



**PEOPLES CHURCH**  
UNITARIAN UNIVERSALIST

**4980 Gordon Ave NW Cedar Rapids IA 52405 • [www.peoplesuu.org](http://www.peoplesuu.org) • 319 362-9827**

**Board of Trustees meeting**

**Wednesday, January 24, 2024 at 7 p.m.**

**Hybrid Meeting**

**Present:** *In Person:* Steve Hershner, President; Rev. Carin Bringelson, Minister;

*Zoom:* Kris Davis, Sue Davis, Marcy Mattison, Secretary; Cate Sheller, Lu Wilcox.

*Absent:* Gary McGraw, Treasurer

1. **Call to Order:** President Steve Hershner called the meeting to order at 7:00 pm
2. **Lighting of the Chalice, Reading:** Rev. Carin, reading from [Gifts of Liberating Love](#).
3. **2023 Board minutes: approved with corrections as noted;** motion Marcy, seconded by Kris
  - \$725 for staff bonuses were taken from leadership development.
  - 50K for ministerial housing allowance approved (amount not specified)
  - Pastor Oswald (spelling correction)
  - **Congregational Meeting minutes** (December 4, 2023) **Action:** develop procedure for submission and approval of annual meeting, congregational meeting minutes >Marcy will look at past minutes and ask previous secretaries to determine/develop procedures.
4. **Clarify Roles & Responsibilities:** Rev. Carin shared a draft covenant with the Board; tabled until the next meeting.
5. **Listening Sessions: developing future priorities with congregational**
  - Facilitators: **Steve, Lu and Cate;**
  - Decide on approach, whether broad visioning, or brainstorming, specific wishes
  - **Five listening sessions in February and March;** Board members are asked to be **Facilitator, Notetaker, and/or Process Observer/Timekeeper.** Facilitate loose structure to encourage thinking in broader terms.
  - Results will be reviewed in April, and shared with the congregation at the May Annual Meeting, and schedule another meeting(s) to refine the list.
  - Leaders (?) will **prepare scripts /questions** next week for upcoming meetings, considering Ends Statement, what's exciting now, what would you like to see happen?
  - **Planning sessin:** Share our 5 ideas together next week before **facilitators' Zoom planning session (Sat 2/3 10-N and 2/8 7 pm)**
  - **Sessions changed:** 3/3, 12:15 - 1:44; 3/12, 7 - 8:30; 3/17, 9 -10:45; 3/23, 10 - 11:45. People can come back to another session for more discussion. Sue distributed a summary of the recent Developmental Ministry survey for reference.
6. **Reports:**
  - **Minister:**
    - i. The **Common Read** discussion will be March 6 by Zoom;
    - ii. **Greeter training** with Kathy Juba 1/27 at 9:30 a.m. Board
    - iii. Rev. Carin will be **meeting with Voices of Christ's** Pastor Oswald this Friday about how to grow our congregations' relationship a bit (more) – beyond sharing the building. Ideas: One member is interested in getting help practicing his English. Listen to their Choir?

- iv. **Shared Ministry Team** members offer the “balcony view” of the minister’s professional development (Kathy Juba and Kathleen Mavity – would like another member) in advance of earning full fellowship.
    - **Treasurer:** reports tabled until next month.
7. **Board Training: *Change*** – accommodate emotional responses; leaders don’t have to make everyone happy, but need to invite them into sharing, and listen. Understand responses, and develop *powerful questions*. Connect, grow, and serve. Peoples Church has had so many changes recently, and seem to be enjoying consistency and stability – productive stress! *Becoming the congregation we want to be*.
8. **Policy Review:**
  - **Paid Time Off for employees working less than 20 hours/week.** The Board agreed to follow standard personnel policy, allowing PTO only to employees working 20 hours a week or more. The personnel policy will be clarified accordingly.
  - **Establish procedure for approving congregational meeting minutes** >Marcy will review past minutes to find past procedures, as no one recalls.
  - **Review required policy review at monthly Board meetings, need for updated plan> tabled until another meeting.**
9. **New Business:**
  - Establish **temporary leadership plan** coverage and a Board contact person when Steve and Carin are unavailable/out of town > Lu agreed to be Board contact person (1/28, 2/4, 2/18)
  - **Nominating Committee** update: Board is tasked to **recruit an additional member** to the NomCom; now consists of Jan and Lu; third member didn’t realize. Cate and Kris will be stepping down. Sue, and Marcy will continue, and Lu will stand for her first *full* term. Steve and Carin are reaching out to Robyn to return to the Board. After stepping down as president, Steve will remain on the Board for one more year of his new two-year term.
  - **Charge from the Board to the Shared Ministry Team as described: motion by Kris, seconded by Sue.**
  - **Encouraging Neighborhood Resiliency** (via Rich Patterson) would establish the church as a resource location for neighborhood assistance during emergency (electricity, shelter, staffing); get more info about the program and discuss further.
  - **Social Justice requests Board approval of LBGTQ banner** for church exterior. SJ has the funding. Motion to approve SJ installation of a pride banner after researching any signage requirements and providing general display details. Approved UVV.
10. **Schedule**
  - **Next Meeting: Thursday, February 15, 2024 7 pm**
  - March meeting: Thursday, March 28 at 7 p.m. (return to 4<sup>th</sup> Thursdays)
  - Saturday, April 27: Our Installation!
11. **Extinguish Chalice and Closing Words:** Steve, Carin (Cole Arthur Riley, [Black Liturgies](#))
12. **Adjourn:** The meeting was adjourned at 9 p.m. by Steve.

Respectfully submitted by Marcy Mattison, Board Secretary

Related documents:

Charge to the Shared Ministry  
Listening Sessions goal, schedules > President’s column in Voice 4/24  
Draft Ministerial Covenant with the Board  
December minutes