

DRAFT: these minutes are not official until approved by the BoT

UUCL Board of Trustees Meeting Minutes Tuesday, July 16, 2024 on Zoom

Trustees Present: Susan Lithgoe, Leslie Laird, Lou Ann Miller, Carole Campbell, Linda Frank, Darcy Pollock, Steve Jones; Reverend Patricia Guthmann Hareh; Jonas Kauffman, Treasurer

Other Attendees: Linda Snyder, Gil Linde, Sindy Pollard, Marianne Smith, Margaret Babcock, Kay Welty, George Kerekyarto

I. Chalice Lighting: Lou Ann lit the chalice and welcomed everyone to the July meeting. Rev. Pat offered a reading when she joined the meeting.

II. Approval of Consent Agenda: **Darcy moved and Carole seconded to approve the minutes of the June BoT meeting. The motion was passed unanimously.**

III. Treasurer's Report: Jonas does not currently have a full year-end accounting due to Kelsey's vacation. After we receive Jonas's report and comments, the BoT can approve the treasurer's report at our August meeting. He is anticipating a \$27,000 shortfall. Prior year surplus is \$36,329, so we have the funds to cover the shortage. Pledge collections are at 94%, which is lower than in previous years. This is part of the reason for the shortage.

IV. Staff and Committee Reports

Minister: The Minister's report was received through email. Report attached.

Director of Lifespan Religious Education: Elizabeth's report was sent at 6:17 p.m. to Lou Ann and Rev. Pat and forwarded to the BoT at 7:00 p.m. Report attached.

Solar Task Force: The Solar Task Force made a presentation to the Board of Trustees. The current Solar Task Force members include Gil Linde, Marianne Smith, David Dobbins, and Margaret Babcock.

In a questioning period, the Board was apprised of the following:

- Will include signage
- There are no batteries. Power is direct.
- 2 months for pre-installation work and 2 weeks to install.

Carole suggested the Task Force submit their request to the BoT in writing, and we will give them an answer in 30 days. **Darcy moved and Steve seconded the motion for the Solar Task Force to pursue specific vendor quotes and make grant applications on behalf of the church for solar panels. The motion was passed unanimously.**

Operations Committee: George Kerekyarto reported that the elevator is currently in good shape with two new heavy-model pumps. Heater in the foyer had a disconnected thermostat that was reconnected. Regarding the sanctuary update, painters will begin painting on Thursday of this week with the same color paint. Sound people will investigate where to put the speakers. Founders is working out with Sunday services. After painting, the floor will be sanded and refinished. Some patching may be required using carpet. Chairs will be completed and installed by Sept. 1st. Piano has been repaired and is currently being stored. Will hear about grant from Lancaster County Foundation on Friday 7/19. Electrical work will be done mid August.

V. Old Business

Membership & Financial Contribution: There was discussion about a financial contribution needed to become a voting member of UUCL. Our By-Laws state in Article 5 that membership requires a financial contribution of record. Darcy explained that the \$100 financial contribution is to become a voting member. A contribution is different from a pledge. In the past (3 years ago) the BoT interpreted the membership statement to be a voting member. So, if someone pledges, the financial contribution needs to be made before voting. Rev. Pat will communicate this to Kelsey and Sue Ziegler. Susan encourages us to communicate this clearly to all present and future members. Linda suggested this be explained to the congregation before any official vote. Rev. Pat suggested we remind people before voting meetings as well as with new membership gatherings. Potential members need to have a giving guide. This needs to be relayed to Sue Ziegler. A stack of giving guides is at the greeters table. Sindy wants us to also mention volunteering as well as financial contribution. A person's emotional investment is higher with volunteerism.

Three components of new member workshop:

1. History of UUA
2. History of UUCL
3. Time, Talent, Treasure

Sindy suggested we distinguish between a voting member and an associate member. Rev. Pat will communicate this to Kelsey.

Darcy moved and Susan seconded that voting be contingent on an actual financial contribution of at least \$100 within the previous two years. The motion was passed unanimously.

Job Positions and Job Descriptions for Facilities Director and Office Administrator: Susan and Darcy have done some preliminary work. Susan indicated that we need to get staff back into the church. These job descriptions need to be looked at by Kelsey and the Operations Committee. Susan and Darcy will see this is done and bring these job descriptions back to the Board.

Rev. Pat said the staff is questioning how and if a log-in book is used. Susan will look into this. Linda suggested adding a note about the log-in book in the LoveNotes.

VI. New Business

Formalize committee liaisons: After some preliminary discussion, this topic was put on hold until the list of committees is available. Rev. Pat will share the organizational structure with the Board.

Sindy questioned the difference between committees, task forces, councils, and teams. Rev. Pat explained that a committee is established by the Board. Committees can form task forces. Councils and teams are part of the church ministry.

Dates for Meetings: Board of Trustees, Town Halls, Congregational Meetings

Board: 3rd Tuesday of the month (6:30 - 8:30 on Zoom) with additional meeting: August 13th

August 20	January 21
September 17	February 18
October 15	March 18
November 19	April 15
December 17	June 17

Town Halls: Sunday, October 13 and April 27

Congregational Meetings: October 27 and May 11

Welcoming of Reverend Dana: Lou Ann is meeting with CoM tomorrow to brainstorm ideas. Possibly three different celebrations. Sharron Nelson and Jason Tyne also volunteered to help.

Confidentiality Form: Linda sent a draft confidentiality form for our review. She is suggesting a lawyer look this over before implementation. Susan will ask a friend of hers to do this. BoT members and anyone who deals with financial and/or sensitive family and personal information will also need to sign a confidentiality form. Rev. Pat explained that confidentiality is included in the Personnel Manual. Linda will take comments and revise the form.

Board Goals: Leslie shared the Google sheet on Board Goals and asked BoT to look it over and add ideas. There was discussion on how to get minutes out to the congregation and staff in a timely manner. Leslie will first send the minutes to the BoT with a deadline for changes. Then the minutes will be sent to staff and to Sindy, who will include as a link in the LoveNotes for the congregation. A note will be included explaining that the minutes are not official until approved through the consent agenda at the next month's BoT meeting.

Items to be discussed at a future meeting:

- A. Building Use Policy
- B. Presentation on 7 Core Values

Special Meeting: A task force of the Board will meet tomorrow

After closing words by Rev. Pat, the meeting was adjourned at 8:32 p.m.

Respectfully submitted,

Leslie Laird

Attached Reports:

DLFD:

<https://docs.google.com/document/d/1PGCWCCqVuc46mtOkfH4UImTRnJx6ayXHd0jblVz0Omw/edit#heading=h.xkd1le4t4x6>

Minister's Report:

<https://docs.google.com/document/d/1pcM8JfjKlrpOwoc1Amxcu2BWg0-D7WkU/edit>

Solar Task Force Presentation:

<https://docs.google.com/presentation/d/1k8NOPADTt5QeDpSd-tITb7IUKBmFuXz0r8FyP5bd9mQ/edit#slide=id.p>

Organization Structure

https://docs.google.com/document/d/1PgAQ0TJasm2zXfSj_goY4rWTyGXHkh_uXxVofYeLEvQ/edit