

UUCNH Board Meeting Minutes January 16th, 2024 7:00 pm 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 –

<p>A. Alison Smith, President X</p> <p>B. Geoff Coleman, Vice President X</p> <p>C. Jen Suehr, Past President X</p> <p>D. Rev. Lee Anne Washington X</p>	<p>E. Allyson Zadnik, Secretary X</p> <p>F. Erin Terrizzi, Board X</p> <p>G. David Miles, Board X</p> <p>H. Chuck Berry, Board (A)</p> <p>I. Lindsay Scott, Treasurer X</p>	<p>J. Other: Connie Hester, Sona Kennedy, Joyce Kepner</p>
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II. Chalice Lighting - Ally (5 min)

- a. <https://www.uua.org/worship/words/chalice-lighting/work-commitment-and-love>
- b. February's Chalice Lighting volunteer

III. Check in - All (15 min)

IV. Administrative Votes - Ally (5 min)

- a. Approval of Minutes from the 12/16/23 Board Meeting
[2023-12-19UUCNHBoardMinutes.docx](#)

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

- b. Acceptance of January Liaison Reports

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

V. Finance Report - Lindsay (10 min)

- Finances are stable and our cash position is good.
[December 2023 Balance.xlsx](#)
[December 2023 Revenue.xlsx](#)
[2023 Endowment & S-T Investment Statement December.pdf](#)

VI. Vote to update signers for Children's Memorial Fund Checking Account - Lindsay (5 min)

Children's Memorial Fund (PNC a/c# 0001505457):

Remove: Angie Ellis

Add: Allyson Zadnik, Lindsay Scott

Keep: Greg Jarold, Peggy Trevanion

- Motion to approve updating signers for Children's Memorial Fund checking account.

<i>Motion</i>	Second	Vote
Geoff	David	Yes 6-0

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

VIII. Vote to remove inactive Members from the Roll - Ally (5 min)

- Motion to submit congregational record information to UUA on 2/1/2024, subject to any updated changes that occur prior to that date.

<i>Motion</i>	Second	Vote
Geoff	David	Yes 6-0

IX. Board Member Training: 6. In the Wilderness: Change is Hard, Even if it's the Promised

Land- All (5 min)

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

X. Mid-Year Meeting Planning - Ally (10 min)

- Plan to provide paper/post-it to members for vote.

XI. Ministerial Contract Presentation - Geoff (10 min)

XII. Rentals Task Force Charter Approval - Ally (10 min)

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

- Motion to approve Church Rental Task Force Charter and send to LDT for a chair recommendation.

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

XIII. Website AccessiBE Renewal - All (10 min)

- Motion to let AccessiBE subscription expire in February 2024.

<i>Motion</i>	Second	Vote
Geoff	Jen	Yes (5) No (1)

XIV. New Business - All (10 min)

- Discussion regarding funds for potential delegates to attend General Assembly in June 2024. GA will be remote this year.
- Discussion regarding having annual and mid-year meeting notes accessible in a timely manner.

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

Once you replace negative thoughts with positive ones, you'll start having positive results.- Willie Nelson

XVI. Next Board meeting – Tuesday, February 20th.

XVII. Action items

Who?	What?	Due date
Geoff	Chalice lighting for next meeting	02/20/24
All	Board Member Training Unit 7	02/20/24
Ally S.	Check budget for GA delegates	02/20/24
Allyson Z.	Update inclement weather information on UUCNH Facebook page	As needed

UUCNH Board Meeting Minutes (*Supplemental)
February 5th, 2024 7:00 pm 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 –

<p>A. Alison Smith, President X</p> <p>B. Geoff Coleman, Vice Pres. (A)</p> <p>C. Jen Suehr, Past President X</p> <p>D. Rev. Lee Anne Washington X</p>	<p>E. Allyson Zadnik, Secretary X</p> <p>F. Erin Terrizzi, Board X</p> <p>G. David Miles, Board X</p> <p>H. Chuck Berry, Board X</p> <p>I. Lindsay Scott, Treasurer (A)</p>	<p>J. Other:</p>
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II. Chalice Lighting - Ally (5 min)

"The garden reconciles human art and wild nature, hard work and deep pleasure, spiritual practice and the material world. It is a magical place because it is not divided." —Thomas Moore

III. Check in - All (15 min)

IV. Administrative Vote - Ally (5 min)

Approval of minutes from the January 16, 2024 Board Meeting
[2024-1-16UUCNHBoardMinutes.docx](#)

Motion	Second	Vote
David	Erin	Yes 6-0

V. Vote to Approve Renaming the Memorial Garden - Chuck (5 min)

- With congregational input and a unanimous recommendation from the Memorial Garden committee, approve the renaming of the Memorial Garden to the Celebration Garden.

