

UUCL BoT Minutes – April 16, 2024

Location: online Zoom, 6:30 p.m.

Trustees Present: Co-Presidents Carole Campbell and Steve Jones, Co-Vice Presidents Susan Lithgoe and Lou Ann Miller, Kim Chappell, Leslie Laird, Darcy Pollock; Treasurer Jonas Kauffman; Rev. Patricia Guthmann Haresch

Others Present: John Snyder (FAC); George Kerekgyarto (Ops)

At 6:36, the meeting was opened. Rev. Pat lit a chalice and gave a reading.

George updated the Board on the progress of sanctuary renovation planning. Some bids have been received, and others are due in May. The sanctuary will be closed for removal work beginning June 17th. July 17th is the date for UUCL to be notified about our being awarded—or not—the Lancaster Historical Commission grant. Work on floors will commence on July 22nd; interior painting begins on August 5th; and lighting and electrical work will begin on August 19th. Discussion ensued about where worship service will take place. Founders Hall is the primary option for indoor services, while the Chalice Garden and County Park are also options for outdoors. Brief discussion also followed about possible volunteers to meet police or fire personnel at the door if an alarm has been triggered (see the Minister's report [attached] for further details).

Susan moved and Lou Ann seconded that the minutes of the 3-19-24 Board of Trustees meeting be approved. The motion was passed unanimously.

John presented the latest version of the 2024-2025 budget. He noted that, with the needed addition of cleaning services, the proposal shows a \$24,806 deficit. The issue of DLRE's Elizabeth Gawron's request to add her family to the shared Lancaster/York UU health care plans has yet to be resolved, and would boost the UUCL deficit to \$27, 458.

Darcy praised John and other FAC members who have worked on the subsequent budget versions. **She moved that the budget proposal be approved, with the additions of a 10% change for Elizabeth as well as Halley's hours being increased to 25. The motion was seconded by Steve, and was passed unanimously.**

Prior to the vote, discussion about budgetary matters involved these topics: 1) having further discussion with York UU about health care costs and our need to receive an invoice from York monthly for our amount of shared costs; 2) confirmation of an employee partner's not having health care coverage from that person's job in order to qualify for coverage by UUCL; and 3) discussion with York UU about personnel policies being brought into equilibrium with UUCL's.

Budget adoption discussion led to brief planning of the proposed May 5th Town Hall meeting, at which the budget will be introduced to the congregation.

Jonas presented the March 2024 Treasurer's report (attached). He noted that March revenues were well under budget, but that March 2023's budget had had the infusion of

Auction receipts by the end of the month, while the 2024 auction has not yet taken place. In addition, pledge receipts continue to lag, although Jonas said that historically the church will get what has been pledged by the end of the fiscal year. **Darcy moved and Lou Ann seconded that the Treasurer's report be accepted; the motion was passed unanimously.**

Rev. Pat presented her report for the month (attached). Main points: 1) need for someone to meet an emergency responder at the door (see paragraph 2 above); 2) Personnel Committee vacancies; 3) ministerial appointment of George Herr-Riser to a vacancy on the Committee on Ministry; 4) procedures to be followed when an employee concern arises; 5) her planned responsibilities for the summer period after June 17th through the end of her contract on August 15th; 6) soliciting UUCL representatives to the virtual GA in June; 7) seeking an extension to the PA security grant; 8) a proposal by Carla Martin to create a memory book which will have photos of sanctuary features before renovation begins in June.

In new business, the Board added to its previous discussion of the upcoming Town Hall on May 5th, which will introduce the Board-approved 2024-2025 budget and Darcy's kick-off for the 2024-2025 pledge drive. The Congregational meeting to adopt the budget will occur on May 19th. Brief discussion for a year-end church picnic was held, but no details were decided. There was brief conversation about reviving the Little Sparrows' outreach to congregants, but Lou Ann suggested postponing that until the major financial concerns (capital campaign, budget acceptance, and pledge drive) were concluded and when Rev. Howard was installed in August. For updated figures on the status of financial receipts through April 15th, see Financial Manager Kelsey Holl's report (attached).

There being no further business, the meeting was adjourned at 9:03.

