

Marquette Unitarian Universalist Congregation

Board of Trustees Meeting Minutes

July 15, 2018

Call to Order: 1:08pm

BoT Member Attendance: Anne Stark, Dave Stensaas, Mary Maki, Sari Embley,
Kathy Campbell

Other Attendance: Heidi Gould, Jamie Kuehnl, Michelle Harrison

Opening words: Reading #605

Open Forum:

Treasurer Report: June report clarification was provided for expenses, otherwise this concludes the FY 17/18 budget.

RE Coordinator Report

- 1) Final location of the outdoor playset – Vote was unanimous to locate the playset in the front of the building and provide barrier fencing between it and the parking lot.
- 2) RE Fundraising "fund" – the treasurer reports for FY 18/19 will include line items for Youth Mission Fund and OWL.
- 3) Jamie's Employee Evaluation – Kathy will forward the eval report to Jamie.

Business

- Review of Martin Steindler's correspondence dated July 7, 2018 – see attachment
- Pastoral Care Training NEEDED – an incident occurred recently that left the staff feeling unprepared. Fortunately Heidi was resourceful enough to make phone calls that help provide the assistance needed. Resources from the UUA for pastoral care training will be researched.
- Building and Grounds – Dave Stensaas
 - Garbage Disposal – Dumpster rented from GAD
Volunteers will remove garbage and Heidi will call GAD to come and remove the dumpster. Anne and Sari can provide large garbage cans for use between volunteers removing the garbage.
 - Painting – Sari has volunteered to purchase paint needed for the sanctuary. Some preparation is needed, materials are being gathered. Work parties commence Saturday, August, 4 and lunch will be provided.
 - Flooring, Carpet tiles – Carpet tiles are very expensive. Hard surface flooring is preferred. More info on pricing is needed. If project is to begin it won't be until after the painting is complete.
Dave stated the architects recommended hard-surface in the seating area and carpet on and around the stage, which I would also recommend, and that it would make sense to demarcate an area in front of the stage where the hard floor would stop in order to keep it in a rectangular area to keep costs down and to provide a wide enough area of carpet around the stage to effectively dampen sound from performers and speakers. The BoT agreed by consensus. Reviewing our flooring options is necessary, but we have no obligation to replace flooring by any certain time, although it would be ideal to do that prior to the Sept. wedding, the space was rented as-is and it is highly unlikely that we could make that happen.

- A-V/Home Theater screen project – Anne will forward info from Best Buy on the AV project. Mary will contact Jerry to come evaluate our needs and possibly give an estimate.
- Flag designs were discussed for rotating displays. Mary & Sari are researching durable Peace & Earth flags.
- Ad Campaign – Anne Stark
\$500 bought 8 days of pay per click advertising. When certain keywords were used in searches our ads would appear, (# of times) some would click on the ads (# of clicks) which would lead to our “landing page” which lists the menu for the rest of our website. This type of campaign would be best utilized to promote specific events. Anne & Heidi will review the Google Ads analytics.
- Room at the Inn 2018/2019 – The only upcoming event on the MqtUU calendar is a wedding September 29. The RE committee will schedule the Soup Dinner for December. The schedule is otherwise open to RATI and the coordinators can inform us of the dates for MqtUU to host RATI.

Next Meeting Date: Wednesday, August 15 @ 6pm, Dandelion Cottage Room, PWPL
 Closing Words: Reading 681
 Adjourned: 3:52pm

ATTACHMENT

7/7/18

To: Board of Trustees, MUUC

From: Martin Steindler

Subject: Review of recent BoT minutes and required action items.

I have examined the most recent BoT meeting minutes. If my information is correct, I believe the next meeting of the BoT should address a number of unfinished items.

- If gg attended the GA as a representative of the MUUC, the Board needs to approve this position with a recorded vote. I found no evidence that this was done.
 - There is no evidence in the minutes but there was discussion at a board meeting about gg being our delegate at GA, as she volunteered to do so and was our only representative. The need to improve [board procedure and] minutes was recognized.
- An ad campaign should be approved by the BoT or at a minimum the BoT should be informed of its contents and formats.
 - The ad campaign was discussed and approved during the budget planning meeting. Anne was learning about and beginning the process and showed the materials that would be used from the UUA advertising resources. The format was still being worked out. The initial \$500 that was spent from the 17/18 communications budget was explained.
- If there are still plans for a reworking of the stage in the meeting house, please note the budget talk given by Ann Stark in which she said in plain language that this won't happen.
 - There has been much discussion about the possible renovations on the sanctuary. However, at present, the plan is to move forward on painting then possibly new flooring, and the new AV system.
- There was considerable enthusiasm (minutes 6/4/2018) for upgrading the AV but more precisely what was wanted, why it is a priority and how to move that ball forward was not visible.

