

Board Meeting 01/25/2022 Minutes
Submitted by Gene Heater, Board Secretary

Present via ZOOM: Marcie Kindred, Hannah Villnave, Elaine Hayes, Camellia El-Entably, Gene Heater, Emily Smith, Mike Kercher, Garth Shanklin

ZOOM meeting was called to order at 6:30

Chalice lighting & Brief Check-In

1. Consent agenda

- a. Agenda for today's meeting
- b. Staff reports
 - i. Minister – January
- c. Committee reports
 - i. COSM - None
 - ii. LDT – January
- d. Board Meeting Minutes
 - i. December 2021 Board Meeting
 - ii. January 3 2022 email vote
- e. Treasurer report & Balance Sheet
 - i. December

MOTION: Emily moved to approve the consent agenda. Garth seconded. Motion carried.

2. Old Business & Updates

- a. Building use and closure/opening
 - i. Coffee Hour Update - Gene – No report
 - b. LDT Updates - Elaine
 - i. No Bonfire yet – weather - omicron
 - c. COSM Updates - Meeting Thursday, Marcie to attend.
 - i. Bowling – No update due to Covid
 - d. Faith Development
 - i. Workshops - Hannah
 1. January Recap
 2. February needs
 3. Craft night Mark – **Hannah will call**
 - ii. Nursery
 1. Staffing
 1. Paperwork started with Meredith and Emma
 - i. Birth certificate under 16
 - ii. Insurance requires a policy to be in place
 1. Safe Congregation policy needs to be revised
 - i. **Emily will revise**
 - ii. **Gene will provide template policy and procedure**
- e. DFD and Admin Position updates -
 - i. Updated guidelines for FD position – none

MOTION: Camellia moved to approve a position with a total of 35 hours with a focus on Admin, Volunteer Coordination and Technical Support. Emily seconded. Motion carried.

Camellia will notify C&B.

- ii. Admin Position
 - 1. Coverage after Tamra leaves
 - 2. Discussion C&B - Camellia
 - f. Finance
 - i. Financial review – Almost done
 - g. Living Generously
 - i. Letter update - Emily
 - 1. Rough draft complete – Emily will forward to Hannah and Marcie for comments.
 - 2. Mail out last week of February or early March – returned by March 20
 - 3. Sermon on the amount will be March 6.
 - 4. Camellia will do the form.
 - ii. Service Auction
 - 1. Abbey is still interested!
 - 2. Will need more help .
 - i. Emily Smith
 - ii. Marcie Linde
 - 3. Joe Corrigan – will not help
 - 4. Date change - June
 - h. Ministerial Search
 - ii. Going well – no new web site
 - i. Church Management Software - ICON CMO migration
 - ii. Joey, Andrea, and Gene are the implementation team
 - iii. Finished evaluation on trial database
 - iv. Ready to implement live database
 - 1. Chart of accounts
 - 2. Members and household
 - v. Data will be re-entered
 - j. UUCC Live Streaming
 - ii. Nursery Speaker & Monitor - Mike
 - iii. YouTube channel vs. Zoom – better quality
3. **New Business**
- a. Member At Large Board Member
 - i. Randy Basden

MOTION: Camellia moved to appoint Randy Basden to complete the year as an at large board member. Gene seconded. Motion carried.

Gene will notify Tamra to add Randy to the Board email list, provide email to Marcie for welcome letter, and notify Randy that the Board approved his appointment.

- b. Insurance Update – Emily
 - i. Updated contacts
 - ii. Copier information must be up to date
 - iii. Cyber option should be added

MOTION: Camellia moved to add cyber insurance to our insurance policy for \$60 per year. Emily seconded. Motion carried.

Emily will not notify Church Mutual. Camellia will notify bookkeeping to expect the bill. Marcie will add reviewing insurance to the church year overview.

- c. Bylaw Cleanup – February agenda
- d. Financial Summit Planning –March Agenda
- e. Congregational Certification February 4th – member count will be ready
- f. Upcoming in “Church Year Overview” February
 - i. Service Auction takes place – moved to June
 - ii. Notice to ministry teams et al that budget requests must be submitted by March 15 - **Camellia**
 - iii. Notice to Comp & Benefits that salary & benefits recs must be submitted by March 15 - **Camellia**
 - iv. Budget planning working group identified – Invite everyone

Meeting Adjourned at 8:03

Upcoming dates:

February - Bylaw Cleanup

March - Financial Summit Planning – April or May

Next board meeting: March 22