

Marquette Unitarian Universalist Congregation
Board of Trustees Meeting
August 25, 2019

Called to order: 12:30 pm

Attendance: Paul Mitchell, Minister; Jason Harrington, Treasurer; Mary Maki, VP, Desi Mims, Teri Rockwood, President, Anne Stark, Secretary

Other Martin Martin Steindler, Chris Wagner, Susy Swanson, Sarah Johnson, Michelle Harrison, Jamie Kuehnl, Nicole Harrington

Open Forum: Martin Steindler asked about posting the June BOT minutes and the Congregational meeting minutes on the web. Mary Maki asked about placing the new fridge in the kitchen corner. Chris Wagner suggested designing the kitchen with ease of access for the fridge.

I. Approval of Agenda - Desi moved to accept agenda, seconded by Mary. Approved by acclamation

II. Approval of July Minutes. No discussion. Mary moved to accept, Seconded by Desi. Approved by acclamation.

III. RATI Presentation of Program and Needs: Nick Emmendorfer - Discussed some changes to operation to make hosting easier on churches. RATI will hire a paid staffers to do intake and overnight for the 12-6 shift. Dinners will be hosted at the warming center. Guests will arrive at churches at 9 pm. Rotating churches will host this last year. Nick is asking for a police officer to do a well-being check each night. Nick is looking for grant funding to convert the apartment above the warming center into a 24-bed shelter. Changes will help with security and dealing with mental health and drug use. He said 88% of guests were born here or have lived in the area for 10+ years. Mary asked if the volunteer training will still happen for those volunteers working 9-12. RATI staff will do pat downs and check bags. Training will now include safety. RATI will look at grant funding for staffing overnight. Mary asked about families. Nick said the policy is to host single adults only, with diversion efforts to put families in hotels. Churches are still encouraged to have volunteers overnight in addition to paid staff. To get funding from Michigan, RATI needs to be a low-barrier staff and breathalyzing is not a reliable barrier to intoxication or mental illness. Behavior management will become the standard for admittance rather than testing for substances. Paid staff will be at the warming center where dinners are served observing behavior. Guests will get on the bus immediately after dinner to come to MqtUU, so there is a consistent staff intake presence to screen guests. Guests with their own vehicles coming to MqtUU will still go through intake by the paid staff member who make the tough calls on admittance. Jamie asked if volunteers will still be asked to come to dinners at the warming center. Nick said kids with adults are still welcome to provide dinners. Nicole said kids won't interact with guests things. Nick said totes are going to be done away with, guests will have a small overnight bag. Mary asked about mattresses - they will still be moved from church to church. Nick would like to hear from MqtUU about hosting four weeks a year by the end of September. Mary asked about empty real estate. Nick said he exhausted himself this spring looking for space for summer shelter, but Marquette City zoning means there is no availability.

Sarah Johnson said Nick has brought in new energy in asking for funds from many more sources. The warming center is closing mid-day to eliminate the duplication of serving lunch. our coordinators welcome Kayla West to be a fourth coordinator for MqtUU. Nick is doing outreach to

non-hosting churches to ask for volunteers. Security improvements include a lock on the office door and elimination of totes means there's no place for stashing stolen things. We've had several guests sleeping in the sanctuary, we'll move the women to the sanctuary and men only in the back. Consistent staff members will build relationships with guests to smooth operation. Cleaning over the summer shelter will be addressed with a to-do list in case someone besides Sarah needs to clean. The fleece blankets will be used to stuff "bean bag" chairs instead of storing them on chairs. Laundry will be stored at the warming shelter, and will be washed there.