Respectfully submitted,

Kim Chappell, Secretary

April 2024 Treasurer's Report

Dear UUCL Board of Trustees:

Attached are the March financial statements which show an operating deficit of \$8k for the month and \$14k for the fiscal year-to-date. By comparison, at this point in the last fiscal year our Net Total was \$34k to the positive.

March's revenues were considerably under budget, primarily due to a mismatch in the timing of auction receipts. We had \$15k in auction proceeds budgeted to be received in March; this discrepancy will be righted in April and May. None the less, the ongoing shortfall in pledge commitments will continue to weigh heavily on the budget through the rest of the fiscal year.

Monthly expenses ran very close to budget, coming in about \$1k less than budgeted in March. Year-to-date our expenses are running close to \$30k under budget.

Our Operating Fund balance on March 31 was \$101k, down about \$9k from the start of the fiscal year.

Respectfully submitted,
Jonas Kauffman

MINISTER'S BOARD REPORT April 17, 2024

Questions in Red: Questions for Board
Staffing Updates

Reviews – I am in the midst of reviews with the Staff. We are using a form that was approved by Personnel and the Board. Elizabeth G. was jointly reviewed by Rev. Jen from UU Congregation of York (UUCY) and me.

Raise for Elizabeth G. – As you recall, Elizabeth is on UUCY's payroll and comes under their salary and healthcare policies. UUCL is then billed for half of the HR costs for the position. UUCY would like to give Elizabeth a raise (I couldn't find the emails specifying the percentage) and then split this with UUCL. **Has the UUCL Board approved and informed UUCY?**

Facilities Administration – After a meeting with Operations and administrative staff, for the time being Halley will be adding up to just 5 additional hours (not 10) to oversee facilities administration (keys, door opening/closing, overseeing/referring Facilities emails). It was felt she was still on the learning curve and ramping up Office and Faith Development duties. Operations will oversee any maintenance, cleaning, and inspection duties, hiring outside vendors as needed. They are also working on way to recruit more volunteers to assist with routine maintenance and cleaning up duties, perhaps scheduling some work days. **One duty not clearly assigned following Robert's departure is the Emergency on-call list. Operations hoped some Board members and perhaps Safety Response members in the neighborhood would take on this duty. (When there is a fire or police emergency someone with a key needs to open the door.) Who might be appropriate volunteers for this list?**

Procedure When Concern Re: An Employee – In the last few weeks Lou Ann as Personnel liaison had brought forward Board concerns about Halley as it was thought she was responsible for fobs and door opening and closing in relation to special Board & Auction meetings, and Sheila Audet's memorial service. Each time it was noted that the responsibility hadn't yet been transferred from Kelsey to Halley and that people

needed to be clear in their space reservations about opening and closing needs. These responsibilities have now been transferred to Halley as of last week. It is helpful for everyone to follow the resolution of issues as laid out for employees in the Personnel Manual when there are concerns about an employee (paraphrased):

- 1) All are encouraged to resolve conflict/concerns with those who are directly involved.
- 2) If a solution cannot be found, then an issue may be brought to the supervisor (Minister).
- 3) If discussion with the Minister does not resolve the matter, it may be brought to the Personnel Committee.
- 4) If still not resolved the issue may be brought to the Board.
- 5) The UUA Central East Region may also be consulted.

Personnel Committee – With Heather’s departure we are down to just one committee member (Sharron) and our Board liaison – Lou Ann. We are in need of at least two committee members with HR and/or supervisory experience. Please do keep an eye out and let Sharron know of any good candidates.

NEXT MEMBERSHIP EVENT – June 2 Coffee Hour

There are some visitors who may be ready to sign the book and some who are very new to UUism. Rather than a 3-session new member series, Sue Ziegler and I are planning a more informal, trimmed down meet and greet with those ready to join or interested in learning more.

Sue may already have spoken with some of you to provide information at the meeting. We have some people who have already signed up.

PRIVATE PARTIES – FACILITIES USE POLICY

At the last Board meeting I brought up that currently our Facilities Use Policy does not allow private rentals of our space. This was in relation to a Staff member asking about renting Emerson for a private party. Since then a congregant asked about renting the Sanctuary for a recital. **Would the Board like to consider revising the policy to allow for private parties and renting for recitals? This could be developed in a small task force.**

PA SECURITY GRANT

Ray has officially begun his work as our temporary Security Consultant.

