

UUCNH Board Meeting Minutes

January 21, 2023 7pm via Zoom¹

I. Attendees – *David is note-taker*

A. Dana Poss, DLFD <input type="checkbox"/>	D. Alex Saksen, Past President	H. David Miles, Board <input type="checkbox"/>
B. Jen Suehr, President <input checked="" type="checkbox"/>	<input type="checkbox"/> E. Erin Terrizzi, Secretary	I. Matt Ferry <input type="checkbox"/>
C. Alison Smith, Vice President <input type="checkbox"/>	<input checked="" type="checkbox"/> F. Connie Ritzert, Board	J. Joyce Kepner <input checked="" type="checkbox"/>
	<input type="checkbox"/> G. Allyson Zadnik, Board	K. Conne Hester <input type="checkbox"/>
	<input checked="" type="checkbox"/>	L. Bernice Clover <input type="checkbox"/>

II. Chalice Lighting - “I know now that I will become weaker at what I avoid, that what I run towards will strengthen in me. I know to listen to my body, but not so much that I convince myself I can’t do things or that I can’t push myself.” - Sarah Polley

III. Check in - *All*

IV. Administrative Votes - *Jen*

A. Approval of minutes from the September 2022 Board Meeting

<i>Motion</i>	Second	Vote
Connie	Erin	Unanimous

B. Acceptance of liaison reports

<i>Motion</i>	Second	Vote
David	Allison	Unanimous

Erin presented report from the Safety Team.

Connie reported on Personnel Committee regarding title changes, update has not yet been received but is forthcoming. The consensus was to accept the report with review at February Board meeting.

LDT wishes to fill the vacancy in their team left by Melinda Geiger's resignation. A candidate has been identified. Since the Bylaws require that the position can be filled on a temporary basis by Board appointment, to serve until the next Annual Congregational Meeting, the Board will review and vote on the matter via email.

V. Ministry Council Discussion- *Matt Ferry and Joyce Kepner*
Ministry council question for the discussion was reviewed by Jen.
Joyce discussed some of the history.
Matt presented options for future governance.

The options presented are found at the end of the minutes.
The Board plans to review and digest asynchronously so that we can discuss an interim path

forward. VI. Finalizing Mid-Year Meeting - Jen

- a. Congregational Vote
- b. Capital Campaign Team c. Safety Team
- d. Finance midyear update by Dennis Doubleday e. Stewardship
- f. Food

Jen added to the agenda list: Green recognition, Systemic Change update, Finance Committee report, funding for SST, Fair Share payment to UUA
Reviewed list of preparation details for Congregational Meeting

Check people in and quorum certification Connie and Erin
Ballots printing and managing, Erin and Allyson and Dana
Minutes Alison
Allyson will organize food prep. additions along with Youth Soup sale.
Proxy forms are printed and in fellowship hall and website

Jen will know what the ministerial plan ballot will be by this Sunday afternoon. Plan

for the 22nd Town Hall meeting.
Jen reviewed slides, presenting the options the Board is planning to recommend and ask for questions and suggestions.

There was further discussion about the 29th congregational meeting including the voting options. This included questions by non-board member Connie Hester.

There was additional discussion about Stewardship.

VII. There was no new business introduced

VIII. Extinguish Chalice & Adjourn - “Each new day is a blank page in the diary of your life. The secret of success is in turning that diary into the best story you possibly can.”
— Douglas Pagels

IX. Next Board meeting – Tuesday, February 21, 2023.

X. Action items

Who?	What?	Due date
Connie and Erin	Check in people for Congregational meeting the 29th	Jan. 29
Erin,	Ballot Printing and managing	Jan 29

Allyson, Dana		
Alison	Minutes of Congregational Meeting	Jan 29
Jen	Presentation for Town Hall Meeting Jan 22	Jan 22

Draft of January 17, 2023 Board Meeting Minutes by David Miles on Jan. 21, 2023, 3:22 PM.
Some options for managing the church's ministry without a full-time minister presented by Matt Ferry
and Joyce Kepner, Jan. 17, 2023

An “executive director.” A single person to be the board’s point of contact and accountability for ministry functions.

- The person could be:
 - A contract minister
 - Someone other than a minister hired from outside the church
 - A congregant hired for the position
 - Conceivably, a board member
- Advantages
 - Can offer the same structure as we would expect to have once we have a new settled minister. Would ease the minister’s transition and the church’s.
 - You get full-time (or substantial part-time) attention to the church’s ministry at a time when volunteerism is weak.
 - Rapid and independent action would be taken on day-to-day problems.
 - Supports the policy governance model by giving the board a single point of contact. Minimizes board effort, establishes clear accountability, emphasizes the executive director’s authority.
- Potential problems
 - If you chose a church member, their relationship with other members and the church would change considerably.
 - If you chose an outside, non-minister, they could have credibility or expertise problems.

Use a team/committee to manage the church.

- A model, the Ministry Council, has been developed but not yet successfully implemented.
 - A small group that would be the single point of contact with the board for ministry matters.
 - The group could share more decision making responsibility with teams than an executive director might, due to working fewer hours.
 - You could start with the Ministry Council CAR and change it as needed.
- Advantages:
 - Similar structure to what we’d likely have with a minister. Eases transitions (less than executive director).
 - You don’t have to pay anyone.
- Potential problems
 - Small groups of fewer than five members are generally not highly effective in setting policy and making decisions.
 - A five person team would be a large drag on our resources.

Combined executive director and team/committee. This is the closest to what the Governance Task Force recommended some years ago.

- Within the boundaries of the board’s instructions, which could be a revision of the Ministry Council CAR,

the group would set its own rules and processes for decision making.

- Executive director would be the chair/leader
- Other members would contribute to decision making and do leg work, how much of each depending on how many hours the executive director works and how the group wants to distribute responsibilities.
- Advantages:
 - Advantages of the executive director option plus better church-specific knowledge/experience on the team.
 - More resources dedicated to management of the church's ministry.
- Potential problems:
 - Consumes the most resources, both salary and volunteer.
 - Executive director's influence is blunted/slowed/complicated by the presence of the group.

Board uses liaison connections to manage team-by-team

- In this case, the board is managing the church itself.
 - Communication flows between the board and teams through board member-to-chair connections.
 - Leveraging the Committee of Chairs might reduce the burden on the board and increase communication and cooperation among teams.
- Advantages:
 - Requires no additional funds or volunteers.
 - It's probably a fairly comfortable way of operating for most of the trustees and would require little effort to implement.
- Potential problems:
 - Would dramatically reduce the board's time available for governance work.
 - Could cause a long-term backslide from the progress we've made on policy governance. ○ All trustees would have to have high cognizance of each team's work in order for the board to coordinate the work of the church.

