AUUF BOARD MEETING - August 20, 2025 Final

Board Members Present: Justin Roberts – President, Don Antrobus – Vice President, Vacant – Secretary, Doug Eby – Treasurer, Marty Freeman, Mel Langdon, George Bryson.

Others Present: Rev. Lise, DRE Jennifer Bluntach

6:30pm A. Call to Order/Agenda

After brief personal check-ins, a chalice lighting by Justin and Rev Lise, Justin called the meeting to order. Without objection, the agenda was adopted.

6:50pm B. Consent Agenda

1. **Approval of the June 19, 2025, Meeting Minutes –** Without objection, the minutes were approved.

7:00pm C. Continued Business

1. **Treasurer's Report and Review of July Financials.** Board members did not receive the financials due to the accounting firm not getting the numbers to us. Doug sent out a treasurer's report via email. The report summarized the discussion that Doug, Esme, Rev Lise, and Richard had previously about the current challenges with how the financial process is done and our needs. Following that discussion, Richard agreed to write up a proposal for bringing some pieces of the work in-house while keeping other pieces contracted out. They also discussed consulting with the Foraker Group. The Board identified two separate issues: how much we can do in house (and how to handle oversight of data entry, monthly reconciliations, and other in-house work) and the performance of the accounting firm. Rev Lise and Doug will take the next steps on this, including reviewing Richard's proposal and following up on it and reaching out to Foraker.

2. **Board Administrative Discussion and Decisions.**

    a. New Board Member (Replacement for Kalen and Kath). Welcome Marty as Kalen's replacement! David is willing to replace Kath, with the caveat that he'll miss four board meeting. Doug will follow up with David. Don will reach out to nomination committee. Need to reassign someone to Kath's liaison positions. David would be assigned for Safer Congregation, if he is appointed to the board. The rest of the assignments were set aside to discuss at the Board retreat.

    b. Board Officers for FY26 (Secretary Position). Mel agreed to serve as secretary.

    c. Bank Account/Dropbox Access. Three board members are signatories on the bank account, but not with their current positions. Mel will need to be added and different positions assigned to other board members on the bank documents; Don will follow up. We discussed purchasing a Certificate of Deposit to replace the one-year one that matured. The Finance committee recommends $125,000 for a one-year term. We have enough cash on hand to meet our needs for operations and to fund this CD. Don will follow up. Dropbox access link that Justin sent out didn't work for Marty.

    d. October Meeting. Several board members will not be able to attend on October 15. We will discuss rescheduling the meeting at the Board Retreat.

    e. Becca's Grant Money. This is in Account Number 3262, restricted funds, currently about $15,480.77.

3. **Date, Location, and Agenda for Board Retreat.** Set for 6 to 9 pm, Tuesday, August 26, at Doug's house. We reviewed the draft agenda that Justin sent out, including brainstorming priorities and review of Strategic Plan. Added to the agenda: discussion of recirculating the congregational survey, discussion of stewardship committee members, and items we postponed to the retreat from this meeting. Don will ask the nominating committee about potential stewardship committee members. Doug volunteered to help on the stewardship committee. Justin will email the congregational survey results to the Board and update the agenda.

4. **Staffing Update** See Minister's report.

5. **Renter Update** Rev Lise explained her meeting with the renter and passed out a marked-up Long-term Building Use and Rental Agreement. Final rental amount, first day of use (after wall is removed, the timing of which has not been determined), and rental agreement terms (notice, cancellation, termination before end of lease, force majeure clause, etc.,) are still being discussed. The draft agreement will be revised and redistributed to renter and board members before final action.

6. **Minister Review** Don has received and summarized comments from staff and is still waiting from some other responses back. Don will prepare a summary and send out to the board next week, possibly in time to add a to the Board Retreat agenda. Justin and Don will set a time to present the review to the Minister.

7. **Strategic Action Plan Items**

    a. **Continued Feedback Process.** We have not received feedback recently in the feedback box.

    b. **TAOF Articles.** Justin will write an article about Board priorities after the Board Retreat.

8:00 pm D. New Business

1. **Becca's Convenant Renewal.** Rev. Lise distributed the current covenant which covers the time period June 2024 through June 2025. The covenant specifies that it will be renewed on an annual basis. Rev Lise asked if the board still wants Becca to be our community affiliated minister. Will discuss at Board Retreat.

2. **Awards Planning: Date, who will coordinate , give presentations.** Annual banquet is proposed for November 8. Marty is willing to coordinate nominations for awards; Don did them last year and will help Marty. There is a Board process for reviewing the nominations. Marty or Justin may make the awards at the banquet.

3. **Fundraiser process.** Rev Lise brought up need for guidelines for one-off fundraising events. It was agreed that these should be brought to and coordinated with the New Revenue task force, which Don is heading up. This task force will develop ways to track events and revenue generated and which account funds will be deposited in. There was discussion about how funds from fundraisers for specific purposes would be tracked. The board should be informed about these events and how they are accounted for.

8:45 pm E. Staff, Committee & Team Reports

1. Minister's Report (monthly) – Rev. Lise submitted a written report. Rev. Lise added ways to help Board members and staff by consolidating emails, not involving more people than needed; delegate when necessary. Reference to the list Don prepared last month about the duties he assumed as Board president.

2. Director of Religious Exploration (monthly) – Jen submitted a written report. The Board complemented her on her initiative on many fronts.

3. Treasurer/Finance Committee Report (monthly) – Doug submitted a written report.

8:50 pm D. Executive Session

There was no executive session.

8:50 pm E. Adjournment by Chair w/o Objection

Adjourned by Chair without objection.

Next Meetings:

Board Meeting: Wednesday, September 17, 6:30 to 8:30 pm.

Respectfully submitted by Mel Langdon, Secretary