I learned as well that we will be able to get an extension for our grant beyond the June 2024 closing period. I will be meeting with a PA grant support person who will walk me through that procedure and the procedure for making reports for reimbursement (for Ray’s compensation and another security camera.) **Is there anyone on the Board or a volunteer we can think of who could help with the data base work of expense reporting to receive reimbursement from the Grant? (Kelsey is unable to take on this extra task right now and someone will need to continue this after my departure.)**

COMMITTEE ON MINISTRY APPOINTMENT

I asked George Herr-Riser to be the COM member that the Minister can select and he

accepted. I trust the Board will affirm the selection of George. And the Board is in need of making a selection as well as Randy (I believe) is reaching the end of his term.

SUMMER PLANS

As per my contract, I will fulfill my required annual Sundays in the pulpit in June. However, I also plan like last summer to work remotely supporting the Staff, supporting worship planning, being available for rites of passage (weddings, memorials, dedications), providing pastoral support, this year helping with the ministerial transition, and whatever other usual duties. I plan to attend the virtual GA. I will be on vacation August 1-August 10.

MEMORY BOOK

Carla Martin had suggested that a memory book be made of photos of the Sanctuary prior to renovations and as a part of the renovation project. We probably have decent archival photos. The Staff may not have time to support the project. Perhaps a task force could put this together or look for a vendor. A copy could be sold to cover publication costs and perhaps some more to help with the capital campaign.

LIBRARY

I ended up with a proofreader but no volunteers to help with writing the Letter to the Editor. I plan on a letter focusing on an announcement that UUCL has chosen to Share the Plate May through July to support the Library. **Would the Board support a Drag Bingo, Drag Pancake Breakfast or Miss Anne Drag Storytelling event at UUCL?**

DATES OF NOTE

Pledge Kick Off: **Is May 5 final?**

Congregational Meeting: **Is May 19 final?**

Leader's Circle Calendaring: Wednesday, June 5, virtual calendaring meeting to look ahead to 2024-2025 congregational year.

Congregational Picnic: June 9 at park pavilion. Carole C. approaching George K. about grilling and potluck for everyone else.

I will submit the usual report on Sunday attendance, upcoming Sundays, and special events separately at a later date.

Respectfully submitted, Rev. Patricia Guthmann Haresch

Financial Manager Report to the Board of Trustees

March - April 2024

Upcoming vacation- help needed!

- July 1st - July 11th- Kelsey will be on vacation and needs coverage for the following:
 - June bank reconciliations & financial statements
 - Enter invoices (from mail), generate checks, gather signatures, mail checks
 - Enter giving (from safe and from mail), and deposit at the bank

- Submit payroll for July 15th payroll by July 11th at 2pm

Financial Management Updates

- This year's pledge campaign (2023-2024) has received a total of \$218,319.97 since July 1, 2024 of \$275,863.41 pledged (as of noon on Monday April 15, 2024).
- This year's supplemental pledge drive has received a total of \$5,570.00 in contributions of \$7,550.00 pledged (as of noon on Monday April 15, 2024).
- The Capital Campaign has received a total of \$26,500.00 in contributions of \$178,100.00 pledged (as of noon on Monday April 15, 2024).
- Giving statements have been distributed for Q3.
- Ongoing tasks include processing invoices, issuing payments, coordinating check signing and distribution, monitoring credit card transactions, handling bank deposits, reconciling accounts, and preparing financial statements.

Human Resources Updates

- Ray Bradley has been hired as a Security Consultant starting 3/31/2024. He has completed all new hire paperwork. Rev. Pat is responsible for the next steps regarding salary reimbursement from a grant.
- Rahman Booker has been terminated as our Facility Coordinator.
- Ongoing tasks include payroll administration, retirement contribution remittance, insurance contribution reporting, new hire documentation, tax payment monitoring, and employee benefits administration.

Database Management Updates

- Ongoing tasks include database upkeep, the generation of requested reports, and Google account management.

Preschool Administration Updates

- Vicki and I have started a discussion regarding next year's preschool budget.
- Ongoing tasks include preschool registration, HR, and bookkeeping.

Facility Coordination

- Tasks now covered by Halley as a part of her expanded role: maintaining the door schedule, distributing keys as needed, and coordination of incoming facilities emails.