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**Board of Trustees meeting**

**Wednesday April 26, 2023**

**Zoom Meeting**

**Present**: Steve Hershner, President; David Wise, Interim Minister; Marcy Mattison, Secretary; Kris Davis, Sue Davis, Cate Sheller, Lu Wilcox;

**Absent:** Gary McGraw, Treasurer

1. **Call to Order:** President Steve Hershner called the meeting to order at 7 pm
2. **Lighting of the Chalice, Reading:**  Steve Hershner
3. **Approve Board minutes (February 2023):** approved as submitted on a motion by Cate, second by Sue.
4. **Reports:** Pastor David reviewed highlights (see attached)
	1. **Faith Formation:** The critical need for nursery workers may require raising the wage from $12. Voices of Christ are being billed for cleaning and other damage remediation. Co-op and FF activities are going well and are well-attended.
	2. **Operations Coordinator:** Carpet cleaning is scheduled for May 15; Church will be closed for that day. Chancel lights and fixtures and lights are being repaired/replaced, and the hanging mics lowered for better reception.
	3. **Minister:**
		* **Outreach** -Pastor David and Ryan R-K are going to a minister’s conference May 15-19, and to a LGBTQ+ Youth conference at Prairie Meadows April 28. Eco Fest, though hampered by cold weather, was a success: information on the church solar array sparked interest, as did Sue Davis’ curly willow branches! Signage needed for next year. There was some confusion about the identity of FF/youth booths. Issues will be addressed for next year’s events. Thanks to all who staffed and participated: Kathleen, Cate, Sue Ryan, and children and youth.
		* **The Deep Dish Divas/Peter Mayer** **concert** drew attendees from a wider area, and returned a profit although tickets were higher than for other concerts. Successful!
		* **Construction** is underway on Gordon Avenue. Adjacent neighbors have been offered limited use of the church parking lot for the duration. Access tips are being provided to our congregation.
	4. **Treasurer Report:** Income levels are ahead for the year, and expenses as expected (see attached).
5. **Upcoming Events/Meetings**
	1. **Candidate Week: May 7 – 14:** Carin will visit with various groups in the church and will have the pulpit on both Sundays during the week. The Board meeting time with her has not been set. Steve reviewed our availability and will check with Robyn tomorrow. Some confusion about the May 6 welcoming reception hosted by the Gary and Laura McGraw was somewhat resolved.

**It is imperative that members are made aware that a** **super-quorum of 40%** **of membership and a** **95% approval vote** **are required** **to call a new minister**; therefore staff and leadership will work to share the need for all members to participate. Efforts can include special mailings, announcements across our media platforms, and focused outreach to those with accessibility issues will all help. **Steve is drafting an article on behalf of the Board urging participation on May 14th** to be submitted to the office tomorrow for distribution. *Side note: Can Search Committee help spread the word at meet & greets?*

* 1. **Annual Meeting, May 21 following worship, in the sanctuary** (see Regular Business)
1. **Regular Business:**
	1. Review and preliminary approval of draft policies on *Endorsement of Ministers and Ministerial Candidates*, and *Ordination.* We will share with the congregation before the annual meeting, and present it for approval at that time.
	2. **Annual Meeting Preparation:** The Annual Meeting is **May 21**. The postcard notice will go out April 28 and the email notice May 5. Materials for the meeting will be emailed, or mailed to all members, with special attention to those with limited access to computers.

**The mailing will include:**

* + - Agenda
		- Proxy voting form and instructions
		- Zoom instructions
		- Changes to Endorsement & Ordination Process
		- Updated Funeral Policy
		- Vote on slate of Board candidates (Marcy Mattison, Sue Davis)
		- Vote on Board President (Steve Hershner)
		- Vote on Nominating Committee candidates (Lu Wilcox, Rich Patterson, Jan Federer)

**Verifying the Quorum**: the board hopes to confirm the actual number of voting members. It is an annual process that has been overlooked for several years; can we do that before the meeting? Board members will have current lists at the meeting, and will visually confirm members present and on Zoom to determine if a quorum of 20% is reached.

* 1. **Monthly Policy Review:** Policy on Emergency Minister Succession (4.9) was reviewed and reported by Pastor David as tested and effective.
1. **Other Business:**
	1. **Funeral Policy Review:** the revised version provides an itemized and detailed list of services, options and fees to people planning a memorial service. It will be shared in advance of the annual meeting and offered for approval at the meeting.
	2. **Transition:** the Board discussed what *is* and *is not* known related to associated shifts in staff upon calling a new minister in three weeks. There are many open-ended questions that we hope to understand. In the face of the challenges the transition is likely to bring, the Board must develop satisfy our own questions, develop a **solid and consistent position** and respond thoughtfully and helpfully to questions from our congregation. **Ad hoc Board meeting next Sunday** **after service** for updates and discussion*. Side note: We can probably anticipate a need for discussion/sharing sessions with congregants to understand concerns and answer questions – Caren’s role in this? Our role? Invite Marion Patterson or other leader to help with discussion? All TBD*.
2. **Next Board Meeting: Thursday, May 25, 7 pm** at church
3. **Extinguish Chalice and Closing Words:**  Steve
4. **Adjourn:** The meeting was adjourned at 9:17 pm. Marcy moved, and Cate seconded.

Related docs:

Treasurer report/Balance sheet/Budget performance

Policy revision: Endorsements/Ordination of Ministerial Candidates

Revision of Funeral Policy

March 2023 minutes

Interim Minister report

Congregational Administrator report

Faith Formation report

Respectfully submitted by Marcy Mattison, Board secretary