



PCUU Board of Trustees Monthly Meeting Minutes (Draft)

July 17, 2016

Called to order at 12:34 PM.

Present: Robyn Miessler-Kubaneck, President; Kathy Juba, Board Secretary; Gary McGraw, Treasurer; Scott Mansfield; Geoff Johnson; Kathleen Watson; Jamie Zaruba

Absent: Scott Gay

Regular Agenda items:

I. June Minutes:

Robyn explained that DRE and Church Administrator reports don't need to be approved. They will only be reviewed with an opportunity to ask questions.

Motion to approve minutes: Scott M, Second: Kathleen W. Approved.

II. Church Administrator and DRE reports (See attachments):

Administrator Report: Reviewed.

DRE Report: To the report, add that Jamie is looking for sources for silent auction items, and a RE meeting is scheduled for next month. The Silent Auction is fundraiser for church.

Jamie asked if a video feed could be installed in the nursery from the sanctuary. Geoff will investigate and report back. (Info could also be used for other rooms in basement.)

Treasurer report: The church has received \$90,000 income for the year, so we are doing well. We continue to run a slight surplus for the year. This is as it needs to be as the congregation approved a deficit budget for this year so we need to be in excess of our budget to meet all of our expenses.

Rebecca's moving expenses will be taken out of sabbatical expenses category.

Robyn wants to find a person to investigate heating and cooling in the church. Kathy J. offered to begin the process.

III. Old Business

Potential event coordinator position: (See Event Coordinator Job description.)

The board postponed making a decision on whether to fund the Event Coordinator part time position proposed by DRE Jamie Zaruba, so Rev. Rebecca can participate in the discussion with the Board about how this position fits into the church's priorities and our Developmental Ministry goals. In the meantime, a volunteer could potentially fill this position now and keep data for several months to provide for a more informed decision in the future. The Board will return to this discussion in October for consideration for the 2017 church budget year.



IV. Tabled from June meeting:

Preparations need to settle/integrate new minister:

(See attached document: Ministerial Settlement Team)

The title was changed to not include "Settlement." The term "Settlement" in UU circles refers to a settled minister, not a developmental minister. "Gathering feedback on how the minister is being received..." removed as Rebecca asks people to come to her directly. Other minor changes were considered and made.

The Board brainstormed a list of possible members for this team and assigned board members to contact each one.

Ideas for integrating Rev. Rebecca into the church community were meeting with small groups within the church coordinated by the Ministerial Transitions committee and having committees/groups meet at minister's home once during the year. Additional ideas should be sent to Robyn.

Robyn shared a draft postcard/invitation for August 7 reception for Rebecca's first Sunday that will be sent to all members and friends.

V. Updates:

Welcome to new DRE: Jamie earned a promotion from "Coordinator of Religious Education" (CRE) to "Director of Religious Education" (DRE) based on his successful completion of one year of service in the position. The Board appreciates Jamie's ongoing commitment and enthusiasm.

Tree report from Rich Patterson: Rich wants people to be aware, if we don't deal with it today, then we need to in the next couple of years. Agenda item for info, not action.

Facility heating/cooling questions: Robyn found a place that held a thermostat downstairs, but is empty. She asked if we should hire some heating/cooling company to look at how the heating/cooling works in the building. (E.g. Sanctuary doors open/closed during the week?). Alliant Energy do energy audit? Or find someone else to do that? Kathy J. will start working on this. (Pam may have something in file.)

Leadership messaging on fundraising: The Board identified activities people can "contribute" to the church if they can't raise their pledge. These (and more!) could be shared during the pledge campaign. Some tasks that were brainstormed: Check thermostats for appropriateness. Fix up bathroom. Be one of a team of people who are stewards of the building to make sure after services/meetings/activities that the kitchen is cleaned, lights are off, etc. Help Geoff Johnson sell coupon books.



VI. New Business

Bathroom destinking team: Kathleen W. and Robyn M-K. will identify a way to keep the main floor bathroom smelling well that is not toxic to the environment and is sustainable.

Adjourned: 2:23 PM.

