**UUSD BOT Business Meeting Minutes-**

**August 23, 2023**

Attendees in person: Paul Barnette, Linda Marsden, Kent Sprunger, Richard Wheeler, Jane Miller, Ellen Lytton, Beth Law, Rev. Heather Rion Starr

Attendee by Zoom: Donna Davis

Check Ins

Chalice Lighting and Reading

1. ***Call to Order***- Paul Barnette called the meeting to order at 3:16 PM.
2. ***Approval Agenda***- Jane Miller asked if “parking lot” issues could be added to the proposed agenda. It was decided that any of these issues should be forwarded to Jane to develop a list. Linda Marsden moved to accept the proposed agenda, with a second by Kent Sprunger. The vote was unanimous to approve the proposed agenda.
3. ***Items for Action:*** 
   1. Review/Approve the August 8, 2023 planning meeting minutes- Kent Sprunger moved that the minutes be adopted as written and Linda Marsden seconded the motion. The vote was unanimous to approve the minutes.
   2. Review /Approve End of Month July Financials- The financial documents discussed by Kent Sprunger and Richard Wheeler are self-explanatory. Highlights include:
      * Income for July 2023 was 21 % of the annual budget due to a number of households paying their total annual pledge during the month. Expenses were in line at 7% of the budget.
      * Looking forward: Pledge statements in Breeze will begin in early September, and will reflect all payments as of January 1, 2023. Twenty five households currently use Vanco for giving; Kent may reach out and help them with the transition to Breeze.
      * Memorial Garden: Paul and Kent discussed steps necessary to create a restricted fund for the proposed memorial garden. Linda DiFeo will be briefing the Finance Committee. The plan is for a $200 contribution to be made for a plaque for anyone who wants to memorialize someone, with funds being placed in the restricted fund for maintenance of the garden.

A motion was made by Jane Miller to approve the EOM/EOY financial statements, with Beth Law seconding the motion. The BOT vote was unanimous.

1. ***Items for Discussion:***
   1. Point person for Property Management Committee- Cheri Garnet will be filling in for Gary Schmidt during his absence. A discussion ensued concerning the need for a paid facilities staff person or facilities point person. This person would be a non-UUSD member who would work with the PMC, contractors, do routine maintenance, among other duties. Richard and Kent will propose this position in the FY 25 budget, with a goal of having someone on board on July 1, 2023. A question was asked if the PMC could contact other churches to discuss how they manage their facilities.
   2. Updated Bylaws Review and Discussion- In addition to the BOT, several committees have received the draft bylaws – Leadership Development Committee, Membership Committee, and Minister. A lengthy discussion ensued concerning proposed changes to the BOT section, Article VII. It was determined that a significant amount of time is required by the BOT to review and discuss Article VII, so Kent will place the entire draft in Google Docs for the BOT to work on. The September 5, 2023 Planning meeting will be solely focused on reviewing and approving the draft Article VII of the bylaws. Kent will pull the 2012 policy manual offline for now.
   3. “Searching For The Future Weekend” (SFTF)- Update and Next Steps- A task force of seven members have been selected to review SFTF surveys and come up with a five year plan. The task force will have regular communications with the congregation during the process. They will be introduced to the congregation at the annual In-Gathering and Water service on September 17, 2023, where the new vision statement will also be presented. It is noted that the new vision statement is a compilation of nine vision statements developed during the SFTF weekend, with the BOT only involved in minor “tweaking”.
   4. Review of Board Liaisons- Each BOT member was asked to make contact with assigned committees prior to the September 27, 2023 board meeting. Liaisons were added as follows: SFTF taskforce- Paul, 25th Anniversary- Linda, Pastoral Care- Rev. Heather, Denominational Affairs- TBD.
2. The meeting was adjourned at 5:27 PM.

\*Executive session not held due to time restraints.

Respectfully submitted,

Jane Miller

BOT Secretary