



Board Meeting Minutes | December 18, 2024

Attendees: Robyn Miessler-Kubaneck, President; Rev. Carin Bringelson; Bob Butikofer, Marcy Mattison, Secretary; **Zoom:** Steve Hershner, Sue Davis, Vice President; Gary McGraw, Treasurer.

Robyn called the meeting to order at 6 p.m.

Rev. Carin lit the Chalice and provided a reading: *With or Without Candlelight*, from [A Meditation Anthology](#)

Minutes from the November meeting: *Motion to approve without change by Bob; second: Steve*

Reports:

1. The **Treasurer's Report** was reviewed and approved.
2. The **Minister's Report** was reviewed with the following highlights:
 - Board training (see separate item below)
 - Board Welcome schedule: remember to check the rotation and schedule!
 - The new Care Team now has a web page. Please check it out and share feedback
 - The Minister's housing allowance proposal was reviewed. Motion to entertain the approval of the ministerial housing allowance as described by Bob; second: Marcy
 - Begin planning to attend the General Assembly. Peoples has three delegate openings – who is interested? Robyn, others TBD
 - David found someone to repair the Chancel wall!

Nomination Committee History Review: Lu Wilcox charted the Board members, date of terms and executive terms served over the past several years. It clarified that in May 2025, Steve, Robyn and Bob return for another year, while Sue and Marcy will exit at that time and the Nominating Committee (meets 1/12/25) will begin recruiting (two) nominees to put forward for election.

Notes

- The NomCom is THE vital link to the congregation's investment in good leadership.
- The NomCom meets January 12.
- Steve is on that committee and will report the upcoming vacancies.

Congregational Meeting Follow-up:

- A check-in process using 2-3 Board members/greeters to log in people as they arrive worked well, paired with a follow-up announcement to those seated to raise their hand if they haven't checked in and received materials.
- Announce if quorum is met at beginning on the meeting
- Make printable proxies available online in advance of the meeting
- Zoom vote: have designated counter with list, either/both online or near the sanctuary computer to affirm membership and count votes.

- Allow for a virtual breakout room option after the meeting ends.
- A record of the votes (in-person, Zoom and proxy) is kept by the Secretary; should the Admin receive and archive the vote records?
- Clarify who may vote for social justice action (anyone) vs. congregational decisions (only members).
- The introduction of David Kind to the congregation was exciting and very helpful; ask if he could attend future congregational meetings?
- Positive, upbeat vibe throughout the meeting reflecting confidence and enthusiasm.

Board Training & Exercise: *Find the Sweet Spot in Determining Paths Forward*

A sample project was evaluated by each person using the [prioritizing tool](#) by assessing it through different lenses: capacity, competence, will, impact, mission. The resulting “score” offers insight into the likelihood of success.

- We know what we want, and this tool can help us get there.
- Clarify “Capacity:” financial resources, personnel, cost or time?
- **A great tool for specific projects** beyond the congregational admin’s role.
- Also applicable to “softer” undertakings, like ministry efforts, and our own decision- making processes.

Next Steps: Planning Our Priorities

1. Creating a Facilities Team

Who – gather various skill sets; what are the new members’ talents? Acting in *oversight* role. Discuss role of members vs. friends in leadership roles.

Who will each of us contact after the holidays? Bob: Tom Hess, Bill Hart; Sue: Rich Patterson; Marcy: Mark Wilcox, Nick Wedeking, Jan Federer?

How – how much autonomy and authority? Relationship to the Board? Limitations?

Robyn will create a job description for the B & G team, clarifying expectations, authority and relationship to the Board (autonomy) to be presented at the next Board meeting. **Table contacting folks until description is developed.**

- 2. Supporting the Ministries Teams** (Music, Membership, Faith Formation, Worship Arts, Care Team, etc) – tabled until the January Meeting

Board Schedule: **January 15, Wednesday at 6 pm**
 February 19, Wednesday 17

Motion to adjourn: *Marcy, seconded by Bob at 7:41 Unanimously approved.*

Reading, Extinguishing the Chalice.

– Respectfully submitted by Marcy Mattison, Board Secretary

Action items

- Individuals are asked to review the Board Welcome schedule
- Consider attending UUA GA as delegate or otherwise
- Help NomCom by talking to folks about Board service; pass names of those interested to the NomCom.
- Add distribution of proxies online and on paper to list of cong. meeting advance tasks
- Pass Congregational Meeting votes to Congregational Admin to archive
- Outreach to any people interested in a Building & Grounds team oversight role
- Create a job description for the B & G team, clarifying expectations, authority and relationship to the Board (autonomy) to be presented at the next Board meeting. Table contacting folks until description is developed.