Motion	Second	Vote
Chuck	Jen	Yes 6-0

VI. New Business- All (10 min)

- Rev Lee Anne shared information regarding contacts for a sermon on settled ministry.

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

"Everything that slows us down and forces patience, everything that sets us back into the slow circles of nature, is a help. Gardening is an instrument of grace." —May Sarton

VIII. Next Board meeting – Tuesday, Feb 20, 2024

IX. Action items

Who?	What?	Due date
Ally/Geoff	Reach out to Christine Purcell regarding the contract to call process as well as speaking from the pulpit about settled ministry.	ASAP
Rev Lee Anne	Contact Rev Sunshine regarding their availability to speak about settled ministry.	ASAP
All	Decide when to schedule the congregational vote on settled ministry.	2/20/24

UUCNH Board Meeting Minutes
March 19, 2024 7:00 pm 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 –

<p>A. Alison Smith, President X</p> <p>B. Geoff Coleman, Vice President (A)</p> <p>C. Jen Suehr, Past President (A)</p> <p>D. Rev.Lee Anne Washington X</p>	<p>E. Allyson Zadnik, Secretary X</p> <p>F. Erin Terrizzi, Board (A)</p> <p>G. David Miles, Board X</p> <p>H. Chuck Berry, Board X</p> <p>I. Lindsay Scott, Treasurer X</p>	<p>J. Other: Jane Switzer, Sona Kennedy, Joyce Kepner, Connie Hester</p>
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II. Chalice Lighting - (5 min)

- a. April’s Chalice Lighting volunteer

III. Check in - All (15 min)

IV. Administrative Votes - Ally (5 min)

- a. Approval of Minutes from the 02/20/24 Board Meeting
[2024-2-20UUCNHBoardMinutes.docx](#)

<i>Motion</i>	Second	Vote
Chuck	David	Yes 4-0

- b. Acceptance of March Liaison Reports

<i>Motion</i>	Second	Vote
Chuck	Allyson Z.	Yes 4-0

V. Finance Report - Lindsay (10 min)

- [2024 Endowment & S-T Investment Statement February.pdf](#)
- [February 2024 Balance.xlsx](#)
- [February 2024 Revenue.xlsx](#)

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

- Minister's report to be shared at a later date due to travel.

VII. Denominational Affairs Committee CAR update Vote - Jen/Connie (5 min)

- Revision to be submitted and voted on at future meeting.

VIII. Board Member Training: 8. From "Me" to "We": Healthy Communications - All (5 min)

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

IX. Contract to Call Task Force Update - Ally (10 min)

- Task force to meet and review results of discernment sessions, then to meet with Rev. Lee Anne and Board of Trustees. Next steps in terms of the time line for sharing results with congregation are to be determined upon recommendations from Task Force.

X. Rentals Task Force Update - Ally (10 min)

- Jane Switzer and team of Sybil Baumwell and Barbara Clark recently met to plan next steps. Consider this the Facilities Use Committee moving forward.

XI. Jonathan Murray Sponsorship - Ally (5 min)

- Jonathan is able to meet with the BOT at the supplemental meeting on Monday, April 1, 2024.

XII. Election Polling Place Update - David (10 min)

- UUCNH has been approved as a polling place for the primary (4/23/24) and general election (11/5/2024). Lou Bartolomucci is contact person.

XIII. Breeze Security Vulnerability - Ally (15 min)

- Joyce Kepner shared findings from the investigation into the recent text message incident. A thorough investigation was completed and the Connections Team and Office Administrator have implemented process changes to prevent future similar events.

XIV. Youtube Services Confidentiality Concern Discussion - Ally (15 min)

[YouTube Service Letter of Concern](#)

- Lay Pastoral Care team has requested time to consider and then weigh in on how to re-imagine Joys & Sorrows in light of privacy concerns.

XV. New Business - All (10 min)

XVI. Comments & Questions

- Question regarding date for annual meeting which has not yet been determined.
- Question as to whether BOT members have received feedback for Denominational Affairs Committee.

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

XVIII. Next Board meeting – Tuesday, April 16th.

XIX. Action items

Who?	What?	Due date
Chuck	Chalice lighting for next meeting	4/16/24
All	Board Member Training Unit 9	04/16/24
Ally Smith & Geoff	*Schedule Contract to Call Task Force Meeting; coordinate sharing findings with Rev Lee Anne, BOT, and congregation	ASAP
All	*Look at revising current proxy form	ASAP

UUCNH Board Meeting Minutes (Supplemental Mtg)

April 1, 2024, 7:00 pm 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: Jonathan Murray
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 (A)	

II. Chalice Lighting - Ally (5 min)

III. Check in - All (15 min)

IV. Administrative Vote - Ally (5 min)

Approval of minutes and liaison reports from the March 19, 2024 Board Meeting:

Motion	Second	Vote
Geoff	David	Yes 7-0

V. Congregational Sponsorship - [Jonathan Murray](#)(30 min) [MFC - Congregational Sponsorship form \(1\).docx](#)

- Discussion with Jonathan regarding his intention to be an active, enthusiastic, and contributing member of UUCNH congregational life; clarified expectations for role of UUCNH and BOT in sponsorship process. Expectation for BOT to complete sponsorship form in next couple months.

