

## OUUC BOARD OF TRUSTEES MEETING MINUTES

May 20, 2025 7:00 – 9:00 PM on Zoom

*A loving, just and healthy world. We welcome, and wonder, embrace, and empower, bridge and become.*

- 5 **Board Officers Present:** Susan Moon, President Jeff Goltz, Treasurer; Rich Kalman, Secretary  
**Members at Large Present:** Tami Black, Arlene Colerick, Lee Doyle, Dieter Jacobs, and Jenee Wolfram  
**Ex-officio Member:** The Rev. Mary Gear  
**Members absent:** Sally Alhadeff  
**Congregational members present:** John Cox, Ryan Baye

10 **Opening words:** Rich

**Check in:** Board Members

### **Consent Agenda:**

**The Minutes of the May 13 Regular and Executive Session Board Meeting were accepted.**

- Susan reviewed the agenda.
- 15 • Standing Committees: LDC, Governance and Legacy Giving committee written reports were accepted.
- Task Force reports: none received.

### **Ministerial Report:**

- The Carrie Newcomer concert was well attended, and nearly sold out. Financially, we broke even (except for <\$200 staff time). Budget Review and Discussion
- 20 • Personnel Update: Ian Stephan has been hired as office manager and is in training. Victoria Ridgway was hired as an office assistant and is about to start work.

### **Discuss Capital Budget presentation**

- 25 • Rev. Mary reviewed the spreadsheet of Capital Budget needs, prioritized by urgency, which she had previously sent the board. We specifically discussed various alternative solutions to the deteriorating stairway. These would not be covered by current capital reserves. Rev. Mary proposed giving priority to the projects that we currently have the funds to cover (caulking & painting, replacing the furnace, the fire alarm panel, and the sanctuary skylights). Rev. Mary will meet with B&G committee to let them know the board's decision. Jeff and Susan wrote the following motion to present at the Congregational Meeting: "To approve these expenditures and use existing funds to fund them will be determined by the Board."
- 30

### **Approve the Operational Budget**

- Susan reviewed the changes to the Operational Budget recommended by the board since our May 13 meeting. These pertain to increases in staff salary COLA, and a salary increase for Rev. Mary as well as allowing for the additional cost of Minnesota income taxes for Isaac who will be working for us from there. The board unanimously voted to **approve the operational budget as it exists, including raising the auction by \$1000, reallocating \$46 to the Board discretionary fund, and keeping \$1100 set-aside for out of state employee taxes as needed.**
- 35

### **Finalize agenda for June 1 congregational budget forum;**

- N/A

### **Decide which of the Bylaws changes we want to have up for a vote at the Annual meeting.**

- 40 • **First Bylaws change:**  
IV. D. Membership in OUUC may be canceled by majority vote of the Board for good cause.  
"The person whose membership is at issue shall have: the right to know the reasons for cancellation; and an opportunity to speak to the Board before the vote on cancellation."; ~~and the right to appeal cancellation to the next congregational meeting by requesting inclusion on the meeting notice.~~ (Bylaws change-eliminate underlined section.) **This motion was unanimously approved by the board.**
- 45 • **Second By-Laws Change:** Add a new section IV to Part 8 ("Minister") of the Bylaws:

The Congregation may, by a vote of 90% at a Congregational meeting, confer the title Minister Emeritus, Minister Emerita, or Minister Emerit on a former minister to honor long and meritorious service to OUUC where the Minister has given devoted ministerial leadership and has been nominated according to the policies adopted by the Board.

**This motion was unanimously approved by the board.**

- **Third By-Laws Change:** Clarify that the Operational Budget is what needs to be approved every year.

9. Annual Budget and Fiscal Year

A. OUUC's fiscal Year is July 1 through June 30.

B. The Board shall recommend an annual operational budget to the Congregation. The proposed operational budget shall be available to the Congregation at least seven days before the meeting at which adoption is to be considered.

C. The Congregation shall adopt an annual operational budget no later than 30 days after the start of the fiscal year. (To clarify that the spending of reserve capital funds cannot be done on a whim, add the following new subparagraph:)

D. The Board shall adopt policies for the spending of reserve funds for capital projects. (There still would be in place the requirement in the Governance Manual that the Minister prepare a capital budget and a five-year plan regarding the capital needs of the church. And that would be presented to the Congregation, just not for approval.) **This motion was unanimously approved by the board.**

#### **6/8 Annual Meeting presentation and Logistics (establish member quorum; vote counting, etc.)**

- Susan presented a preliminary agenda which was revised and **unanimously approved by the board.**
- Arlene suggested (and the board agreed to) adding the board's thanks to departing LDC and Board members.
- Food (e.g. hearty snacks) will be provided between the Sunday service and the Congregational Meeting.

#### **Assignments**

- Opening and Closing Words: Susan
- Grade next meeting: Tami
- Rev. Mary will meet with B&G committee to let them know the board's decision about the Capital Budget.
- Rev. Mary will present the one year and 5-year list of capital priorities at the Congregational Meeting
- Dieter will help with that presentation.
- Dieter and Arlene will organize food for June 8. Susan will help set up. Rev. Mary will let Rev. Sara and the coffee crew know what we have planned.
- Rich will do on-line vote counting on June 8. Rev. Mary will ask someone in the office to check-in congregants and to let them know if they are voting members. Jeff will count votes in the sanctuary. A quorum will be 54 members.
- Susan and the next president (likely Sally) plus Jeff and the new Treasurer will go to TwinStar to arrange check writing authority.
- Susan will figure out what liaison positions are needed on the board.
- Susan will send Rev. Mary the bylaw changes so that they may be posted.

#### **Topics for Next Meeting:**

- Choosing Officers of the Board, and Liaisons
- Have minutes include names of those who have signature authority on checking accounts.
- Set a retreat date in August.
- Decide on an activity with new members for orientation, possibly including dinner.

**Liaison Reports & Agenda items due: Saturday June 14, 2025**

**Grade the Meeting: Lee**

**Closing words: Rich**

## **The Big Question 2025-26:**

### **How Shall We Adapt to Being a Bigger Congregation**

- 95           Who have we been?  
              Who are we now?  
              Where are we going?

### **Board Goals for the year (identified at Board retreat 3/29/25)**

- 100   1. **Board Operations** Focus, especially maintaining info and continuity from year to year
- 1. Create Exec Committee and clarify process for decision-making between meetings
  - 2. Clarify Ops Policies and Methods (Governance Clarity?)
  - 3. Establish and maintain centralized document storage on Google Drive
  - 4. Focus on Board Education and develop process for education new board members
- 105   2. **Engage the Congregation**
- 1. Hold “The Big Question” forums (How Do We Adapt to Being a Bigger Congregation?)
  - 2. Focus on effective follow up with participants – share information
- 110   3. **Prepare for future Ministerial Transition**
- 1. Clarify Roles and Authority
  - 2. Normalize minister transitions
  - 3. Prepare financially
  - 4. Establish and follow an evaluation process

Respectfully submitted this \_\_\_\_ day of June 2025 by Rich Kalman, Secretary