Sarah said that MqtUU volunteers have changed, with the changes adding paid staff, the coordinators (Sarah Johnson, Kim Frost, Michelle Halley) feel that MqtUU can successfully host this last year. Mary moved we take till next board meeting to decide. Jason seconded the motion and moved to amend the motion to stipulate the motion will wait for a completed check list from Sarah Johnson to move forward. Sarah said she would prefer to wait until the Board approves the proposed week of October 13-20. Paul asked what the hesitation was on hosting when we have hosted for four years. Jason said there were two incidents of theft and problems staffing summer shelter. Desi asked for clarification on when the checklist will be developed. Jason said the checklist will be created before we host. Sarah said Chr that will happen. Desi said we should talk about how good the developments are and he'd be comfortable with voting on this now, but if we are going to wait, make sure the BOT meeting will happen before the middle of September. Chris Wagner asked about volunteers from other churches. Sarah said we can't host without help from other churches and that a paid staff member will help relieve volunteer burnout. Mary doesn't wish to be rushed into making a decision, that Nick said there is still uncertainty about having a staff member. She said let RATI have a couple of weeks of practice before making a decision.

Michelle made the point that the Northwoods Learning Hub needs to know we may host Room At The Inn. That language is in the contract. Desi said the behavior-based screening made MqtUU's reputation a highlight to the change RATI policy as made over the summer.

Jason suggested we stick with the September 8th date for the next meeting. that gives the board two weeks to process this proposal rather than have a special meeting on September 4. Desi said his impression is that RATI **will** get a staff member, it's just a matter of finding the individual.

Jason rescinded the amendment, and Mary called for the vote. It passed unanimously.

- IV. Treasurer Report - Jason went over the July report. He thanked Martin for making a gift to support paying Paul. LARA reporting corporate filing was submitted to the State of Michigan to maintain our non-profit corporate status. Mary asked about the payment to Monsterinsights. Anne and Jason explained the need for web statistics.
- V. Spiritual Exploration Update - Teri shared SE meeting minutes. Nicole said we have a head-count of adults and children at the summer camp out. Nicole and Jamie sent out a proposal for planning the fall curriculum. Martin asked for clarification on how the board will approach SE operations this fall. Teri said the proposal includes Jamie wanting to be involved in SE in a new role. Jamie said there were two committee meetings where the proposal were fine-tuned and sent to the board. Teri summarized the September-May proposal include 1st Sundays run by volunteers who will receive content support. 2nd Sundays will be a Soul Matters K-6, 3-4 Sundays will be Soul Matters K-6 and coming of age. Nicole said 5th Sundays TBD, may include some inter-generational content. The SE committee will use the 25 hours per month paid as a stipend to two coordinators rather than a salary. 7-up grade teaching will be paid a \$15-an-hour to provide coming of age and maybe OWL content.

The shared workload will offer collaboration and support, as well-as specific age-appropriate content. Rather than the budgeted amount for staffing, the stipends will generate approximately \$1,000 savings that could be used for committee. Programming to begin with September 15, with Nicole Harrington taking K-6 content and Jamie Kuenl taking 7-12 grade. The proposal has been distributed to board members by email. Mary asked about head-count for both age groups. We have 8-10 younger kids and 5-6 7-12th graders. Sarah Johnson said some good-quality coming of age programming might attract kids from outside the congregation. Mary asked about OWL planning. Teri and Nicole said we need to plan ahead for 2020-2021.

Martin asked how the proposal affects the budget. Anne said the stipends will leave a \$1,000 surplus for SE committee use. Michelle asked if the positions will be paid. Sarah Johnson and Nicole advocated for paid positions as the job of SE coordinator is complicated and needs extensive planning outside of SE Sessions. Martin said there is policy against paying members. Jason said the policy said members will not be paid for services UNLESS approved by the board. He clarified that the two coordinators will be paid as a 1099 independent contractor. That needs to be submitted and becomes more complex when the amount paid is over \$6000 a year. Jason said we need a contract if the two coordinators are independent contractors. Jason said we need to do the paperwork to make the agreement clear. Mary moved we have vote on the proposed contract at our next meeting on September 8. Jason asked if we had a contract with Jamie in previous years, with the intention of building off that for the new contracts.. Jason, Mary and Heidi will work on the contract. Nicole made the point that moving the vote to the 8th leaves only one week for the coordinators to prepare for the next week. Teri and Desi suggested to make a commitment to the SE coordinators today pending finalizing the contracts on the 8th. Anne and Desi so moved. Mary seconded it. It passed unanimously. Teri strongly suggested BOT members print the proposed agreement and add it to their binders.

