**UUSD BOT Business Meeting Minutes-**

**May 24, 2023**

Attendees in person: Paul Barnette, Laura Borsdorf, Beth Law, Linda Marsden, Jane Miller, Kent Sprunger, Richard Wheeler, Rev. Heather Rion Starr Attendees via Zoom: Alleane Taylor, Bobbe Baggio, Ellen Lytton, Ron Schaeffer, Pat Schaeffer

Check Ins

Chalice Lighting and Reading

1. ***Call to Order***- Paul Barnette called the meeting to order at 3:38 PM.
2. ***Approval Agenda***- The upcoming June 11, 2023 Annual Meeting was added to the agenda. Laura Borsdorf moved the proposed the agenda be approved, and Linda Marsden seconded the motion. The vote was unanimous to approve the proposed agenda.
3. ***Items for Action:*** 
   1. Review/Approve the May 2, 2023 planning meeting minutes- Beth Law moved that the May 2, 2023 minutes be adopted as written and Kent Sprunger seconded the motion. The vote was unanimous to approve the minutes.
   2. Review/Approve month end financial documents for April 2023- Kent Sprunger provided a review of April 2023 financial statements. Spending continues to be steady. It was noted that the financial system migration from Power Church to Quickbooks and also Breeze has been completed. Beth Law moved that the April financials be approved and Linda Marsden seconded the motion. The vote was unanimous to approve.
   3. Finance Committee Charge- Ron Schaeffer and Bobbe Baggio represented the Finance Committee. They asked for clarification in their charge, item #12, which states that the Finance Committee will ”support any financial analysis and plans outside the budgeting process, undertaken by special committees or projects formed within the congregation..”. In recent months, there have been two purchases made not in the annual budget (playground and security cameras) that did not include the Finance Committee in the process. Ron Schaeffer raised Finance Committee Charge (con’t)- the question, not specific to the two purchases, but in general, how should the Finance Committee be involved? If so, what, when and how? The committee would like the BOT to clarify. There will be additional purchases in the future that will be special collections and not in the budget.

Linda Marsden suggested that the BOT look at the process of setting up special funds for non-budgeted items. Paul Barnette stated that the Finance Committee should be kept in the know, and if an unbudgeted item is being discussed for purchase, it should be taken to the Finance Committee for review.

1. ***Items for Discussion:***
   1. Communications Committee Update on “Beacon at the Beach”- Pat Schaeffer stated that the committee will be streamlining publications by integrating the Beacon in to the weekly E-News, beginning this summer. This will reduce significant volunteer effort and coordination, and eliminate duplication in content. This update will be communicated to both the Church Council, whose members submit articles to the Beacon , and also to the congregation.
   2. “Searching for the Future” Weekend Update- Paul Barnette will have advertisements in the Sunday update about the July “Searching for the Future” weekend with consultant Mark Ewert. Two person are needed to “Train the Trainers”, and Paul has recommended Jean Charles and Ellen Lytton.
   3. Annual Congregational Meeting- June 11, 2023- Rev. Heather will be doing a slide show of the year in review. Both Cheryl Hickey and Brian Tootle will be training with Dianne Conine and Jaclyn Keefer on June 3rd, and they will be at the information session on June 4th and annual meeting on June 11th. Brian will be the substitute for Cheryl when necessary. Lay volunteers will be needed to work with Cheryl beginning on July 2nd.

Susan Goekler will be taking over as sub-committee chair for the Audio-Visual group.

Next Board Planning Meeting June 13, 2023 at 10:00 AM (Hybrid)

Meeting adjourned at 5:09 PM.

Respectfully submitted,

Jane Miller

BOT Secretary