UCM Board Minutes
March 2, 2025

Attendance: Ansel Ploog (Vice president), Brenda Bean (Financial Officer), Jen Matthews (Secretary), Steve Gold (Member-at-Large), Steve Grunewald (Member-at-Large), Emily Seiffert (Member-at-Large), Rev. Joan Javier-Duval, Barbara Conrey

Welcome and Check Ins

Chalice lighting and reading

Approve Minutes from February's Meeting
- Steve Gold made a motion to approve February's Board Meeting minutes with Brenda's recommended changes. All in favor.
- Jen updated February's minutes.

UCM Kitchen Renovation Discussion
- Barbara reviewed a few issues of concern with the kitchen renovation.
    - The hood - Due to ventilation concerns the options are: 1. a commercial unit, which could be cost prohibitive or 2. a non-vented hood, currently looking at 4 foot 5 foot hoods depending upon selected range.
    - Ventilation - Current ventilation system is not enough. We currently have a shaft with a small fan and a larger fan could be added. There is a question about adding cooling due to concerns of heat build up while cooking, could possibly use a heat pump. Current Mechanical Engineer, David is familiar with the system from the ventilation system installed during COVID times.
    - Electrical service - we need an electrical engineer to look at the current service and make recommendations about improvement or enlarging the system.
    - Hot water heater - current heater is too small, will likely need a tank or reservoir system

- Barbara's request to the Board is whether the kitchen renovation team can have permission to contract with the current mechanical engineer as well as engage an electrical engineer to evaluate the current system and make recommendations.
- Steve Gold made a motion to provide approval for the kitchen team to contract with the current mechanical engineer and an electrical engineer for the current kitchen renovation project. All members present in favor.

Policy Monitoring

- GP-5 Board Roles and Responsibilities - Full Board
  - All in agreement, the Board is doing well.
- GP-6 Board Committees and Task Forces
  - Some discussion about committees, tasks forces, charges.
  - Board Committees include Stewardship, Climate Resiliency, Kitchen Renovation
- EL-6 Communications and Support to the Board
  - All in agreement, necessary reports are timely.

By-Laws Revision

- Article 3
  - 3.1.2 - expenditure approvals. Currently all in agreement $5,000 is too low a threshold before asking for approval from the congregation. Some discussion of tying limits to a percentage of the budget. Then discussion turned to Annual budget v. Capital Budget. Final revision, all in agreement: if the expenditure is greater than 2% of the total budget - Annual and Capital - congregational approval is necessary
  - 3.2 - The Board provides fiscal oversight. Update - all agreed some language should be added to clarify definition of “fiscal oversight”. Brenda agreed to research what this means and make additional recommendations in order to clarify.
  - 3.4 - current language - “the ET convenes and authorizes committees, task forces, or individual volunteers necessary…”. All in agreement to simplify sentences to: convene & authorize groups or individuals defined necessary as mentioned in a Board charge. There was a question about clarifying who these groups report to. Cross reference with Article VI 6.1.4 add “board will appoint and formally charge group”.
  - Encouraged with continued by-law discussion to continue to cross reference as needed.

Scheduling a Congregational Visioning Workshop with Erica Baron

- Discussed having Erica come for a meeting sometime in April, keeping in mind Easter is in April, as well as school break. Brenda is also considering an in person Art show during April. .

Annual Meeting Discussions

- Discussion about having the annual meeting on the 3rd Sunday in May, 5/18
- Steve made a motion to schedule the annual meeting on May 18th, Ansel seconded the motion, all present in favor.

- Discussion about which Board Members' terms are ending.
    - Ansel's term is up, she's currently undecided about running again.
    - Steve Gold's term is also up, he will likely run again
    - Brenda's term is also up, she will not be running again.
    - Steve Grunewald's term (1 year) is up, he was undecided at time of meeting but has since let the Board know he will not be seeking re-election
- Discussion about GA and delegates.
    - At the end of March registration will increase to $475. Emily and Jen are interested in attending.
- There will be an extra meeting for budget discussions in April.
- Discussion about ET possibly hosting a Town Meeting at UCM to review the budget prior to the Annual Meeting