**UUSD BOT Business Meeting Minutes- March 29, 2023**

Attendees via Zoom: Jane Miller, Kent Sprunger, Rev. Heather Rion Starr, Richard Wheeler, Linda Marsden, Beth Law, Donna Dolce, Ellen Loewy, Mac Goekler, Pat Murdock, Don Peterson, Ron Schaeffer, Rand Lytton

Check Ins

Chalice Lighting and Reading

1. ***Call to Order***- Linda Marsden called the meeting to order at 3:33 PM.
2. ***Approval Agenda***- Three additional items were added to the agenda: documents for June 2023 annual meeting, Affiliated Community Minister covenant and questions regarding insurance coverage. Jane Miller moved to approve the revised agenda, with Richard Wheeler seconding the motion. The BOT vote was unanimous.
3. ***Items for Action:***

a. Review/Approve the March 14, 2023 planning meeting minutes. Linda Marsden moved to approve the minutes, with Jane Miller seconding the motion. The BOT vote was unanimous.

b. Review/Approve February Month-End Financial Documents. Kent Sprunger provided a review of the February end of month financials. The reports are self- explanatory. Total revenue for the year to date is 79%, and total expenditures are at 54%.

c. Update on System Warranty from Alarm Engineering. Richard Wheeler advised that the contracts team has worked with Jodi Garvin from the company and that we do get a one year warranty with the system. After the one year period, we will pay $50 per month for the warranty, in addition to the monthly rate of $70 for monitoring. There is a four- week lead time for installation.

4.  ***Items for Discussion:***

1. Review and Discussion of Bylaws Revisions. Discussions ensued with Mac Goekler concerning proposed bylaw changes. It was decided by the BOT that information sessions would be conducted with the congregation in the fall, prior to a special meeting to vote on the proposed bylaw changes. The meeting may possibly be held in late September or early October, or whenever they are ready to be reviewed. The BOT vote was unanimous to delay vote on proposed changes until completion by the Governance Review Team.

It was noted that the approved bylaw change from last year’s annual meeting was never added to the bylaws. Jane Miller will get a copy of the change and send to Mac Goekler and Margaret Keefe. Also noted was that the approved Phase II budget was not added to the website. Jane will have it added.

1. Update on Congregational Org. Chart/25th Anniversary Celebration. Rev. Heather provided a copy of the latest UUSD Organizational Chart, dated 2023-03-23, which now includes the 25th Anniversary Celebration Committee.
2. Documents for June 2023 Annual Meeting. Jane will coordinate with Pat Schaeffer concerning documents required for the annual meeting, along with deadlines.
3. Church Mutual Insurance Update. Linda Marsden advised that our insurance will cover liability for the new playground equipment. She needs to send a copy of the sales receipt to the company; jane will provide a copy. Church Mutual is also asking how many cameras will be installed when our security system is installed. Linda will continue to work with the company on this issue.

Also discussed was whether or not the Sussex Preservation Coalition has insurance for their proposed upcoming rally at UUSD. Single event insurance certifications are available. We need to ensure that UUSD is covered.

1. Affiliated Community Minister. The final copy of the Covenant with Rev. Cathy was signed by all parties (Paul, Rev. Cathy and Rev. Heather). Rev. Heather stated that on May 21st during service, the Covenant of Affiliation and Community Ministry will be explained to the congregation. There will be a Q&A/meet and greet after the service.
2. The meeting was adjourned at 5:27 PM.

Respectfully submitted- Jane Miller, BOT Secretary