UUCNH Board of Trustees Special Meeting Minutes

via Zoom¹

January 30, 2023

A. Dana Poss, DLFD <u> x </u>	D. Alex Saksen, Past President <u> </u>	H. David Miles, Board <u> x </u>
B. Jen Suehr, President <u> x </u>	E. Erin Terrizzi, Secretary <u> x </u>	I. Other _____
C. Alison Smith, Vice President <u> </u> <u> x </u>	F. Connie Ritzert, Board <u> x </u>	
	G. Allyson Zadnik, Board <u> x </u>	

I. Chalice Lighting - “Do you want to know who you are? Don’t ask. Act! Action will delineate and define you.” - Thomas Jefferson

II. Check in - All

III. Contract Ministry Next Steps

- a. Questions and thought starters for the Task Force
 - i. Is it feasible, given our current budget, to get a contract minister this year, or should we wait until next year?
 1. SST has services planned up until May
 2. Keep finance committee in the loop
 3. Have more than one option
 - ii. How many hours do we want them to work? What do different options look like?
 1. Targeted Ministry Program (short term) or typical contract ministry (year long)?
 - iii. What should the minister handle and not handle?
 - iv. What current gaps do we have in our church now and how might a contract minister (or other support staff or volunteer hybrid) help us fill them?
 1. Do we need a membership coordinator?
 2. Do we need a sexton?
 3. Do we need a rental coordinator?
 - v. Talk to Keith Kron in the UUA Transitions Office
 - vi. Small group meetings vs. survey
 1. Small group meetings might be better
 2. Have the task force come up with questions to ask the congregation
- b. Makeup of the Task Force?
 - i. 1-2 BOT members + 3-4 from the congregation
 1. Call for volunteers or invite from BOT
 2. BOT should have a timeline/resources before they ask people if they want to be on the task force. Resources might include:
 - a. SST
 - b. Finance
 - c. UUA Transitions Office
 - d. Rev. Sunshine Wolfe
 - ii. BOT should provide written charge and guidelines
 - iii. Task Force would have regular check-ins with BOT
- c. A few members of the congregation have already volunteered to help
 - i. Trusted, Interested, Qualified
- d. Findings / Recommendations present to congregation in Town Hall with vote
- e. Task Force for finding the Minister - also BOT + Member Volunteers

¹ <https://us02web.zoom.us/j/85340337026?pwd=OW5ZSXBhYUJVVlO9IUJI0VGNRWEgzUT09>

IV. Stewardship Committee

- a. Hoopla / Events
- b. Mechanics - Master List - <https://uucnh.org/stewardship-master-list/>
 - i. Start and end date
 - ii. Kickoff
 - iii. Event Date
 - iv. Robyn Travers volunteered to consult with the BOT based on her past experience
 - v. Get a updated master list/list of things we NEED TO DO
- c. Testimonials
- d. Board + Member Support?
 - i. Instead of being on the Stewardship committee, have Members plan out an event for Stewardship
 - ii. “If we stop supporting the church, there will not be a church.”

IV. Extinguish Chalice & Adjourn - “Keep some room in your heart for the unimaginable.” - Mary Oliver

V. Action items

Who?	What?	Due date
Jen	Write Charge for Contract Ministry Task Force	EOW
All	Bring list of 3-5 people who might be interested in Ministerial Discovery Task Force	EOW
Jen + David	Talk to Robyn about the stewardship committee. What worked, what didn't, what we need to do.	2/2

UUCNH Board Meeting Minutes February 21, 2023 7pm via Zoom¹

I. Attendees – *Allyson is note-taker*

A. Dana Poss, DLFD X B. Jen Suehr, President X C. Alison Smith, Vice PresidentX –	D. Alex Saksen, Past President (A) E. Erin Terrizzi, Secretary X F. Connie Ritzert, Board X G. Allyson Zadnik, Board X	H. David Miles, Board X I. Other: Bernita Clover
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II. **Chalice Lighting** - “Coming together is a beginning; keeping together is progress; working together is success.” -Edward Everett Hale

III. Check in - *All*

IV. Administrative Votes - *Jen*

A. Approval of minutes from the January 2023 Board Meeting

<i>Motion</i>	Second	Vote
Erin	Allyson	Unanimous

B. Approval of minutes from Special Board Meeting on January 30, 2023

<i>Motion</i>	Second	Vote
Connie	David	Unanimous

C. Acceptance of liaison reports

<i>Motion</i>	Second	Vote
David	Ally	Unanimous

V. Stewardship and Minister Task Force Updates - *Jen*

*Stewardship update: Sunday morning testimonials to start March 5. March 12 will be the Stewardship luncheon and the BOT will be involved by serving the soup. Sybill Baumwell is organizing food, set-up and clean-up.

* Contract Minister Task Force Updates: The Task Force is gathering information from the various church committees on their priorities in a contract minister. The BOT was asked to provide our input. Following brief discussion, we prepared a list of BOT priorities which will be provided to the Task Force.

VI. Right Relationship Training - *Jen*

¹ <https://us02web.zoom.us/j/83061143220?pwd=N0N6SkR6eXdZOXdTUFCNGRQRUdsZz09>

¹ <https://us02web.zoom.us/j/85340337026?pwd=OW5ZSXBhYUJVVtL09lUjllOjVGNrWEgzUT09>

*Craft Group is paying for a group to attend this valuable training; sign up closes 2/22.

VII. UUA Job Rubric & Staff Reviews - Jen

*New UUA Job Rubric assists with providing salary range recommendations and resources for staff reviews. Jen and Ally will assist the Personnel Committee as they move forward with this.

VIII. New Business – All

*General Assembly: Register prior to 3/1 to avoid increased price. Craft Group is providing a banner and the Connections Team has resources to provide a two \$300 scholarships for anyone interested in attending. Concern shared that even without having to pay housing/travel costs because GA is in Pittsburgh this year, the cost of attending is prohibitive for many. There will be a significant vote on changes to the UUA By-laws, including Article II (our Principles and Sources), but it is not the final vote (that will be in 2024).

*Delegates to GA and Article II: The BOT needs to inform and engage the congregation on the subject of Article II, and needs a process for selection of voting delegates. Connie will follow up with a proposal for these functions via email.

*Consider disbanding of In-Person Gathering Task Force at end of church year.

IX. Extinguish Chalice & Adjourn - “In order to carry a positive action we must develop here a positive vision.” - Dalai Lama

X. Next Board meeting – Tuesday, March 21, 2023, Erin Terrizzi is voluntary note-taker

XI. Action items

Who?	What?	Due date
Jen & Ally	Collaborate with Personnel Committee on Job Rubric & Staff Review	-next couple of weeks
All	Attend Stewardship luncheon on 3/12 if possible	3/12
Connie	Proposals on Delegate selection and Article II Discussions	ASAP

UUCNH Board Meeting Minutes

March 21, 2023 7pm via Zoom

I. Attendees – Erin is note-taker

<p>A. Dana Poss, DLFD <u> x </u></p> <p>B. Jen Suehr, President <u> x </u></p> <p>C. Alison Smith, Vice President <u> x </u></p>	<p>D. Alex Saksen, Past President <u> </u></p> <p>E. Erin Terrizzi, Secretary <u> x </u></p> <p>F. Connie Ritzert, Board <u> x </u></p> <p>G. Allyson Zadnik, Board <u> x </u></p>	<p>H. David Miles, Board <u> x </u></p> <p>I. Other <u>Lindsay Scott, Connie Hester, Mary Ellen Johnson, Bernita Clover</u></p>
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II. Chalice Lighting - “Far away there in the sunshine are my highest aspirations. I may not reach them, but I can look up and see their beauty, believe in them, and try to follow where they lead.” – Louisa May Alcott

III. Check in - All

IV. Administrative Votes - Jen

A. Approval of minutes from the February 2023 Board Meeting

<i>Motion</i>	<i>Second</i>	<i>Vote</i>
Allyson	David	6-0

B. Acceptance of liaison reports

<i>Motion</i>	<i>Second</i>	<i>Vote</i>
Erin	Connie	6-0

V. Minister Task Force Updates and Next Steps - Task Force

- A. Talked to committees, found that we need a minister full time
- B. UU Transitions agrees for full time status
 - big pool of people looking for full time
 - can negotiate 80% if necessary
- C. Task Force phase 1 wants to update the congregation
 - to tell the congregation where we are
 - to tell the congregation what phase 2 is going to do
 - advertise that the church really needs stewardship to get a new minister
- D. Does there need to be a letter to the congregation before the Sunday service?
- E. Vote for Contract Minister Task Force Phase 1 has completed task & moving on to Phase 2

<i>Motion</i>	<i>Second</i>	<i>Vote</i>
Jen	Erin	6-0

F. All female representation on Phase 1 & Phase 2. Do we need a male perspective?

VI. GA Planning / Article II Next Steps - All

A. Service May 7th about Article II

- interactive service
- townhall after service
 - maybe townhall later in may to give people time to think it over?
 - townhall will be virtual & live

B. Allyson is service coordinator

- Connie wants to speak but won't be here

C. Don't have any volunteers to be delegates

- have 4 delegate spots to fill
 - financial assistance could be available since that is in the churches budget
- maybe townhall will get people involved to be delegates?

