

UUCL BoT Minutes – September 19, 2023

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

Trustees Present: Carole Campbell, Kim Chappell, Leslie Laird, Susan Lithgoe, Lou Ann Miller, Darcy Pollock; Jonas Kauffman, Treasurer; Rev. Patricia Guthmann Haresch

Others Present: Robert Close (Facilities), Kay Welty (COM and Action Planning Assessment Team), Marianne Smith (Action Planning Assessment Team)

Co-President Carole opened the meeting at 7:10. Rev. Pat lit a chalice and gave a reading.

The meeting began with Robert Close's exit interview prior to his moving to Williamsport. His regular monthly schedule will continue through September, and he will be working a 10-hour week during October. Discussion centered on preparations the Operations Team, Personnel Committee, and UUCL staff have already made and will continue to do prior to his replacement being hired. Board members raised questions about advertising for a new manager, with early October as a target date. Both he and Rev. Pat are confident that with staff members' and Ops Team's knowledge and assistance the transition will be smooth. The interview closed with Board members' praise of Robert's work throughout his time at UUCL and with many thanks.

The minutes of the August 15, 2023, BoT meeting were approved unanimously on a motion by Darcy and second by Leslie.

Jonas gave the Treasurer's report for August (copy attached). He noted that there was a \$9k deficit for the month, and that revenues were nearly \$11k short of the budgeted figure. Based on the lower pledge amounts for the year, he said that we can expect more monthly deficits. **Lou Ann moved and Leslie seconded that the Treasurer's report be approved. The motion was passed unanimously.**

Kay and Marianne addressed the Board regarding the Action Planning Assessment Team's recent report, which covers both Phase 1 and Phase 2 goals and actions. The report includes a spreadsheet (copy attached). Discussion focused initially on the question of accountability for seeing that the goals and actions were met. Marianne stressed that the Team collected information, organized it, and published the report, but was not responsible for enacting the recommendations. Board members agreed, and questioned Marianne and Kay at length about specific goals in the report and how and by whom they might be advanced. As ideas about specific goals and actions grew more detailed and the discussion lengthened, Marianne reminded Board members to focus on the original six goals from the two phases, as they are the refined result of congregational input. Leslie suggested that each Board member choose one of the activities and collaborate with another Board member or congregant to develop the idea. These ideas would then be reporting items at future BoT meetings.

An agenda item regarding flying an American flag at UUCL's front was tabled, since Steve Jones, the Board member with congregants' opinions about the issue, was absent.

Another agenda item, a discussion of mentoring and contacting people new to the Lancaster area, focused on Sindy Pollard's Spirituality of Making programs that are currently scheduled into December.

Rev Pat, whose monthly report is attached, gave an update on several items beyond her previous comments on the imminent Facilities vacancy:

- Director of Faith Development Elizabeth Gawron is working with her on specs for a Faith Development Assistant position. This person could also help ease the problem of finding Sunday nursery caregivers.
- There are two likely candidates for consideration as Community Ministers: Heather Gehron-Rice and Sage Olnick. They would supplement the work of the existing Community Minister, Rev. Elizabeth Shuba, as well as provide contractual service leading in Rev. Pat's absence.

In a brief discussion, Rev. Pat and Carole informed the Board that they will be meeting with the Leadership Development Committee to explore the role of Leaders Circle.

As a final item, the issue of needed and possible sanctuary modifications was discussed. On August 30, 2023, members of the Ops Team and UUCL staff meet with the Beers + Hoffman Architecture firm about sanctuary upgrades. Improvements to the audio and video systems, lighting, and comfortable and flexible seating are to be considered. The architects have submitted a proposal of \$4,500 for initial evaluation and meetings with church representatives, as well pursuing bids from vendors. **Susan moved and Darcy seconded that the \$4,500 evaluation proposal be accepted; the motion was passed unanimously.**

At 9:18, there being no further business, **the meeting was adjourned on a motion by Darcy and second by Leslie, which was passed unanimously.**

Respectfully submitted,

Kim Chappell, Secretary

September 2023 Treasurer's Report
Dear UUCL Board of Trustees:

Attached are the August 2023 financial reports which show a deficit of \$9k for the month. Revenues for August were \$25.5k, about \$11.7k short of the budgeted amount for the month. Included in this month's revenues is the annual distribution from the Garvin Trust; for this year, that amount was \$8500.

