

UUCL BoT Minutes – December 20, 2022

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

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

Others present: Kay Welty (COM)

President Fred convened the meeting at 7:05, lit a chalice, read a letter of thanks from the UUA Relief Task Force for Florida hurricane relief (granted by the Walters Trust), and led the Board Covenant reading.

In Housekeeping, President Fred reminded members of their role in doing a weekly BoT blurb for the LoveLetter. Leslie will coordinate. Fred also asked members to take turns in opening and closing meetings.

Jonas reviewed Treasurer's reports for both October's and November's financials (attached), since he was not at the November meeting. He noted that expenditures in October were lower than expected, while November's were higher. Unless personnel expenses change markedly, he expects lower-than-expected year-to-date (YTD) expenditure totals. **Carole moved and Darcy seconded that the October and November Treasurer's reports be approved. The motion was passed unanimously.**

There were three Consent Agenda items to consider. The first was approval of the BoT 11-15-22 minutes to which the DLFD Report to the BoT will be appended. The second was the appointment of Sharron Nelson to the Financial Advisory Committee (FAC). The third was confirmation of a Board email vote to approve Bev Geib as a temporary replacement for Kelsey Holl when Kelsey is on vacation in late December/early January. **Darcy moved and Carole seconded that the three items be approved. The motion was passed unanimously.**

Under Old Business, the first item was an update from the Safer Congregation/Response Team by Steve. Highlights of the update: 1) the initial goal is to secure the church for Sunday attendance before any decision to hire security; 2) Alan will be ordering more "panic buttons" in case of an intruder; 3) Rev. Pat wants to make sure greeters can follow the service via the common room television; and 4) the team has spoken with Ray Bradley about leading an evacuation drill on Jan. 15th. Fred added several comments re: having an engaged dialogue with the congregation about hired security and that the Board should reconsider its vote to hire INA. He has been in touch with Church Mutual Insurance and confirmed that having hired security would raise premiums, and that there is a Church Mutual procedure to conduct with INA representatives.

Leslie gave a report from the COVID Task Force. The group will meet again at the end of February or if there is a significant increase in local cases. She presented a revised COVID policy from the Task Force's 12-13-22 meeting (attached). **Leslie moved and Carole seconded that the revised COVID policy be approved. The motion was passed unanimously.**

Fred reported on recent ad hoc committee work by Rev. Pat, Carole, Alan, and himself on facility fees and membership status. He is working on revisions of the fee/membership issue and will propose a new Bylaw on membership at the January BoT meeting.

Fred also reported on the 12-7-22 Leaders' Circle meeting and suggested that we might want to revisit the concept of sociocracy originally proposed by Rev. Israel. Rev. Pat added that many participants at Leaders' Circle want to talk about adult faith development programs.

Fred also reported on the Action Planning Task Force's first meeting. Led by Marianne Smith, the group feels a conclusion by the end of January may be premature, and would like an extension.

Following Old Business reports, discussion on the "budget gap" (between received pledges and budgeted expenditures) ensued. The FAC met on 12-19-22, and will put together a general plan for the remainder of the year, once December and year-end financial figures are available. FAC is not "super-concerned" about a deficit at this point. The chief personnel/financial question at this time is what impact of Lenore Bajare-Dukes's leaving in February will have on expenditures. Darcy asked Leslie to forward the Personnel Committee's recommendations for Eli Sauls's salary increases to FAC.

Under New Business, the first item discussed was the Sunday sexton position for 8:30 a.m. through 1 p.m., as recommended by the Operations Team. Leslie, as Personnel Committee liaison, will forward a job description and suggested salary to the Board, Jonas, and John Snyder. Rev. Pat noted that the UUA has released new salary guidelines; she will send them to Jonas. Carole asked that the job description include the setup and breakdown of coffee hour materials as well.

Initial discussion about establishing office hours and having an office assistant was the second New Business topic. Concerns about employee flexibility and building security (i.e., door monitoring) in the work week seem paramount. Former Personnel Committee chair Kay noted that a former document re: staff positions included a facilities manager, a Sunday sexton, an operations manager, and a tech person. Further discussion will take place.

Regarding Lenore's departure at the end of February, Rev. Pat said that she and Fred will meet with a UUA Central East Region representative about filling the Director of Lifespan Faith Development. She anticipates that an interim DLFD will be

recommended by CER. The Personnel Committee will be meeting in January to discuss the DLFD position.

In addition to her comments about the DLFD replacement, Rev. Pat briefly reviewed other highlights of her monthly Ministerial Status Report (attached).

Scheduled discussion about the 2023 UUA General Assembly in Pittsburgh was postponed due to lack of time. UUCL would like to have a volunteer for coordinating travel to and lodging at the Assembly.

There being no further business, the meeting was adjourned at 9:15.

Respectfully submitted,

Kim Chappell, Secretary

Approved

November 2022 Treasurer's Report

Attached are the October 2022 financial statements which indicate a deficit of \$15.3k for the month. Our pledge receipts were lower than expected again in October. A significant amount of the pledge discrepancy can be explained by one large pledge amount budgeted for October, but not received until November.

Expenses for the month were \$1.4k under budget. However, electricity (over \$576 for the month and \$2148 YTD), Maintenance/Repairs (over \$1091 for the month, \$250 YTD), and Computer IT (over \$271 for the month, \$1732 YTD) are expense areas of concern.

The Computer IT budget is projected to come in \$3900 over budget for the fiscal year at the current monthly run rate. This may be somewhat ameliorated by the other Office Equipment/IT Support expense accounts which collectively are \$521 under budget YTD.