VII. Culture of Sustainability Training / Committee of Chairs Meeting Discussion - Ally

A. Couldn't find many Committee of Chairs documents

- met quarterly
- Does anyone have any notes from those meetings?

B. Training for a Shared Vision Statement for CoC

- What works/what doesn't work
- stop recruiting/start retaining
- 6 modulus for this training

C. Connie says that the CoC meetings in the past were a 2-way funnel

- BoT would use the CoC meetings to get a sense of what the congregation is feeling
- CoC would use the meetings as a chance to get approval from the BoT

D. David suggested that first meeting check-in be how the chair thinks their committee is doing & not a personal check-in or in addition to

E. Is it too soon to plan for April?

- leave it to the chairs to pick how they will meet

VIII. Annual Meeting - Sunday, June 4 Initial Planning - All

A. We hope to:

- vote on new board members
- hopefully vote on new contract minister

B. Connie suggested that we need to decide how our delegates are going to vote at GA

IX. New Business – All

A. questions from a member of the congregation

- about past items
- about GA & Article II
- about the future of UUCNH & the UU

X. Extinguish Chalice & Adjourn - “We are often called to do the difficult, if not the seemingly impossible, and it is vital to our spiritual growth that we not ignore these challenges.” - Janice Marie Johnson

XI. Next Board meeting – Tuesday, April 18, 2023, Alison Smith is voluntary note-taker

XII. Action items

Who?	What?	Due date
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David	Write article in e-news on what a delegate does/find link to uua	Next meeting
David	Finding when we can do a townhall	Next meeting
all	Recruit delegates	Next meeting
Jen	Provide Welcome Letter to Fred for posting to uucnh.org	03/22/23
Jen	Write letter to congregation about contract ministry next steps	03/27/23

UUCNH Board Meeting Minutes

April 18, 2023 7pm via Zoom

I. Attendees – Ally is voluntary note-taker

<p>A. Dana Poss, DLFD ___</p> <p>B. Jen Suehr, President _x_</p> <p>C. Alison Smith, Vice President_x_</p>	<p>D. Alex Saksen, Past President _x_</p> <p>E. Erin Terrizzi, Secretary _x_</p> <p>F. Connie Ritzert, Board _</p> <p>G. Allyson Zadnik, Board _x_</p>	<p>H. David Miles, Board _x_</p> <p>I. Other_</p> <p>Jonathan Murray</p> <p>Jan Hoeter</p> <p>Bernita Clover</p> <p>Connie Hester</p>
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II. Chalice Lighting - “The really magical things are the ones that happen right in front of you. A lot of the time you keep looking for beauty, but it is already there. And if you look with a bit more intention, you see it.” - Vik Muniz

III. Check in - All

IV. Administrative Votes - Jen

A. Approval of minutes from the March 2023 Board Meeting

<i>Motion</i>	Second	Vote
David	Allyson	Pass

B. Acceptance of liaison reports

<i>Motion</i>	Second	Vote
Erin	Alex	Pass

Erin has not received a liaison report from LDT, but Allyson heard from Beth Zak and she said their search was going well.

V. Article II Service and GA Delegates - All

Jen received an email from the UUA regarding credentialing the delegates.

The service on Article II is scheduled for May 7th.

The focus is on the changes to the principles and the sources. The delegates should do deeper research. The service will remain objective and the opinions should be voiced and discussed during the town hall.

The town hall is scheduled for 9:00 am before service on Sunday, May 21st.

We’ll need the tech team to help broadcast online (Erin) and to get it in the e-news and on the calendar (David).

Allyson will be providing resources during the May 7th service and will make them available again on May 21st.

We will mention in the service that we need delegates and that we have scholarships available.

Our congregation gets four delegates.

VI. Committee of Chairs Zoom Meeting Planning - Ally

Ally sent a prospective list of chairs and team leaders to invite to Jen and uploaded it to the Drive to review.

Jen will send Ally the Zoom link.

Scheduled for May 4th, at 6:30pm.

VII. Annual Meeting - Sunday, June 4 - All

Hopefully, we will have a vote on a candidate for Minister.

The Board will host the coffee hour with sandwiches.

Will need volunteers for checking people in, getting the member list, minutes

Alex will reach out to Robyn Travers to discuss if the Youth Group would be interested in participating in the food.

Erin will check people in.

Allyson will do food pick up from Giant Eagle.

VIII. New Business – All

DLFD Resignation:

Jen Halperin may be interested in the position, as she had previously mentioned that she would like to apply for the position had she not been our interim. Jen Suehr will follow up.

Due to our current class sizes, we may not need a full time employee.

Dennis Doubleday mentioned that we may be able to have a congregant get credentialed.

Alex suggested Becca Hovermale would be qualified.

What is the credentialing process? Can we still have a children and youth program without a credentialed staff member? Jen will consult with Dana.

David mentioned using a UU curriculum and a UUA RE support person in the past.

Questions from Member of Congregation regarding past business

IX. Extinguish Chalice & Adjourn - “You are not a drop in the ocean. You are the entire ocean, in a drop.” - Rumi

X. Next Board meeting – Tuesday, May 16, Connie Ritzert is voluntary note-taker

XI. Action items

Who?	What?	Due date
Erin	Coordinate with the tech team to broadcast the town hall	5/21/23
David	Publish town hall information in the e-news and church calendar	5/7/23
Jen	Review list of committee and Team chair and send Zoom link to Ally for Committee of Chairs Meeting	4/21/23
Alex	Reach out to Robyn Travers to see if the Youth Group would like to host another food fundraiser during the annual meeting	5/16/23
Jen	Reach out to Jen Halperin and consult with Dana regarding the DLFD position	4/21/23

UUCNH Board Meeting Minutes
 May 14, 2023 12:45 PM via Zoom

I. Attendees – David is note-taker

A. Jen Suehr, President <u>x</u> B. Alison Smith, Vice President <u>x</u>	C. Alex Saksen, Past President __ D. Erin Terrizzi, Secretary <u>x</u> E. Connie Ritzert, Board <u>x</u> F. Allyson Zadnik, Board <u>x</u>	G. David Miles, Board <u>x</u>
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II. Approval of an offer to ministerial candidate Rev Lee Anne Washington - Jen

