Version as of 9.26.23

UCM Board Meeting Agenda

September 20, 2023

People Present: Rev. Joan Javier-Duval; Officers Claudia Clark (President), Ansel Ploog (Vice-President), Fran Dodd (Financial Officer), Brenda Bean (Secretary); and At-Large Members Steve Gold, Hugo Liepmann, and Jen Mathews.

4:00 Check-In – What joy did you find this summer?

- *Cape Cod, sitting on the beach, staring at the water, realized depression since July 10 and let go of a lot of it.*
- *Prepared daughter for college and dropped her off there (RIT).*
- *We replaced a decrepit deck with a screen porch; now mosquitos can't get me!*
- *Apple trees loving the rain.*
- *Long-term planning for growing space at the farm, even though the production was not great.*
- *Flowers for niece's wedding – planted wildflowers everywhere; they are plentiful and gorgeous!*
- *After one grandson's wedding – went to hot springs together with another grandson.*
- *In early fall big milestone birthdays for family.*

4:10 Chalice Lighting and Reading – *Steve read from TS Elliott's "4 Quartets."*

4:15 Approve Minutes (July 19 and August 13. Aug 5th is missing from the Board's Living Agenda. *BB later forwarded the 8.5.23 minutes to Claudia with a question about updating the Board's Google docs) – No changes to the 7.19.23 or the 8.13.23 minutes.*

4:20 Affirm Board Covenant – *We took turns reading it via screen-sharing and affirmed its continued use.*

4:25 Minister's Report (Rev. Joan) – *Joan highlighted points from her written report:*

- *Donna Russo-Savage has joined the ET.*
- *Covid vaccinations will continue to be encouraged but no longer required for staff.*
- *Jason Kass, Sexton, resigned effective 9.30.23 due to the press of his duties at other locations.*
- *The work of Jason and the other staff has been significantly affected by the flood.*
- *Joan hopes UCM will continue to support Community Lunch even though it cannot be offered at UCM.*

We discussed the need for ET to develop a policy for overtime and special compensation like bonuses for staff. Brenda said we should also recognize Joan's extra work and support her in using the usual sabbatical privileges for ministers entering their 9th year!

4:40 Executive Session - We then went into Executive Session to discuss personnel matters. After leaving Executive Session for this meeting, we agreed to meet again on October 4, some of the time in Executive Session. Also, Steve moved to approve hiring a recommended interim Director of LSE. Hugo seconded the motion, which passed.

5:00 FRuuT Update: Any issues the Board needs to resolve/discuss? What is required to reopen the building? *Rev. Joan, Fran, and Brenda reported that one of the biggest obstacles to reopening is the repair needed to the*

fire alarm panel, which is linked with phone service and possibly the internet. FRuuT believes that small church groups like the choir can safely be in the Vestry even without the fire alarm panel being restored. FRuuT is less comfortable with large groups being in the building or using the upstairs or renting space before that work is done. However, if necessary, portable smoke/carbon monoxide detectors could be used or someone could roam the building as a fire monitor. We still need a functioning internet to be able to livestream the worship service, which is an accessibility issue, as is the elevette. FRuuT does not recommend waiting for the elevette to be repaired/replaced before reopening. There is still cleaning to be done with carpets and/or in the kitchen.

The Board asked about the kitchen floor. Over most of the kitchen floor the vinyl is intact and smooth, though not right in the center where the island was removed. Below the vinyl are levels of wooden sub-floors that seem to be reasonably dry (moisture readings under 20%). We discussed that taking up the floor without a plan for quickly replacing it might create trip hazards.

The Board decided that Claudia and Steve will form a small group with others (Janet and John Poeton and Scott Hess) who have regularly used the kitchen to figure out if/how it can be used during this church year. It won't be used for Community Lunch. The small group will be charged with both immediate tasks and longer-term possibilities, including seeking input as needed (from the Alliance, staff [Emily Seifert], and other interested people [Phil Morse, etc.]). Pending receipt of recommendations from this group, the Board said use of the kitchen should be discouraged. Signs can direct people to the office hallway to enter/leave the back stairs.

5:15 Board Members Needed: Personnel Committee *(Jen volunteered);* Committee of Chairs (3X a year…*On October 4 we will figure out who will represent the Board at the first meeting).*

5:30 Confirm Board's Goals Identified at August Retreat – *topic tabled until October 4 meeting.*

5:40 Further Define Board Tasks Identified at retreat - *topic tabled until October 4 meeting.*
Stewardship *(Fundraising by Board for over $10,000 (Gifts of Love – Johanna Nichols volunteered to help organize this event, maybe for November; anyone else skilled with this?, team charged by Board?)*
Governance and Bylaws
"Visioning as a Congregation" (References; 2020 Board Visioning)
Meredith's End of the Year Letter

5:55 Communications with Congregation - Letter to Congregation – *We agreed the paragraph in Steve's draft letter referencing the Board's Goals and Tasks would be deleted. The letter will say what needs to be done to reopen (the knowns and unknowns) and where that stands. The Board will send this out with the Weekly Announcements E-news. Claudia will put the letter on the UCM website and provide a hotlink to it for the article in the E-news. The letter/hotlink can also be posted to the Friends of UCM Facebook page. This or an updated letter can also be included in the staff newsletter that will announce the reopening date.*
Thank you notes (Who has the master list of donors?) – *Claudia will get some thank-you notes from Meredith this weekend. She is interested in a different artist's cards, too. We should thank National Life for their help with the sinkhole.*
Need to send a report to the UUA for grant
Board Calendar Draft

Next Meetings: October 4 and 18 from 4-6 p.m. on Zoom.