

## Meeting Agenda

BOT meeting in person and **on Zoom**

4:30 p.m., June 24, 2025

<https://us02web.zoom.us/j/?pwd=LQHdNCjUDxZR11ZTjSSyxCGDMmqQpV.1>

Present: Rev. Alyssa, Jimmy Reeves, Mark Genter, JoAnn Skinner, Kathy Gilcrist, Twink Barr, Dana Carpenter, Michael Sheridan, Jeannie Lennon, Kathryn Waple, Fran Strauss, Dennis Maculley

- Light a candle/Opening words
- Check-in
- Executive Session (PTO policy)
  - New board members cannot vote, since their term does not officially start until July.
- Appreciation of outgoing Board members
  - Thank you to Kathy Gilcrist, Jeannie Lennon and Fran Strauss
- Welcoming new Board members
  - Welcome Dana and Twink!
  - And welcome to the official voting board member, Kim!
- Using Google Drive
  - Everyone who has a gmail account has access to the shared board drive. See Kathryn with any questions.
- Consent Agenda Items:
  - Approval of Reports (Available on Google Drive):
    - Report from Rev Alyssa
    - RE report from Rev Kelley
    - Statement of Condition and Statement of Activities
    - Consent agenda items approved without dissent
  - Board Minutes of 5/20 meeting
    - These minutes will be sent out via email, and approved before the end of June.

- Liability Insurance document (Kim, representing the Finance Committee)
  - Recommendation is to discuss our public image as it relates to Social Justice Work.
  - Alyssa thinks that we are doing so much more than most congregations.
  - With Rev. Lisa's training there are opportunities to make us more safe while we still engage with social justice
    - Attend this training before we make any big decisions.
  - Church Mutual either dropped churches or raised rates by 300%
- Safety - doors and access
  - Put a peephole in one of the solid doors
- Issues with 85 in TV in back of sanctuary (Rev Alyssa)
  - This issue has been resolved. We are not installing the TV.
  - We have \$3,000 in budget for the TV, we have it now to use it for other things.
    - Ed Brophy has submitted a request for new sound equipment and technology for the sanctuary.
- Inactive member on CFM
  - Sara is going to talk to the committee member and they can either make a donation or ask Alyssa for a waiver.
- Lighting (good news)
  - Lighting is actually only going to be \$3600!
- Procedure for minister contact when Rev Alyssa is away (July)
  - Summer Plan while Alyssa is on study leave :
    - Each of the employees will be reporting to one of the board members. Andrew Reports to Jimmy, Holly Reports to Mark and Kelley reports to JoAnn.
    - Holly and Kelley know that this is the plan, Alyssa will tell Andrew
    - The staff also knows that there is a personnel policy being drafted over the summer and there will be a finished draft by August Retreat.
  - Talked to PCP and Caring
    - Alyssa had suggested getting an area minister to provide backup and PCP and Caring would like to handle it among the committees

- There is going to be an info-sharing session and sharing more information in a better way.
  - Kelley is also able to support with memorial services if someone needs it.
  - Holly is the main point of contact and then she will let the appropriate person know.
- Hiring a handy person
  - Will not be someone from the church.
  - The cleaners (whom we love) have a handy person they use and we are going to hire them for an as-needed basis.
    - Are they bonded and insured? Jimmy is going to follow up.
  - Roxy will be asked to be the point of contact for determining jobs and Jimmy will supervise work.
- RE Program concerns
  - We have a plan
    - Kelley is going to the LAREDA conference!
    - Kelley is also going to be attending the Southern Region monthly talks of educators.
    - Twink is volunteering to be on the RE Committee as the board liaison.
    - Goal is to have a “relaunch” of RE program in September
- Goal for Sock Hop - Gary Barnes is coordinating
  - Having a goal for the sock hop will help generate more success
    - Committee is proceeding with promoting the event proceeds going to General Fund.
    - New chairs will help us add 20-25 seats in the sanctuary.
      - Comfortably chairs but smaller.
- Policy Review (Kathryn) tabled for August Meeting
- **4.4 Congregation Committee Guidelines**

The Board has set the following guidelines for committees to function effectively. Exceptions may be made with the approval of the current Board members.

- Committees must create a mission statement that describes their role in the congregation and this statement should be stored in the committee's folder on the UUCW Shared Drive.
  - The committee must submit the mission statement, the information required for the online guide to committees, and the current list of members and the chair to the Board in order to be included in the line-item budget. Changes in committee membership or leadership must be communicated to the Board in a timely manner and updated in the committee's folder on the UUCW Shared Drive.
- Committees that run programs related to congregation operations must keep minutes of their meetings and store the information in the committee's folder on the UUCW Shared Drive. Confidential information held by the Caring and Pastoral Care committees does not need to be stored on the UUCW Shared Drive
- When recruiting for the committee or filling an opening for the committee, the committee must invite all members to participate by first posting the committee openings in the weekly digest and on the website for a week before filling the vacancy. If a person needs to be appointed by the Board, the Board will post to the Digest and website, if the person is to be appointed by the minister, they will post to the digest and website.
- The committee must file a report with the Board that describes plans and accomplishments at year end or every quarter.
- A documented process for transitioning committee leadership at year end must be maintained in the committee's folder on the UUCW Shared Drive.

I approve these minutes, Jimmy Reeves