

September 2023 Board Meeting Minutes

September 19, 2023

Chalice Lighting: Words by Rev Viola Abbitt, minister at Coastal Virginia Unitarian Universalists in Virginia Beach, VA

Attendees:

Gerri Farrell, Rev Debra Haffner, Ken Buley-Neumar, Jenna Kern-Rugile, Allyson Barish, Connie Sorscher, Laura Otten, Jim Rubin-Perez and Shelley Lauer-Bader.

Discussion and Vote Items:

- **August 2023 Minutes** – Ken called for approval of minutes after typos corrected. Unanimous.
- **Charters** – Last summer, Key Committee Chairs completed a questionnaire re: goals, responsibilities, and governance of their respective areas. Ken & Rev Debra drafted charters, obtained feedback and suggestions from chairs, then incorporated changes into charters and obtained approval from the committees. Issues related to governance are outstanding for Strategic Planning and Buildings & Grounds (B&G). Next, Subcommittees and Teams will work on their charters and approval/adoption will proceed similarly. Ken & Rev Debra will work with Chairs on needed additions/clarifications to Strategic Planning and B&G charters. Ken moved to approve charters as presented for Worship, RE, Social Justice, Personnel, Communications, Stewardship and Finance committees. Seconded by Laura. These charters unanimously approved.

Discussion Items:

- **Long-term rentals** – Ken presented history of long-term leases and analysis of this past year's non-renewal of Little Learners lease, the need for more efficient and effective steps to transition to a new tenant (month to month rental limited fiscal planning, policy regarding long-term leases needs updating to align with new governance structure and define/clarify roles of BOT & B&G, commercial listing through 12/31/23, effective follow up communication with listing agent needed, coordinating roles of BOT and B&G need to be clearly defined to maintain fiduciary responsibility regarding tenants & lease with listing commercial realtor, timely maintenance/repair/update of space. Ad Hoc Committee of three suggested. Gerri will ask Susan Peters, Jason Dorazio, and Vivian Storm to contribute their experience and expertise to this committee. Ken will create a charter for the Ad Hoc Long Term Lease Committee with input from Rev Debra.
- **Finance Update** – Allyson sent out financial statement regarding EOY (6/30/23) analysis. \$39K decrease in expected income due to loss of Little Learners leaving was offset somewhat by actual expenditures being \$16 less than budgeted. At two months into 23-24 budget year, expected income from all sources should be 16.7% of annual expected income. Two months into the new fiscal year, actual income is tracking at 14% of total annual expected income (15% of pledge income). The difference (16.7% v 14%) is likely due to lack of fundraising events income during the summer months and September. The Pumpkin Patch income will likely help make up the difference in October. Allyson will provide more detailed reports to Ministry and B&G to familiarize committees with actual expenditures.

- **Website Update** – Ad Hoc Website Committee has chosen ChurchGo to update UUFH website. Once given go-ahead, the website structure will be built in ~2 weeks. Committee meets next week. Rev Debra is working on updated/new content to be included. Deadline for launching new site is December. It may happen sooner.
- **Drag Queen Story Hour** – Rev Debra and Jim gave update about Drag Queen Story Hour scheduled after Sunday Service and Huntington Family Pride Picnic on 10/8/23. Bella Noche will read 3 stories, and activity projects will be offered. Team is meeting on 9/26/23 to discuss logistics, publicity and security for the event. Board recommends the event will be promoted to members, allies and friends, and pre-registration and fee be required. Jim will discuss security plan for the event with Security chair, Bryce. Communications will create sign-up link.
- **Search Committee Update** – The Ministerial Search Committee has created an online questionnaire for congregants to complete by 9/30/23. The survey questions ask everyone to share their experiences and wishes for our congregation to help the Search Committee find us our next minister. The Committee will tabulate the results and share them at “cottage meetings,” which will be held in October. There will be a service on November 12 to discuss the results. Laptops will be available at the UUFH for anyone without a computer to complete by 9/30. Paper copies will also be available.
- **Safety Committee & Security Team Update** – The Security Team has three members, led by Bryce Klatsky. Terry met with RE teachers to notify them of planned Fire Drills. We will have one in October. Lockdown strategies are being discussed. De-escalation training is not available locally. Security Team questioned extent of its responsibilities beyond Sunday mornings to other areas such as COVID, and security for other events. Terry will continue to monitor the COVID numbers and will notify the Safety Committee of upticks. Consider Ad Hoc COVID Committee for this.
- **Secretary’s Reminders** – Reminders list needs updating/revision, given the effects of governance change. Rev Debra will meet with Shelley to discuss.