

Marquette Unitarian Universalist Congregation
Board of Trustees
Meeting Minutes for September 8, 2019

Call to order: 12:40 p.m.

Attendance: Jason Harrington (Treasurer), Teri Rockwood (President), Mary Maki (trustee), Anne Stark (Secretary), Other Attendance: Heidi Gould (Administrative Assistant) Michelle Harrison, Martin Steindler, Sarah Johnson

Absent: Desi Mims (Trustee), Paul Mitchell

Opening Words and Chalice Lighting: "Size isn't everything."

Open Forum: Martin pointed out that there are some places in the August minutes where there was discussion but no vote. Mary asked about instructions for the thermostats. Heidi said there are some but they need to be updated. Teri had a change

I. Approval of Agenda - Anne moved and Mary seconded to move Northwoods Learning Hub to the top of the agenda. Passed Unanimously.

II. Approval of Minutes - Jason had a correction to the section regarding the SE coordinator contract. Mary moved to accept minutes as amended. Jason Seconded. Motion passed.

VI. Old Business (Moved to the top of the agenda)

A. Northwoods Learning Hub. Cassandra Vore and Stefani Nadeau. Teri welcomed and thanked Cassandra, Stephani and Jason for their work on the contract. Discussion included keys and thermostat control. Teri said the rental agreement, starting Tuesday will be a work in progress. Cassandra asked our preferred payment method. Checks will be mailed to MUUC PO Box, Attn: Building Use Coordinator. The Building Use Agreement item regarding ticketed events was left unchecked, as NLH is a membership organization. The contract was signed by both parties. Building help contacts will be posted in the kitchen. Jamie offered to be the closest contact during session days. Heidi also agreed to be a building contact.

NLH provided checks for first months' rent and key deposit. Nicole and Jamie (SE Coordinators) conferred with Cassandra and Stephanie about room use and preferred layout.

III. Treasurer Report - Jason said we had a monthly shortfall of \$1,906 between the August expenses and receipts. Balances as of Sept. 4, Operation Checking is \$3,025, Joan's Bequest stands at \$40,819, the building Fund stands at \$16,463, The Vision Fund stands at \$36,415 and the CD will mature later in September. The Help in Haiti fund stands at \$2,135.

Mary said the big hit was State Farm Insurance for our annual payment. Michelle asked items are included in the Administrative Expenses, which includes insurance. She suggested that item be moved to Building and Grounds. That change will be made by Jason and Heidi. Heidi will provide documentation about the CD maturing. She said the board needs to decide on what to do with the funds when it matures.

Sarah asked about the SE line item. Heidi said that Soul Matters was split between SE and

Sunday Service.

IV. Spiritual Exploration - Contracts for Coordinators. Jamie said Jon O'Brien agreed to be a mentor for the older grades/Coming of Age program. Nicole said the Open House will be next week. She will provide registration forms that day. SE Ingathering will also happen next week. Coming of Age will start the following week. Jamie said older kids are very interested in continuing with Water Protectors, doing something with Flint water.

Teri requested the BOT, SE Committee, and SE Coordinators collaborate on items on a monthly SE report that could be attached to the minutes, similar to the Treasurer reports. Items could include resource usage like Soul Matters or materials, as well as child participation. Teri also said the SE Coordinator contract is a work in progress. Jason suggested we take the recently-submitted division of work to develop job descriptions and then decide what level of formality is required - is a contract necessary? Heidi said that previous counsel from gg gordon was we don't offer contracts, that we have a job description and a labor agreement with each employee. During a discussion of payroll taxes, Jason said he believed that the 1099 threshold for employers to report payroll taxes is \$6,000, ((revision at Oct. 7 meeting, it's actually \$600 and that Northwoods Learning Hub will have to issue a 1099 to MqtUU). but that a labor expert should be consulted. Teri said she would work on job description. Jamie said she would like to see an annual evaluation process delineated clearly.

