

# AUUF BOARD MEETING - May 17, 2023 Final

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**Board Members Present [via zoom]** : Don Antrobus – President, Kalen Saxton – Vice President, James Dryden – Secretary, Sid McCausland - Treasurer, Kathy Lucich, and Yolanda Meza

**Others Present:** Rev. Lise Adams Sherry, Peggy Robinson, Alison Hansen

## 6:28pm A. Call to Order/Agenda

After brief personal check-ins, chair asked for adoption of the agenda. The approval of the May 7 AUUF Annual Meeting minutes needs to be added as B2. Without objection, agenda adopted with addition.

## 6:45pm B. Consent Agenda Items

### 1. Minutes of last Meeting –

**Move** by Kathy, 2<sup>nd</sup> by Kalen, to adopt the draft minutes of the last meeting.

**Passed** without objection.

### 2. Minutes of May 7, 2023, AUUF Annual Meeting –

The following corrections were offered.

-Requested to replace \$33,000 with \$30,000 in budget approval motion.

-Denise was the presenter for the logo.

-Please add an ‘*after*’ comment that five volunteers signed up on the clipboard.

**Move** by James, 2<sup>nd</sup> by Kathy, to approve the draft minutes with noted modifications. Final to be accepted by the congregation at next year’s annual meeting. **Passed** without objection.

## 6:55pm C. Continued Business

### 1. Rev. Lise Contract Update - Sid, Don

Suggested corrections needed.

- 3.1 Add the new salary starting April 2.

- 3.2 Benefit package is consistent with **some** (not all) benefit package recommendations of UUA

- 3.2.3.1 Remove dental

- 2.25.2 Strike box reference. There is no such box.

Move by James and second by Yolanda to except the updated minister’s contract with modifications. **Passed** without objection.

### 2. Staffing and Job Descriptions – Rev. Lise/Don

Three out of four job descriptions are ready. Drafts are in the dropbox but it hasn’t been reviewed by all the board because it’s brand new this afternoon. The references to doing payroll and other accounting should be stricken. The description should include benefits.

Consensus of the board is to hand it back to the HR committee and Rev. Lise who can make corrections and move it to advertising and recruitment.

### 3. Bookkeeping Services Update – Peggy

Peggy is hoping to get a professional agreement with Quick Pro Accounting. There was a meeting with the bookkeeper on 25 April to move it forward. They are not a CPA firm. The agreement will call for 15 hours per month at a rate of \$70 per hour for bookkeeping services with a higher rate for senior bookkeeping.

### 4. Minister’s Review – Don

Don is nearing completion on this task. He will be seeking input from other board members.

Reverend Lise notes that other places have shifted to doing ministerial reviews every three years.

**5. Congregational Survey – Sid/Don**

Mara Hill, Marty Freeman, and Rev. Lise have formed a task force to get the congregational survey done. Rev. Lise has asked for a board member to be involved and Don volunteered. The stewardship committee has information and experience. Direct calls to members can uncover folks who are resistant to online surveys.

**8:00pm D. New Business**

**1. Annual Meeting Recap/Lessons Learned – Don**

That it was a very good meeting was agreed by all. No comments were received from members about not having an online broadcast. The theme “Because we are much stronger and better together.” was very good. We might learn a lesson about preparation for nominations, which would’ve helped with the endowment committee elections. The whole meeting had a good spirit of working together. Maybe next time the microphone carrier can be assigned. There was less anxiety at this annual meeting because we had reserves. That means we need to work on revenue for next year.

**2. Annual Revenue Deep Dive Group**

Six people signed up for the New Revenue Task Force. The list currently includes Don Antrobus, Jaime Olson, Alison Hansen, Annie Betts, James Denney, and Yolanda Meza.

**3. Childcare licensing – Kalen**

Peace camp is being canceled due to no licensing. We will be applying to the American Camping Association which fits our needs much better than a municipal child care license. AUUF will need to prepare the applications this fall and will be applying for a camp in the 2024 season.

The idea of an after or before school childcare for local neighborhood kids is a good one. It needs municipal licensing but there is strong demand. It will need staffing and customers. Kalen is gathering interested parties. Licensing for an afterschool program requires much of the same process as the camp certification. Having an all-day childcare makes a big difference versus the vacation Bible school three hours per day model.

**4. Staff Appreciation - Kathy**

There is a budget of \$400 available. Reviewing history these funds have been used for holidays, employee resignation, or retirement, usually gift cards with personal meaning of approximately \$50. Cathy will make a recommendation to the board at the next meeting for this year.

**5. Teacher Appreciation (May 21) & Dr. Ray Acknowledgement**

Renee Frost is organizing the event with Dr. Ray. Don and Kalen will represent the board. Rev. Lise’s contribution is being recorded. It was suggested that we could provide gift tickets to Mad Myrna’s which we know Dr. Ray enjoys.

**6. Tentative Schedule for Board Retreat**

The retreat should be scheduled in early August or maybe late September. Scheduling will have to wait until we have our new members.

**7. New Board Member Binder Update**

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Sid says the Dropbox contains digital files which represent the contents of the board binders . The folder is called AUUF board docs/board member manual. Please review the contents for our new members and offer update ideas. Kalen says she still wants a hard copy which James will provide.

**Staff and Committee/Team Reports in Dropbox - Discussion**

All reports accepted but Bldg & Gnds requests that everyone note that Nielson Contraction has requested that they be able to work on Saturday May 20.

**8:43pm Executive Session** - The chair requests that we enter into Executive Session for discussion of access agreements. The board entered executive session without objection.

**9:09pm Exiting** Executive Session without objection.

**9:09pm Adjourned** by Chair w/o objection

**Next Meetings:**

Agenda Setting Meeting, Thursday, June 15, 5:30-6:00pm

Board Meeting, Wednesday, June 21, 6:30-8:30pm

Respectfully submitted by James Dryden, Secretary