**UUSD BOT Business Meeting Minutes-**

January 24, 2023

Attendees: Paul Barnette, Laura Borsdorf, Jane Miller, Kent Sprunger, Richard Wheeler, Rev. Heather Rion Starr, (Ellen Loewy, Pat Schaeffer, Donna Davis, Jean Charles via Zoom)

Check Ins

Chalice Lighting and Reading

1. ***Call to Order***- Paul Barnette called the meeting to order at 3:35 pm.
2. ***Approval Agenda***- Paul Barnette proposed the agenda be adopted as presented. The vote was unanimous to approve the proposed agenda.
3. ***Items for Action:***
	1. Review/Approve January 10, 2023 planning meeting minutes- The vote was unanimous to approve the minutes.
	2. Review/Approve December End of Month Documents- Kent reported that the financial system migration project is on schedule. Power Church is now frozen, with all new data being entered into Breeze and Quickbooks. FY 23 pledges have been successfully loaded into Breeze.

Quarterly activity reports have been sent to all committee chairs with the status of spent funds.

Richard stated the FY 24 budget process has begun; a review with the Finance Committee will be next week. The BOT will be asked to approve the draft budget on February 14th.

A motion was made to accept the December reports by Jane, and seconded by Laura.

1. ***Items for Discussion:***
	1. December 2022 Executive Team report- The report was self-explanatory with no questions from the board.
	2. Update on UUSD Congregation certification- Reverend Heather reported that the certification is 100% complete. We are reporting 204 members, with the new information showing up online with UUA in the April-May timeframe.
	3. Board of Trustees description- Ellen Loewy will make recommended changes as requested by the board. A motion to revise was made by Laura , with a second by Kent.
	4. Stewardship for Us visioning process- Paul to contact Mark Ewert concerning cost and scheduling availability for phase II, “Searching for the Future”. Mark will be informed that the board will approve phase II at the next business meeting. Page 12 of Mark’s report shows a total of 32 hours for $4,100 for phase II.
	5. Review/Revision of BOT meeting calendar for remainder of FY 23-

Feb 14, 23- Planning (P) meeting

Mar 1, 23- Business (B) meeting

Mar 14, 23- P

Mar29, 23- B

Apr 18, 23- P & B

May 2, 23- P

May 24, 23- B

Jun 13, 23- P

Jun 27, 23- B

May 10, 23- Documents for annual meeting must go out (thirty days prior to Annual meeting)

June 11, 2023- Annual meeting

1. Additional agenda item- Reverend Heather presented to the board the need to hire a part-time LFE director for children and youth . Her vision is to have someone on-board by August 1st. .  The Board will be provided a job description for review prior to the next BOT meeting; approval will then be requested at the planning meeting. She will be working with both Richard Wheeler and Pat Murdock on salary and benefits. The job announcement will be advertised immediately after approval of the job description, and the candidate will be presented in May after the FY 24 budget is known. Approval of the candidate will be necessary prior to the annual meeting.

Next BOT planning meeting scheduled for February 14th at 10:00 am

Meeting adjourned at 4:52 pm.

Respectfully Submitted- Jane Miller, BOT Secretary