April 17, 2024

UCM Board Meeting Agenda (Claudia Clark) *and Notes (Brenda Bean)*

People present: Rev. Joan Javier-Duval; UCM Board Officers Claudia Clark (President and Facilitator for this meeting), Ansel Ploog (Vice-President), Fran Dodd (Financial Officer), Brenda Bean (Secretary); At-Large Board Members Hugo Liepmann and Jen Matthews; Finance Committee Co-Chair Scott Hess; and Executive Team Members Dawn Evans and Leslie Parr.

4:00 Check-In – *We shared impressions of the eclipse: amazing unity in viewing – a level playing field, everyone calm (Hugo sent a letter about it to Seven Days); no clouds with cold breeze at the moment of totality; Annie Lamont's "Wow" prayer came to mind; sheer, primal joy; Ah! at the unimaginable; phenomenal difference of responding to totality vs. responding to eclipses without totality; unforgettable! A step out of time, making space for this cosmic event, for awe; wonderful time with family, watching…*

4:15 Chalice Lighting and Reading – *Claudia read "I am Only One" by Everett Hale from Singing the Living Tradition hymnal.*

4:20 Approval of 4/3/2024 Board Meeting Minutes – *Fran moved and Hugo seconded that the minutes be approved. During discussion, the people present asked for the following changes: delete mention of "delay" related to kitchen work; state the amount of the Special Fund for the Clark Lectures to be $10,000; and correct the song title to "Texas Hold'em."* ***The Board approved the minutes with these changes.***

4:25 Budget Discussions – *Joan screen-shared the budget summary and line items.*

General Fund: *She explained that the General Fund budget is based upon expected receipt of 95% of a pledged total of $366,453 (from 183 pledging units) for FY2025, which is less than predicted in the draft budget discussed at the last Board meeting. Further significant reductions are required to balance the budget:*

- *Continuing to plan that the UCM retirement contribution for staff be reduced beginning 1/1/2025 from 10% to - hopefully - 7% but possibly to 5% if the ET determines late next fall that is necessary.*
- *Joan asked that a $5,000 reduction be made to her housing allowance.*
- *Funding the Congregational Administrator for 11 instead of 12 months; the position and/or its tasks will be handled differently for FY2025. For example, there may be more contracting for bookkeeping and/or payroll services.*
- *The Sexton position will remain vacant, though some of the funding for it may be diverted to maintenance contracts.*

Ansel moved, Brenda seconded, and the Board approved presenting this General Fund budget to the congregation for a vote at the Annual Meeting.

<u>Capital Fund:</u> ***The Board recommended that the proposed Capital Fund net income be added to the miscellaneous line item within the budget, thus providing increased flexibility for expenditure plus a balanced Capital Fund budget.***

<u>LTIF:</u> Claudia is wondering how to handle the fact that the Air Quality Project (AQP) did not need to spend all the Long-Term Invested Funds (LTIF) approved for it. One possibility is to set aside the remainder for AQP maintenance. Another possibility is to ask the congregation to approve use of the remainder for remodeling the kitchen and/or building a ramp for improved accessibility from the Sanctuary to the back hall, Children's Chapel, and small classroom. ***The Finance Committee will discuss this.***

Following worship on May 5 the Executive Team (ET) will invite congregants to learn about the budget to be presented for approval at the May 19 Annual Meeting.

5:05 Policy Monitoring - *Ansel read all or portions of these policies out loud.*

- EL- 4 Financial Condition, Planning, and Budgeting **(**Part of Budget Discussion) – *Fran said we have not yet received the financial reports to be sure about prior actuals. For last year's Annual Meeting we had the FY23 and the proposed FY24 budgets in one document and a separate FY22 set of actual expenses.* ***The Board asked to have the same kind of information for this year's Annual Report.***
- EL - 1 Treatment of Church Members and Visitors – *Brenda suggested that planning for the elevator be included in the EL-1 and EL-2 reports and was told monitoring is for accomplishments, not efforts like planning.*
- EL - 2 Treatment of Church Staff and Volunteers – *When asked, the ET assured the Board that the Governing Policies it monitors are relevant to what it cares about and considers important. Responding to the double negatives of the Governing Policy language is awkward but monitoring causes a useful review of what is happening.*

  The Board praised the ET for its skillful handling of personnel and financial issues. What to do and how to do it are not always clear, like when tackling such "thorny" issues as mold and safety. The Board recognizes, too, that the FY2025 budget may unavoidably contribute to loss of dignity for staff via proposed reductions in benefits.

5:20 Minister's Report – J*oan reported that the Annual Pledge Drive has ended*, and the *Gifts of Love event was rewarding (raising fun and over $3,000). The ET has decided UCM will offer a one-week summer camp at the end of August for elementary school-aged children. Families are excited because there is usually no other camp offered then. Though the camp will be led by Sally Armstrong, she is not interested in continuing as Director of Life-span Spiritual Exploration (LSE) for FY2025.*

5:30 Board Nominees – *Claudia told us she has decided to resign from the Board, along with Hugo and possibly Fran (who may offer to be the Treasurer instead). Brenda has not yet heard of anyone interested in joining the Board.* ***We*** *brainstormed people to ask and* ***agreed who would do the asking.***

5:45 UUA GA Delegates – *The people who have so far expressed interest in being a UCM delegate to this year's virtual GA are Judith Hinds, Jen Matthews, and Elaine Ball (in church member, not staff, capacity). Steve Finner might consider it if two others cannot be found. [Subsequently, Jim Phinney and Ginny Sassaman agreed to be delegates, bringing us to the allowed total of 5.]*

The Board appointed Steve Finner to be UCM's delegate to the Vermont Quebec UU Convention.

5:50 Erica Baron Visit Updates – *Ansel reported that Erica mentioned choosing a strategic direction/path even if not a full plan to help us know what we are trying to do. Jen added that tasks asked of volunteers and families should be meaningful to them. Erica also said donations could be made as with Patreon (used for video or podcast subscriptions) – e.g., make a regular automatic financial contribution and leave it in place indefinitely.* **(*Claudia asked Ansel, Jen, and Brenda to share their written notes from the meeting.)***

5:55 Annual Meeting

Set Meeting Date/Time to Organize Meeting –

Our next Board meeting is May 1 – prepare for the Annual Meeting.

Annual Report - what assistance does Brenda need? When to go to print? Put info on UCM website and by when? -

Discuss Warning for Annual Meeting - what is date to be posted? – ***Put out an article in this week's enews: SAVE THE DATE for May 5 Budget Forum and for May 19 Annual Meeting. DONE.***

Establish Agenda (Do we have minutes from last year's Annual Meeting (yes) and the Special August Meeting (yes)? – ***Ansel and Brenda will send these draft minutes out for Board review again. DONE.***

Assignments for various tasks at Annual Meeting – ***We agreed to ask Steve Gold to be the Moderator.***

When need to be finalized? (Have set up a folder (2024 Annual Meeting) with various copies of documents for organizing the 2023 Annual Meeting.) -

6:00 Adjourn***ed***