VI. Committee Communication

A. Building Maintenance - Teri said we have a building committee but we don't have a maintenance staff person. She asked if anyone had put themselves forward to do work. Mary said Ray Lenberg is the last person who worked on the building. Shawn Devlin is listed as the contact, but Martin said he is too ill to serve in this role. Martin suggest we but a call into TnT for a contact person. Teri said she would do so.

VII. Old Business

A. NLH Rental agreement - Teri sent out the updated Contract. Martin suggested the Board have Michelle Halley or GiGi Gordon (an attorney) look at the contract before adopting. The only change is Northwoods Learning Hub (NLH) will separately contract with a snowplowing service, removing MqtUU from the communication chain during the week. Mary said she's pleased with the change. Jason asked if the building policy will be changed to accommodate the NLH contract. Teri said NLH is a new organization and are working on their own founding and insurance. Mary asked if the rent amount is acceptable and Desi clarified that the \$100 refund from MqtUU to NLH for emergency use such as a memorial service on a Tuesday or Thursday. Mary said the \$800 a month rental is acceptable when taking the \$100 a month utility costs. Teri said we'd adopt some of the language from the building use agreement as needed to fill in gaps on the draft agreement. Martin had a question about MqtUU having an option to cancel. Anne said we have a 30-day notice to cancel the contract. Teri said what we know about the NLH, they fall right in line with UU values. Desi said we don't have any

obligation to tell NLH why we would be invoking the 30-day notice. Mary asked about Room At The Inn. Teri said NLH would have to move mattresses, use only the sanctuary space and kitchen or cancel NLH for the week. Mary said RATI things could be moved by the RATI guests to leave NLH room to rent the entire space. Desi said we should discuss with NLH when we host RATI. Michelle said we need to be respectful of renter property and refunding their rent if MgtUU needs to use the building. Desi said the provision to refund NLH \$100 for emergency use is a good deal. Anne agreed.

Teri called for a motion to move forward with NLH contract development pending, the finalization of the agreement on the September 8 meeting. Desi so moved. Jason amended the motion to accept the agreement PENDING the update to the snow removal clause. Desi seconded. Mary pointed out that the contract says they'll pay us September 1st and we won't vote on the agreement til September 8th

Jason moved we accept the addendum to the building use agreement pending the addition of the snow plowing clause. Desi seconded. It passed unanimously. The date starting payment will float with the first date of building use. Jason and Mary agreed to work on finalizing a document we can sign. Teri said when Steph and Cassandra from NLH provides their language, she'll forward it to Jason and Mary. Jason said we will probably add a single additional line to the building use policy. If Jason and Mary have an agreement AND NLH can sign it, if everybody is happy with the agreement we don't need to vote again.

B. RATI Report/Update see above

C. MBank Transfer of signatories - Desi needs to track Lucy down at MBank to sign the signature card. Anne, Desi and Teri are being added. Jamie, Dave and Sari have been removed. Heidi Gould is not a signatory.

Jason asked for instructions on making a weekly deposit to MBank even though he's not a signatory. This is not required. Anybody can make a deposit. Mary asked who can make online payments. Jason said anybody with the login ID CAN make payments, so the question is who has the credentials. Mary said we need to be careful about who has log-in credentials. Mary suggested transactions should be limited to only signatories, but board members should be able to monitor the account. Jason said the way online banking is run with a single login ID and password is inappropriate for our setup, that role-based access control would be better to allow for read-only access. But that's not what we have. There is no tracking exactly WHO clicks the button to make an electronic payment other than that user ID and password. Martin said there was an instance of a church treasurer and member absconding with church funds. Desi said the online banking portal assumes everyone with the user ID and password is the SAME person. Jason said it would be easy for MBank create role-based logins, but they don't do that. Martin has access to the MBank account to monitor activity. If MBank doesn't allow role-based login, maybe we should change banks. Jason said two years ago when he looked at Chase Bank there were no provision for role-based logins, but we should look into the ability at other banks.

