

**Unitarian Universalist Congregation of Cleveland
Board of Trustees Meeting**

Agenda

July 23, 2024

[Zoom Link](#)

<p>UUCC Mission</p> <p>Community ... within and without</p> <p>Spirituality ... searching and growing</p> <p>Justice ... in action</p>	<p>UUCC Vision</p> <p>To be a large, vibrant spiritual community, known for our warm welcome and fierce, compassionate commitment to justice.</p>
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Board Members

2025 Cohort	2026 Cohort	2026 Cohort
Dawn Arrington (1)	Jess Levy (4)	Alicia Burkle, Secretary (7)
Barbie Jones, Co-Chair (2)	Valerie McFadden (6)	Justin Hunsaker, Treasurer (9)
Mark Weber (3)	Molly Watkins, Co-Chair (5, fill)	Chuck Segall (8)
Rev. Randy Partain, Minister (Intro)		

7:00 p.m. Welcome & Call to Order

Molly

Chalice Lighting & Opening Words (5 min)

Dawn

Covenant (Read the line number assigned to your name above. "Fill" person reads for all not present)

(intro) We will show up with integrity and clarity, prepared to do our work, based on the needs of the Congregation and the larger community, in accordance with the mission and vision of UUCC.

1. We will cultivate trust with one another and the Congregation by being open, accessible, and responsive in our service.
2. We will create opportunities for congregational feedback.

3. We will communicate respectfully and listen deeply with openness and respect to one another and the congregation.
4. We will accept conflict as inevitable and embrace it as an opportunity to grow.
5. We will leave space for laughter.
6. We will offer and receive accountability with respect and grace.
7. We will explore creative possibilities.
8. We will embrace this service as an opportunity for spiritual and personal growth and provide support to one another.
9. We will speak with one voice when decisions are made.

Consent Agenda (5 minutes)

VOTE [June Board Meeting Minutes](#)

Molly

All members agreed minutes are approved. No discussion.

Conflicts of Interest? No conflicts of interest.

Announcements (5 minutes)

- Committee Assignments - *still a few openings for board appointees. Ops council needs one additional board member. Membership needs a board rep., all other committee assignments are fulfilled. See spreadsheet for assignments.*

Barbie

- [Opening and Closing Words Sign up](#) Barbie
- [4th Sunday Coffee Hour Sign up](#) Barbie
- UU Climate Justice Revival - Sept. 28-29; Board members encouraged to attend
- New Member Dinner with Board, LDC, and Congregation Leaders - Saturday, September 21, 6 pm
- Ingathering, Sept. 8
- Board Read - books are here in mailboxes
- [McKimm Fund Board Report Available](#) (late add, so we'll discuss if needed at the August meeting)

Presentation and Discussion (10 minutes presentation/10 minute Q & A)

- [5 year Budget Projection; Questions/Notes](#) Don Stimpert and David Kantor
Culmination of a 6 month project (Carol Gay, Don Stimpert, Lou Salza, David Kantor) to put together a 5 year projection of “steady” state. This is the projection if nothing were to change and we were to continue to operate as we do today. This is NOT A PLAN.

Assumptions: pledges increase 4% year over year, 10% decline in rental income, 2.3% increase in D&I of investment portfolio, 3% increase for personnel compensation, 3% increase in UUA support, 5% increase for B&G projects, 3% increase from other inc/exp, 4.7% increase in investment due to market performance. \$2.6M FY25 starting steady state yields decrease in \$1.8M with assumptions and all other things being equal.

Recommendations: Go through additional iterations to adjust assumptions including optimistic/pessimistic approaches and consider large ticket items anticipated. Have a joint Finance Committee/Board project to work through next rounds of assumptions so we understand what all of the financial requirements are/will be to sustain UUCC to create multiple projections and create an actual plan. Request a few board members to join the group.

Q&A - Where is the historical data informing this first round of assumptions? Are we going to keep updating this throughout to go beyond 2029? Long-term planning that can be reported to the congregation ongoing? Finance committee suggested a capital campaign for legacy gifting.

Take into consideration election impact, bull vs. bear market, 10-20 year historical church and market trends, pre-covid/post-covid

Confirmed this projection does not include any capital improvements that were not already approved. Has there ever been discussion about how much the congregation should maintain in the bank account at any given time? *First U originally set a full operating year, a few years ago, it was adjusted to 9 months of an operating year. Currently the consensus is 9 months operating budget. Permanently restricted funds are included in the \$2.6M projection, but can not be spent.*

Stewardship For Us is an organization we could work with that could look at not only what we are doing with our money, but what can our money create?

Upcoming conversations about the building this year and is hopeful those two

conversations will not be completely siloed. *Finance Sustainability Committee will review and consider. Finance Committee anticipated separate conversations for a few months and then come together to create a plan.*

Major Topics (60 minutes)

- **Discuss** 5 year Budget Projection & Financial Sustainability Task Force (10) Justin
This is the finance committee raising an alarm. Current income is not keeping up with operating expenses. Board interested in exploring Stewardship for Us.
 - Do we agree with the assumptions in the projection? Establishing the Financial Sustainability Task Force.
- **Discuss** Facilities Sustainability Task Force (5) Molly
- **Discuss** Board/Congregation Communication (15) Valerie
 - Proposed more robust newsletter engagement. Highlights of the meeting minutes, clearer language that is digestible by the congregants. The board can also solicit feedback from congregation on what they'd like to hear next from the board or their thoughts on what was shared. **The board agreed to implement.**
 - Coffee Hour - monthly meeting and greet with Board Members. Is this a sustainable program to offer? What has prevented board members from signing up? - Busy, scheduling conflicts. Maybe we could reduce the schedule? **Board agreed to keep monthly schedule for a few more months to see how it goes.**
 - Inviting/encouraging congregants and staff to attend board meetings. Consider blocking out a time for committee report out as part of the board meeting. This item tabled until August meeting for redrafting.
 - Developing a broader communication strategy including technology.
- **Discuss** Changes to Operations Council and Staff Reports (5) Molly
Board is proposing a shift of the role of the OC from a supervisory role to a liaison role and to discontinue the staff reports to the board. Historical context

is, the Minister had historically been Chief of Staff and in recent years there was a decision made to implement the OC to assume supervisory role of the staff. While the OC has done a great job, this is not the most efficient set-up to support the staff.