August expenses came in \$1k under budget. Expense areas that significantly exceeded budget this month were Property/Liability insurance, Computer Software Upgrades, and one Professional Expense category.

On a fiscal year-to-date basis, our revenues have exceeded expenditures by \$4.6k. However, our budgeted year-to-date surplus was \$14k. Our Operating Fund balance at August month-end stood at \$114.5k.

Respectfully submitted,
Jonas Kauffman

Minister's Board Report September 19, 2023

SUNDAY SERVICES Since August Board Meeting:

Sunday, 8/20 Joint "Revival" Service w/ other area UU @130+ multi-age Congregations at Lancaster Park (UUCL, UUCYork, Boiling Spring, Gettysburg, Harrisburg). Included service, potluck picnic, networking and music.

Sunday, 8/27 "Spirituality of Making" w/ Sindy & other speakers 53 (8 children), (& 40 YouTube, No perhaps beyond) Zoom? Introducing a new offering through December

Sunday, 9/3 No Service at UUCL (all were invited to attend UU Harrisburg or York live or virtually)

Sunday, 9/10 Annual Homecoming/Water Ceremony 69 (no child count) Zoom 13, 18 YouTube

Sunday, 9/17 Interactive Multimedia UU History Numbers to come

- Averaging @100 live & virtual so far in this new year.

Other Events:

Thursday, 8/17 Evening UUCL Music Jam

Saturday, 9/16 Apple Picking (Multi-age, sponsored by Faith Dev & Jewish Exploration Group)

Sunday, 9/17 Reception to welcome new DLRE following Service and apples & honey for Rosh Hashana from the children

Coming up on Sundays:

Sunday, 9/24 The Roots of Racism (8th Principle Series #1) 2nd Hour – Starting Point (for newcomers w/ Rev. Pat)

Sunday, 10/1 Lessons from UUs of the Philippines 2nd Hour – Starting Point

Sunday, 10/8 Perfectionism (8th Principle Series #2) 2nd Hour – Starting

Sunday, 10/15 May be an all ages Sing-Along service (much like Music on the Mulch services this summer). Rev. Pat away. (My niece is getting married in MN.)

Other Anticipated Events:

- Underground Railroad Lecture (Thurs, 9/21)
- “Spirituality of Making” series begins 9/24 (some Sunday sessions, mostly on Saturdays)
- Safety Training for Welcome/Worship/Children’s Teams (10/22 following service)
- First Leader’s Circle in October?

Faith Development Staffing

Joint Director of Lifespan Religious Education – Tuesday, 9/19, is Elizabeth Gawron’s start date in this new position. She will be onsite both at York and UUCL this week. Jen, Elizabeth, and I will meet regarding Elizabeth’s expected schedule this week as well. An announcement will be in this week’s Love Letter.

Facilities Director – A small group from the Ops Team will be consulting with Robert regarding a recommendation to the Board for an appropriate job description and rate of pay. The Team is starting to discuss the current rate of pay for perhaps three different levels of responsibilities. Level 1 might be a Thursday to Monday Sexton, mainly responsible for cleaning, set up, take down for gatherings and contracting out almost all deep cleaning and maintenance responsibilities. Level 2 might be the same, but perhaps adding on maintenance and contract services coordination and perhaps light repair. Level 3 might add on more hours to allow for being available for urgent needs. Ops Team members may need in the future to assist more with coordinating and responding to maintenance needs, contract service people, and building security. They will recommend one of these levels to the Board and what the current rate of pay would be in comparison to elsewhere in the community.

Faith Development Assistant and Child Care Assistants. Now that Elizabeth is with us for the long term, she and I are moving forward on the hiring of a 10-hour assistant. We are having difficulty hiring and retaining Child Care Assistants. This has been a challenge for the last two years. We will continue the search. Having the nursery open has been key to seeing the family numbers go up and forging relationships among the families.

