

Marquette Unitarian Universalist Congregation
Board of Trustees
Minutes for Monday, November 15, 2021

I. Call to Order: 6:43

A. Attendance: Jill Malin, Mary Maki, Susan Urban

B. Absent: Erin Kilbourn-Mims, Adam Skidmore

C. Other attendance: None

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 the Board for comment this month. She sent out, Jill wanted to add a reminder to ring the gong, Mary wanted to tell people that if they will specifically get the weekly This N That newsletter if they sign up for email.

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

V. Approval of October 14, 2021 Minutes. Jill moved to approve, Mary seconded. Approved unanimously.

VI. Treasurer's Report.

Soul Matters cost was reduced by \$200 by not getting the children's part and adult exploration, can be re-added later if needed.

There were the typical expenses and income for the month. Building and Grounds was up for extra cleaning due to an event at the meeting house, and Semco gas went up in cost.

We do not yet have the cost for the boiler repair on 11/11/21, work was minimal. Trudell Plumbing and Heating will bill us.

The monthly loan payment was not reduced this month, it is still at \$606.35, the same as since we signed the refinancing papers. The extra amount was to go to principle. The bank has not yet applied it correctly, they will correct it by next month. Jill will go to the bank and will make sure that this is done before the next meeting. Mary suggested that we continue to pay the same amount as previously and apply the extra to principle each month. Discussion followed, it was decided to pay the lower amount ongoing.

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. As of last month, seven out of eight still were not found. There are filings under two EINs for two years, on both W-2s and Form 941s. The EIN may have been entered incorrectly somewhere. Gigi Gordon may have these, last month she was in contact with the Board and offered help. However, Gigi has not responded to emails or phone calls from Jill. Mary will call Gigi on the phone and email her. Susan will send her a Facebook message with Jill copied.

As of last month, Jill had no answers on this issue from accounting contact UP Tax Company. The result of Jill's follow up with them was no contact, since she was not able to contact Gigi.

Mary said she had checked the Treasurer's reports on the MUUC website for the relevant time period to see who got paid. She found nothing except that a tax payment was sent, broken down by tax paid by the then administrative assistants. However, there was no indication as to which EIN these were assigned to.

Last month the Board approved a motion to pay for all eight forms (\$520) if the UP Tax Company agrees that this would be helpful, and if they cannot be found elsewhere. If this becomes necessary, we will have to decide what line item to use if we must spend this money (Erin suggested in October that it might be Admin). Question tabled pending further attempted contact with Gigi.

Regarding the host for the MUUC website, Desi indicated last month that Blue Host is the host for the website. Desi was to get in touch with Blue Host to see if they also are the holders of the domain name so we have correct information on this, and will be able to ignore fraudulent requests from companies that do not hold the domain name. Desi communicated to Jill that Blue Host is the holder of the domain name. This is an automatic payment, Desi did not yet give Jill the password reset information, but the credit card needs to be updated.

There is a page in the Board notebook with passwords and email addresses, etc. for various accounts. It needs to be updated and printed and mailed to Board members and/or sent as attachment.

Next month we will ask the admin to attend the Board meeting to firm up the admin job description and to make additions to the job description that was sent to the Board recently by the admin and to the one in the Board books.

Mary suggested that all board members look at the MUUC website and make suggestions for things that need to be added and removed, using the Keweenaw UU website as a model.

Mary also suggested that we buy a new computer for the congregation and transfer data from the old one. This idea was tabled until next month.

VII. Spiritual Exploration Reports: SE and OWL – Sarah Johnson said there was a soup dinner at Room at the Inn and the SE kids observed World Kindness Day. Mary will contact Sarah to let her know to contact the Board when having activities with MUUC kids, even if they are not happening at the meeting house.

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. As of last month, Les had been unavailable, Erin said she would contact her. Tabled due to absence of Erin.

B. Status of condensed history of MUUC? Erin and Mary agreed to work together on this project. Martin Steindler sent a simple condensed history. Susan will create a one page document, print and bring to meeting house on Sunday.

C. Susan printed half page publicity flyers to put up at public places around town. Susan printed out 20 flyers and sent to Erin's address on September 28. Several people took these to post.

Mary asked for 8½ X 11 flyers last month, Susan revised and sent a dozen to Mary on October 30. These were received. We will distribute when we are confident that the MUUC website is being updated on a continual basis.

D. Jill scheduled a Sober Community dance for October 30. 33 people attended, everyone had a good time. There was an AA meeting before the dance. All agreed that these were good outreach for MUUC>

E. .Results of Erin's talk with Teri before September's meeting about any undetermined Board Task Assignments:

1. Job descriptions need to be updated, we also need someone to do employee reviews. Erin is recused from reviewing Desi's performance due to conflict of interest. There are currently two employees, admin and cleaning. Desi submitted a current description for the admin job and forwarded to the Board for review. Tabled due to absence of Erin. The Board will establish priority tasks for admin by reviewing present descriptions and discussing at next meeting.

Cleaning person is a 1099 employee, so probably does not need a job description.

Reviews were tabled pending a new job description for the admin.

2. The website myuua.org needs to be updated with current membership list and Board composition. Erin has login info, was to take care of this. Mary will look at it and see if it has been updated.

3 Status of update of directory? Needs be done ASAP, Susan will ask Desi if it has been done.

F. Determination of the Meeting House capacity? Erin was to look this up. Mary also mentioned that the Fire Dept. might have this information. Unable to determine so far. A rental was inquiring how many people we could hold. Mary will call the Chocolay Township Fire Department.

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G. Regarding the status of locating the document from 2003 that Martin Steindler presented last month, Jill found a more recent document and put it on the main table in the back of the Sanctuary.

VIII. New Business

- A. Monthly day and time for next MUUC Board Meeting: Monday, November 22, 2021 – this will be an informal special meeting to discuss progress on top priority items. Board will discuss status of website updates (using the Keweenaw UU website as a model), myuua.org, outreach and contact with Gigi Gordon. We will invite Desi to this meeting. The next regular Board meeting will be scheduled at that time.
- B. Board member presence at services: November 21: Susan; November 28: Desi; December 5: Jill; December 12: Erin.
- C. Report on status of three way services with Petoskey and Bay de Noc UU. Will need to confirm with Desi.
- D. An article was sent to the Board by Martin Steindler on the drop in church attendance. It does not show the date or the publisher of the article. It is attached to this agenda. Interesting but nothing new.

XI. Adjournment: 9:05 p.m.