

UUCF Board of Directors Meeting 08/08/2023

Members Present: Lorne Caddick, Bruce Johnson, Thomas Contreras, Mahnaz Shahrestani, Cathy Frickert, Colleen Clay

Absent: Heather Enriquez, Rose London, Janice Paton, Rev Dr. Jason Cook

Agenda Item #1: Call to Order

Occurred at 7:05pm Lorne Caddick

Agenda Item #2: Acknowledgment of Native Land and Chalice Lighting

Lorne Caddick lit the chalice and acknowledged native lands.

Agenda Item #3: Approval of August Agenda

Lorne made a motion to accept the agenda, Bruce seconded, no discussion or dissent, motion passed.

Agenda Item #4: Admission of reports to the record

Only the Administrator's report was submitted this month. Jason was on vacation and no Minister's report was submitted. No RE nor Bookkeeper reports were submitted.

Agenda Item #5: Approval of Committee Heads

The draft UUCF Committee Heads and Members 2023/2024 document was submitted for approval. Lorne made a motion to accept the document, Thomas seconded, a discussion ensued, there was no dissent and the motion passed.

Agenda Item #6: Discussion of Committee Members and Roles

It was agreed that each Board committee Liaison Head would talk with their committee organizations to determine issues and concerns, recommend any structural changes, and personnel actions. Lorne assigned an action item to all Board members to the report back to him by 31 August via email.

Agenda Item #7: Treasurer's Report

Lorne (acting Treasurer) related congregation members' feedback concerns relating to financial management. Lorne laid out his plan for establishing a baseline for all financial matters with recommendations for consideration. No specific timeline was given, but Lorne indicated that he would provide the Board a report within the next couple months.

Agenda Item #8: Trustee Report - Engagement

Thomas noted that the lack of volunteers was hindering the ability to offer a robust engagement experience for the congregation. Lorne recommended that a formal Setup/Takedown team be

formed by congregational volunteers. This led to a discussion about the need to advertise for both paid and volunteered positions in a more direct way. No specific action item was assigned.

Agenda Item #9: Trustee Report - Caring and Social

No update

Agenda Item #10: Trustee Report - Worship and Music

In Rose's absence, Lorne laid out the results from his and Rose's discussion with Christina Garner. The near term plan is to have Rose work with Christina and her Music team to put in place an interim music program until a new Music Director is hired. Going forward there will be a Song Leader assigned each week to MC the music program, select and lead all songs, and work with the pianist. In addition, Rose will work with Christina to form a search committee for a new Music Director.

Agenda Item #11: Trustee Report - Service

Lorne discussed security for the upcoming Reproductive Justice Play. The decision was made by the Board that a paid security guard was not needed. Colleen Clay was given the action item to work with all involved with the play and develop and present a security plan to the Board.

Agenda Item #12: Trustee Report - Youth and Family Programming

No Report

Agenda Item #13: Discussion of Congregation Feedback

Lorne mentioned that he had received feedback on financial management and attendance. Lorne's financial baseline report will address financial management concerns. The other issue raised by Lorne was attendance. There is a concern that attendance remains low. A number of issues and possible solutions were discussed. Each Board member was given an action to investigate and be prepared to discuss attendance and make recommendations at the next Board meeting or Offsite which ever comes first.

Agenda Item #14: Action Item Review:

Action Item #1

POC: All

Action: Each Committee Head Liaison will talk with their committee organizations to determine issues and concerns, recommend any structural changes, and personnel actions.

Due Date: 31 August via email.

Action Item #2

POC: Lorne

Action: Establish a baseline for all financial matters with recommendations for consideration.
Due Date: No later than October Board Meeting

Action Item #3

POC: Rose

Action: Rose will work with Christina and her Music team to put in place an interim music program until a new Music Director is hired. The program will include a Song Leader assigned each week to MC the music program, select and lead all songs, and work with the pianist.

Due Date: 31 August

Action Item #4

POC: Rose

Action: Rose will work with Christina to form a search committee for a new Music Director

Due Date: 31 August

Action Item #5

POC: Colleen Clay

Action: Colleen was given the action item to work with all involved with the play and develop and present a security plan to the Board.

Due Date: 31 August

Action Item #6

POC: All

Action: Each Board members was given an action to investigate and be prepared to discuss issues associated with attendance

Due Date: September Board meeting or offsite whichever comes first.

Action Item #7

POC: Lorne

Action: Get approval for in-person Board meetings

Due Date: Upon Jason's return in September

Agenda Item #15: Comments, Clarifications, Proposals, New Business

The Board agreed that they preferred to have all future meetings be in-person. A zoom/conference call will be considered for those that can not attend in person. Lorne agreed to discuss this new approach with Jason when Jason gets back from vacation.

Agenda Item #16 Adjournment

Lorne adjourned the meeting at 8:32PM