

Board Meeting 05/04/2022

**ZOOM meeting was called to order at 12:02 pm**

Present via ZOOM: Marcie Kindred, Hannah Villnave, Elaine Hayes, Mike Kercher, Gene Heater, Garth Shanklin

**Chalice lighting**

**1. Consent agenda**

- a. Agenda for today's meeting
- b. Staff reports
  - i. Minister –
- c. Committee reports
  - i. COSM - April
  - ii. LDT
- d. Board Meeting Minutes
  - i. Will approve April/May at June meeting
- e. Treasurer report
  - i. March

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

**2. Old Business & Updates**

- a. Building use
  - i. Coffee hour - announcement in church on Sunday
  - ii. Susan Hubbard will be point person
  - iii. Will be announced at Sunday Service
- b. LDT Updates - Elaine
  - i. FULL SLATE!
- c. COSM Updates
- d. Faith Development
  - i. Workshops
    - 1. May 15th
    - 2. Craft Night – No Report
- e. Technology – Broken computer being repaired
- f. Staffing
  - i. Nursery
    - 1. Safe Congregation  
Current policy and instructions sent to Emily
    - 2. Hannah will put in newsletter that we need more nursery workers
  - Admin Position update
    - 1. Welcome Jan
    - 2. Training on sound booth/streaming
  - ii. DFD Position – no update
- g. Finance
  - i. Approve the budget.

**MOTION: Garth moved to approve the annual budget. Elaine seconded. Motion carried.**

- ii. Financial review complete! Time to call next year's financial review!
- iii.

- j. ICON CMO
  - i. Reviewing Realm Membership and Accounting
  - ii. Much better than CMO
  - iii. In some cases better than Church Windows
- k. UUCU Live Streaming
  - i. Nursery Speaker & Monitor – No update from Mike.
  - ii. Train Jan and new Volunteers
- a. Key recovered? – Hannah will do after annual report is finished.

### 3. New Business

- a. Annual Meeting
  - i. Approve Slate – not necessary
    - 1. Voice vote
    - 2. Rhonda will present to motion to approve
    - 3. Hannah will request bios for annual report
  - ii. Hannah compile annual report
  - iii. Print, pack, send
    - 1. Post card with time and date, link for annual report
      - a. Marcie will make up post card
    - 2. Mail chimp to members
    - 3. Changes to bylaws
  - iv. Meeting Planning
    - 1. Agenda template
- b. Service Auction
  - i. Anything needed from us - no
  - ii. Donate things. See you there!
- c. Accept Rev. Hannah's notice of resignation

**MOTION: Mike moved to accept Rev. Hannah's notice of resignation . Garth seconded. Motion carried.**

- d. Set the date of the next board meeting
  - i. Gene requested a meeting with an executive session with Hannah present
  - ii. June 28 6:00 pm executive session – 6:30 potluck

## Upcoming in "Church Year Overview"

### May

- May 1 - Annual report collated and ready with budget, slate of candidates, and reports from teams
- 3rd Sunday in May, Annual Meeting
  - Thank outgoing elected leaders
  - Volunteer appreciation celebration
- *Compensation & Benefits reviews and prepares contracts for following year*
- *Board selects 3-4 folk for financial review team. Per bylaws, team must be appointed by June 15.* Prefer at least one member from previous year, and one with some accounting experience. It is helpful to have a board member as chair or liaison.

### June

- Board, CoSM, and other teams with new membership have “crossover”/training & celebration meetings, with outgoing and incoming members
- Staff contracts need to be signed and returned prior to June 30. There are two contracts for each position: one for the staff person’s personal records and one for the staff file. EACH must be signed by both the staff person and Board President.
- Financial Review team appointed by June 15.
- Annual meeting minutes approved and signed by current Board president.
- Incoming treasurer, president and vice president are put onto the bank account as signers for new fiscal year.
- Ensure appropriate access codes to the building and financial accounts are changed as needed

**Upcoming dates:**

SOMEDAY - Financial Summit Planning  
June - Service Auction

**Next board meeting:** June 28