

Marquette Unitarian Universalist Congregation
Board of Trustees
Minutes for Monday, September 20, 2021

- I. Call to Order 6:45 pm
 - A. Attendance Erin Kilbourn-Mims, Jill Malin, Mary Maki, Adam Skidmore
Susan Urban
 - B. Absent: None
 - C. Other attendance: None

II. Opening words and chalice lighting

III. Open Forum

Regarding Susie Swanson possible membership in another church: Susan looked into this at the UUA website, and although she was not able to find a definitive answer, it appears that as long as someone fulfills the membership requirements defined in the bylaws of each church or fellowship, there is no issue with being a member of more than one. There was a short discussion.

Local Girl Scout troop wants to use our fire pit, Board Game Club getting requests for card game night – Board approved both.

Michelle Harrison wants to eliminate skipping the offering for visitors words in Welcome at Sunday services. Discussion followed, Board consensus at this time was to leave it in, since visitors often contribute anyway.

Mary suggested putting the offering basket in a central location rather than passing it (which is awkward due to social distancing). Erin will borrow our copy of welcoming words, modify it for Covid times, and distribute to Board for comment next month.

IV. Approval of Agenda. Mary moved to approve, Erin seconded, approved unanimously.

V. Approval of August 16, 2021 Minutes. Mary moved to approve, Susan seconded, approved unanimously.

VI. Treasurer's Report

Jill sent out report via Email today. Bank changed hands to Nicolet, also changed the status of some of our checking accounts. Mary successfully signed in today. Jill and Mary have full access to accounts. Jill reported no unusual expenses, but has not been able to get the totals for the account. Will have more specifics next month, but our finances are in good shape. Loan signing procedure for refinance has been done, the rate has been lowered from 5.5% to 4.95%.

Jill says we need copies of eight Form 941s to correct employee Social Security data. We can get there from the IRS at \$65 each. Jill will ask Heidi and Mary will ask Michelle if we can find the location of previous ones.

There was an IRS penalty that was paid mistakenly in fall of 2019, we do not have the paperwork necessary to get it refunded.

SEMCO Natural Gas bill has gone down from \$100 to \$80.

MUUC Board of Trustees

Agenda for Monday, September 20, 2021

Page 2

VII. Spiritual Exploration Reports: SE and OWL - Sarah Johnson sent the Board an email dated September 6 indicating that, due to reports from the Marquette County Health Department, she is not comfortable starting either program now. She also asked about facilitator training. She believes the training is \$250 + travel stipend for each facilitator (two). She called a brief meeting of the Spiritual Exploration Committee on September 12th following the service, including the possible scheduling of a Family Night activity for late-September/October. No meeting took place, so no Family Night was scheduled. The Board agreed to table the facilitator fee question, since it is not known when these programs might be resumed.

VIII. Old Business

A. Mortgage Change Update/mBank (now Nicolet Bank). Mary withdrew her offer to get herself assigned as a second congregation check signatory. The signatory does not have to be a member of the board, but should be a member of the congregation, and approved in board minutes. Jill was to ask Teri Rockwood if she will remain in this role for the time being. Teri will do so per Jill. Teri would have to get Board approval to sign any checks. Board approved Teri remaining as check signatory for the time being.

B. Northwoods Learning Hub (NLH) - NLH will NOT be renting MUUC this fall due to Covid, per phone call with Mary 09-09-21. Cori Noordyk is the new NLH contact, at 906-360-9626. They plan to meet outdoors at a different place, but might need some of their stuff from their storage closet @ MUUC. Mary gave permission to access this when convenient, and said that it is OK to continue to use the storage space. Board approval is not needed, since Mary has been named at the MUUC liaison for NLH.

NLH will reassess the Covid situation for next spring semester for indoor classes, possibly @ MUUC.

C. Monroe Husbands UUA Grant for lay led congregations: Erin was to ask a friend who is a professional grant writer to look into the application process. Susan forwarded to Erin a successful grant proposal from another church so that the grant writer may have an example for reference. Erin says grant writer Les Beck will be happy to meet with us and help us write our grant proposal. Mary and Susan would like to attend. Erin will contact Les and come up with some proposed meeting times.

D. Discussion of results of Zoom call with Phil Lund on Monday, August 9. Status of condensed history of MUUC? Erin will contact Martin Steindler regarding his materials on this. Mary said we possibly have two versions of the history of MUUC, but we only need a one page synopsis of it. Mary will take a stab at making a condensed version from documents that are stored at the church.

The MUUC webpage is being regularly updated and is looking much better than it did last month. It was agreed by the Board that this is the case.

Erin wondered who has the ability to update the MUUC Facebook page. It was agreed that board members should be able to do so. As page administrators, they can update membership, answer messages, post events and answer comments as *MUUC* rather than as their personal Facebook identity. Erin, Jill and Susan will be assigned as page administrators.

Susan drafted flyers to put up at public places around town. Erin motioned to accept them as is, Mary seconded, approved unanimously. Susan will print out 20 flyers and send to Erin's address.

Jill has scheduled LGBTQ Homecoming at MUUC for October 2, 2021 as an outreach activity. Another one is scheduled for October 30. Jill suggested that board members try to be there. Mary suggested a donation receptacle, Jill confirmed that there will be one.

E. Results of Erin's talk with Teri about any undetermined Board Task Assignments: Job descriptions need to be updated, also need someone to do employee reviews. Parking lot refinishing needs to be done, company who did it before should be in past records. Jill will patch cracks as an interim measure. Board approved the patching of the cracks for now and agreed to defer full refinishing until Spring. The website myuua.org needs to be updated with current membership list and Board composition.

F. At last meeting, Mary agreed to look into how far behind we are in posting Board meeting minutes on MUUC website and to remind Desi Kilbourn-Mims, the MUUC admin, to post any that are missing. She also agreed to mention posting Board meetings and minutes more prominently on This n That. Last month's minutes will be posted as soon as they are approved, and will be in future as soon as they are approved. It was agreed by the Board that the full minutes are too much verbiage to post on TNT.

VIII. New Business

A. In light of the status of Covid in Marquette, there was a question as to whether MUUC should require anyone attending a service or activity at the meeting house to wear a mask. Board agreed that masks shall be required for all indoor activities at the meeting house. Masks will be provided at the door. Signage will be made and posted at the meeting house. Mary motioned that facial masks covering nose and mouth are to be required indoors. Susan seconded. Unanimously approved.

B. Nonprofit Corporation Annual Report Due On or Before October 1 – Mary sent the Board an email from MI Corporations Division Subscriptions on our annual report. Filing fee is \$20.00 and the filing can be done online. It appears that these only need to be filed every two years, so one may not be due this year. Discussion of this issue took place. Result was that Erin and Desi have last year's report and other paperwork. We also have paper copies. Jill and Erin will take care of this filing after church on Sunday 09/26/2021.

MUUC Board of Trustees

Agenda for Monday, September 20, 2021

Page 4

- C. Monthly day and time for next MUUC Board Meeting: Thursday, October 14, 2021 at 6:30 p.m.
 - D. Board member presence at services: September 26 – Erin; October 3 – Mary; October 10 – Susan; October 17 – Jill.
 - C. Other Business. There was a discussion on the Pagan group scheduling events without contacting the congregational administrator. It was agreed that this group needs to schedule events through the admin. Mary will follow up.
- XI. Adjournment 9:10 p.m.