into place and consider any necessary Bylaw changes. He added that Leaders' Circle attendees were basically favorable to the proposal. Rev. Pat said the Leadership Development Committee was considering how council leaders might be appointed, how leadership might be rotated, and how frequently councils would meet.

7. In new business, there was brief discussion of the Ministerial Affiliation agreement revisions between UUCL and Community Minister Elizabeth Haralam Shuba. Fred will send the terms of the agreement via email to BoT members for a subsequent vote. Included in the agreement details will be a stipend of \$500 for professional development.

Related to the above, the Board discussed compensation to both Shuba and Heather Gehron-Rice for services to members of UUCL beyond their agreed-upon two worship-leading services and one workshop per annum. Any services provided to non-UUCL members at the church will be compensated by the parties requesting the service. **Alan moved and Steve seconded that Elizabeth Haralam Shuba and Heather Gehron-Rice be compensated per UUMA guidelines for ministerial services beyond those already agreed upon. The motion was passed unanimously.**

A third item of new business was discussion of the upcoming Town Hall. Board members suggested simplifying the proposed meeting agenda to three topics: the security issue, the hiring of a sexton, and the pledging/financial picture. Carole suggested that a brief introduction to committee/council reorganization might be made as well.

Following several announcements from Walters Trust deliberations, there was no further business, and the meeting was adjourned at 9:42.

Respectfully submitted,

Kim Chappell, Secretary

October 2022 Treasurer's Report

Dear UUCL BOT,

Attached are the September 2022 financial statements which show a deficit of \$13.4k for the month. This month's Financial Commitments (pledge) receipts were lower than expected for the month of September. There are two factors that impact the monthly pledge receipts relative to the budgeted amount: the total amount of annual pledges committed and the timing of our donors' contributions throughout the year.

At present, \$274.6k has been pledged for the 2022-23 fiscal year; our pledge budget for the year is \$305k. Our UUCL pledge donors have consistently fulfilled their pledge commitments (105% in 2020-21 and 100% in 2021-22). The timing of contributions during the year is much less consistent, as is obvious from September's actual-to-budget pledge variance. We budget the monthly pledge receipts based on the average percentage of pledges received by month over the prior three years.

Expenses for the month were \$2.4k less than budget, with personnel costs accounting for \$1.9k or those savings. On a fiscal year-to-date basis, expenses are \$11k under budget and we have a small net operating surplus of \$1k.

Our Operating Fund balance at September month-end stood at \$102.5k.

Respectfully submitted,
Jonas Kauffman

Approved

Personnel Committee: Summary of changes to Robert Close's employment agreement

- Change in title to Facilities Director. This is what everyone calls Robert, so he felt it was appropriate.
- Removal of responsibility to oversee kitchen volunteers.
- Removal as emergency call contact for urgent facilities response. Robert will currently remain the first contact in the telephone tree, but it is a delegated responsibility, not a requirement of the job. Ultimate responsibility is with the Ops Team Chair.
- Change in hours to up to 25 hrs/week.
- Removal of regular work week schedule to accommodate flexibility.

Approved

Safety Committee: Proposed security details from INA, Harrisburg

- Set up and break down coffee for coffee hour
- Assist with security in the building
- Assist with set up and break down of tables & chairs for special events
- Complete a final walk through of the building before it's closed up on Sundays An Armed officer will be present for the Sunday services.
- Officers will serve as a visible deterrent.
- Provide a professional security presence that will ensure the safety and security of the staff and attendees during the times specified.

- Respond to all suspicious situations and alarm conditions within the immediate area of the event and make written reports of all activities associated with them.
- When necessary and deemed appropriate, follow incidents to their conclusion, including court appearances. (Note: Court appearances are not included in the price proposal as submitted, and will be billed separately).
- Ensure the safety of staff and attendees during those hours when officers are performing their assigned duties.
- Respond to and provide assistance in security and/or safety-related situations, demonstrating common sense and good judgment and in compliance with the INA policies and practices.
- Assume additional security related responsibilities, though not specifically enumerated herein, as may be set forth in special orders and procedures issued by the client, and/or INA supervisory staff.
- Maintain knowledge of appropriate federal, state, and local statutes and ordinances, and regulatory requirements as applicable to this project, including the laws regarding detention, confinement and arrest.
- Submit written reports that are clear and factually accurate.
- Respond to and control emergency situations, as defined within the scope of these

responsibilities.

INA will ensure that all INA personnel conform to our high standards of appearance and

conduct.

INA personnel will conduct themselves in a manner that maintains and enhances the positive image, reputation, and atmosphere of the event.

Approved