

OUUC BOARD MEETING MINUTES

Thursday, September 9, 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, Brian Coyne, Diana Finch, Eric Ness and Jean Phillips

Ex-officio Member: The Rev. Mary Gear

Members absent: none

Congregational members present: none

Opening words: Brian

Check in everyone

Review Agenda James reviewed the agenda.

Jean Phillips was unanimously approved as a new board member to fill the vacancy.

Consent Agenda – The Minutes of the August Board Meeting were approved.

Congregational Member Concerns/Comments

James shared that the Safer Congregation Response Team was activated for the first time to respond to an issue of harassment within the congregation. The process was completed, and the team determined it was effective. The details are confidential. Rev Mary added that this Team was created as part of her work, along with Sara Lewis (DRE), to establish OUUC's Safer Congregation Policy.

Ministerial Report -- No concerns were voiced regarding the Minister's Report. As an update to her written report, Rev Mary added the following:

- She has signed a contract with the HVAC contractor. Work has started and is expected to be completed before the end of October.
- We are beginning hybrid services this coming Sunday.
- Rev Mary is holding "Tea With Congregants" in person, and is thereby getting to know more congregants better.
- OUUC is filing a formal complaint against Chase Bank to recover a payment that was mistakenly sent to JPMorgan Chase in June 2020.

Committee reports:

- **Health and Safety** – Brian explained a draft of a **Phased Reopening Plan** which may guide our use of the church building as we safely adjust to changing levels of risk during the pandemic. Staff will periodically decide which phase of reopening we need to be in. Staff will then post signage in the building accordingly, so that congregants may follow the appropriate protocols. Rev Mary explained how the guidelines will be applied to RE volunteers and choir members.
- **Finance:** Rev Mary spoke about improvements to our accounting practices. These will make OUUC's month-to-month financial position easier to understand. These changes will not have an actual impact on our finances. Financial information will also be more readily available to the Board and others. Eric requested a report on month-by-month attendance at services.
- **Legacy Planning** – Diana spoke about this committee seeking more perspectives on the Endowment and the need to educate the congregation about giving. The charge from the BOT to Legacy Planning is to update and clarify the large gift giving process and to begin marketing the options to congregants this church year.
- **Audit** – James noted that this team is charged with auditing OUUC's financial books, and is independent of the Board and the minister. Ryan Baye is in process of forming the committee and getting it up and running.
- **LDC** – Amy updated us on the progress of this committee which is creating a "Skills and Interest Survey". They are working on leadership training and on finding replacements for board members who are ending their terms. We discussed the challenge of preparing OUUC's various committees and teams for leadership succession.

- **Stewardship** – Eric shared that on Oct 3rd Rev Mary will give a sermon on stewardship, followed by a mailing from the committee to solicit pledges of financial support from the congregation. The committee will also create stewardship videos, follow-up with thank you notes, and make personal requests for contributions when necessary.
- **BOT Calendar Review** – James showed the annual BOT Calendar and highlighted the Sept 19th listening session. Rev Mary's installation is moved to June 2022. We have a Congregational Meeting in December. Then we are moving to a six-month transitional fiscal year in January, followed by our first new fiscal year which starts in July of 2022.
- **Reserve Funds** – Jason brought forth a motion to change the governance policy. The motion clarified which of the reserve funds are long-term funds for which board approval is required before the minister may access them. The motion was unanimously **approved**.
- **Listening Session: Monitoring/Shared Ministry** – Rev Mary explained the purpose of Monitoring which, unlike the Carver Model, is not an evaluation of the Minister. It is about how well our congregation is meeting its goals together. It is important for congregants to understand that Shared Ministry is about empowering the Congregation, the Staff and the Minister to work together. James shared the draft Monitoring Plan and how we may present it to the congregation. The plan identifies a variety of measurements that may be applied to different aspects of OUUC's ministries/programs (e.g., within, among, beyond, throughout OUUC).

Review new business and assignments for next meeting:

- **Arlene** will help **Eric** get up to speed on hosting Zoom meetings.
- **Jason** will make the approved changes to the governance policy on SharePoint. **James** will send that to Darlene.
- **James** will MC the Listening Session on 9/19
- **James** will send BOT members a link to the UUA spiritual growth survey.
- **Jason** will put up the monthly financial report.
- **Rev Mary** will share Sunday attendance with BOT
- **Diana** will gather more input of the Legacy Planning. **Arlene** is willing to help with Marketing.

Eric reviewed the meeting and gave us an A-.

For next meeting (Thursday, October 14, 2021)

Diana will do opening and **Jean** will do the closing words.

Brian will grade the meeting.

Rich and **Arlene** will do the board video this month.

Closing - Brian

Respectfully submitted this 14th day of October, 2021 by Board Secretary, Rich Kalman.