<i>Motion</i>	<i>Second</i>	<i>Vote</i>
Jen	Erin	Yes 6-0

III. Meeting was adjourned at 12:55 PM

UUCNH Board Meeting Minutes
 May 16, 2023 7pm via Zoom²

I. Attendees – Allyson Z. is voluntary note-taker

A. Dana Poss, DLFD X B. Jen Suehr, President X C. Alison Smith, Vice President X	D. Alex Saksen, Past President (A) E. Erin Terrizzi, Secretary X F. Connie Ritzert, Board X G. Allyson Zadnik, Board X	H. David Miles, Board X I. Other: Lindsay Scott, Mary Ellen Johnson, Bernita Clover, Connie Hester
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II. Chalice Lighting - “As we approach our agenda, let us remember that we are doing the work of the congregation. When we do the work of this congregation, we touch lives. When we touch lives, we change the world. May this chalice flame we now kindle remind us throughout our meeting of our ministry and our mission.” - Erik Walker Wikstrom

III. Check in - All

IV. Administrative Votes - Jen

A. Approval of minutes from the April 2023 Board Meeting

<i>Motion</i>	<i>Second</i>	<i>Vote</i>

² <https://us02web.zoom.us/j/83061143220?pwd=N0N6SkR6eXdZOXdTUUFcNGRQRUdsZz09>

¹ <https://us02web.zoom.us/j/85340337026?pwd=OW5ZSXBhYUJVVtL09lUjI0VGNrWEgzUT09>

David	Erin	Yes (6-0)
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B. Acceptance of liaison reports

<i>Motion</i>	Second	Vote
Allyson	David	Yes (6-0)

V. Approval of the 2023 - 2024 Budget - Finance Committee & Board of Trustees

Budget Approval

<i>Motion</i>	Second	Vote
Jen	David	Yes (6-0)

VI. Committee of Chairs Zoom Meeting Debrief - Ally

- Meeting was well attended and positive feedback shared.
- Suggested meeting 2x/year and to have another volunteer fair.
- Discussed volunteer recognition ideas: card from BOT, flowers during service, spotlight in E-News, slide show, song during service.
- Joyce reminded committee chairs to put all documents in the shared drive.

VII. Contract Minister Loose Ends, If Any - Jen & Erin

- The Contract Ministerial Task Force did an amazing job with this process on a very tight schedule.
- There was a congregational vote after the service on Sunday, May 14, 2023 in which there was 99% approval for the BOT of to move forward with pursuing Rev. Lee Anne Washington as a contract minister for a one-year period of time. There were a total of 81 in-person and proxy votes, with 80 “yes” votes and 1 “no” vote. The BOT met immediately following this meeting, and voted unanimously to extend an offer to Rev. Washington.

VIII. Article II Town Hall and Next Steps - Jen

- Town Hall scheduled for Sunday, May 21, 2023 @ 9am in the West Room.
- Opportunity for Q&A and discussion of how our UUCNH delegates will be asked to vote.

IX. Dana Farewell - Flower Communion - Jen

- Will take place June 4, 2023.

X. Annual Meeting Planning - Sunday, June 4 - All

- List of assignments:
 - Check in: Erin & Connie
 - Minutes: Ally
 - Print member lists & ballots: Erin & Allyson
 - List recognitions: Ally
 - Coordinate w/Craft Group & banner: Jen

XI. New Business – All

- Positive feedback regarding contract ministerial search process and congregational involvement.
- Question about proxy for annual meeting.

XII. Extinguish Chalice & Adjourn - “First forget inspiration. Habit is more dependable. Habit will sustain you whether you're inspired or not. Habit will help you finish and polish your stories. Inspiration won't. Habit is persistence in practice.” —Octavia Butler

XIII. Next Board meeting – Tuesday, June 21, Erin Terrizzi is voluntary note-taker

XIV. Action items

Who?	What?	Due date
Erin	Re-send March 2023 minutes	ASAP
Erin	Contact Tech Team for Sunday (5/21) Town Hall	

UUCNH Board Meeting Minutes
June 19, 2023 7 pm via Zoom

1. Attendees – Allyson Z. is voluntary note-taker

1. Dana Poss, DLFD (A) 2. Jen Suehr, President X 3. Alison (Ally) Smith, Vice President X	4. Alex Saksen, Past President (A) 5. Erin Terrizzi, Sec. (A) 6. Connie Ritzert, Board X 7. Allyson Zadnik, Board X 8. David Miles, Board X	9. Geoff Coleman, Incoming VP X 10. Chuck Berry, Incoming Board X 11. Other
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2. Chalice Lighting - “You have to act as if it were radically possible to transform the world. And you have to do it all the time.” - Angela Davis

3. Check in - All

4. Administrative Votes - Jen

1. **Approval of minutes from the May 2023 Board Meeting**

<i>Motion</i>	Second	Vote
Allyson	David	Yes 5-0

2. **Acceptance of liaison reports**

<i>Motion</i>	Second	Vote
Allyson	Ally	Yes 5-0

5. Welcome New Members / Vote to Confirm Roles - Jen

Confirmation of new roles for 2023-2024 year

<i>Motion</i>	Second	Vote
Chuck	Connie	Yes 7-0

New roles include: Alison Smith (President), Geoff Coleman (Vice-President), Allyson Zadnik (Secretary)

6. Farewell to Departing Board Members - Jen

-Thank you Connie Ritzert!

¹ <https://us02web.zoom.us/j/85340337026?pwd=OW5ZSjYUUVVlL09lUlllOjVGNrWEgzUT09>

7. **Board Liaison Assignments - Jen**
-New assignments made as requested and available in separate document for review.
8. **Board Retreat Planning and Pictures - Jen**
-Considering off-site retreat this year, possibly St. Brendan's depending upon the date.
-Board members will reach out to Rev Sunshine and Rev LeeAnn regarding availability.
-David suggested reviewing UUA recommendations for how to structure the annual retreat.
BOT
9. **New Business – All**
-Consider another Committee Fair in the fall; LDT hosted the last one which was a success.

-Consider revisiting the topic of rentals at UUCNH and think about what would be involved/required for this to be a success.

-Review CAR (Charge – Authority – Responsibility) documents available on website.
10. **Extinguish Chalice & Adjourn - “Don’t find fault, find a remedy.” - Henry Ford**
11. **Next Board meeting – Tuesday, July 18. Voluntary note-taker TBD.**

Action items

Who?	What?	Due date
Jen S.	-Contact Rev Sunshine re: Aug 19 date for retreat -Check with Bill McAdams re: photos at BOT retreat once a date is selected. -Reach out to local churches near Moon to see how they handle rentals	
Chuck B.	Check with Rev LeeAnn re: Aug 19 date for retreat	
Allyson Z.	Contact St. Brendan's re: rental space for retreat once date has been confirmed.	

UUCNH Board Meeting Minutes

July 18, 2023 7 pm via Zoom

I. Attendees –

<p>A. Alison Smith, President X</p> <p>B. Geoff Coleman, Vice Pres.</p> <p>C. Jen Suehr, Past President X</p>	<p>D. Allyson Zadnik, Secretary X</p> <p>E. Erin Terrizzi, Board X</p> <p>F. David Miles, Board X</p> <p>G. Chuck Berry, Board X</p>	<p>H. Other: Sue Broughton Connie Hester</p>
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II. Chalice Lighting - “Opportunity is missed by most people because it is dressed in overalls and looks like work.”- Thomas Edison

III. Check in - All

IV. Administrative Votes - Ally

A. Approval of minutes from the June 2023 Board Meeting

<i>Motio</i>	Secon	Vote
David	Geoff	Yes 7-

B. Approval of minutes from the June 2023 Congregational Meeting

<i>Motio</i>	Secon	Vote
Geoff	Chuck	Yes 7-

C. Acceptance of liaison reports

<i>Motio</i>	Secon	Vote
Jen	Erin	Yes 7-

V. Board Covenant Review- Ally

VI. Board Retreat Planning and Pictures - Ally

-Board Retreat scheduled for 8/19 @ Northland Public Library (9am-3pm)

-Jen is in conversation with Rev Sunshine regarding a facilitator

VII. General Assembly Recap- Jen

-Jen attended online and it was overall a positive experience.