Door Security

The Board received notes from the Ops Team special meeting to discuss two security breaches by Red Rose Sangha. Twice they left the front door propped open without anyone at the door during an all day retreat at UUCL. The second time was as they exited. The door was left propped open for over 40 minutes before it was coincidentally noticed. During that time a Staff person was in the building, not knowing the door was not secured. I had a wonderful conversation with the Sangha's lead contact and he understood the seriousness of propping the door open with no one right there. His main concern was with latecomers, especially newcomers, and it was agreed that there would be a sign at the door to let people know the door is locked at 6:05pm, as well as a notice on their website and our calendar entry about the door being locked. What might we do if the Sangha or another renter or user of the building does not follow security measures? Ops may suggest a revision to the Facility Use policy to include wording with some consequence if a party does not follow security procedures.

Stained Glass Windows

There are many ways to address the fact that several of the people and images honored in our Sanctuary windows 100 years ago are not those we would honor in 2023 or at least not 100%. And it is particularly troubling considering those who are named as liberators in the main part of the Sanctuary. Several congregants have suggested, and I agree, that we needn't remove names from the windows. And if we did, we would lose an educational opportunity and the change could be costly. Instead, we could place informational plaques by the names/windows that are fraught and one by the plaque with the language about "liberators". This could be funded by a Walters Unitarian Trust grant. A team could be formed to craft the words. This could be discussed at the upcoming Town Hall meeting. I think this project would be worthy of coverage in the paper and perhaps an open house to dedicate the new plaques.

Affiliated Ministers

The Board in its wisdom when I first interviewed, discussed ministers, retired ministers, and minister-to-be associated with UUCL, who might be called upon to assist with pastoral care and rites of passage given the difficulty I have to make arrangements to urgently come up in person to Lancaster on a weekday or Saturday (although Saturdays are easier). This past year, Rev. Shuba and UUCL entered into an agreement whereby she is officially an Affiliated Minister with UUCL. (I have attached the agreement,) She also has a collegial covenant with me. She has been a first go-to when we know congregants are at Lancaster Hospital, she has helped with rites of passage at UUCL (especially non-members) and has led or co-led Sunday services within the agreement. Unofficially, Steve Jones and Heather Gehron-Rice have as well. Steve is a strong member of the Caring Team and has assisted with rites of passage. Heather has led Sunday services, is on the Worship Team, and has helped with rites of passage.

I think having such arrangements needn't be just for a hybrid minister. Having arrangements with Affiliated or Community Ministers I feel provides strong pastoral care for and attention to congregants, really extends what a lone minister can do. They are compensated just as they would be per UU Ministerial Association guidelines per event whether or not they are affiliated. Elizabeth and soon Steve provide Sunday services without a fee (Elizabeth provides two a year without fee.) Elizabeth requested \$500 in professional expenses annually as the hospital does not provide professional expenses for UU continuing education or collegial events.

UUCL now has the opportunity to make agreements with two additional affiliated ministers:

- Last year's Board was aware that Heather Gehron-Rice was hoping to enter into such an agreement with UUCL. She has completed her chaplaincy and internship with the Veteran's Hospital, is currently seeking chaplain positions, and will be going before the UU Ministerial Fellowship Committee this year. (An ordination at UUCL may be in the offing this Spring if the Board approves. I don't recall if the by-laws say this needs to be a congregational vote).

- The Rev. Sage Olnick and I have been discussing her interest in returning to UUCL to be an active congregant and affiliating as well. She is currently a UU Community Minister who is on staff at the Nursing School at the Pennsylvania College of Health Sciences in Lancaster and is now an affiliated Community Minister with the Reading UU congregation.

My hope is to work on Affiliated Minister agreements with Heather and Sage for the Board's approval and the Co-Chair's signatures.