Our Operating Fund balance at September month-end stood at \$86.5k.

Respectfully submitted,
Jonas Kauffman

December 2022 Treasurer's Report

Attached are the November 2022 financial statements which indicate a surplus of \$23.5k for the month. Our pledge receipts this month were significantly higher than budgeted. However, on a year-to-date basis, pledges and Other Contributions of Record remain a combined \$32.5k behind budget.

Expenses for the month were \$4.7k under budget and are running \$15.6k under budget YTD. Personnel costs account for \$2.1k of this month's surplus and \$9.6k of the YTD surplus. Salaries alone account for slightly more than half of that \$9.6k YTD savings. However, 72% (\$3.6k) of the salary savings occurred in July and August. For November, there was only a small \$253 savings in salaries paid versus budgeted.

Our Operating Fund balance at November month-end stood at \$110.4K.

Respectfully submitted,
Jonas Kauffman

UUCL Covid Policy revised 12/13/2022

The goal of the UUCL Covid Policy is to create safe places for all while balancing needs for social interaction. Congregants and attendees are encouraged to make smart decisions about their own health.

1. Up to date vaccinations are encouraged for anyone who is eligible.
2. Well-fitted masks are required in the building for everyone ages 2 & up in large group settings and church-business events (Worship services, Town Hall meetings, Congregational Meetings, Faith Development classes). The exception is when eating or drinking.
3. Small groups and committees of 10 or less can covenant to wear or not wear masks.
4. Room capacity guidelines with masking is as follows:
 - a. Sanctuary including Women's Memorial Room = 120
 - b. Women's Memorial Room only = 20
 - c. Founders = 70
 - d. Emerson = 40
 - e. Classrooms (201/202/203) = 25/18/18
5. Streaming of Sunday services may be made available in Founders and/or Emerson Halls.
6. Services will continue to be made available on Zoom.
7. Worship leaders may remove their masks when on the chancel.
8. Choir will continue to mask during services.
9. When coffee hour and socializing is held outside, masks are not required. When coffee hour and socializing is held inside in small groups of 10 or less, masks are optional and parental choice.
10. For special events inside the building and not in the sanctuary, masks are recommended, but not required by the church. Special Event coordinators are asked to complete a series of Covid-related masking questions when reserving a room through the website. Each request will be reviewed on a case-by-case basis by the Covid Task Force. Waiver requests should be presented to the BOT for a special event to be held in the sanctuary without masks.
11. Anyone who feels sick or has symptoms of Covid is asked to stay home and watch services on Zoom.
12. This policy will be reviewed either at the end of February 2023 or if an increase in local Covid cases make a policy review necessary.

MINISTER'S BOARD REPORT December 20, 2022

SUNDAY SERVICES

Attendance Since November Board Meeting:

Sunday, 11/20	Around The Table (Multi-gen Thanksgiving Service)	74, 29 (Zoom), 2 (You Tube), 2 kids
Sunday, 11/27	Sharing Stories (Zoom only – Lenore leading) Sunday after Thanksgiving	27 (all Zoom)
Sunday, 12/4	Gift Trees (Zoom), @2 kids/families	@54 (30)
Sunday, 12/11	Spirit of Winter (Zoom), @2 kids/families	@57 (29)
Sunday, 12/18	Sing Out UU Carols Interfaith Holiday party post-Service helping Menorah lighting & meet up to prepare Holiday party (?Zoom)	59, 3 kids/families in Sanctuary, others

- Most Sundays, est. average 65 in building, 28-29 joining on Zoom (93-94 total, add'l people watch after Sunday am on You Tube)

Coming up:

Wednesday, 12/21 Winter Solstice in Park (Heather leading)
 Saturday, 12/24 Christmas Eve Services, 4 & 7 pm
 Sunday, 12/25 Christmas Morning Radio Show (audiocast)
 Sunday, 1/1 Guest at Your Table (pre-recorded You Tube service)
 Sunday, 1/8 Hope (multi-gen; possible child dedication)

Sunday Notes: Volunteers are planning at least a 1x/month coffee hour. Planning to send out survey to congregation to get a sense of numbers attending for Solstice and Christmas Eve services and those willing to volunteer.

Safety/Security Guard Notes

Our initial request for the Nonprofit Security Grant Fund Program was approved. I was sent the registration steps, etc., to finalize **the award process. These steps need to be completed over the next three weeks. Funds may be used for a variety of security measures.**

In the meantime, the Safety Response Team is planning to have an evacuation drill during a Sunday service in January with the hopes of a debrief following the service with Greeters, Worship Team, Safety/Response Team and others interested in talking through any lessons learned and future steps to take.

I believe Alan had circulated measures taken to upgrade our cameras and remote viewing. The Response Team also discussed putting up signs noting the campus is under surveillance as a deterrent.

Another panic button or two was requested so that one can always find a home with the

pre-school and classrooms.

Three names were provided by our Central East Region representative to assist with a facilitated congregational discussion regarding armed security. The first one I contacted has not gotten back to me, so I will reach out to the others. All are a part of the UUA's Trauma Recovery Team.

Director of Lifespan Faith Development

Fred & I will be meeting with our Central East Region representative regarding suggested next steps to replace Lenore. I suspect an interim DLFD will be recommended, have a Search Committee formed, and do some visioning together. There are already ideas percolating out there. Personnel will be meeting early January to discuss the DLFD position, Staff compensation status, and will be reviewing proposed changes to Eli's job description and salary package.

Respectfully submitted, Rev. Patricia Guthmann Haresch

Approved