**Minutes from monthly Board of Trustees Meeting – November 18, 2021**

**Called to order** at 7:00 PM

**Present (via Zoom):** Marion Patterson (President), Marcy Mattison, Steve Hershner, Kris Davis, Erin Ogle, Gary McGraw, Sue Davis, and Pastor David Wise

**Chalice Lighting –** Holding history, presented by Steve

**Approval of October Minutes –** Kris moved and Sue. Board approved.

**Regular Business**

.

**I** Staff Reports Highlights

* + Faith Formation:
  + Congregational Administrator:
    - Marcy and Christine are checking out carpet samples
    - Marcy, Jackie W., and Christine are working on ideas for murals
  + Minister’s Report:
    - Repairing the church parking lot may not be an option. There are benefits to complete replacement such as addressing issues with water runoff and re-designing the handicapped entrance
      * Steve asked if there is a need for a property survey and Gary mentioned that Bill Hart may be able to assist with this
  + Treasurer’s Report:
    - May not have to tap into endowment as much as previously anticipated
    - 2022 budget is ready to present at congregational meeting

**II** Regular Agenda Items

* Ministerial Limitations- Policy 4.3, Financial Planning: in compliance; budget approved in October board meeting so that it could be sent out in November in advance of congregational meeting. Quote from Pastor David: “We are careful.”

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

* Chalice lighting for next few months: Sue-December, Erin-January, Marcy-February.
* Board decided to meet in person on December 12th after services on a Sunday
* According to the bylaws does the board have to meet monthly or as needed? Marion notes that the board should look into whether policy or bylaws should be adjusted.
* There is a need for both a landscaping plan and guidance for maintenance of the building
* Board line up for coming year
  + Steve will be moving in the role of board president
  + Erin and Kris will continue serving on the board – nominations team will be notified
  + One new board member is needed
* Discussion of Chapters 2 & 5 of Leading Change in the Congregation: Erin, Marcy, & Kris
* Annual meeting is scheduled for December 5th
  + Pastor David will be present in some fashion
  + Jackie W. is handling tech and Zoom connections
  + Gary and Marcia will be presenting
  + Erin and Doug Ogle will check people in against member roll sheets provided by Christine
  + Kris Davis has gathered volunteers to assist vote counting and tracking of members making motions, seconding, etc.
  + Sue volunteered to act as parliamentarian if necessary and call the question if discussion stalls; 2 minutes for each person should be adequate
  + Marion will remind everyone of our covenant of right relations
* Future Considerations: bylaws update, Simple landscape plan – need spearhead, mentoring maintenance staff for optimal results (perpetual calendar idea via Kris & list of helpers)

**IV** Getting to know each other- discussing what PCUU has done well over the past twenty months

**Next Board Meeting scheduled December 12th after Sunday service** – could be joined by search committee

**Chalice Extinguished and Meeting Adjourned** at 8:29 PM