

## OUUC BOARD MEETING MINUTES

Thursday, April 1, 7:00 – 9:00 PM on Zoom

*We are a liberal religious community that opens minds, fills hearts, and transforms lives.*

**Board Officers Present:** James Trujillo, President; Christine Parke, Vice-President; (late); Barry Zickuhr, Secretary

**Members at Large Present:** Brian Coyne, Rich Kalman, Wendy Endress

**Ex-officio Member:** The Rev. Mary Gear

**Members absent:** Jason Martinelli, Treasurer, Sally Alhedeff, Diana Finch

**Congregational members present:** none

**Opening words:** James

**Check in** everyone

**Review Agenda** James reviewed the agenda.

**Consent Agenda – approved**

**Vision Mission Ends – Preparing the Congregation and Draft Review and Decision Process**

Rich introduced the team and reviewed the writing team's process. Then presented the results.

Vision: A loving, just, and healthy world

Mission: We are part of the infinite interconnected WEB of life.

We:

- Welcome and Wonder
- Embrace and Empower
- Bridge and Become

(see presentation for more.)

Good post discussion, everyone responded well to the VME statements and the team.

Discussed schedule and procedure through the coming month & the decision process for the VME.

Logistics discussed for VME meeting & Monitoring

James will prep this to be shared with the congregation on May 13.

**Congregational Member Concerns/Comments – None present**

Good comments about board process

Some concern about how board agendas & meetings are announced.

**Ministerial Report**

- **Bonding** – met with the insurance rep (we have good insurance) and bonding is up to \$20,000 if there are issues. A good idea is to put some upfront protocols in place to prevent possible issues in the future and not require a higher bond.

Engineer came out for an HVAC review on March 12 and should have a report next week. Briefly boilers & ductwork are not sufficient. When we do a sanctuary expansion, we'll need a new HVAC there as well.

**Financial Updates/Treasurer Report/Financial Reporting/Audit Process**

James reported about sharing information in pie-chart format in the weekly emails after the quarterly report, not putting them on the web page.

From an audit standpoint, we are responsible for audits. Process proposed to do a biennial internal audit, then have an external audit every 5 years. This will be via the Finance Committee, with the Treasurer. This will require changes to the Governance Manual. Question – is it a conflict of interest for the Treasurer to audit the church. Thought proposed to ask other congregations for their opinions. Scope of treasurers role is quite large. Clearly more work needs to be done here.

Financially we are doing well. Pledge collection is ahead of expectations (which is typical for this time of year). PPP money is in a separate account, waiting to be used.

### **Calendar change recommendation**

Adopt the recommendation to put forward to the congregation for the Bylaw changes required on May 1.

There are some things on the bookkeeping side, but most of this will be communication with the congregation.

Proposal to make the bylaw changes to shift the dates from Jan 1-Dec 31 to Jul 1-June 30.

Bylaws section 9, change line A to read “OUUC’s fiscal year is July 1 through June 30.” Effective July 1, 2022 – Moved by Brian, seconded. Discussion. **Carried unanimous to be added to the bylaws.**

Bylaws, section 4.I., first sentence to read “the Annual Congregational meeting shall be held no later than June 1 of each year”, effective for 2022. **Carried unanimous to be added to the bylaws.**

### **Congregational Meeting Planning**

James & Rev Mary discussed the required report per bylaws.

Rich will present the VME presentation to the Congregation

Leadership Recognition

Barry will create the agenda. James will report on VME and Barry will write up bylaws changes for Darlene

Wendy will introduce the bylaw changes in the meeting, Brian will call for the vote

1:00 scheduled for the meeting.

James will connect with LDT to get the bios & pictures, and for the LDT to present the members for the vote.

### **Endowment to Legacy Planning Committee**

James presented the Legacy planning committee report. No questions or concerns

### **Executive session**

#### **Review new business and assignments for next meeting**

Tasks and assignments:

- **Barry** – write bylaw updates and agenda for distribution on the 13th
- **James** – write VME for distribution on the 13th
- **James** – connect with LDT for bios & candidates for distribution on the 13<sup>th</sup>
- **Wendy** – will introduce bylaw changes for May 1 meeting
- **Brian** – will call for vote on the bylaw changes
- **Rich** – will send VME info to Barry, and will present the powerpoint at the congregational meeting.

Barry reviewed the meeting and gave us a B+

#### **For next meeting (Thursday, May 13, 21)**

Rich will do opening and the closing words

Brian will grade the meeting

VME video will replace Board video.

**Closing**

Respectfully submitted this 1st day of April, 2021 by Board Secretary, Barry Zickuhr

---