**UUSD BOT Business Meeting Minutes-**

**December 13, 2022**

Attendees: Paul Barnette, Laura Borsdorf, Beth Law, Linda Marsden, Jane Miller, Kent Sprunger, Richard Wheeler, Rev. Heather Rion Starr , Ruth Lamothe, (Don Peterson and Ellen Loewy, Zoom)

Check Ins

Chalice Lighting and Reading

1. ***Call to Order***- Paul Barnette called the meeting to order at 10:11 am.
2. ***Approval Agenda***- Paul Barnette proposed the agenda be adopted as presented. Kent Sprunger moved the proposed the agenda be approved, and Laura Borsdorf seconded the motion. The vote was unanimous to approve the proposed agenda.
3. ***Items for Action:*** 
   1. Review/Approve November 22, 2022 business meeting minutes- Jane Miller moved that the November 22, 2022 minutes be adopted as written and Laura Borsdorf seconded the motion. The vote was unanimous to approve the minutes.
   2. Review/Approve month end financial documents for November- Kent Sprunger provided a review of November 2022 financial statements. Income was higher for the month due to both Crafts Fair and pledge income. Spending continues to be steady. Linda Marsden moved that the November financials be approved and Laura Borsdorf seconded the motion. The vote was unanimous to approve.

December financials will be the final month from Power Church. The Chart of Accounts (COA) has been entered into QuickBooks. The COA is now a more mature and smaller structure due to collective work by Kent Sprunger, Richard Wheeler, and Leah Thompson. Best practices from other UU congregations have been utilized. Breeze is also ready to go, with individual/family pledge data ready later in the spring. After January 1st, 2023, financial data will be tracked in QuickBooks. Vanco will be used until those using Breeze get comfortable with it.

* 1. Presentation/approval of charge for Safer Congregation team- Ruth Lamothe presented the draft charge for the Safer Congregation Committee. The BOT reviewed the draft charge and made recommendations for change to the document. Approval was tabled until the January 2023 business meeting.

Ruth reviewed some of the procedures instituted in order to keep the congregation safe. The committee has been communicating with Seaside Jewish Center, Epworth UMC, MCC, and Diaz Bonville, Westside New Beginnings, on their safety procedures. The committee has received one proposal related to property and building security from Alarm Engineering in the amount of approximately $23k. Additional proposals will be requested. Richard Wheeler suggested the committee develop a statement of work to provide potential bidders with what we envision purchasing.

Budgeting for safety will be through Property Management, Membership, LFE, and any other relevant committees.

1. ***Items for Discussion:***
   1. Update on pledge campaign for FY 24-

Kent Sprunger updated the board on the FY 24 pledge campaign. The sub-committee has been meeting monthly, with Ron Schaeffer serving as the chair. The theme for the campaign will be “Dream It! Do It!”. The pledge and budget sub-committees are working closely and have created a master schedule. There will be a “soft launch” for the campaign after the BOT approves the FY 24 budget on February 14, 2023, in order to get a head-start on 100% leadership pledging. Leaders will be asked to begin pledging after February 20th. March 5th will be the campaign kick-off to the congregation.

* 1. Review and update Board Liaison list-

Updates are: Safer Congregation- Paul Barnette

Worship Committee- Beth Law

Property Management- Richard Wheeler

* 1. “Brownie Incident” next steps- The 2nd Listening Session, with the UU Trauma Response Ministry (UUTRM), was held on December 10th via Zoom. Resources provided by the team were emailed to brownie ingestors, spouses/partners, along with those providing support at the ER and at home. The UUTRM has made themselves available to talk with persons individually as needed.

Moving forward, the board agreed to send communications, with a link to the statement of fact (11/29/22), to the members, friends and staff stating that we are moving towards closure. Anyone needing further assistance will be asked to contact the Pastoral Care team.

* 1. Short term visioning process for FY 24 budget – Committees were asked by BOT liaisons for their FY 24 goals and projected funding amounts. The Safer Congregation team will be discussing what they need for the short-term, possibly using a phased approach. Any security systems would be under the PMC budget.

Identified needs so far include A/V support (weekly and special events), half-time RE director, landscaping and increase to the S&EJ . Committees will be requested to submit budgets not later than January 17th, 2023 to Richard Wheeler.

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Next meeting scheduled for January 10, 2023 at 10:00 am.

Meeting Adjourned at 12:40 PM.

Respectfully Submitted,

Jane Miller, BOT Secretary