



4980 Gordon Avenue N.W. Cedar Rapids, IA 52405 | [www.peoplesuu.org](http://www.peoplesuu.org) | 319.362.9827

## **PCUU Board of Trustees Monthly Meeting Minutes**

January 19, 2020

Mike Meshak, President, called the meeting to order at 4:36 PM.

**Present:** Mike Meshak, President; Kathy Juba; Charlie Cizio; Samie Wilson; David Miessler-Kubaneck (secretary); David Wise DFF; Rev. Rebecca

**Absent:** Jude Johnson, Gary McGraw

**Chalice Lit:** Chalice lighting by Mike Meshak with words from Kathy Juba on warm hearts, warm thoughts, and good deeds.

### **I. Staff Reports**

- Director of Faith Formation: Reviewed.
- Operations Coordinator: Reviewed. Chimney top flew off in December and the person from Fosters said he thought that the replacement and repair could wait until spring. Uncertain about the cost. This should probably be added to the budget. Kathy inquired if our new custodian, Brian, could help. Rev. Rebecca thought it seemed like it. Christine used a maintenance log to track work around the church. Brian fixed the fan in the bathroom, 2 vacuums, and a toilet. Would he be filing a report for facilities? Can Brian help us as a resource to help us prioritize or does this make sense for him to do this for us? Rev. Rebecca to consider.
- Minister: Reviewed.

### **II. Regular Agenda Items**

- Discussed things from the December 2019 minutes.
  - Board can fix the bylaw 12 numbering AND revise it on the website.
  - Reference to the member satisfaction survey as a reminder that we need to investigate it and possibly add it as a recurring thing on the perpetual calendar. Rev. Rebecca will search for info and if needed will email Laura Park. Place to look for samples should be on the [unityunitarian.org](http://unityunitarian.org) website. When reviewed we will need to know why we are doing it and think about the questions for the congregation. When ready we will have both an online and a paper version of the survey available. Also, we may do a staff satisfaction survey as part of the board's job to monitor the minister's performance, again, with the understanding

that we need to know why and it may be part of the perpetual calendar as well. If possible, the Board hopes to have at least the congregational satisfaction survey created, distributed, answers collected, and data analyzed before the May meeting.

- Regarding some facilities issues, the Board discussed efforts towards supporting energy efficiencies and solar power, including what it might take to get to zero energy for PCUU; and also that following up on another inspection on sump pumps and battery backups by a plumber should happen.
- Minutes of the December 15 Board meeting: motion to approve of the minutes made by Kathy; seconded by Charlie; passed.
- Treasurer's Report: The Board discussed the report to better understand the finance committee's suggestion for the Board to divide the income between money towards the Faith Formation youth 2021 trip fund (\$4,000), adding to the current balance to end the year with about \$5,800. And the remaining amount to be put towards the minister sabbatical/search fund (\$2,676). Motion was made by Charlie to approve the suggestions; David seconded; passed.
- Perpetual Calendar (Policy and Bylaws, one each per month)
  - January, 2020
    - Global Policy on Board Governance: Reviewed and decided no changes were needed at this time.

### **III. Other Business for the Good of the Church**

- Physical improvements: The Board continued our discussion of facility improvements based on the financial estimates received on the higher-priority items.
  - Charlie brought up the furnace and venting item as a high priority for us. Sammi made a motion for us to have Rev. Rebecca move forward on getting bids for a new furnace and venting changes; Kathy seconded; passed. Rev. Rebecca to get 3 bids with Christine's help.
  - David made a motion to have Rev. Rebecca move forward on getting bids for replacing lighting with LED by phases or sections vs. replacing all of the lighting at once; Sammi seconded; passed.
  - The wall seems like it should be fine over the winter. The Board agreed to have any holes inspected to remove birds or bats before filling with foam as a temporary fix.
  - The Board discussed the roof and its history.



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#### IV. Task Force to Identify Our Progress on Developmental Ministry

- 5 main areas: Governance, Financial Stewardship, Membership, Communication, and Outreach in the Broader Community
- Template to focus on highs and areas in need of work: We'll start with a spreadsheet or other tools online
- Recruit additional congregants: We'll divide and conquer with the Board
- Due in April so we can include in May's Congregational Report: We'll have information to share before the February BoT meeting
- Board discussed the possible need and approach to inquire, collect, and present our progress and what we have left to do regarding the Developmental Ministry work for PCUU. How do the actions we've done demonstrate our progress for the Dev. Min. Goals and more? David volunteered to be the point person for collecting the information online (Google Spreadsheet). We will need to use the questions from the Dev. Min. application to guide us on the questions we need answered. Here are the assignments for each goal.
  - Governance: Mike
  - Financial Stewardship: Charlie
  - Membership: David
  - Communication: Sammi
  - Outreach to the Broader Community: Kathy
  - Our assignment is to have content collected and submitted BEFORE we meet in February.

#### V. REMINDERS

- Next Monthly Meeting: Feb. 16th @ 4:30pm

**Adjourned:** 5:45 PM

Respectfully submitted,  
David Miessler-Kubanek  
Secretary