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## Board Minutes Thursday, September 21, 2023

**Board President Steve Hershner convened the meeting at 7:03 pm**

**Board members present:** Steve Hershner, Marcy Mattison; present w/Zoom: Sue Davis, Cate Sheller, Lu Wilcox; absent: Kris Davis.

### Chalice Lighting & Reading:

#### Check-in

**Approval of August minutes:** *approved on voice vote without motion.* Marcy thanked folks for proofreading in advance of the meetings, and noted that Board documents are available online [here](#) through GoogleDrive.

### Minister's Report:

1. The Faith Formation Director position is being posted using Indeed.com after poor response using Corridor Careers. The additional expense seems an appropriate investment in finding the right candidate.
2. Electrical repairs are scheduled for October 4 (office receptacle, sanctuary lighting and downstairs light re-wiring).
3. Siding repairs are on hold until a third bid is received, and when a contractor choice is made, Grinnell Mutual will be contacted re: coverage. ? volunteered to call for a third bid and coordinate with the office.
4. The Banned Book Sale netted \$1846. (Tax form needed.) Thank you, Kris, for managing the sale logistics participation! Bryan and Kris Davis are working to organize the Banned Book Library.
5. Note on organizing agenda to focus on
  - a. Information for action items,
  - b. Discussion, and
  - c. Decision-making to meet our Ends Statement.

### New Business:

1. **Board Training** book, chapter 2, [Why We Have Meetings](#) discussion
  - a. Share leadership for flexibility, responsiveness
  - b. How to develop the volunteer pool? Get to know peoples' talents; get more

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*Encouraging the free and responsible search for truth and meaning.*

members; ask individuals for help *one-on-one*.... and offer:

- i. Support
  - ii. Oversight
  - iii. Training
  - iv. Accountability
- a. Focus team goals to changing needs
  - b. Refer to Small Church Governance, by Dan Hotchkiss
  - c. Evolve new ideas for new tools
  - d. Define and understand the congregation's priorities
  - e. Form an ad hoc personnel advisory team to advise on salaries, policy, legalities
    - i. What was the process used to set salaries, benefits? (David had asked us to examine and balance salary changes; should be done annually.)
  - f. Keep the congregation involved in decision-making process by holding small meetings, to develop priorities, assess expectations and needs;
  - g. What can we offer as a church that makes peoples feel welcome (rather than a static institution)? Consider *why* PCUU exists, what needs we do we meet? Define our message.

**2. Installation: Saturday, April 27, 2024 at 2 p.m.**

- a. Laura McGraw is chair, and with Carin, will gather a few people to make it happen.
- b. Marcy will serve as liaison between the Board and the Installation Team.
- c. **Board's Charge to the Installation Team:**
  - i. Work with Rev. Carin Bringelson, to plan and implement an Installation to take place at PCUU on Saturday, April 27, 2024 at 2pm.
  - ii. Involve friends and members of PCUU to secure in-kind donations, dedicated gifts, and service/time for the Installation.
  - iii. Communicate with the Board of Trustees through the Liaison regarding financial matters.
  - iv. Educate the Congregation about its role in the Installation.

*Motion: the Board charges the Installation Team with the responsibilities listed above (Motion: Lu, Second: Cate, passed unanimously).*

3. **Review/establish COVID Policy and Procedure:** how did we know when to stop in-person services? Who made the decision? When to require masking? What are the lines of authority? What resources were consulted? (no State COVID Dashboard anymore; refer to Linn County Health info, hospital reports, UIHC COVID reports, consult with Board President and health professionals in the congregation).
4. **Revision of Memorial Policy:** Members of the Van Vechten Guild have offered some revisions to the memorial policy; they will submit their recommendations to the Board for approval.

**LAUNCH Start-up Weekend, October 20-22 with Rev. Phil Lund, UUA Midwest Conference Congregational Consultant**

1. **Friday, 6:30-9 p.m. Congregational gathering** – tasks: childcare, snacks, set-up, clean-up;

2. **Saturday, 9:30 am - 4 pm, workshops for Board, other leaders** (mini-Board meeting?) Tasks: set-up, meal, snacks, clean-up, childcare?
3. **Sunday morning Worship, 11 am** – tasks? Coffee hour needs?
4. **Helpers:** Steve, Sue and Marcy. Marcy will do “ads” for social media and print

#### **Calendar review & updates**

- **October 21:** Phil Lund workshop, short Board meeting to review, approve budget
- **October 20-22 LAUNCH** Start-up Weekend
- **September 24 – October 6,** Steve away; need an acting Vice President during this time to touch base with Rev. Carin weekly, be a sounding board for congregants, and provide general back-up – Cate volunteered.
- **April 27: Installation Weekend, 2 pm**

**Closing:** reading of the Board Covenant

**Adjourned at 8:45 pm.**

**Next meeting** (to vote on draft budget for annual meeting) within the October 21 workshop with Rev. Phil Lund.

Respectfully submitted by Marcy Mattison, Board Secretary

Associated documents:

Board agenda

Minutes from August meeting

Minister's report, including

- *Governance Now that You're Small*, by Dan Hotchkiss
- Installation Team Charge to the Board