

Marquette Unitarian Universalist Congregation

Board of Trustees: Planning Meeting

October 20, 2019 Minutes

1. Call to Order: 12:53 p.m.
 1. Attendance: Mary Maki, Desi Mims, Anne Stark, Teri Rockwood
 2. Absent:
2. Opening words and chalice lighting: Reading from A Guide for the Advanced Soul
3. Approval of Agenda: Unanimous
4. Review Current Status of Board Members and Administrative Assistant. Heidi sent a resignation email on Oct. 13, 2019. Jason Harrington emailed a resignation from the board on October 8, 2019. Teri offered Jason an exit interview, but hasn't heard back. Desi suggested we also schedule something with Heidi. Desi said the troubles with the board are due to being too busy. Teri said in the past, many of the duties in the Congregation were retirees. Teri is waiting on Lucy at MBank to see if they will allow the Vision Fund CD to not roll over into another 36-month term as we were one day late on the notification period. Anne suggested that we just suck it up and pay the \$450 penalty to be able to pay Paul Mitchell.
5. Review Administrative Duties and Discuss the Hiring Process - Teri said there are two people interested in the Administrative Assistant position. Desi would like to apply, but we would need to find a second new board member. Teri met with Heidi to clean up the office/desk. Desi said the optimal way to support the Admin Assistant would be to have a very involved Board, but that Heidi was basically running the congregation. Teri said the AA position requires someone who is comfortable making their own decisions and delegate. Communication is also key. The lack of committees doing Congregation duties has put Heidi in the position of taking on many extra duties beyond the job

description. Desi suggested the Board member responsible for welcome and announcements every Sunday should do pre- and post-service duties starting around 10:15 or 10:30. We went through the job description duties. We talked about combining the content of the Chronicle and This 'n That into a single weekly newsletter. Desi suggested streamlining the newsletter and website content, using a content management system to automate emails. Desi said they would talk to Jason Harrington. There was a discussion of Stewardship, including whether the Pledging Friend vs. Member designation is accurate.

Desi will also work with Heidi to create Orders of Service for Sundays after Oct. 27. Teri asked how we should proceed with interviews. Anne suggested we post the job with Michigan Works for transparency. She will take that task on. Teri said a board member needs to send an email to the Mining Journal on Monday for the subsequent Saturday's Church Bulletin. Teri will take over for the next few weeks. AA job description items were distributed to BOT members.

6. Review Treasurer Duties and Assign Needed Tasks - One pressing issue will be paying quarterly payroll taxes. Mary said payment schedule should be in past treasurer reports. The next payment should be due in December. Teri said we will need to change the MBank login and password. There was a discussion of how to handle bill payments.
7. Any Other Business - We will have a short meeting soon to go through the administrative laptop. Teri said the laptop should stay in the building except for the week of Room at the Inn. We went over our "homework". Teri moved we give Heidi \$200 in appreciation of her service. Desi seconded. Motion passed unanimously.
8. Adjournment: 2:56 p.m.

Next Meeting: Sunday, November 17