Respectfully submitted, Rev. Patricia Guthmann Haresch

Action Plan Assessment Phase 2 Report (9/12/23) This is the second report of the Action Plan Assessment Team (APAT) whose purpose is to monitor the fulfillment of the Board/UUCL goals that were reflected in the work of the Action Plan Task Force (APTF), namely expanding and enhancing membership, involvement, and volunteering in our congregational community. To that end, we are reporting here on the Phase 2 priorities for the 2023-24 church year. The attached spreadsheet summarizes our findings for Phase 2 and offers some additional comments for Phase 1 priorities which were reported on in August. As a reminder the Phase 2 priorities for 2023-2024 church year are: ● Establish regular potlucks, with justice makers and/or discussion topics ● Musical programs beyond just during services; some open to the community (e.g., music during Coffee Hour; music on the mulch, UU Songs & Me, open mics and perhaps a talent show, sing along opportunities) ● Establish an easy pathway for volunteers to connect with volunteer opportunities What follows are some additional

reminders/suggestions that the APAT has for the Board. First, we wanted to reiterate the conclusions of the Action Planning Task Force as shared with the Board and the congregation back in March. Please see the attached page which reproduces these conclusions (we have taken the liberty to reorder and lightly edit the original text). In line with these conclusions, the APAT would urge the Board to put its efforts and voice behind the goals and actions that the Action Planning Task Force and the Board endorsed last spring. They, along with the mission, need to be front and center in all discussions and considerations about programming. The congregation as well as its leaders need frequent reminders about mission, goals, and actions so that these become embedded into our culture and thought processes. Not only do these goals and actions and mission need to be used up front in planning programs, the assessment work we have begun needs to lead to ongoing evaluation and accountability processes to ensure that the actions planned and delegated to fulfill our goals and our mission are being carried out. We see that accountability oversight as a Board responsibility, whether carried out as a corporate body, as a function of the appropriate Board liaisons, or by some newly established subgroup. In addition to the two reports having been made to the Action Plan Assessment Phase 2 Report (9/12/2023) Page 2 Board already, we would suggest that our team re-assess the Action Plan items at mid-year and at the end of the year and report our findings to the Board at that time (i.e., perhaps in January and in May). We see each of our reports not as an end point but as a starting point for action and accountability. In line with Board/ Congregational goal #2, we hope that all staff and congregants could focus a bit more on the efforts to program with these objectives in mind: a. Grow membership/bring in families b. Be as inclusive as possible c. Reach out to the Lancaster community beyond the UUCL's walls Lastly, in the work of the original Action Planning Task Force and in APAT's work on assessment, we've observed that much is going on in our congregation (for instance in faith development, musical programming, and eighth principle work) that isn't always being well communicated to the congregation and perhaps not even to leadership. One of the things that many congregations and other organizations do to spread such understanding about their good work is systematic annual (or more frequent) reporting. Implementation of reporting practices at UUCL has been spotty at best. We would urge the Board to consider reporting practices so that the actions, events, and efforts that are made in faith development, worship, music, justice seeking, and maybe other arenas are accessible to, and celebrated with, congregants, visitors, and even the larger public through our website. Action Plan Assessment Phase 2 Report (9/12/2023) Page 3 Conclusions (from the original Action Planning Task Force Report in March 2023) UUCL has tons of ideas! We have categorized just six into immediate and shortterm future initiatives. In the appendix (not included here but in the original report) is a collection of additional ideas that were collected by the task force for the Board and other leader's consideration. In addition to these ideas, we also heard the following themes: - UUCL community would be served by striving for good enough, rather than perfect. - UUCL has been through many other idea generation / planning processes. Our challenge seems to be in prioritizing/focusing our energy on a few high impact ideas rather than

diffusing our energy or burning out volunteers. - We recommend the Board of Trustees, in consultation with Leaders' Circle and staff, pick a few ideas, publicize them well, provide staff support for those ideas, and follow through with accountability structures to ensure the completion of the ideas. - Structure is required to get volunteers connected with these ideas. Staff time may be required to create this structure including the use of sign ups and sign-up genius. - Staff believe we have the infrastructure and staffing to offer more programming. However, as we open the building up again and make the space available to the broader public, we must also maintain safety and security procedures and ensure and remind people to respect the use of the building and of their responsibilities when they use the space. - Be friendly and inclusive to families. Whenever possible, include childcare. - Ask each committee to consider specific ways to involve youth and young adults. - Messaging for UUCL should consistently reference our mission statement. ACTIVITY Connection to Date Overall status STATUS DESCRIPTION NEXT STEPS / TIME LINE ROADBLOCKS / HELP NEEDED Who are the key folks involved in

APPROVED