

UCM Board Meeting
October 6, 2024
12:00 - 2:00
Unitarian Church of Montpelier

Present: Rev. Joan Javier-Duval, Jeremy Beaudry (President), Ansel Ploog (Vice President), Brenda Bean (Financial Officer), Jen Matthews (Secretary), At-Large Members: Emily Seiffert, Steve Gold, Steve Grunewald, Community Member: Paul Ohlson

12:00 Welcome and Check-ins

12:05 Chalice Lighting and Reading (Emily)

- Emily read Invocation by Angela Herrera

12:10 Minister's Report (Joan)

- Flood preparedness plan is being fine tuned, waiting on feedback
- Joan alerted the group about a meeting at Montpelier High School -MAPLE (Montpelier Action Plan for Local Emergency) , October 10th, 6:30pm, meeting will be available online as well (livestream, Zoom)
- Further VOSHA testing completed, no alarming information
- Searching for New Members for the Executive Team (ET). The team meets 2 times monthly for 2 hours, sometimes attends Board meetings or Committee of Chairs meetings. There is an estimated 3-4 hours of outside work per month in addition to the meetings.
- Working on Active Shooter Procedures for UCM

12:15 Review and Confirm Board Goals Document for Public Sharing (Jeremy)

- 3 goal areas
- We need to develop a "Plan the Plan" process.
- We agreed we need a bullet point about Climate Resiliency; Ansel agreed to work on a paragraph describing it.
- ***Jeremy agreed to revise the Board goals document***

12:20 Discuss Long-term Visioning and Planning (Jeremy)

- Agreed to call the group a STUDY GROUP not a steering committee.
- ***Brenda will edit the charge and email the Board for approval.***
- Questions about how to communicate this information to the congregation.
- Important to announce exactly what this group will do and the reasons why.
- Joan offered to record a video message. This information should also come from a Board letter, and info can be relayed at a table during coffee hour.

12:45 Policy Monitoring (Ansel)

- We reviewed the draft FY24 Financial Reports.
- The Board is very grateful and appreciative of the work and financial information provided.
- Monitoring of GP2 - Ansel will add a sentence to maintain outward vision but with the ability to focus on an immediate crisis if necessary.
- How do we evaluate the Ends with the congregation?
- ***Ansel agreed to put together a document where the Board can read and leave comments about the Ends Statements***

1:00 Discuss By-Laws Revision Notes and Process (Steve, Jen, Emily)

- Process Suggestions: Board will review changes to Group A in November and Group B in December and January, then share our revisions in February.
- ***Jeremy agreed to develop a letter to the congregation with requests for suggestions for bylaw changes***

1:15 UCM Kitchen Renovation (Jeremy, Brenda)

- With the current scope of work, Claudia didn't think a project manager was necessary.
- **Barbara, Claudia, and Janet** organized a walk through of the kitchen with those who use the kitchen most.
- Question from Claudia's email referencing extending Mike Russell's contract (Mike is currently working on the elevator project at UCM) rather than putting the project out to bid.
- Jeremy made a motion to waive multiple bid requirement in this case only due to existing relationship pending bid from Mike, Steve Gold seconded the motion, all in favor (Brenda, Emily, Steve Grunewald, Ansel, Jen)
- The board also made the following suggestions/recommendations: we will need a detailed budget, check points relating to progress and completion timeline, good communication from all parties involved, clarify who will order/obtain equipment, and the contract should have a not-to-exceed clause.
- Based on the UCM Financial Policies, Barbara should report to the ET with her recommendations related to contracts for the work in the kitchen; the ET will bring questions to the Board.
- Ansel moved, Brenda seconded, moving forward with the kitchen work. All in favor/approved.

1:35 "Gifts of Love" Fundraiser Discussion and Proposal (Brenda)

- Tabled - out of time

1:45 Approve Minutes From September 8 Board Meeting (Jen)

- Tabled - out of time

1:50 Other Business

- Tabled - out of time