D. Property Sale - Nothing has changed with the sale. Teri asked if we're all ok with tabling this sale until spring, she will call and let him know. Anne said it's more appropriate to postpone the sale until spring. Mary said we've canceled the forum. Teri said there is so much on the church agenda this fall and tabling the discussion until spring is appropriate. Jason called the

question. Mary seconded. It passed unanimously.

VIII. New Business

- A. Top two priorities - Teri provided some items such as RATI, NLH and SE programming. She asked if we should set some goals for Paul's eventual evaluation. The congregational conversations workshop could be an effort for the board to call members rather than just making an announcement in the Chronicle and TnT. Martin asked if Anne had generated a document that included points for evaluating Paul. Jason said we have bullet points to discuss with Paul 90 days into his contract. That can be a point to develop goals and to confirm the agreement is working for both Paul and the congregation, rather than a formal performance review. Desi said that developing that agreement and making good use of the resource of a lay minister may be a top 2 priority. Paul said he can develop criteria for his review of MqtUU. He hesitates to make it more specific, maybe pulling one sentence out of each section of the contract. He said he is not applying for the position of called minister. He's willing to share what his similar process is shaping up with the Houghton congregation. He can write something up for the Sept. 8 meeting packets. Mary said this is THE highest priority for this initial 90 days. Paul will facilitate us using him as a resource.

Paul said the congregational conversation is a UUA-generated process to create a public narrative of the MqtUU congregation. The process is to tell stories to tell our history, narrative of what our challenge is now. The Board will receive a census of what the congregation feels our potential goals could be now.

Teri said promoting this congregational conversation is a short-term goal. We could invite people we have and haven't seen for a while. Martin said the utility of this process is due to changes in the congregation. We've done similar conversations three times in the past, and no changes have been made. There has to be an explicit willingness that the next step will be to devise solutions. Paul said it would be unreasonable to ask the congregation to come up with goals at the congregational conversation meeting. Teri said she has been on boards in the past that DID create check lists and made progress on those action items.

Mary said Paul could be a vehicle, as a neutral party, to find out what has happened to members who we haven't seen for a while. We, as a congregation, have not been consistent in following up with first-time visitors and Paul might help.

- B. BOT Meeting Expectations and Voting - Jason found some Robert's Rules of order suggestions. This is a work-in-progress.

- C. Communication with Current and Past Congregants - Teri asked if we received a draft letter from her to send in the mail to congregants currently on this and last year's directory as kind of an update on hiring Paul, inviting them to the congregational conversation. There was an email with that intent.

Paul said this would be a great idea to do as soon as possible to invite them to the congregational conversation on September 21st. He would follow up that letter with a phone call to each recipient. He would be able to start conversations with "Have you gotten Teri's letter?" Teri has it drafted and is asking for edits. Teri urged all board members include the conversation in talking with members. Desi said we should trust Teri with writing this letter.

D. New Scanner/Printer for Meeting House - Martin checked on Amazon and a printer/scanner would cost about \$90-100. It'll also use ink. Mary said Sarah Redmond may have one to donate, but we may want to upgrade to one that prints over WiFi. Teri will check with Sarah.

E. Visibility of Board On Sundays

September 1 - Desi

September 8 - Teri

September 15 - Anne

September 22 - Jason

September 29 - Mary

F. Next Meeting Wednesday, September 4? Consensus is we will save business for the September 8th scheduled meeting after the inter-generational water service.