

## **UUFH Board Meeting**

**May 21, 2024**

**Attendees:** Rev Debra Haffner, Gerri Farrell, Allyson Barish, Jim Rubin-Perez, Laura Otton, Jenna Kern-Rugile, Connie Sorscher, Michele Lauer-Bader Vivian Storm, and incoming Board members: Susan Peters, Jon Nielsen, and Liza Burby. Absent: Ken Buley-Neumar.

**Chalice Lighting:** “New Light” by Charles A. Howe

**Covenant** – Reviewed

**Secretary’s Reminders** – E-blast re: Second Congregational Meeting Reminder. All financial documents to be updated. Keys to be returned/given out. Committees to write annual reports. New Membership List to be generated. Annual reports.

### **Discussion and Vote Items:**

**April Board Meeting Minutes** – the Board unanimously approved April minutes.

**Investment/Endowment Charter** – The addition of a paragraph has been recommended to be added to the Investment/Endowment Charter to specifically address stewardship of the Van Roy fund. As specified in this paragraph, a target amount of 3% of value of the fund will be moved to operational funds annually, and is to be used solely for speakers. At the end of the year, any unused funds will be placed in reserve for speakers in future years. Laura moved to accept the Endowments/Investments Subcommittee Charter. Shelley seconded. Unanimously approved.

**2024-25 Annual Budget** – (Allyson) balanced budget presented. Budget process was very collaborative this year, using the new governance structure and gaining insights from those involved in the former process. Reserves added to for ongoing maintenance, repairs, legal expenses, water heater, folding chairs. Laura motioned to present the 2024-25 budget as written to the congregation for approval. Jenna seconded. Unanimously approved.

**Sustainability Fund Guidelines** – Board discussed new guidelines for gifts and legacy funds, which must be unrestricted as per NYS law. They should be designated in honor of deceased individuals (designated in a will, or as part of an estate). We will wait until sustainability fund is set up. Motion by Allyson to set up Sustainability Guidelines. Seconded by Connie. Unanimously approved.

**Safety Policy** (Rev Debra) – Rev Debra discussed the email she sent outlining a proposed Safety Policy based on “best practice” to protect the congregation from any/all misuses of power. Background checks recommended; definitions of sexual misconduct/harassment and misuse of power of staff provided. Shelley moved to approve the Safety Policy changes as submitted by Rev. Debra. Seconded by Jim. Unanimously approved.

### **Discussion Items:**

**Evaluation of Interim Ministry** – Board members’ individual notes (“almost exclusively positive”) evaluating the Interim need to be consolidated (Gerri and Laura). Board will read Rev Debra’s evaluation. Both will go to UUA Transitions Office.

**Governance Refresher** – New governance structure refresher to help identify/iron out communication issues and create and disseminate communication policy. Possibly to be held 6/12/24. Waiting for confirmation of individuals' availability.

**Contract Minister Search** – An applicant for a 1-year position is being considered. The Board may need to vote to hire before June board meeting, if the ad hoc Contract Minister Search committee recommends a candidate.

**Treasurer's Report** (Allyson) – At 83% of the way through the year, we have received 81% of income. 82% of expenses are in. Pledge reminders were sent. 93% of fundraisers are in. Plant Sale income was a little short. Allyson will send an e-blast to remind last minute pledge fulfillers. She is also working to consolidate obsolete equity accounts.

**Apartment Tenant** – No activity

**Communication Procedures** (Rev Debra)– Sandra's title updated to Office Director. Job Description title needs updating. Rev Debra has been working to create Communications Policy related to new governance structure. She will disseminate to committee chairs. Need to get their agreement/consensus.