VI. Contract to Call Discernment Process - All (60 min)

- Tentative timeline:
 - 4/2 – Call Task Force to meet and set date to meet with Rev Lee Anne prior to 4/11
 - 4/11 @ 6pm – BOT meeting (Executive Session) - Task Force presents report to BOT
 - 4/14 – Task Force and BOT present report to congregation following church service.
 - 4/16 – Monthly BOT meeting
 - 4/28 – Congregational vote following church service

VII. New Business- All (10 min)

- Submission of blurb from UUA to include in e-news regarding BOT meeting protocol

and expectations for attendees.

- Concerns regarding not being able to schedule meetings in church on 4/23 (primary election day). This date (4/23) has been on the calendar, and UUCNH facilities will not be available for church meetings due to serving the greater community as a polling site.

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

IX. Next Board meeting – Tuesday, Apr 16, 2024

X. Action items

Who?	What?	Due date
Erin	Collaborate with tech team/wranglers regarding Zoom for meetings on 4/14 and 4/28	ASAP

UUCNH Board Meeting Minutes

April 15, 2024, 7:00 pm 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 ✓ B. Geoff Coleman, VP ✓ C. Jen Suehr, Past President (A) D. Rev. Lee Anne Washington ✓	E. Allyson Zadnik, Secretary (A) F. Erin Terrizzi, Board ✓ G. David Miles, Board ✓ H. Chuck Berry, Board (A) I. Lindsay Scott, Treasurer ✓	J. Other: Connie Hester, Sona Kennedy, Jesse Lehmier
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II. Chalice Lighting – (5 min)

Ally read the reading selected by Chuck

III. Check in – All (15 min)

IV. Administrative Votes – Ally (5 min)

- a. Approval of Minutes from the 04/01/24 Board Meeting
(Vote was postponed until minutes are available for review)

Motion	Second	Vote

- b. Acceptance of April’s Liaison Reports

Motion	Second	Vote
<i>Geoff</i>	<i>Erin</i>	<i>Yes 4-0</i>

V. Finance Report – Lindsay (10 min)

[March 2024 Balance.xlsx](#)

[March 2024 Revenue.xlsx](#)

[2024 Endowment & S-T Investment Statement March.pdf](#)

VI. Minister's Report – Rev. Lee Anne (5 min)

[2024.03 Minister's Report for February.pdf](#)

[2024.04 Minister's Report for March.pdf](#)

VII. Board Member Training Unit 9 – All (10 min)

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

VIII. Contract to Call Process Update – Geoff (10 min)

Geoff reported that the Call Process Task Force has completed its congregational discernment process, has prepared its report and recommendations, and has presented these to Rev. Lee Anne, the Board, and the congregation.

The Board passed a resolution to accept the findings and recommendations of the Call Process Task Force and to call a Special Congregational Meeting after the church service on April 28, 2024, for the purpose of voting on a call to Rev. Lee Anne Washington to settled ministry at UUCNH.

Motion	Second	Vote
<i>Erin</i>	<i>David</i>	<i>Yes 4-0</i>

Discussion ensued as to actions that need to be taken in advance of that meeting.

IX. Personnel Manual Updates VOTE – All (5 min)

[UUCNH Personnel Policy Manual Revised2024_04.docx](#)

The Board passed a resolution to accept the updates to the UUCNH Personnel Policy Manual as recommended by Personnel Committee.

Motion	Second	Vote
<i>Geoff</i>	<i>Erin</i>	<i>Yes 4-0</i>

X. Denominational Affairs CAR update VOTE – All (5 min)

The Board passed a resolution to accept the updates to the CAR document as recommended by the Denominational Affairs Committee.

Motion	Second	Vote
<i>Geoff</i>	<i>David</i>	<i>Yes 4-0</i>

XI. Connections Team Membership Report – Rev. Lee Anne (5 min)
Rev. Lee Anne reported that five new members were added on Sunday and that the Connections Team is developing a curriculum that can be used for future new member orientations.

XII. Minister’s Vacation and Study Leave Schedule – Rev. Lee Anne (5 min)
Rev. Lee Anne reported that any issues with respect to time off in her current contract have been resolved with the Personnel Committee.

XIII. Annual Report – Ally (5 min)
Ally reported that she is in the process of preparing the Board input to the Annual Report and will share this with the Board before our next meeting.