Respectfully submitted,
Kathy Juba, Secretary

Jamie Ray Zaruba
DRE Board Report July 2016
Peoples Church Unitarian Universalist

What's going on in RE

- I met with Rev Jeff for my Annual Review, and my title is now DRE
- We tried our first night out to the movies at Collins Road Theaters. We had 12 people show up... not bad so we are trying it again the 29th of July.
- The Prep work for our People's Day camp scheduled for the 30th has been underway. We plan on a scavenger hunt, a chalice making craft work shop and planning on a class: educating attendees how spiritual and religious growth as a congregation and make our church even stronger.
- My new office hours starting in August are Sundays 930-230, Tuesday, Wednesday and Thursdays 10-3
- We will be having a RE Retreat on July, 23th at 3pm at the Downtown library
Council Co-Chairs: Deb Maynard & Amber Todd
Arianne Waseen
Jennifer Brade
Tristan Maynard
Sherri Martin
Danny Booth
Jack Primmer-Tamayo
Sarah Sutton

Coming Events

- "Night at the Movies" on the last Friday of the month July 29th at 640pm. We will be meeting as a group at the Collins Road Theater, rather than meeting here at the church.
- We will be doing Saturday Day Camp and Bon Fire July 30th, to work on some workshops, grill out and sit by a camp fire to build better relations within our congregation.
- August 13th RE is heading a fundraiser in the form of a yard sale/ auction with proceeds going to the church.
- We will be meeting for an afternoon meeting in July to discuss our next school year due to start September 18th.
- RE is providing a date night for Boston, where our members via a donation will get to have their children sat for, allowing a much needed night out on August 27th from 6-10pm.
- We look forward to bringing on our Events Coordinator this September upon Board approval.

Keep on Rocking!



POSITION: EVENT COORDINATOR

Reports To: PCUU Minister

Weekly Hours: 5

Hourly Pay Rate: \$11

PURPOSE OF THE POSITION

The Event Coordinator develops, implements, and evaluates programs for the church community, both internally and as outreach to the Cedar Rapids community.

SCOPE (The way that the position contributes to and impacts on the organization)

As a staff member, the Event Coordinator reports to the minister and is responsible for administering and delivering programs for the church community. The Event Coordinator consults with organizations that represent Peoples Church to determine their needs and assist in developing programs in response to those needs.

- Maintain knowledge of attractions, venues, and desirable entities with the city.
- Maintain an appointment calendar and record and distribute messages.
- Establish and maintain existing filing system procedures, prepare new client files, maintain accurate trace files.
- Work closely with the members of the congregation for events, contact clients to guarantee numbers for food and beverages, and process all changes as given and distribute in a timely manner.
- Document requests and complaints and communicate to respective personnel for proper handling to ensure satisfaction.
- Research and develop programs for church.

MAIN ACTIVITIES

- Assess the program requirements in our community.
- Communicate to determine their needs and interests.
- Communicate with organizations to determine needs and interests of youth.
- Research funding sources and project requirements.
- Access funding and prepare funding proposals.
- Ensure a variety of sport, recreation, cultural, and other programs are planned and implemented.
- Ensure program information is available.
- Encourage existing organizations to include youth.
- Evaluate the effectiveness of programs.
- Identify areas where new programs are needed.

JOB DUTIES

- Understand proper maintenance and use of equipment; use equipment only as intended.
- Adhere to all cash handling and credit policies/procedures.
- Maintain and enforce knowledge of church standards, policies, and procedures.
- Anticipate needs, respond promptly, and acknowledge all church members and guests.
- Treat work area, tools used to complete the duties of the position, and the entire facility with respect.
- All other duties as assigned by senior staff.

QUALIFICATIONS

- High school graduate, some college or business school training preferred.
- Communicate effectively in English, both verbally and in writing.
- Compute basic mathematical calculations.
- Think clearly, analyze, and resolve problems exercising good judgment.
- Display strong attention to detail, organization, and follow-up.
- Work with minimal supervision.