-Noted that other churches have a Denominational Affairs committee to keep individual congregations looped in to UUA affairs; suggested we consider this.

VIII. Personnel Manual Updates- Jen

-Approval of updated Personnel Manual

<i>Motio</i>	Secon	Vote
Geoff	Chuck	Yes 7-

IX. New Board Member Trainings- Ally

<https://www.uua.org/leaderlab/programs/board-training/governance-basics>

-Board members are to look over these training modules as able; we may discuss or watch at the retreat.

X. Facility Rentals- Ally

-Ally suggested that a Task Force be formed in order to answer specific questions about how other churches handle the logistics of facility rentals.

XI. New Business – All

-Approval to reappoint Lindsay Scott as treasurer for the new church year.

<i>Motio</i>	Secon	Vote
Erin	Chuck	Yes 7-

-Member shared concerns regarding Article II as it was discussed at General Assembly.

Requested

that the dialogue surrounding this issue continue at UUCNH.

-Erin and Amy Terrizzi are celebrating their 10th wedding anniversary and would like to host a church event on 9/23 to renew their vows.

XII. Extinguish Chalice & Adjourn - "Go out on a limb. That's where the fruit is."- Anonymous

XIII. Next Board meeting – Tuesday, August 15.

XIV. Action items

Who?	What?	Due date
Chuck B.	Speak with Don Nelson and Joe Meier regarding Building & Grounds committee and Capital Campaign overlap	Before next meeting
Jen S.	-Check with Bill McAdams regarding Sunday morning date for Board pictures -Speak with Hal Dixler regarding Denominational Affairs Committee; look at what other churches are doing	
Geoff C.	-Compile list of committee chairs and members	
ALL	-Collect names of committee members for those committees for whom you are the BOT liaison; send info to Geoff. -Review New Board Member Trainings provided by UUA (See above link) -Compile questions for a Facility Rentals Task Force to answer.	
Ally S.	-Send info to Amy and Erin regarding 9/23 date for anniversary celebration; share with BOT.	

UUCNH Board Meeting Minutes
August 15, 2023 7:00 pm via Zoom

I. Attendees –

<p>A. Alison Smith, President X</p> <p>B. Geoff Coleman, Vice Pres. X</p> <p>C. Jen Suehr, Past President X</p>	<p>D. Allyson Zadnik, Secretary X</p> <p>E. Erin Terrizzi, Board X</p> <p>F. David Miles, Board X</p> <p>G. Chuck Berry, Board X</p> <p>H. Rev. LeeAnne Washington X</p>	<p>H. Other:</p> <p>Bernita Clover</p> <p>Connie Hester</p>
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II. Chalice Lighting - “All our dreams can come true — if we have the courage to pursue them.”- Walt Disney

III. Check in - All

IV. Administrative Votes - Ally

A. Approval of minutes from the July 2023 Board Meeting

Motion	Second	Vote
David	Jen	Yes 7-0

B. Acceptance of liaison reports

Motion	Second	Vote
Geoff	Erin	Yes 7-0

V. “Call of Duty- Governance Basics” Discussion- Ally
<https://www.uua.org/leaderlab/programs/board-training/governance-basics>

VI. Board Retreat Planning - Ally
 -Board retreat 8/19 from 9:30am – early afternoon @ Northland Public library
 -Ally and Jen will meet facilitator at 9am to assist with set-up

VII. Approval of the §127 plan document (Employee Benefit Plan- Nontaxable Student Loan Repayment Assistance)- Ally
 -Clarification needed from Personnel Committee on a couple specific items.
 -BOT will vote to approve the document after these items are resolved.

VIII. Denominational Affairs Committee CAR- Jen
 -Approval of Denominational Affairs Committee CAR document

Motion	Second	Vote
David	Geoff	Yes 7-0

-Next steps regarding the formation of this committee to include an announcement from the

¹ <https://us02web.zoom.us/j/85340337026?pwd=OW5ZSXBhYUJlVtL09lUjI0VGNrWEgzUT09>

pulpit, share in E-News, with Jen listed as contact person.

IX. Facility Rentals Task Force- Ally

-Discussed revisiting this topic after board retreat.

X. New Business – All

-Erin clarified a couple questions from the Transition team regarding Rev LeeAnne’s name on the sign at the end of the driveway, as well as updating the church’s answering machine.

-Rev LeeAnn solicited discussion regarding:

*What are the church’s needs and expectations regarding office hours when she is available to meet with congregants? Discussed the necessity of having another person on site during office hours when meeting with individuals. Will discuss collaborating on a schedule with office administrator.

respective *Consider providing all church staff with the opportunity to be members of their professional organizations.

congregation *Consider having a “Start Up” workshop which would be an opportunity for to learn about ministerial expectations/responsibilities and BOT involvement/role.

-Connie followed up with previously shared concerns about General Assembly. Formation of the Denominational Affairs Committee will be an opportunity to address these concerns.

XI. Extinguish Chalice & Adjourn - “Remember that the airplane takes off against the wind, not with it..”- Henry Ford

XII. Next Board meeting – Tuesday, September 19th.

XIII. Action items

Who?	What?	Due date
ALL	View Lesson 2 https://www.uua.org/leaderlab/programs/board-training/governance-basics	Prior to next meeting
Jen S.	Submit announcement about Denominational Affairs Committee for a Sunday service.	This month
Rev. LeeAnne	Follow up with Mike Horwitz @ sign at end of driveway; discuss office hour schedule w/office admin.	This week

UUCNH Board Meeting Minutes

September 19, 2023 7:00pm via Zoom¹

I. Attendees –

A. Alison Smith, President X B. Geoff Coleman, Vice President X C. Jen Suehr, Past President X D. Rev.Lee Anne Washington_X	E. Allyson Zadnik, Secretary X F. Erin Terrizzi, Board X G. David Miles, Board X H. Chuck Berry, Board X I. Lindsay Scott, Treasurer X	J. Other: Bernita Clover
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II. Chalice Lighting - To grow restless with who we are helps us move toward our ideals. Perfection is impossible, but we all have the potential to be more patient, more compassionate, more open-minded. - Stephen Shick

III. Check in - All

IV. Administrative Votes - Ally

A. Approval of minutes from the August 2023 Board Meeting

Motion	Second	Vote
David	Geoff	Yes 7-0

B. Acceptance of liaison reports

Motion	Second	Vote
Jen	Geoff	Yes 7-0

V. Finance Report- Lindsay

- Good financial footing for the start of the fiscal year.
- Lindsay will start the process of updating list of “signers” for church accounts with Citizens Bank.
- Status of account associated with Children’s Memorial Fund to be further discussed.

VI. Ministers Report- Rev. Lee Anne

- Rev. Lee Anne went through a detailed format her minister’s report will follow, based on *Fulfilling the Call: A Model for Unitarian Universalist Ministry in the 21st Century*.
- This format will provide a comprehensive record of her ministerial duties.