XIV. Annual Meeting – Ally (20 min)
The Board determined that the Annual Congregational Meeting will be scheduled to follow the Flower Communion service on June 9, 2024. The Board determined that an agenda item at this meeting will be a vote with respect to proposed changes to Article II of the UUA Bylaws. The Board left open the question of whether this vote would be binding on our delegates to the Annual Meeting or whether it would merely provide guidance to them as they vote their conscience. Also left open is exactly how this determination will be made. The Board suggested that the Denominational Affairs Committee hold an informational session on this important issue before the Annual Congregational Meeting, so members can come prepared to vote.

XV. New Business – All (10 min)
No new business was brought before the Board.

XVI. Extinguish Chalice & Adjourn – Ally (5 min)
*Like the flame of the chalice,

may the flame in our hearts burn,
remaining unextinguished.
May it ignite our energies, our drive, our resolve,
to dream, to build, and live into the world
that good which exists, for now, only in our imaginings. – Vanessa Titang*

XVII. Next Board meeting – Tuesday, May 21st

XVIII. Action items

Who?	What?	Due Date
?	Chalice lighting for next meeting	5/21/2024
All	Board Member Training Unit 10	5/21/2024

Who?	What?	Due Date
Allyson	Distribute minutes from 4/1/2024 Board meeting	ASAP
Geoff	Distribute minutes from 4/16/2024 Board meeting	ASAP
Sona / Erin	Get member list to Erin, for her use in registering members at the Special Congregational Meeting on 4/28/2024	ASAP
Ally / Sona	Send ballot form to Sona, for her to print out for the Special Congregational Meeting on 4/28/2024	ASAP
Board / Personnel Committee	Review and approve the terms of the proposed Ministerial Agreement for Settled Ministry	ASAP
Connie	Send approved CAR document for the Denominational Affairs Committee to Sona for uploading onto the UUCNH web site	ASAP
Ally	Send out a “Save the Date” announcement regarding the Annual Congregational Meeting to members	ASAP
Ally / Board	Prepare for Annual Congregational Meeting	ASAP

UUCNH Board Meeting Minutes (Contract Discussion)

April 29, 2024, 7:00 pm 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: Mary Ellen Johnson Jan Hoeter
B. Geoff Coleman, Vice Pres. X	F. Erin Terrizzi, Board X	
C. Jen Suehr, Past President X	G. David Miles, Board (A)	
D. Rev. Lee Anne Washington X	H. Chuck Berry, Board X	
	I. Lindsay Scott, Treasurer X	

I. Ministerial Contract Presentation

Addressed outstanding questions regarding Rev. Lee Anne's contract. She has follow-up to provide the intellectual property clause that will be addressed at the meeting on Friday, May 3.

II. Next meeting – Friday, May 3, 2024 @ 6pm – Contract Discussion/Approval

III. Next regularly scheduled Board meeting - Tuesday, May 21, 2024

IV. Action items

Who?	What?	Due date

UUCNH Board Meeting Minutes (Contract Discussion Approval)
May 3, 2024, 7:00 pm 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 –

<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. Rev. Lee Anne Washington X</p>	<p>E. Allyson Zadnik, Secretary X</p> <p>F. Erin Terrizzi, Board X</p> <p>G. David Miles, Board X</p> <p>H. Chuck Berry, Board (A)</p> <p>I. Lindsay Scott, Treasurer (A)</p>	<p>J. Other:</p>
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I. Ministerial Contract Discussion & Approval

Addressed and resolved outstanding questions regarding Rev. Lee Anne’s contract.

a. Approval of Rev. Lee Anne’s ministerial contract.

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

II. Next regularly scheduled Board meeting - Tuesday, May 21, 2024

III. Action items

Who?	What?	Due date

UUCNH Board Meeting Minutes
Scheduled for - June 18, 2024, 7:00 pm via Zoom

June Board Meeting Minutes will be uploaded upon approval

UUCNH Board Meeting Minutes
Scheduled for - July 16, 2024, 7:00 pm via Zoom

July Board Meeting Minutes will be uploaded upon approval

UUCNH Board Meeting Minutes
Scheduled for – August 21, 2024, 7:00 pm via Zoom

August Board Meeting Minutes will be uploaded upon approval

UUCNH Board Meeting Minutes
Scheduled for – September 18, 2024, 7:00 pm via Zoom

September Board Meeting Minutes will be uploaded upon approval

UUCNH Board Meeting Minutes
Scheduled for – October 16, 2024, 7:00 pm via Zoom

October Board Meeting Minutes will be uploaded upon approval

UUCNH Board Meeting Minutes
Scheduled for – November 20, 2024, 7:00 pm via Zoom

November Board Meeting Minutes will be uploaded upon approval

UUCNH Board Meeting Minutes
Scheduled for – December 18, 2024, 7:00 pm via Zoom

December Board Meeting Minutes will be uploaded upon approval