**Peoples Church Unitarian Universalist
Administrator's Report for June 2016
Submitted July 2016 by Pamela Edwards**

ATTENDANCE

May 2016		June 2016	
5-1	36	6-6	43
5-8	53	6-12	52
5-15	37	6-19	55
5-29	40	6-25	39
Average	66	Average	47

2016 NEW SUNDAY VISITORS IN JUNE

Number of new visitors: 2

Found PCUU by:

- Lifelong UU moved from another city
- Website

BUILDING & GROUNDS

For the safety of our volunteers, Terminex removed several wasp nests from the Gordon Avenue sign and sprayed repellent.

The broken short stick (which holds up the piano lid) was replaced by West Music. I will show piano players how to adjust the short stick so it doesn't break again.

Discussed with Bill Hart: temperature control in the church, which AC thermostats cool which rooms, and how to save energy. He adjusted vents to reduce AC use in certain rooms. A source of wasted energy is the basement nursery, which is cooled when the staff offices thermostat is turned on. However, the nursery has ceiling vents, so shutting them when the room is not in use isn't a practical solution.

Per President Robyn's request, I'm creating a list of suggested building improvements. I shared with her that "twice in the last month it has rained, and 2 church members made special trips to come unclog the roof gutters: Tim Merfield & Charles Cizio. (If the north canopy downspouts still drip long after the rain stops, that means the gutters are clogged). Our volunteers are faithful workers, but I'm afraid they might miss one post-rainstorm gutter check

and Peoples will risk serious water problems.” I also shared a 2015 discussion about a possible screen to trap leaves. I’m not sure what came of it.

I put together a kit of extension cords/adapters for Andre Room guest speakers to use with their equipment. It’s stored in the Archives.

COMPUTER

The church switched to GoDaddy as a new web host. Due to technical issues, I lost much of my email the week of July 4th which slowed my productivity. Email issues for all three staff computers have now been resolved.

NEW MINISTER

In addition to my regular duties, a great deal of time is being spent preparing for Rev Rebecca Hind’s arrival. One project has been creating a “Who’s Who in Peoples Church.” I requested leaders of PCUU’s organizations and committees to submit a description of their group, plus member’s names. As Rev Rebecca’s arrival draws near, I’m also communicating more and more with President Robyn and Rev Rebecca about how to handle day-to-day operations. I also worked with Reve Jeff as he transitioned out of Peoples Church.

On Sunday June 26, Jamie Zaruba, Deb Maynard and I met Rev Rebecca Hinds for the first time and enjoyed a fruitful discussion about Peoples Church.

PERSONNEL

Assisted Deb Maynard and Susan Elliot-Bryan with filing paperwork and meeting state workforce requirements for new childcare hire Deneka Harris.

WORSHIP

When a parishioner noted that traditional text was left out of an Order of Service, I initiated an e-chat about OOS format with Marcy Mattison and the Worship Associates. Marcy offered to create an OOS template. Since the OOS format will again change when Rev Rebecca arrives, this was a timely discussion.



COMMITTEE NAME:

Ministerial Transition Team

PURPOSE:

Provide support and information to new minister during first year transition process. Also provide feedback and evaluation to complete the minister's fellowshiping requirements.

TIME COMMITMENT:

Monthly meetings from September 2016 through July 2017, plus time for planning/participating in activities to be determined.

DUTIES:

- Answer the minister's questions and offer resources on topics of interest in church community and the larger Cedar Rapids area. Topics of interest may be suggested either by the minister or the team members.
- Inform the minister of church history and traditions.
- Plan events and opportunities for the minister to meet members of church community.
- Help to connect the minister to Cedar Rapids faith and community leaders, e.g. the Interfaith Alliance.
- Provide resources to assist the minister's spouse with transition, as appropriate.
- Communicate regularly with the Peoples Church community through established channels about progress and goals of the Transition Team.
- Help the Board of Trustees define goals for the transition year.
- Complete an evaluation of the minister at the end of the year, in accordance with the Unitarian Universalist Association's ministerial fellowship process requirements: (<http://www.uua.org/careers/ministers/support/fellowship/7538.shtml>).