VII. Follow-up of Minister Contract and Expectations Discussion- Rev. Lee Anne

<https://uumma.org/guidelines/#ministers-expectations-of-institutions-they-serve>
<https://www.uua.org/leaderlab/minister-leaving-board-meeting>

¹ <https://us02web.zoom.us/j/83061143220?pwd=N0N6SKR6eXdZOXdTUUFcNGRQRUdsZz09>
¹ <https://us02web.zoom.us/j/85340337026?pwd=OW5ZSXBhYU1VvL09lUl10VGNrWEgzUT09>

VIII. “Board Member Training: 2. In the Room Where It Happens: Why We Have Meetings” Discussion- Ally

<https://www.uua.org/leaderlab/programs/board-training/board-meetings>

- Discussed shared responsibility for meetings. Erin volunteered to provide chalice lighting for October BOT meeting.
- Strongly consider setting general parameters for time expected to be spent on each agenda item. This is so that members and anyone presenting during the meeting can have a general idea of how time will be allotted in order to cover all items on the proposed agenda.

IX. Approval of the §127 plan document (Employee Benefit Plan- Nontaxable Student Loan Repayment Assistance)- Ally

https://docs.google.com/document/d/1szznnqe1UfOHgnkhlXvB_aWl0mr8D5AV/edit?usp=sharing&oid=114342127328919049037&rtpof=true&sd=true

Motion	Second	Vote
David	Jen	Yes 7-0

X. CYFD CAR update approval- Ally

https://drive.google.com/file/d/13XaUnSIppPDVrGBZCwE6PsRvhRaJR60w/view?usp=drive_link

Motion	Second	Vote
Geoff	Jen	Yes 7-0

XI. Interior Design Team Formation Request- Mary Ellen and Sybil

[Board request 8.28.23.pdf](#)

- Rev. Lee Anne is able to answer questions about the aims of this group.
- Motion to approve the Interior Design Team to be a sub-committee of Buildings & Grounds:

Motion	Second	Vote
Geoff	David	Yes 7-0

XII. Board Retreat Debrief- Ally

a. Congregational Goals

https://docs.google.com/document/d/1122U8XONJwzIS797HjFvBiRku7sOI5L_cDJLSLJS920/edit?usp=drive_link

- Board members to look at the proposed goals in depth and offer feedback before sharing with congregation.

¹ <https://us02web.zoom.us/j/85340337026?pwd=OW5ZSXBhYUJVVtL09lUlllOVGNrWEgzUT09>

-Next steps are to present goals to committee chairs and discuss how their respective committees can support the goals.

b. Board Covenant

[Board of Trustees - Unitarian Universalist Church of the North Hills \(uucnh.org\)](http://uucnh.org)

-Geoff has suggestions for rewording and will share.

*Agenda items below are deferred to a future meeting.

XIII. Church Organization Chart- Geoff

https://drive.google.com/file/d/1ZH9C3BBCZeEmv0KcwVHe_3IHMQM9Mjlx/view?usp=drive_link

XIV. New Business – All

XV. Extinguish Chalice & Adjourn - “Were there none who were discontented with what they have, the world would never reach anything better.” -Florence Nightingale

*This evening’s meeting was adjourned at 9pm and the group reconvened in Executive Session.

Executive Session – All

-The Board approves the plan regarding personnel as presented by Abby Vaughn, Chair of CYFD.

XVI. Next Board meeting – Tuesday, October 17th.

XVII. Action items

Who?	What?	Due date
Ally S	Send out updated congregational goals to review	asap
Geoff	Send out reworded Board covenant	asap
Erin	Chalice lighting/extinguishing for October meeting	Oct 10
EVERYONE	Complete the 3rd unit of Board Member Training: 3. Finding Your Center: Spiritual Grounding as Leaders https://www.uua.org/leaderlab/programs/board-training/spiritual-grounding	Oct 17

UUCNH Board Meeting Agenda¹

October 17, 2023 7:00pm via Zoom²

I. Attendees –

A. Alison Smith, President X	E. Allyson Zadnik, Secretary X	J. Other: Bernita Clover, Jody Clark, Beth Zak
B. Geoff Coleman, Vice Pres. X	F. Erin Terrizzi, Board X	
C. Jen Suehr, Past President X	G. David Miles, Board X	
D. Rev. Lee Anne Washington X	H. Chuck Berry, Board X	
	I. Lindsay Scott, Treasurer X	

II. Chalice Lighting - Erin (5 min)

III. Check in - All (15 min)

IV. Administrative Votes - Ally (5 min)

A. Approval of minutes from the September 2023 Board Meeting [2023-09-19UUCNHBoardMinutes.docx](#)

Motion	Second	Vote
Geoff	David	Yes 7-0

B. Acceptance of liaison reports

Motion	Second	Vote
Geoff	David	Yes 7-0

V. Finance Report - Lindsay (10 min)

- Motion to update signers on three Citizens Bank Accounts (details below)

Motion	Second	Vote
Geoff	Allyson Z	Yes 7-0

- Main account being used for Capital Campaign (a/c# 6218548795):

Remove: Matt Ferry, Mark Draa, Marilyn Miles, Susan Duda, Ed Rockman

Add: Mary Ellen Johnson

Keep: Dennis Doubleday, Lindsay Scott

Minister's Discretionary Fund (a/c# 6303232195):

¹October 10, 2023 Exec Comm 7pm, via Zoom

²<https://us02web.zoom.us/j/85340337026?pwd=OW5ZSXBhYUJlVjI09UJlU0VGNlWEszLT09>
<https://us02web.zoom.us/j/83061143220?pwd=N0N6SKR6eXdZOXdtYUFCNGRQRUdsZz09>

Remove: Rev Jane E Thickstun
Add: Rev Lee Anne Washington
Keep: Lindsay Scott

Social Action account (a/c# 6231364414):

Withdraw funds and place in 3 month CD thus earning more interest for social action

- Alison S. will put information regarding updated signers list on letterhead and send to Lindsay.
- Finances are stable this point. Pledge revenue is lagging a bit, likely because congregants donate at different point in the year depending upon stock market, other variables, etc.

[2023 Endowment & S-T Investment Statement September.pdf](#)
[September 2023 Balance.xlsx](#)
[September 2023 Revenue.xlsx](#)

VI. UUA Retirement Plan Document Vote - Lindsay (5min)

[UUA Retirement Plan - Proposed REV Employer Participation Agreement for 01 01 2024.pdf](#)
[2014 Retirement Plan Completed Participation Agreement.pdf](#)

- Motion to approve updated Retirement Plan:

Motion	Second	Vote
Allyson Z	Geoff	Yes 7-0

VII. Ministers Report- Rev. Lee Anne (5 min)

- Rev. Lee Anne’s current office hours are 10am-6pm (Tuesday) and 8:30am-3:30pm (Sunday). This is a revision due to noisy office environment when Bellwood Preschool is in session.

VIII. Leadership Council - Jody Clark(15 min)

- Jody Clark and Beth Zak of LDT shared ideas for forming a Leadership Council.
- Leadership Council would replace former Ministry Council and Council of Chairs. Goal is to develop leaders and establish cross-team collaboration.
- Aiming for a set time every other month (3rd Saturday 9:30am-11:30am)
- Leadership Council to include some staff members, board members, heads of committees, anyone who wants to attend.
- Sample agenda: Coffee and chatting, each member gives 3-5 minute update on committee/team, collaborate on upcoming activities, offer support and be a sounding board. May include training opportunities.
- Request from BOT to have specific list of committees invited to participate in Leadership Council. Jody invited to return next month with fleshed out proposal and more details.

