

Marquette Unitarian Universalist Congregation
Board of Trustees
Minutes for Thursday, October 14, 2021

- I. Call to Order: 6:37 p.m.
 - A. Attendance: Erin Kilbourn-Mims, Jill Malin, Mary Maki, Susan Urban
 - B. Absent: Adam Skidmore
 - C. Other attendance: Martin Steindler
- II. Opening words and chalice lighting
- III. Open Forum

Erin was to borrow our copy of welcoming words, modify it for Covid times, and distribute to Board for comment this month. Erin will have this by beginning of next week, has not been able to work on due to illness.
- IV. Approval of Agenda. Jill moved to approve, Erin seconded. Approved unanimously.
- V. Approval of September 20, 2021 Minutes. Change title from Agenda to Minutes. Jill moved to approve, Erin seconded. Approved unanimously.
- VI. Treasurer's Report.

Insurance bill paid in September, \$1,426.00. Incoming funds for month, \$1,873, outgoing \$3,264, close to even without the insurance bill. Jill sent out the contract for snow plowing again.

Jill said last month that we need copies of eight Form 941s to correct employee Social Security data. The period in question was 2018 and 2019. We can get these from the IRS at \$65 each. Jill was to ask Heidi and Mary was to ask Michelle if we could find the location of previous ones. Seven out of eight still not found. Gigi Gordon may have these. Jill has inquired, has not yet heard back. There are filings under two EINs for two years, on both W-2s and Form 941s. The EIN may have been entered incorrectly somewhere. No answer from accounting contact UP Tax Company so far. Jill will follow up with UP Tax Company on correcting this. Mary has information on eight employees, she and Jill can review this together. Mary will check the Treasurer's reports on the MUUC website for the relevant time period to see who got paid. Jill looked into a tax website called Yearly where MUUC has an account, found nothing there. Susan suggested that we should pay for all eight forms (\$520) if the UP Tax Company agrees that this would be helpful. Erin agreed. Susan motioned to do so. Erin seconded. Jill, Susan and Erin voted yes, Mary voted no. We will have to figure out what line item to use if we do spend this money. Erin suggested that it might be under Admin.

Jill reported that we have a domain name bill for the MUUC website that is due November 1. Need to research whether this is what we have been using for this before we pay \$228. This information should be in Treasurer's Reports or on bank statements. Desi says Blue Host is the entity that is our host for the website. Desi will get in touch with Blue Host to see if they also are the holders of the domain name, or will give us the info so we can do it.

VII. Spiritual Exploration Reports: SE and OWL – No new developments.

VIII. Old Business

A. Monroe Husbands UUA Grant for lay led congregations: Erin said last month that she contacted grant writer Les Beck, who will be happy to meet with us and help us write our grant proposal. Mary and Susan said that they would like to attend. Erin was to contact Les and come up with some proposed meeting times. Les has been unavailable, Erin will contact her later this week.

B. Status of condensed history of MUUC? Mary said that Jamie Kuehl made up an MUUC history, which she sent to the current board. Erin and Mary will work together on this project. We will revisit next month.

C. Erin, Jill and Susan are now assigned as page administrators for the MUUC Facebook page. As page administrators, they can update membership, answer messages, post events and answer comments as MUUC rather than as their personal Facebook identity. Nothing new on this.

D. Susan printed flyers to put up at public places around town. Susan printed out 20 flyers and sent to Erin's address on September 28. Erin will have them at church this Sunday for people to take. Mary asked for 8½ X 11 flyers, Susan will revise and send a dozen to Mary.

E. Jill scheduled LGBTQ Homecoming at MUUC for October 2, 2021 as an outreach activity. It was a good time, good feel, about 20 people attended, no damage to space, cleaning of same was done. A Sober Community dance is scheduled for October 30, this is expected to be a larger attendance.

F. Results of Erin's talk with Teri before last month's meeting about any undetermined Board Task Assignments:

1. Job descriptions need to be updated, we also need someone to do employee reviews. This is a Board task. Erin is recused from reviews due to conflict of interest. There are currently two employees, admin and cleaning. Erin will ask Desi to do a current description for the admin job and forward to the Board for review. Cleaning person is a 1099 employee, so probably does not need a job description. We will table reviews until we have job descriptions.

2. Jill was to patch cracks in the parking lot as an interim alternative to complete refinishing. Jill donated three one gallon bottles of crack filler, she filled 95% of the cracks. Jill said that it is important to resurface completely next spring or summer. The Board thanked Jill profusely for her help. Jill said she wanted the expense to be considered a donation in kind (approximately \$50).

3. The website myuua.org needs to be updated with current membership list and Board composition. Erin has login info, will get to this soon. We need to prepare an updated directory. Erin will ask Desi to check for membership status. Martin said he has a directory from June of 2021. Mary suggested that an updated directory should be an annual task.

G. Nonprofit Corporation Annual Report was due on or Before October 1 – Mary had 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. Erin had stated that she and Desi have last year's report and other paperwork, and also paper copies. Erin took care of this filing on 09/28/2021. This is an annual filing.

H. There was a discussion last month 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 was to follow up. On October 1 she said she talked to the group and made a gentle reminder to check with Desi for their dates, they did so for their November date.

VIII. New Business

- A. Monthly day and time for next MUUC Board Meeting: Monday, November 15, 6:30 p.m.
- B. Board member presence at services: October 17 – Jill presenter, Mary Board presence; October 24: Jill is Zoom host, Mary Board presence; October 31: Erin; November 7: (daylight savings time ends that day) Erin; November 14: Erin. Desi will look into three way services with Petoskey and Bay de Noc UU for November.
- C. Jill said that there will be a brief open 12 Step meeting on October 30 at 6 – 6:45 p.m., followed by the Sober Community dance at 7:00 p.m.
- D. A discussion on the Meeting House capacity took place. Erin will look this up. Mary also mentioned that the Fire Department might have this information.
- E. Martin presented a document from 2003 that he thought the Board should review so that we don't repeat past mistakes or that may be used for long range planning. Jill will look for it at the Meeting House. If she can't find it, Martin will send a copy to the church.

XI. Adjournment: 8:41 p.m.