



Board of Trustees Meeting Minutes
Tuesday, 17 October 2023
via Zoom

Approved

Attendees:

Board of Trustees / BoT: Jean Polmateer, Arlene Joy Christiansen, Paul Roof, Rev. Charles Perry, Shelley Lish, Dorothy Bosteder, Sharon Wolf

Staff observing: Monica McDowell-Elvig

Guests observing: Cathy Lane, Linda Hillesheim (except when answered questions during Committees)

Meeting called to order: 4:31 pm PST by Jean.

Agenda: Jean moved, Joy seconded, to approve agenda – passed; Sharon absent during vote.

Minutes: Joy moved, Dorothy seconded, to approve 2023 September 19 BoT meeting minutes - passed.

Reports: Full reports with meeting attachments provided for review prior to board meeting

Minister Report:

Rev. Charles reported on activities and networking during Unity Regional Conference in Bend, OR.

Will start hire process for Music Director as soon as salary and budget discussed with BoT.

Becca Palm declined extension for Music Coordinator.

Will confirm cost and date with Rev. Karen of Unity of Seattle for Board trainer Martha Creek.

2024 Annual Meeting may be moved week ahead to fit schedule for Board training with Martha Creek.

BoT email names of members / congregants as possible testimonials for November Gratitude Sunday.

Confirmed Rev. John McClean for installation.

Treasurer Report:

Accountant not yet give current financial statement for review in time for BoT meeting.

Still carrying operating account and pledge deficit but continued good expense management.

FUNraiser Committee did not meet last month due to numerous scheduling conflicts.

Landscape Committee applied for \$2000 non-religious fund to complete labyrinth – approved.

Dorothy moved, Jean seconded, approximately \$1200 to purchase 2 new Bosch dishwashers from Costco; monies from Capital Fund – passed.

Committees:

Jean and Rev. Charles revising Teams vs Committees based on functionality.

Jean moved, Paul seconded, to dissolve Minister Search Committee – passed.

Jean moved, Rev. Charles seconded, to approve new The Power of Focused Ministry Committee: Board Advisor and led by Rev. Charles with purpose to work through UWM Power of Focused Ministry worksheets; temporary lifespan re-evaluate after deliverables presented to BoT – passed.



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Per Governance Committee chair Jean:

A new UoB Policy Manual, written to provide UoB with clearer operational policy for both Board and Ministry, was submitted by the Governance Committee in early October for Board review and approval, along with a short list of topics the Committee requested Board decision on. Both policy manual and committee list were reviewed. After discussion, Jean moved that the new UoB Policy Manual (section 1-9) be approved as written, contingent on changes discussed being incorporated. Joy seconded. The motion passed by unanimous vote. As result, the UoB Policy Manual (tentatively effective in Nov 2023), once published, will replace the Board of Trustees Policy Manual, (Rev. 07/15/19) in its entirety.

New Items:

Rev. Charles suggested usage of Consent Agenda for BoT meeting starting in November.
Paul and Shelley work together with Hospitality Team for lunch celebration for Rev. Charles' installation on Sunday, 12 November.

Follow up Items:

Jean and Rev. Charles suggested 4 major topics for Board Retreat Agenda.
Confirmed Board Retreat Day 2 on Saturday, 18 November at 9 am at Y&F Wing of UoB.

Regular Board Meeting adjourned at 6:40 pm PST.

Closed Board Meeting started 6:41 pm PST.

Decisions from closed meeting:

Decided on salary range for Music Director employee position, which is part time of about 10 hours / week.
Agree "community ask" for about \$30K to fill deficit gap.
BoT members voluntarily will donate money, by 1 November, beyond their pledges.
Rev Charles will inform UoB that BoT committed to give beyond their pledges to motivate congregation to give to "community ask" to bridge 2023 budget shortfall.
Confirm Stewardship to begin November; suggest usage again of Spiritual Cooperative.
Rev. Charles and Dorothy and BoT work on budget for 2024.

Closed Board Meeting adjourned at 7:14 pm PST.

Next Board Meeting on Tuesday, 21 November at 4:30 pm PST.

Submitted by: *Arlene Joy Christiansen*
Board Secretary