IX. Church Organizational Chart - Geoff (15 min)

- Discussed need for current teams/committees without CAR documents to have them (ex: Lay Pastoral Care, Children’s Memorial Fund, Strategic Planning).
- Rev. Lee Anne will thank and disband the Ministry Transition Team during a future service.
- Will present the updated organizational structure (ie Leadership Council) at mid-year meeting in January 2024.

¹ <https://us02web.zoom.us/j/85340337026?pwd=OW5ZSXBhYUJVVvL09lUlllOjVGNrWEgzUT09>

- Motion to approve updated organizational structure as presented

<i>Motion</i>	Second	Vote
Geoff	Erin	Yes 7-0

X. Denominational Affairs Committee CAR Update Vote - Jen (5 min)
[Denominational Affairs Committee CAR .pdf](#)

- Motion to approve Denominational Affairs CAR document as presented

<i>Motion</i>	Second	Vote
Geoff	Erin	Yes 7-0

XI. Contingent Second Board Meeting Scheduling - Ally (5 min)

- Discussed the need to have a recurring *second* BOT monthly meeting time on the calendar for use as needed.
- Reasoning is it's too long between monthly meetings for items that need timely approval from the BOT.
- Will consider the first Monday of the month as a contingency date for the second BOT meeting time.

XII. “Board Member Training: 3. Finding Your Center: Spiritual Grounding as Leaders Discussion - Ally (5 min)

<https://www.uua.org/leaderlab/programs/board-training/spiritual-grounding>

- Rev. Lee Anne suggested reading “Service With Grace” for BOT members and other congregational leaders. Could also be an LDT educational topic.

XIII. Rentals Task Force Discussion- Ally (10 min)

- There is a written policy for member usage of facilities, though it needs updated.
- Need to form Task Force for going forward.

XIV. Church Space Allocation Discussion - Rev. Lee Anne (15 min)

- Rev. Lee Anne shared concerns regarding current office work spaces. Primary concerns are lack of confidentiality and privacy for pastoral care (in person, on the phone, or Zoom), and noise levels when preschool is in session.
- Board members received email update from Joe Meier regarding discussions on this topic that have been ongoing.
- Will collaborate with B&G and Capital Campaign to improve the situation, consider architectural and financial options moving forward, as well as the need to inform the congregation of potential changes.

XV. New Business – All (5 min)

- Rev. Lee Anne will be on a retreat 10/23-10/25
- David suggested a need to tap “experts” in the congregation to review by-laws.

XVI. Extinguish Chalice & Adjourn - Ally (5 min)

¹ <https://us02web.zoom.us/j/85340337026?pwd=OW5ZSXBhYUJVVtL09lUjllOVGNrWEgzUT09>

XVII. Next Board meeting – Tuesday, November 21st.

XVIII. Action items

Who?	What?	Due date
Alison S.	*Put names of signers on letterhead; send to Lindsay *Send email to get suggestions for Rental Task Force *Contact Joe Meier (CC team, B&G) to set up further discussion of office space	By next board meeting (11/21)
David	*Chalice lighting for November meeting	By 11/21
Geoff	*Finalize organizational chart	
Everyone	*Review training: UUA 4. Knowing Your Purpose https://www.uua.org/leaderlab/programs/board-training/mission-alignment	By 11/21
Chuck	*Put together ideas for facilities use	

² <https://us02web.zoom.us/j/83061143220?pwd=N0N6SkR6eXdZOXdTUUFcNGRQRUdsZz09>

¹ <https://us02web.zoom.us/j/85340337026?pwd=OW5ZSXBhYUJVVvL09lUlllOVGNrWEgzUT09>

UUCNH Board Meeting Agenda¹
 November 21, 2023 7:00pm via Zoom

I. Attendees –

A. Alison Smith, President_X_	E. Allyson Zadnik, Secretary __	J. Other: Jody Clark, Ellen Kuntz, Kurt Kuntz
B. Geoff Coleman, Vice President_X_	F. Erin Terrizzi, Board __	
C. Jen Suehr, Past President X__	G. David Miles, Board X__	
D. Rev. Lee Anne Washington X_	H. Chuck Berry, Board _X_	
	I. Lindsay Scott, Treasurer_	

II. Chalice Lighting - David (5 min)

<https://www.uua.org/worship/words/chalice-lighting/chalice-lighting-businessy-meetings>

III. Check in - All (15 min)

IV. Administrative Votes - Ally (5 min)

A. Approval of minutes from the October 2023 Board Meeting

<i>Motion</i>	Second	Vote
Chuck	Geoff	All 5 Present Approved

B. Approval of Stewardship Leaders

David read a message to thank Michael Horwitz and Carol Ballance for taking on the roles of stewardship co-chairs. It will be placed in the e-news and read from the pulpit on Sunday. The Board also voted to accept Michael and Carol as co-chairs.

<i>Motion</i>	Second	Vote
David	Chuck	All 5 Present Approved

B. Acceptance of liaison reports

Guest Kurt Kuntz discussed how responsibilities for buildings and grounds duties might be divided up to make them easier to manage. Kurt will take on the task of working more closely with Pat Bauer, handyman for UUCNH. Kurt also discussed who will take care of the inside and other areas of the church. This is still

¹November 14, 2023 Exec Comm 7pm, via Zoom

being figured out, but conversations are in progress.

Chuck also brought up the Moreths and how UUCNH might acknowledge/celebrate their work with us over the years. Kurt and Mark Swihart will discuss and continue to update the Board as everything progresses.

<i>Motion</i>	Second	Vote
Geoff	Chuck	All 5 Present Approved

V. Finance Report - Lindsay (10 min)

Lindsay Scott was unable to join the meeting, but she indicated that we are free to email her with questions. There was a brief discussion of if there's a way we can better predict where we actually are from a budget perspective throughout the church year.

VI. Ministers Report- Rev. Lee Anne (5 min)

The Board briefly discussed the report with Rev Lee Anne. Rev Lee Anne will begin adding attendance to Sunday Services so that we have that documented. Ushers keep a record of everyone in the service after the children leave for class. The information is aggregated in Breeze, but individual people are not listed. The Board also discussed what makes a Member, Friend, etc, and how Rev Lee Anne might work with Connections to convert Friends to Members.

VII. Annual Approval of Minister's Housing Stipend Vote- Ally (5 min)

As per Rev Lee Anne's contract, this must be approved annually. The IRS requires that it be approved prior to January 1st, in the amount of \$2,000/month.

<i>Motion</i>	Second	Vote
Chuck	Geoff	All 5 Present Approved

VIII. Leadership Council formation Vote - Jody Clark (5 min)

Jody Clark was present to answer questions, and asked the Board to send names of any additional Members who should be present at the January kickoff meeting, date TBD.

<i>Motion</i>	Second	Vote
David	Chuck	All 5 Present Approved

IX. LDT CAR update Vote - Jody (5 min)

Leadership Development Team CAR – 9/17/2023

<i>Motion</i>	Second	Vote
Jen	Geoff	All 5 Present Approved

X. Memorial Garden Discussion - Chuck (15 min)

The Memorial Garden Committee reached consensus prior to the November Board meeting on the name “Celebration Garden,” which is more inclusive of the types of events that would be held there. Proposed discussing the name change at the UUCNH mid-year meeting.

