

OUUC BOARD MEETING MINUTES

Thursday, July 8, 2021 7:00 – 9:00 PM on Zoom

A loving, just and healthy world. We Welcome, Wonder, Embrace, Empower, Bridge and Become.

Board Officers Present: James Trujillo, President; Arlene Colerick, Vice-President; Jason Martinelli, Treasurer; Rich Kalman, Secretary

Members at Large Present: Amy Bertrand, Diana Finch, Eric Ness

Ex-officio Member: The Rev. Mary Gear

Members absent: Brian Coyne

Congregational members present: none

Opening words: Amy

Check in everyone

Review Agenda James reviewed the agenda. It was moved to strike the May Meeting Minutes from the Consent agenda. The motion was approved unanimously.

Consent Agenda – approved

Congregational Member Concerns/Comments –

- **James** is working with the **Environmental Action Team** to add Solar Panels to the church and to make them available to congregants.
- **Q&A Listening Sessions** will be held in the sanctuary and also live Zoomed. They currently are usually held on the third Sundays, however, periodically they may need to be re-scheduled to accommodate the choir's need to use the sanctuary. Dates TBD.

Review Annual Board Meeting Calendar - **James** reviewed changes to the Board Calendar for the year, including the addition of a Congregational Budget meeting Dec 5, 2021 in advance of the January to June 2022 transitional half-year. Another Congregational meeting will be held on May 22nd for the new fiscal/social year. **The Board Planning Calendar was approved unanimously.**

Committee Reports on Board Development Plan

- **Arlene, Amy and Rich** gave positive feedback regarding their reading of books in the Board Orientation Materials.
- **Stewardship – Eric** is in the process of assembling a stewardship committee.
- **Health and Safety – Rev Mary** reported that the Health and Safety Task Force is in process of writing procedures for OUUC's activities, including services, to be in compliance with new state COVID-19 guidelines. These will allow for more personal space in the sanctuary, self-screening, protocols for mask wearing, and will provide guidelines for handling food. There will be a step-by-step, gradual transition from online-only services to hybrid, in-person services.
- **LDC – Amy** explained that the LDC is working to suggest potential members of the Stewardship Committee and members to fill the open Board position. The Board discussed potential nominees for the replacement of the vacant board position. We may consider having a youth representative on the board in the future. In August, the board will nominate potential board candidates to stand before the congregation for election in September. The LDC is in process of constructing a Time-and-Talent survey which will also be a resource of names for the Legacy Planning and Audit Committees.
- **Finance – Jason** We did not discuss this item.

Ministerial Report

- Rev Mary presented the Building and Grounds list of Anticipated Major Maintenance. She also submitted her calendar for 2021.
- Rev Mary has had three requests from ministerial candidates to intern at OUUC. She will be applying for a grant from the Cascadia Fund to go toward an Intern Minister.
- Rev Mary is getting bids on needed Technology/Communications equipment for use in live-streaming services.

- Planning has begun for writing a Healthy Congregation Covenant which will lead to forming a Healthy Congregations Team to handle instances when the covenant is broken.

Approved Changes to the Board Governance Policy and Changes from Endowment to Legacy Giving:

- **The old Ends were replaced with our new Ends.**
- **The section on Monitoring has been suspended this past year, and will be replaced by a new Monitoring process and Calendar which is under development. We anticipate that it will be ready by November 2021.**
- **The Endowment Committee has been expanded in scope to accept gifts for a greater variety of capital projects and other large financial goals (e.g. mortgage retirement). Therefore, from now on, the Endowment Committee will be called the Legacy Giving Committee. However, management of the Endowment itself will not be changed. It was unanimously approved that the Endowment Committee's role be expanded to the Legacy Planning Committee in alignment with the changes made to the Board Governance Policies.**

Minister's Spending Authority and Treasurer's Role

- **Rev Mary** asked for clarification on which of our funds are "Long Term Reserve Funds" that require Board approval for her to access, and which are "operational funds" from which she has authority to spend up to \$5000 without Board approvals.
- **Treasurer's Role – Jason** explained that the role of Treasurer was updated and clarified in changes to our Governance Policy, and appropriate controls were put in place--all to conform to policy governance. The changes clarified the Treasurer's role on the Finance Committee, Legacy Planning Committee and Auditing Committee.
- **Monitoring the Minister's Benevolence Fund** will be done by another minister on a regular basis rather than by the Treasurer. Discussion deferred to September.

Review new business and assignments for next meeting

Tasks and assignments:

- **Rich** will post the May minutes which will be submitted for Board approval in August.
- **Eric** will follow-up on finding individuals to serve on the Stewardship Committee.
- **Amy** will continue working with the LDC to identify candidates to serve on the Board and on the Legacy Planning Committee.
- **James** will follow-up with potential board members, and for the Auditing and Legacy Planning Committees.
- **Jason** will bring to our September meeting a recommendation for identifying "Long Term Reserve Funds" from which spending requires Board approval.

James reviewed the meeting and gave us a "Good" score.

For next meeting (Thursday, August 12, 2021)

Eric will do opening and the closing words.

Diana will grade the meeting.

We will all review the need for continuing Board Videos at our next meeting.

Closing

Respectfully submitted this 12th day of August, 2021 by Board Secretary, Rich Kalman.
