


Committee/Group:	BOT, Monthly Meeting	Chair:	Karol Niemann, President
Date:	2025-JAN 21, extended 30 min, 6:30-9PM	Minute Taker:	Elaine Morrison, Secretary
Location:	VIA ZOOM	Meeting started:	06:30 PM
Members Present:	Jean, Rand, Rev Karen, Karol, David L, Michael N, Elaine M, Rachel	Meeting adjourned:	09:08 PM
Others Present:	Lisa Presley, Genevieve, Glen Gordon	Zoom Link (when needed)	https://us02web.zoom.us/j/88925247295?pwd=ZZS85nX7vn7Fr0zebrqObVTXb8s5CV.1
harge:	https://docs.google.com/document/d/1DGMyiayZutYULViRe60L8Xt9qiqYQgyj/edit?usp=sharing&ouid=113996274166732070477&rtpof=true&sd=true	Facilitator/Observer: Minister of Delight: Opening Words:	Facilitator/Observer: Rachel Minister of Delight: Michael Words for Centering: Rev. Karen

	Goal	Time	Agenda item (Length)	Discussion	Action
1	Gather & ground	6:30-6:40 PM	Welcome & Light Chalice- covenant Centering Time Check-in		
2	Decide	6:40-6:45 PM	<u>Consent Agenda (what's this?):</u> <ul style="list-style-type: none"> • Last month's meeting minutes • Treasurer's Report • Balance sheet • Minister's Report • January listening session notes Current month's meeting folder	List things from the Consent Agenda to be discussed more fully during this meeting: <ul style="list-style-type: none"> • The Minister's 2025 housing allowance is \$17,400. 	Decision: Consent agenda <u>approved</u> by consensus Housing Allowance confirmed and documented.
			<u>Adopt meeting agenda</u>		Decision: Meeting agenda <u>adopted</u> by consensus
3	Discuss	6:45-6:55 PM	Last meeting's process observations: <ul style="list-style-type: none"> • Allowed some flexibility on agenda timing • Overall, arrived on time • Lots of humor! 		

	Discuss	0:00-0:00 PM	Housekeeping / Informational	-	
4	Discuss	6:55-7:30 PM	Ministry Focus Add topics during meeting - list the things we want to discuss, then prioritize them and assign how much time we'll spend on each		
			Topic 1: Transition to Breeze (Glen Gordon) - 15 min	Breeze becomes one system for many things (after issuing individual logins) -Update personal profiles -Pledge information (read-only) -Giving can be updated at any time -Track online giving -Facilitate online payments Transitioning online giving -Eventually, individuals will have accounts that they can use to track their own giving -In the meantime: -Cash and checks manually recorded in Breeze -ACH Payments (authorized recurring bank drafts, ~\$55k) -Could be automated in Breeze; cost is 1% PLUS \$0.25 per transaction -Would allow members to control; small time savings for office staff and accountant -Current: Manually recorded in Breeze, future could be automated -Online Donations (Donor Box) aggregates contributions made through Stripe (Credit Cards/PayPal \$44K) -Breeze DOES NOT support PayPal -Breeze will provide more prompt accounting for everyone NOTES	Decision Tabled Individual accounts for Breeze ACH: Should we leave as-is, or transition to using Breeze? What timing would be needed for this transition? Discuss over email: _____

			<p>-Credit Card recurring payments: Must stop old payment and start new payment in Breeze</p> <p>-Could transition Sunday offering to Breeze payments first</p> <p>-Already connected to checking account</p> <p>QUESTIONS</p> <p>Timing</p> <p>-Coordinate with Stewardship team</p> <p>-Pledge drive in March</p> <p>-“New” pledges start in July</p> <p>Who can help with PR effort?</p>	
		<p>Topic 2: Lockbox - 10 min</p> <p> Copy of JRUUC LockBox or Keyless E...</p>	<ul style="list-style-type: none"> • Discuss idea of keeping current lockbox for people who don't have a smartphone • Choose bluetooth lockbox option 	<p>Decision Acquire MasterLock 5441EC lock box</p> <p>Tabled</p> <p><u>Discuss over email:</u> _____</p>
		<p>Topic 3: MOMs sign - 5 min</p>		<p>Decision Approved as shown; Rev. Karen will work out minor details with group</p> <p>Tabled</p> <p><u>Discuss over email:</u> _____</p>
		<p>Topic 4: Anything from Minister's report - 5 min</p> <p>Membership: 103 members</p> <p>Youth Numbers</p>	<p>UUA number perhaps overstated</p> <p>-Reached out to folks who haven't been seen in awhile (but confirmed they resigned)</p> <p>-Closer look at financial contributions</p>	