Secondly, the Memorial Garden committee is interested in putting together a tri-fold to advertise services and pricing for the Garden. The committee has been self-supporting up to this point, but wonder if they should also submit a budget during UUCNH’s annual budgeting process in March. Memorial Garden committee needs to research and come up with figures for costs of various uses of the Garden. They will continue to discuss this as a committee, and will come back to the Board for additional feedback.

XI. Workspace Support Committee CAR Vote - Joyce Kepner (10 min)

Workspace Support CAR - 2023 Draft 2.docx

There was a brief discussion about the difference between Breeze, Google Workspace, and the public-facing UUCNH.org website. The Board plans to discuss the public-facing website in an extra meeting on Monday, December 4. Additionally, Jody Clark proposed discussing the website in the Leadership Council meeting, encompassing how updates are made, etc.

<i>Motion</i>	Second	Vote
Chuck	Jen	All 5 Present Approved

XII. Connections Team CAR update Vote- Ally (5 min)

CAR Document Proposed Changes.docx

There was a brief discussion of the reason for the change. The Connections team is responsible for ensuring the accuracy of the Membership module in Breeze, so they have updated their CAR accordingly to reflect this. The Board made a small change to the proposed language before approving.

<i>Motion</i>	Second	Vote
Geoff	Jen	All 5 Present Approved

XIII. “ Board Member Training 4. Knowing Your Purpose: Leading in Alignment with Your Mission” Discussion - Ally (5 min)

<https://www.uua.org/leaderlab/programs/board-training/mission-alignment>

Ally will add the UUCNH mission to the top of our Board agendas moving forward. The Board also discussed how we might address the mission and vision of UUCNH, but there was also acknowledgement that the Board does have a lot on its plate at the moment.

XIV. Rentals Task Force Discussion- Ally (15 min)

Ally opened a discussion of what the Board wants the proposed task for to look into, including:

- What is our alcohol policy for church events?
- Who is the contact person for scheduling events?
- What is our process for approving events at the church?
- How do First Church, Sunnyhill, and other area UU churches handle rentals?
- Who is responsible for being at church during events (e.g. gatekeeper(s))
 - Would we charge an additional fee for the gatekeeper(s) to be there?
- Can/should we have rentals during hours when Bellwood’s students are present? If yes, what safety and flow precautions need to be made? How do we ensure Bellwood children are safe?
- What is our responsibility to inform renters of safety procedures, emergency exits, etc, UUCNH has in place?
- The task force should assess what types of rental opportunities exist in the community/who we might want to attract.
 - What are we offering, and how well positioned are we to offer it?
 - Do we want to rent to the general community, to those who support our mission? Both?
 - Who would we NOT rent to, and how would we do this? Necessitates a policy.
- Who will be on the Task Force?

The Board discussed gathering this information together and creating a charge so that we can recruit interested members. We could discuss in a Leadership Council meeting and/or the Mid-Year meeting.

XV. New Business- All (10 min)

The Board confirmed that we will have a second Board meeting on Monday, December 4th at 7pm, via Zoom.

Per Rev Lee Anne, eight new members recently signed the Membership book.

XVI. Extinguish Chalice & Adjourn - Ally (5 min)

XVII. Next Board meeting – Tuesday, December 19th.

VIII. Action items

Who?	What?	Due date
Ally	Speak with Joyce Kepner re: our discussion of Google workspace vs. uucnh.org vs. Breeze	By next meeting
Rev Lee Anne	Add UUCNH mission statement to the top of each Board meeting agenda.	Already complete
Ally	Communicate approval of CAR documents for Connections, LDT, and Workspace Support	ASAP
Chuck	Researching how other UU churches in the area do this currently and will report back to the Board.	Early December

Ally

Send December 4th Board announcement to Sona

This week

UUCNH Board Meeting Minutes
December 19th, 2023 7:00pm via Zoom

By building a loving religious community that nourishes the spirit, celebrates life, and cherishes the connectedness of all things, we will transform ourselves and our world.

I. Attendees –

A. Alison Smith, President X	E. Allyson Zadnik, Secretary X	J. Other: Sona Kennedy
B. Geoff Coleman, Vice Pres. X	F. Erin Terrizzi, Board X	
C. Jen Suehr, Past President X	G. David Miles, Board X	
D. Rev. Lee Anne Washington X	H. Chuck Berry, Board X	
	I. Lindsay Scott, Treasure X	

II. Chalice Lighting - Ally (5 min)

<https://www.uua.org/worship/words/chalice-lighting/we-gather-sacred-space>

III. Check in - All (15 min)

IV. Administrative Votes - Ally (5 min)

- a. Approval of Minutes from the 12/04/23 Board Meeting with grammatical correction.

[2023-12-04UUCNHBoardMinutes.docx](#)

Motion	Second	Vote
Geoff	Chuck	Yes 7-0

- b. Acceptance of December Liaison Reports

Motion	Second	Vote
Geoff	Chuck	Yes 7-0

- c. Acceptance of amended November 21, 2023 minutes to reflect correction regarding tracking of attendance in Breeze.

Motion	Second	Vote
Erin	Geoff	Yes 7-0

V. Finance Report - Lindsay (10 min)

- Our bottom line is good and where we expect it to be at this point in the year.

[November 2023 Balance.xlsx](#)

[November 2023 Revenue.xlsx](#)

[2023 Endowment Statement November.PDF](#)

[2023 S-T Investment Statement November.PDF](#)

VI. Ministers Report - Rev. Lee Anne (5 min)

VII. Membership Roll Review Update - Ally (5 min)

- Ally will aim to remove inactive members from the membership roll in January. She has reached out to those who have been inactive and is in the process of collecting responses.

VIII. Board Member Training: 5. The Myth of Rationality: Understanding Human Nature - All (10 min)

<https://www.uua.org/leaderlab/programs/board-training/systems-training>

IX. Mid-Year Meeting Planning - Ally (20 min)

[Ministerial Contract Presentation.pdf](#)

- Mid-year meeting will be Sunday, January 21, 2024 from 12-2pm.
- Agenda at this point includes presentations/updates from:
 - Memorial Garden (renaming)
 - Rental Task Force
 - Capital Campaign
 - Rev Lee Anne (appreciation and disbandment of Search & Transition team, names of 7 congregants to consider for ministerial advisement, Mid-Year report)
 - Geoff Coleman (Share updated Organizational chart)
 - Ministerial Contract presentation and vote

X. Rentals Task Force Discussion - Ally (20 min)

[Church Rental Task Force Charter.docx](#)

- BOT members to review and discuss at next meeting.

XI. Website Template Review Discussion - All (20 min)

- BOT members to review and discuss at next meeting. Allyson will consolidate information and send out prior to meeting.

XII. New Business - All (10 min)

- Rev Lee Anne would like to schedule a Town Hall following the service on January 14, 2024. The aim is to provide an opportunity for an informal conversation with congregants.

XIII. Extinguish Chalice & Adjourn - Ally (5 min)

<https://www.uua.org/worship/words/closing/our-work-has-just-begun>

XIV. Next Board meeting – Tuesday, January 16th.

XV. Action items

Who?	What?	Due date
	Chalice lighting for next meeting	
All	*Board Member Training Unit 6 *Consider wording for ballot vote at mid-year meeting	1/16/24

	*Review Church Rental Task Force charter *Review Website Template information (when available)	
Ally Smith	Submit e-news announcement for mid-year meeting	ASAP
Allyson Zadnik	Consolidate website information and share	ASAP