UCM Board Meeting

November 3, 2024

Welcome and check-in's

- In attendance - Jeremy Beaudry (President), Brenda Bean (Treasurer), Jen Matthews (Secretary), At large - Steve Grunewald, Steve Gold, Emily Seiffert, Rev. Joan Javier-Duval; ET - Donna Russo-Savage, Dawn Evans; Community members; Barbara Conrey, Peter Thoms, Paul Ohlson

Chalice lighting and reading

- Steve Grunewald read from The Journey by David Whyte

Policy monitoring (Jeremy)

- Policies to monitor:
    - GP-4: Goals, Priorities, Consultations and Education Plans – Finalizing so completed by November 30
    - GP-5.3: Board Roles and Responsibilities – Financial Officer
    - GP-5.4: Board Roles and Responsibilities – Secretary
    - BE-1: Unity of Control – With ET
    - EL-4: Financial Condition, Planning, and Budgeting – With ET

NOTES

- Each policy reviewed
    - GP-4:
        - #1 is complete - annual list of goals and priorities is set.
        - #2 Several questions arose about the time frame for policy monitoring. Question as to whether the time frame is doable. Jeremy states we need input on the calendar.
        - #3 reminder about bylaws and revisions at annual meeting
        - #4 Suggestion made about Working Groups versus Standing work groups.
        - #5 Joan reminded the group about Dan Hotchkiss's book Governance and Ministry: Rethinking Board Leadership and Brenda offered to share Jen Miller-Arsenault's report on Policy Governance.
    - GP 5.3 We feel we're "on track"
    - GP 5.4 Discussion about how to make minutes accessible, Jen will contact Ansel Ploog or Claudia Clark about getting minutes onto UCM's website once approved.

- BE-1 With ET - Unity of Control, discussion regarding decision versus vote. Jeremy will try to be clear whether we are voting or making a decision/consensus in order to note in the minutes.
- EL - 4 - with ET - Financial documents were shared with the board (see below). Suggestions about advocating for policy about monetary amounts shifted within the budget. Request made to increase the limit (or set a percentage amount) including adding specific language. **Brenda** offered to and later did send the Board information from the Financial Management Policies related to moving line item monies. There is a Finance Committee meeting in mid December and a meeting to share the budget draft in February. Steve Gold has requested to see the final Financial reports for 2023. A special session Board Meeting will occur December 15th from noon to 1pm. A suggestion was made about preparing two budgets one aspirational and one bare bones to avoid any scrambling to close any possible budget gaps.
  - Profit & Loss Budget vs. Actual (July through September 2024)
  - Profit & Loss Budget vs. Actual (July 2023 - June 2024)
  - Balance Sheet (As of September 30, 2024)

Minister's report (Joan)

NOTES

- In interest of time, Joan offered to entertain questions later if necessary

UCM kitchen renovation (Brenda)

- Status update
- Clarify ET and Board roles (per Joan's comment in the minutes)

NOTES

- Barbara Conrey presented to the Board a possible floor plan for use of the kitchen. She said two contractors are now in the process of preparing bids for deconstructing and then reconstructing the kitchen. (Brian Prendergast declined to prepare a bid). These two bids are from Mike Russell and WoodShed construction. Jason Kass (UCM's former Sexton) might serve as project manager or owner's representative for the project. The church will purchase equipment rather than through the contractor. ET to review and approve bids.

Discuss and approve Climate Resiliency Study Group charge

- Discuss and approve final revision

NOTES

Revised and adopted charge (below). Brenda moved to adopt charge. Emily seconded. All Board members present in favor.

The Study Group Charge:
The UCM Board authorizes a Climate Resilience Study Group to identify and examine options for future facilities that allow us to fulfill our mission in anticipation of ever-increasing climate change. The Study will objectively spell out the pros and cons of each option examined but make no recommendations.

The Climate Resilience Study will be chaired by Steve Gold and Paul Ohlson will recruit additional volunteer members as necessary. The Study Group will report progress quarterly to the Board and present its final report before December 31, 2025.

Steve moved to adopt Necessary First Steps in Sequence as listed below substituting the word recruited for the proposed word appointed (Item 6). Jeremy seconded. All Board members present in favor.

Necessary First Steps in Sequence

1. **Board approves the charge to the Study Group - November 3rd**
2. **Notice in Weekly E-news - due Wednesday, November 6th**
3. **Jeremy and Joan announce on Sunday, November 10, the creation of the Study Group, the rationale for doing the study, and the intended outcomes and completion date**
4. **Paul, Steve, and Brenda invite potential Study Group members to the first meeting - mid November**
5. **First informational Study Group meeting is held - end of November**
6. **Study Group members are recruited and work begins - December**

ADDITIONAL NOTES

- Paul requested that all members and officers of the Board remain neutral about the research until the Board is presented with the final report.
- Peter reminded the Board it will then be the Board's job to make decisions about how to proceed.
- Jeremy agreed to and did write a letter to the congregation
- Brenda will send Study Group information to the UCM e-news

By-Laws revision (Steve, Jen, Emily)

- Review and discuss “Group A”

NOTES

- 3.1.5 - consensus to keep congregation to elect officers
- 4.1 - remote voting allowed
- 4.2 - stays the same
- 4.3 remove satellite voting instead add into 4.1
- 5.6 - “officer” = Board, clarify Board member changes, add any “church” member, post to electronic means
- 5.7 - Board from “officer”
- 7.1 - add executive director
- 9.1.2
- Group B will be added on next two agendas

Fundraising discussion (Jeremy)

- Pledge drive update (Brenda)

NOTES

- All in agreement “Gifts of Love” was not very successful.
- Timing will be very important for any fundraiser. Joan reminded us that timing around the Annual Budget Drive can be an issue. She encouraged us to gather input from stewardship committee
- Suggestion regarding an Art Auction, Bidding Owl was suggested as an online auction platform
- Perhaps we need a subgroup to develop more ideas about how to raise money