



Board Meeting Minutes | January 15, 2025

Attendees: Robyn Miessler-Kubaneck, President; Rev. Carin Bringelson; Bob Butikofer, Marcy Mattison, Secretary; **Zoom:** Sue Davis, Vice President; Gary McGraw, Treasurer, Lu Wilcox; Steve Hershner was absent. Kathleen Mavity attended as a guest.

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

Rev. Carin lit the Chalice and provided a reading: *Gas Station Communion*

Check-in by Board members.

Minutes from the December meeting: noted that recording of the meeting and listing of action items is useful. *Motion to approve without changes by Bob; second: Sue; unanimous approval on voice vote.*

Reports:

1. Rev. Carin reviewed the [Minister's Report](#), noting the following highlights:
 - **Board Welcome:** is it working well? Remember to review the schedule.
 - [General Assembly](#) (June 18-22): if the numbers are correct, Peoples has 95 members, qualifying for two delegates – who is interested in addition to Robyn? **Ask Membership Team to review membership for confirmation.*
 - Please consider attending the [Allen Lincoln Douglass Banquet](#), Feb. 15.
 - Search underway for a **new nursery worker** and an **accompanist for choir**.
 - **Celeste Downs** is stepping down as director of Faith Formation for health reasons at the end of January. FF has plans in place to keep moving forward until the position of director is filled.
2. [Treasurer's Report](#): Gary expressed some trepidation about the financial future, given our congregation's changing demographics, but also shared confidence in the endowment, strong pledge response and continued surplus.

Board Training & Development: how are we doing as a Board? Good:

1. We're excited about setting our priorities and moving ahead.
2. The Board agreed that the decision-making tool introduced 12/18/24 is valuable.
3. Ongoing work to clarify procedures, responsibilities and accountability, and lines of communication is important – and critical.
4. Recent professional development tools are user-friendly and helpful – are there leadership topics we want to know more about (see above)?

Facilities (B&G) Team Development: prioritized as area of greatest need, as the Ministry area currently is dynamic and growing. What are we asking for and who is doing what?

[B&G Job Description](#) developed by Steve and Bob (attached) - discussion highlights:

- The minister has authority over the Facilities Team and can determine their level of involvement;
- The Team does the legwork, research, recommendations and planning;
- The minister and Team will establish their relationship together – helped by the congregation, admin and custodian;

- What is the Team's authority spending limit, and in what situations: regular maintenance needs and emergencies. major and long-range improvements. In consultation with the minister, treasurer, admin and/or custodian regularly,, or "as necessary?" TBD
- Regular reports/updates will be made... to whom?
- **Update Bylaws to reflect policy governance*
- What is the Board's role and what are its expectations? **everyone makes a list of expectations for the next meeting.*
- What kind of congregational input is needed?
- Board to talk with the Facilities Team to clarify expectations - or let the Team write their own job description!
- Bob and Steve will be Board liaisons to the Facilities Team.

Summary: The existing framework is enough for leadership to move ahead; can be modified with Facilities Team members.

Capital Improvements General Plan: ready for the Facilities Team to refine as needed.

Board Schedule

Next Board meetings: February 19, 2025 and March 19, 6 pm

Upcoming Welcomes: 2/2/25 - Bob Butikofer, 2/9/25 - Marcy Mattison, 2/16 - Lu Wilcox

Allen Lincoln Douglass: Banquet, February 15

Game Night: February 29

Motion to adjourn: 7:48 pm by Marcy, second by Bob; approved on unanimous voice vote.

Reading, Extinguishing the Chalice.

– Respectfully submitted by Marcy Mattison, Board Secretary

Action items

- ☐ Contact candidates for the Facilities Team for the February meeting – Bob
- ☐ Ask Membership Team to confirm membership for confirmation (impacts UUA delegate count)
- ☐ Update Bylaws to reflect policy governance
- ☐ Board members: prepare a list of expectations for the Facilities Team for the next meeting.
- ☐ Individual Board members are asked to review the Board Welcome schedule
- ☐ Consider attending UUA GA as delegate or otherwise!