			<p>Caring Tree Thermostat & Fire Alarm?</p>	<p>2 youth/twice per month for planned activities</p> <p>It should “count” as using the Caring Tree, even if it is one of the Caring Tree Coordinators who needs assistance.</p> <p>Fire Alarm: Uses radio antenna to communicate with monitoring company; this antenna needs repair -Alarm will go off if there is a fire -Unsure if fire dept. and/or monitoring company would be notified until the antenna is repaired</p> <p>City requires fire alarm inspection report annually; currently overdue Waiting for contract from company to be signed so that inspection can be performed.</p> <p>Thermostat:</p>	
5	Refresh		Stretch Break (5 minutes)		
	Discuss	7:35-8:20	<p>Executive Session with Genevieve McPherson-Shambarger and Lisa Presley - 45 min</p>	Confidential - no notes	
			Break		
6	Discuss	8:25-8:50 PM	<p>Governance Focus Items listed and prioritized by Executive Committee after consulting with agenda-building sheet</p> <p>Topic 1: Budget conversation- standing item to discuss ways we can reduce the budget deficit - 10 min</p>	<p>Reeb Swag Sale (profit, or just to have?) -Info from Pete for WORT sources -Liz Chapa/T-shirts -Visibility for outreach</p> <p>Employer Contribution Matches</p>	<p>Decision</p> <p>Tabled</p> <p><u>Discuss over email:</u> _____</p>

			Apply for 501(c)3 non-profit status	
			Topic 2: Operating Budget Committee Charge - 5 min	Approve charge <u>Decision Approved by consensus</u> Tabled <u>Discuss over email: _____</u>
			Topic 3: Nominating Committee - 5 min <ul style="list-style-type: none"> • <u>Nominating Committee Charge</u> • <u>Nominating Committee Members whom the Congregation Voted For Last Year</u> 	Need the two Board-appointed members 3 Members voted on by congregation at annual meeting: Virginia Harrison, Mary Schaper, Charlie McNulty 2 members appointed by BoT: Jocie Luglio and Heike Saynich <u>Decision Heike and Jocie approved by consensus</u> Tabled <u>Discuss over email: _____</u>
			Topic 4: Updates on Board goals - 5 min Updates: <ul style="list-style-type: none"> • Rental Team charge • Governance and Ministry visual aid • Safer Congregation policy (disruptive behavior, Sunday morning safety) • Post Board goals • Charges for Board and Committees • Board-led worship service • Gifts in Kind Policy Review/Update 	<u>Decision</u> Tabled <u>Discuss over email: _____</u> Send updates if any updates are needed
7	List decisions made		Consent agenda approved by consensus Acquire MasterLock 5441EC lock box MOMs sign approved as shown; Rev. Karen will work out minor details with group Operating Budget Committee Charge approved by consensus	

			Heike and Jocie appointed to the Nominating Committee by consensus Rev Karen: Invite Glen to the next Stewardship Team meeting (Wednesday, 29-Jan) Include numbers for use of the Caring Tree, and include when Caring Tree members use it		
8	List topics to revisit later		Board Goals Individual accounts for Breeze ACH: Should we leave as-is, or transition to using Breeze? What timing would be needed for this transition?		
8	Decide	8:50-8:52 PM	Agenda-building for next meeting Roles for next meeting (add items here whenever you think of them)		Facilitator/Observer: Jean Words for Centering: Rev. Karen Minister of Delight: Michael N
9	Review	8:52-8:57 PM	Observations: Process, White Supremacy Culture (WSC) and antidotes		
10	Conclude	8:57-8:58 PM	Check-out (one word? one sentence? etc) Extinguish Chalice		