

## UUCL Board of Trustees Meeting Minutes Tuesday, August 13, 2024 on Zoom

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

Other Attendees: Kay Welty

- I. Opening words and Chalice Lighting: The meeting was called to order by President Lou Ann Miller at 6:32 p.m. Kay lit a chalice and Rev. Pat offered opening words.
- II. Agenda changes: The agenda needs to be changed for the Treasurer's report and DLRE report to be given at the August 20th meeting. Lou Ann moved and Steve seconded to change the agenda for tonight's meeting. Approved unanimously.
- III. Approval of Consent Agenda: Carole moved and Darcy seconded to approve the minutes of the July meeting. Passed unanimously.
- IV. Ministers Report  

Reverend Pat reviewed highlights of her written report (see below for link). Two memorials have been scheduled and UUCL's assistance is being coordinated. Two congregants have been struggling with their health. They welcome cards and calls.
- V. Old Business
  - A. Membership/By-Laws regarding financial contribution: Lou Ann reminded us of the most recent By-Laws about this issue. If we want to change something about membership, we will need to change the By-Laws.
  - B. Confidentiality Agreement - An HR attorney looked over the agreement. (See below for link to final draft) He suggests that every staff person and volunteers in a position of authority need to sign the agreement and all new employees need to sign a statement that they agree to sign a confidentiality agreement. Also, the statement should be signed annually. Signers: Board of Trustees, paid staff, CoM, Personnel Committee and anyone who had access to financial information. Darcy moved that we accept the confidentiality policy and individuals noted in the minutes who will need to sign such an agreement. Seconded by Susan. Passed unanimously.  

For new employees, Kelsey will include this agreement in start-up paperwork.

Leslie will send this to Rich and ask him to print out for BoT and staff. Rev. Pat will talk to Kelsey about including in new employee paperwork. Lou Ann will also talk to the Personnel Committee. Kay will talk to CoM. Kelsey will organize and keep these forms on file.
  - C. Job Description of Facilities Coordinator: Susan presented changes to this job description.  

Leslie moved and Carole seconded to accept the job description of the Facilities Coordinator. Unanimously approved. Leslie will send it to the Personnel

Committee. This job description will be held until we have the resources to fund this position.

- D. Building Use Policy: This is being revisited because some comments received were harsh. Lou Ann explained the main reason for this policy is insurance coverage. We could be liable if we have a policy that isn't followed. We are not a public building and we do need to protect ourselves. Leslie will send the updated copy of the policy and comments for discussion for a vote at the August 20th meeting. Leslie will also send an updated version to the staff requesting comments.
  - E. Update on welcoming of Reverend Dana: Kay reported that she, Carole, Darcy, and Lou Ann are working with CoM and Candy and Jason to plan a welcome for our new minister. First informal welcoming is August 18th with cake and basket of Lancaster goodies put together by Candy. On September 8th there will be a light lunch. Most of the items are coming from Costco. Eli was asked if choir could sing on that day. Congregants will be asked to bring and/or make cards with an announcement in the LoveNotes. Darcy will ask Sindy to reach out to LNP to interview Rev. Howard.
- VI. New Business
- A. Communication with congregants and friends with no computer: Rev. Pat updated us that Jean Egger is the person who takes care of this. She has a list of about 20 people. She does print out the LoveNotes weekly and either sends or hand delivers. Finish discussion August 20th.
  - B. Board Handbook: Board handbooks are almost complete. Rich has been working with Rev. Pat on what should be included and the most current policies. A Table of Contents with dates will be kept up to date. Rich is also working on the Google Drive. Job descriptions should be created by and kept by the Personnel Committee in a confidential file. Kim, Sharron, and Kelsey will work together to keep Personnel items organized and confidential.
- VII. Closing Remarks and Extinguish Chalice: Moved into Executive Session at 8:14 p.m.