

Unitarian Universalist Congregation of Cleveland
Board of Trustees Meeting

Agenda

October 22, 2024

Zoom Link

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

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

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

Barbie

Chalice Lighting & Opening Words (5 min)

Chuck

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 UCC.

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 September Board Meeting Minutes

Alicia

Minutes approved.

Conflicts of Interest?

Announcements (5 minutes)

Barbie

- Opening and Closing Words Sign up
- 4th Sunday Coffee Hour Sign up
- Calendar
- Current UUCU website outage. Webmaster working with GoDaddy to resolve.
- YRE hosting Flannel Fling: November 2nd
- Auction: November 16th
- Holiday Bazaar: December 1st
- Annual Meeting: June 8th

Minister's Report (5 minutes)

Rev. Randy

- Minister's Report

Rev. Randy exploring options for a 4 month sabbatical in early 2025. No dates or formal plans as of yet. As plans are solidified, Rev. Randy and the board will begin to prepare the congregation for the extended lead.

SIT3 support of Youth Academy ongoing and will keep Rev. Randy and the board updated on any needs to support the ongoing efforts.

Board Chair's Report (5 minutes)

Barbie

- **Update:** High Street Sale **VOTE**

Several years ago UU Society was gifted a share in a parking lot property in Columbus, OH with a 99 year lease. UUCC currently receives \$27/month. Finance committee was approached by the leaser of the property offering to buy out UUCC's share at the cost of 10 years rent. Board previously approved this transaction.

Vote: Motion to approve Barbie Jones as authorized to sell the High Street Property. Justin Hunsaker seconds. Passed unanimously.

- Archiving Board documents

Archives committee requesting old board minutes, policies, and bylaws. Sub-group of BOT and Archives committee will work to compile old documents as well as create a procedure for how to archive documents moving forward.

- New custodian hired
- Lancashire health & wellness fair

CareSource is hosting a community health and wellness fair occurring at the Lancashire building on November 6th.

Treasurer's Report (30 minutes)

Justin

- Treasurer's Report

First quarter data is available. Pledges are coming in as expected, costs lower than expected. A few additional expenses, including Emergency Funds are not accounted for in the budget. The strength of investment property reflects the current favorable stock market. Upcoming annual auction - anything we can do to make the auction successful would be beneficial to the budget. The Finance Committee is working to update the Statement of Activities to reflect accurate deltas in contingency line items. In addition to a line-by-line budget view, the Finance Committee considered a mission-based budget view to show how the budget supports the mission and work of the organization. Rev. Randy suggested an earlier budgeting planning strategy as well as the mission-based budget

view (narrative budget) in order to include budgeting conversations in the Stewardship process.

- Dashboard
- Financial Statements
 - Statement of Activity
 - Statement of Financial Position
- **VOTE** ADP (payroll) Owner

ADP is UUCC's payroll provider and it was discovered that Sue is listed as a contact, but UUCC did not have an owner identified.

Vote: Motion to make Justin Hunsaker, UUCC Treasurer, the ADP account owner, and the position will roll over to subsequent treasurers. Dawn Arrington seconds.

Passed unanimously.

- **Discuss** Guidelines for Emergency Fund

Discussion regarding the congregational visibility to the budget as well as the \$100K Emergency Fund.

- The Finance Committee and Treasurer recommends a congregational communication/announcement if there is an overall 10% variance in the budget. *Should this be codified?*
- Projects with 20% variance from estimates needs to go back to the BOT for discussion.
- During the budget review, the Finance Committee and Treasurer will publish a list of all line item variances above 20%. *Should we establish max/min in \$\$\$?*
- Last year the congregation approved a \$100K Emergency Fund to account for anticipated B&G needs. The Finance Committee is recommending replenishing the \$100K Emergency Fund annually.
- The BOT can't go over \$100K in the Emergency Fund without a congregational meeting, however, if there is no quorum, the board can act with a congregational communication. *Does this require a congregational meeting or can it just be a communication/announcement?*
- The Emergency Fund can be used for safety issues, repairs to avoid further degradation of facilities.

What problem are we trying to solve? Are we making more work for the committees, Treasurer, and the BOT? - Good financial management and visibility to the congregation. More discussion is needed about these recommendations.

Major Topics (10 minutes)

- **Update** Records retention policy

UUCC does not currently have a written policy about retaining recordings, except for Financial Records. The BOT should have a policy for records retention as well as a procedure for handling retention of confidential documents. Barbie has asked the archive committee for recommendations on drafting these procedures. More information will be presented in upcoming meetings for BOT approval. Board members recommend reaching out to local archivists for samples of record retention and archival policies.

Task Force Updates (15 minutes)

- **Update** Communication Communications Report 9-24-24 Valerie

Discussion about making BOT minutes more inclusive. Should we use AI to generate minutes in other formats (i.e. audio files, large font, etc). More discussion needed.

Additional discussion about how to include congregants to board meetings, creating a welcome narrative and attendee expectations.

- **Update** Finance Justin/Barbie

Committee will plan to present to BOT soon.

- **Update** Facilities Molly

Five consultants have been contacted and proposals are due November 5th. Some of the consultants have experience working with groups in spiritual spaces. May also reach out to a sixth consultant. Task Force is trying to be intentional about considering diverse representation in the consultants and vendors.

Update Committee Liaison Updates (10 minutes)

Barbie

YRE update - Flannel Fling and OWL planning going well. Currently working to address real-time issues and created an overall strategy.

Jenni Papp's RE Update for October, 2024

SIT Force update held for November meeting.

OC update emailed to BOT for review. **Ops Council Update:**

GA Delegate selection - LDC has some concerns about being tasked with selecting the GA Delegates. More discussion will occur via BOT email and discussed again during the November meeting.

Discuss Points to Report Out for the newsletter (5 minutes)

Facilities Task Force planning an update for next week's newsletter about the progress they have made so far.

Future ideas: What is the role of a Board Member?

Discuss How do I feel today? (5)

Around the Table

Closing Words

Chuck

- Opening and Closing Words for 2024-2025
- November Words: Barbie

Executive Session 9:12pm

Barbie

Adjourn 9:17pm

Next Scheduled Board Meeting: Tuesday, Nov. 26 on Zoom

Reference Links:

Reference: Board Reference Document

Board Technology

Sociocracy for All Basic Resources

Agenda Flags:

- VOTE
- Action
- Discuss
- Update