-Improvement in the minutes provided was addressed at the 7/15/18 meeting and is reflected in these minutes. New or repaired hearing devices are necessary. Also the current AV equipment is outdated, cumbersome and aesthetically obtrusive. Anne and Mary are both researching the move forward.

•The 5/12/2018 minutes addresses the survey results. Please note that I for one, never received any information about a survey or its results. I would be pleased to see the survey questions and a tabulation of the results, particularly since the results seem not in concert with what we found when we had the first set of conversations (with the help of the Wrights).

-An email with the survey attached was sent to all members on March 20. The “tabulated” results were forwarded to board members and Jamie discussed the results at the Annual Congregational Meeting as stated in the minutes of that meeting. The results of the recent survey do resemble the results of past surveys. The most desired change is to get a minister. Unfortunately, that is not a simple task and seems to require more energy than a congregation of our size can afford. The 2013 survey results demonstrate a desire for and RE coordinator which we have since acquired therefore that need is not reflected in the recent survey results.

•The minister search topic arises with emphasis. Has the BoT assembled a coherent list of requirements on the UUC, identified what the BoT/congregation expectations are and has the BoT interviewed people like gg and Nancy Sullivan who can relate the issues that were present or became important with our previous minister? (Note the 5/12 minutes indicates not quorum was present).

- Unfortunately, that is not a simple task and seems to require more energy than a congregation of our size can afford.

•The minutes of 4/21 included conversation about the sale of the meeting house. I saw no evidence that this important topic was brought up at the congregational meeting. Significant discussion by the BoT on this topic ought to be preceded by at least information to the congregation.

- There was much discussion about researching the sale of the building/property. The exclusion of this discussion at the congregational was intentional (as implied in the minutes of the 4/21 Budget meeting) to minimize shock. Another option that is being looked into is the possibility/feasibility of selling a portion of the property. The importance of sharing information from board discussion with the congregation was recognized and a Congregational meeting will be called/scheduled for September of 2018.

•The 4/21 meeting (quorum present) notes indicate that the BoT is not moving to any building improvements. It is not clear that this statement represents future thinking.

- This line from the 4/21 budget meeting does reflect the progress toward basic improvements to the building: “Votes for prioritizing the floor, painting before the AV. But yes on these 3 investments.”

•Before we spend significant sums for changing the hearing device system, perhaps someone from the congregation might have a look at it.

- Mary Maki is contacting/scheduling a free consult for the hearing device system.

•When the RE drop-out/age out looms and adults also fail to attend, do we have a way to find out why our services no longer holds their interest. That ought to be a key activity of communication/marketing.

-There is a “Relinquishing Membership Procedure” in the files but it is not publicized or enforced/practiced. Members have a tendency to just stop coming and stop pledging. There is not an ongoing procedure or committee to follow up...

•Considerable discussion (3/24) on advertising. It is not clear if there is a committee assigned to this activity, who might be on it and what activities can be pursued without input from the BoT. Advertising becomes an important reflection of what the entire congregation actually is and stands for. Minimally, BoT review of any marketing activity should be done.

-The committee members are Tom Sullivan, Anne Stark and Heidi Gould. Activities that can be pursued without input from the board are those that fall within the budget. Anne did share with the board the materials she is using from the UUA advertising materials.

•It seems clear that the BoT with others needs to formulate a plan of action not ‘frayed’ by special targets (LGBT, Palestine, White Supremacy, etc.). This is desperately needed was brought up several times (3/24 etc.) and no action was/is visible or assignments made. As mentioned by Dave, this would have been great for the congregational meeting.

– “Dave suggested we start planning by focusing on each area of planning.” Guidance is needed to formulate this “plan of action” including defining “each area of planning”...

•Were the \$2000 every removed from the vision fund as ordered in the 2/17 minutes. I could not find any evidence for that transaction.

- No. The Vision Fund is a CD and no transfers have been made.

•Program planning (“church in a box”) was to be implemented (2/17 minutes), perhaps for 2019. I found no information is this was done, whether a meeting on it might have been held, a program committee identified, especially since some BoT members expressed interest in being involved.

-“Soul Matters” is the program to which MqtUU has subscribed beginning with the January 2018 materials. The first “Soul Matters” service was led by Anne Stark on March 11. Anne also led the service with “Soul Matters” materials on April 8. Teri Rockwood led the May 6 service. “Soul Matters” has been promoted and volunteer leaders requested in nearly every (if not all) order of service inserts and the weekly This ‘n That as well as on our website and Facebook group. Gg is facilitating an information session on Sunday, August 5. “Soul Matters” materials have been sent to members who demonstrate interest in leading a service.