Teri moved we work on employment agreements instead of contract. Mary seconded. Jason said we defer until we can consult with a labor expert, that we don't have enough information about level of formality, MUUC's reporting requirements and tax liability. Michelle Harrison suggested the Mid-America UUA should have all the resources we need. Teri rescinded her motion and reiterated her offer to look into these issues. We will move forward with SE activities and payment as lined out in the August minutes while we investigate payroll of \$375 each per month (calculated at approximately 25 hours per month \$15 per hour), agreement and tax issues. Sarah Johnson said she'd work with Teri on these issues. Teri said there SE Coordinators do not need to submit time sheets, that the SE Coordinator Report will be the documentation. Jason said he is not a signatory and we need to make a decision as to who should cut the check. There is disagreement in the best practices as to whether the Treasurer (and Admin Assistant) should be signatories or not. We have conflicting advice. Martin said we should encumber funds from the Admin Expenses budget until these questions are settled with the questions about paying SE coordinators. Teri pointed out the board has already agreed upon paying each coordinator \$375 per month from the SE Payroll line item. Jason said regardless of the formality of the agreements, payroll should come from the SE Payroll line item. We just need to figure out how to dot the i's and cross the t's before the end of the year.

V. Committee Communication as Needed - Terii said as Sunday Service Coordinator we need service leaders Oct. 6 and Nov. 3. She will be in search for volunteers.

VI. Old Business

A. Northwoods Learning Hub Contract (See above)

B. Room At The Inn - Hosting the week of October 13, 2019 At and since the August meeting we had an extensive report on changes at RATI. Michelle Halley, Kim Frost, Kayla West and Sarah Johnson have volunteered to coordinate. Anne moved and Mary seconded to open discussion. Mary asked what NLH might have to say about accommodating the

them and have RATI that week. Teri said the conversations so far with NLH include an awareness that we are a church that hosts RATI and there contract includes provision to reduce their rent for foregoing building use the weeks we host RATI. Sarah suggested NLH could use the sanctuary instead of the RE space. She said there will not be totes but there will be more stuff in the SE space than normal. She suggested letting NLH observe the space as used by RATI (with the stack of mattresses in the corner). Sarah said the only RATI use of the kitchen will be storing snacks along the back wall. Jamie said she would do walk-throughs during RATI weeks to check windows and doors. Sarah said she could explore RATI to Cassandra and Stephani, that she could show them the setup and let them decide if they want to go ahead with building use during RATI weeks. She also said that it's very good for our kids to see how other people may live and our contribution to helping with the RATI population. Jason said we have two choices, we can tell NLH they can't use the space the week of Oct. 13-20 OR we let them choose to activate their cancel clause. Mary asked when the RATI season starts with an eye on how the 9 pm checking with no dinner served will go. Sarah said that's how Summer Shelter already operates, (9pm check-in and no dinner). Anne said she really values the opportunity to volunteer with RATI guests and be able to share a bit about UU with them. Teri called the question. It passed unanimously. Sarah will get checklists with Teri and will contact NLH to coordinate building use.

- C. MBank Paperwork and Safe Deposit Key - Teri said we have all of our paperwork signed. Teri Rockwood has possession of the MBank file cabinet key, the PO box key and a file cabinet key. During the discussion about keys, Jamie asked if we could store some fundraising materials/donations (including some high-value items) in the office with some remaining issues to be resolved with the SE committee. Items are on the path to be distributed back to donors/lenders. Teri said she hoped that the office not turn into a catch-all storage space as it has been in the past. The board agreed the SE coordinators will get a key to the office so they can access supplies there. Anne said we trust the the SE coordinators with our children, we can trust them with them with a key.

Teri said she will go to MBank and apply for a new debit card in her name.

VI. New Business

- A. Lay Minister Goals and Evaluation Process - With Paul's absence, we don't have access to his help/suggestions/counsel with that process. Anne moved we table this item until Paul is available. Jason seconded the tabling. Jason asked when we would have his input and could he e-mail us. Teri said she would contact Paul. Mary said as this is an employment issue, this may be an executive session for BOT. Anne said the formulation of evaluation criteria should be open to congregants. Jason said this is a 360-degree evaluation with Paul evaluating MqtUU as much as we evaluate him. Jason also said if Paul can share some of his learning by e-mail and the discussion could be online. Heidi said she had sent out a document to help stimulate discussion and that could be the focus of a work session. Teri said Paul's comments at the August meeting was that document was too detailed as an evaluation form. Teri will follow up with Paul for his input.
- B. Scanner/Printer needed - Teri said Sara Redmond's printer didn't work out. Heidi has access to two printers and will get a printer/scanner from her home. They will work via WiFi. Teri said we no longer have to research printers. A BIG "thank you" to Heidi!

C. Visibility of Board Members

September 15: Anne

September 22 - Jason

September - Mary

October 6 - Teri

October 13 - Anne (Teri has a commitment, so Mary (VP) will run the meeting).

Closing Words: none

Adjourned: 2:24 pm.