Discussion: OC should remain intact as a liaison committee to support the staff, but the supervisory role should be turned over to the Minister. OC can still hold an HR function, i.e. assisting with performance review, creating policy, etc.

Recommends only one meeting/month and consider who should be the OC members from the board.

Motion to pilot shift of the role of the OC from a supervisory role to a liaison role and to discontinue the staff reports to the board; to be reviewed in December for bylaw adjustment and voted on by congregation in May.

Vote: 8 yes/0 nays/1 absent Motion passes.

- **Discuss** [Staff Handbook](#) Draft; [Specific Revisions](#) (5) Rev. Randy
Handbook revisions to reflect decisions that the board has made last year. Reviewed with staff and clarifications were made with all of the staff members. Mark noted all changes to the handbook and the revision puts the changes into the context. Highlighted handbook language around nepotism and about the frequency of meetings with staff, imbalance of behavior toward congregants, clarified language around harassment and bullying, and being respectful to staff. Current section does not explain how the supervisor will handle situations in which staff are bullied or harassed by staff; would like to see clear expectations named in the handbook in the future. UUCC does not currently have a covenant between staff and congregation. There needs to be accountability of congregants that if they mistreat staff or make them feel uncomfortable, they will be held to the expectations of the handbook.
Motion to approve the updates/amendments presented to the board.
Vote 8 yes/0 nays/1 absent. Motion passes.

- **Action** Strategic plan - Which draft should be developed? (20) Molly
 - [Working Strategic Plan Draft](#) this was presented to the congregation in May
 - [Working Strategic Priorities Draft](#) not a full strategic plan, but a summary of the priorities the board would like to focus on this year.
 - [Strategic Priorities Tracking Draft](#)

Board agreed to move forward with strategic priorities and to finalize during the retreat on August 25th. Board members will add comments to the documents between now and board meeting. Board agrees it would be beneficial to announce plan to present UCC Board Strategic Priorities at Ingathering. The communication will include newsletter, social media, and email communications.

Circled back to Financial Sustainability and Facilities Sustainability Taskforce. Board in support of creating both task forces to support the Board Strategic Priorities.

Barbie/Justin - Financial Sustainability, Molly/Dawn - Facilities Sustainability, Communications - TBD.

Minister's Report (5)

Rev. Randy

- [Minister's Report](#)

Staff morale is generally good. Randy working to manage the dynamic between congregants and staff to clarify reporting structure and contractors. Event resolved without issue. Everyone is excited with Jenni Papp coming onboard. Exciting music plans for 2024-25.

Board Chair's Report (10)

Molly

- **Discuss** 2024 Board Retreat - What are our goals for the retreat? Room reserved in Co-Hatch space in Beachwood Mall, 1-6pm.

Treasurer's Report (5)

Justin

- [Treasurer's Report](#)

- [Dashboard](#)
- Financial Statements
 - [Statement of Activity](#)
 - [Statement of Financial Position](#)

(embedded in the the above links)

High level budget was almost exactly on target with projected. The biggest wild card is the B&G requests/expenses that are not budgeted for in operating expenses. The money ultimately belongs to the congregation. Discussed existing procedures and fiduciary responsibilities. The finance team keeps track of expenses and income, Treasurers role is to provide context to the expenses/income and provide context and information to additional expenses that are not in the budget. What does the board do with expenses that are not budgeted for/approved by the congregation? Variance levels - 1. Approved level of expense that does not require board review. 2. Board approval, need to communicate to congregation , 3. Board can not approve without congregational discussion/approval. Justin will check the bylaws and approved policies. Justin will bring B&G expenses spreadsheet to August meeting for board to review current state of all identified projects.

Staff & Operations Council Reports (5)

- Reports (staff reports folder):
 - Operations Council (Mark Weber/Dawn Arrington)
 - [Facilities Manager](#) (Victor Young)
 - [Music Director](#) (Mike Carney)
 - [Office Administrator](#) (Rita Jackson)
 - Events Coordinator (Sharon Edmond)

Last official time the board will review staff reports as an official part of the meeting. However, if staff members would like to send a report or summary of something they are working on, the board would love to hear from them.

- **Discuss** Issue Discussion - **None to discuss**

Discuss **How did we do today? (5)**

Around the Table

General consensus was meeting went well. Should we consider schedule 3 hour meetings moving forward? Suggested prioritizing agenda items.

Closing Words

Dawn

- Opening and Closing Words for 2024-2025: please sign up
- August Words: Justin Hunsacker

Executive Session **22:04**

Molly

Adjourn 22:09

Next Scheduled Board Meeting: [Tuesday, August 27 via zoom](#)

Important upcoming dates and reminders. . .

Ingathering - September 8

New Member Dinner - Sept. 21

UU Climate Justice Revival - Sept. 28-29

Don't forget to sign up for [Board Face Time](#) on the 4th Sunday of each month!

Reference Links:

Reference: [Board Reference Document](#)

[Board Technology](#)

[*Sociocracy for All Basic Resources*](#)

Agenda Flags:

- VOTE
- Action
- Discuss
- Update