

**Marquette Unitarian Universalist Congregation**  
**Board of Trustees**  
**Minutes for Tuesday, April 19, 2022**

- I. Call to Order: 6:37 p.m.
  - A. Attendance: Erin Kilbourn-Mims, Jill Malin, Mary Maki, Adam Skidmore, