

OUUC BOARD MEETING MINUTES

Thursday, November 18, 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: 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.

Consent Agenda – October Minutes approved

Congregational Member Concerns/Comments: None

Ministerial Report:

- Rev Mary explained the Proposed 2022 Transition Budget, which covers the six month period Jan. to June 2022. There will be a Congregational Listening Session on the budget on Dec 5, before the budget is brought to the congregation via Zoom for approval on December 12.
- HVAC Funding: The work is substantially completed. The sanctuary is safe to use. However, the inspection uncovered the need for smoke detectors in the ducts and improvements for air circulation in the sanctuary. The board voted unanimously to approve this additional \$10,000 expenditure (in addition to a previously approved \$10,000) which will come from the PPP funds.
- Fifteen inverters on the solar panels need to be replaced. The board voted unanimously to approve using the PPP funds to cover this \$3,600 expense.
- Rev Mary reported that Rev Carol audited the Benevolent Fund.

Congregational Listening Session: The budget discussion will take place online on Dec 5th. The budget will be sent to the congregation on the prior Tuesday. Rev Mary and James will create a slide show to explain the budget. Rev Mary will present the budget to the congregation followed by a Q&A. Diana will give an update on the Endowment Fund.

Congregational Meeting: The Congregational Meeting will be held online only, at 11:30 on Dec 12th. **Jason** will explain the Reserve Funds, the PPP funds, and discuss our debt and the congregation will vote on the budget.

Stewardship for 2022: James pointed out that the board, as fiduciaries will have a larger role in the next stewardship campaign. He proposed that he take the lead in asking the congregation for funding to retire our major debts.

Board Calendar At James' suggestion, the board decided to hold a board retreat in person on Jan 8th to plan for the second half of the board year including the board's role in fundraising.

Update Board Policies and Monitoring: The Policy Governance Manual was amended to include the addition of monitoring procedures that enable the board and congregation to monitor our progress toward OUUC's Ends. (These provisions were modified at the congregational listening sessions). The policy also updates the procedures the board will use to review the minister's compliance with the policies governing the management of congregational finances, and the minister's leadership of the congregation toward our vision, mission and ends. A section on Monitoring the Ends, and a proposed Monitoring Calendar, tied to the ends, is included as well.

Committee reports:

- **Legacy Giving - Diana** informed the board about a generous gift from a congregant, spread over three years. This sparked a discussion of the fiduciary role of the board.

- **Treasurer Report - Jason** submitted the quarterly financial report. (See attachment.) Income and expenses are in alignment. The PPP funds have been a help. Jason also reported that although there was an attempt to contact the owners of the neighboring Springer property regarding our desire to sell them a small parcel we own within their boundaries. The owners have not yet replied.
- **Stewardship – Eric** said the stewardship drive went well. The congregation responded to his “friendly reminders”. The board thanked Eric for his efforts leading to a successful stewardship campaign.
- **Health & Safety – Brian** outlined three issues the committee is addressing. They are: how to respond to congregants based on their history of vaccination and exposure; deciding how many people should be in the sanctuary at one time; and whether choir members should be allowed to sing without a mask.

Review new business and assignments for next meeting:

- **James and Rich** will make sure that the budget goes out to the Congregation on the Tues, Nov, 30.
- **Rev Mary and James** will create a slide show to explain the budget. Rev Mary will present the budget to the congregation followed by a Q&A.
- **Diana** will give an update on the Endowment Fund and the new mandate for legacy planning.
- **Jason** will explain the Reserve Funds, the PPP funds, and discuss our debt at the congregational meeting.
- **Rev Mary** will send Arlene’s suggestion to Melanie that Melanie interview an HVAC contactor for “After Church”.
- **James and Diana** will meet with the Legacy Planning committee to clarify the role of the board.
- **Rich** will send the congregation an announcement about the congregational meeting 14 days in advance.

Arlene reviewed the meeting and gave us an A-.

For next meeting (Thursday, January 13, 2022):

Eric will do opening and the closing words

Rich will grade the meeting

James will do the board video

Closing Words - Brian

Respectfully submitted this 13 day of January, 2022 by Board Secretary, Rich Kalman.
