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PCUU Board of Trustees Monthly Meeting Minutes

October 7, 2018

Kathleen Mavity, President, called the meeting to order at 6:15 PM.

Present: Kathleen Mavity, President; David Miessler-Kubaneck, Co-Secretary; Kathy Juba, Co-Secretary; Jude Johnson; Mike Meshak; Geoff Johnson; Rev. Rebecca Hinds; DFF David Wise; Gary McGraw, Treasurer.

Board secretary: David MK for October, 2018.

Chalice Lit: Rev. Rebecca lit the chalice and said a few words.

Professional development video from Unity Consulting

- Unity Consulting video: Lighting the Leadership Chalice - Governance Part 4, https://www.youtube.com/watch?v=k0xE04pQ_1Q
- Sharing thoughts, discussions of what applying these ideas would look like at Peoples -- main takeaways:
 - We should be doing this. Trust is mostly there, aside from some of the money choices. Mission and vision work articulation has been helpful. More people recognizing and knowing the mission at the last MiA event.
 - All governance is slow. Trust is good with Peoples. Democratic process vs. top-down from other parish.
 - Different levels of commitment/interest. Some members don't want to be too involved or invested. Different types of members.
 - We think we're doing a better job getting the word out—keeping the congregation informed. It behooves us to think of the balcony, or holistic view. Trust that the board is taking things in for consideration and not filtering. Letting people know that we're working to stay at the higher level. Refer to Covenant of Right Relations.
 - Areas where we are really behind the curve?: Partnerships is lacking since we've been working on developing more on our own work. Maybe we're more at the development stage instead of the participation stage. Getting a better sense for an elevator pitch and to promote Peoples. Elevator pitch as part of a service or fun idea.



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Regular Agenda items:

September Board business meeting minutes:

Geoff needs to add his strengths. Dedicated, want the help the Board, listen to all points of view.

Staff Report: change formerly DRE to DFF.

Motioned by: Kathy, approved as amended

Seconded by: Mike

Passed: All

Treasurer's Report

Gary: Doing okay cash-wise and pay the bills.

Kathleen: Reads narrative. [include here?]

(Categories from Mission)

Gary: Other thing on the balance sheet at the very bottom. -\$7,700. Income and Expense sheet, things are trundling along.

[Rebecca: Cathy has been researching quotes for cleaning services to replace two janitors (\$9 x 8 hours) at some point. Jerry to have heart surgery in February, 2019. Ideal: clean Sunday nights, once per week. Difficulty getting people to clean up after themselves. Who plays policemen. Policy? Part of the culture change for us here at Peoples.]

Kathy: We're on target for this year to have the projected level of deficit?

Gary: Yes. Building improvements are not reflected in the budget—mostly covered by a major gift from this year and one from last year.

Gary: Biggest challenge is how to change from a deficit to even or surplus.

II. End statements

No clear order at this time.

Shared the total votes for the matrix numbers.

Discussed editing the 4th statement. Kept what's on the sheet.

Mike: Be interested in knowing how much time people give to the church?

Motion: Geoff

Second: Jude

Pass: All



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Getting the Word Out: Forum, The Voice, Bulletin board for service, Order of Service, Website, Congregational packet, Facebook

What Will the Forum Look Like (9:45 AM, Sunday, Oct. 14):

1. Show how it's traceable from Mission from Values from Dev. Min.
2. Unity definition use.
3. Define things: Dev. Min. (Kathleen), Values (David), Mission (David), End Statements (Jude)
4. Make explicit the path we took from the Start to End Statements (David).
5. Get people thinking specifically how this relates to me. Ex: stuff you're excited about—connecting it to the End Statements. Board members primed with examples.

How Things Were Done vs. Now

- Going in the policy governance direction now.
- Used to be focused on operational instead of being driven from the congregation.

Working Proposed Budget

Income side, current side \$155,000 is on the high side, based on similar pledges from this year. 5.6% increase on income.

- Endowment, a little more aggressive taking 4% and need to make estimates on payout based on a sliding window. Remind people that endowment is saving us.

Expense sides: all expenses add up to almost \$8,000 than what we've got to cover it.

- Finance Committee doesn't feel comfortable making suggestions for staff raises.
- Rev. Rebecca not going to General Assembly 2019 to save money.
- Building facilities and utilities will be higher than originally projected.
- One-time fixes in Faith Formation area and alarm bill costs. Got it down to \$2,900 from \$3,500.
- Perhaps more use of the building has led to higher utilities.
- Trash to go down by \$500 dollars starting in February, 2019 when we no longer use the dumpster.
- Costs in the communications category. MediaCom (internet and phone).
- Cancel (Yellowbook and) Gazette ads (Rebecca).
- Use of UU Connections.
- Consultant to help with three buckets (Rebecca strongly recommends Laura from Unity). Keep \$3,000 for Laura



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- Cathy Fischer submitted her two week notice today (last day is Oct. 19) and has offered to help work remotely and Rev. Rebecca is planning to take advantage of that. Rebecca is planning to do a going away party for Cathy.
- Bookkeeper \$400/month. We could shop around for a different bookkeeper.
- What are our Stewardship expectations?
- Salaries for staff discussed

Robyn Miessler-Kubaneck investigated Peoples Church Donation option on FB:

- To both FB and our website, we need a link to a payment vendor like Paypal. PCUU already has a Paypal account already, and I'm working on verifying our NPO status, which would give us lower transaction fees (2.2% the total amount plus a flat \$.30 per transaction).
- My understanding is that we set up a store front directly through Paypal. My hope is that once our NPO status has been verified, I'll be able to do that.

III. Building improvements

Facilities Study Group Guidelines:

ONLY building—not yard landscaping.

Commit to asking people to serve: Jo (?), Rich (Kathleen), Scott Gay (David), Charlie Czio (Kathleen), Tim Merfield (?), Bill Hart (Kathy), Kathy (Kathy, Others ... ? Start with an organizing meeting, Nov. 1st.

Policy on Building & Grounds Improvement Projects

Policy to be alive starting 2021

c. Board of Trustees, ii. Approves/disapproves...

Who has authority to spend from the budget?

Important to note that priorities haven't shifted.

IV. Communication via BOT and DM bulletin boards (tabled)

Input on the Developmental Ministry bulletin board

Kathleen and David to meet to discuss content.

V. Staff Reports

Staff Reports:

Minister Report: NA.



PEOPLES CHURCH
UNITARIAN UNIVERSALIST

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Money to generate a Sesquicentennial idea, every family donate \$150 at the 150th event.

Office Coordinator Report: NA.

DFF Report: How do we address the use of pronouns in a welcoming way for Adriel? Add this topic to the Adult Forum schedule. Use of a Welcoming Congregation Redux curriculum? Do a pronoun check. [Change to add pronouns to name tags?]

VI. REMINDERS

- Forum on End Statements and How We Got Here: Oct. 14 @9:30 am

Adjourned: Motion made by Kathy. Passed. 9:07 PM.

Respectfully submitted,
David Miessler-Kubanek
Co-Secretary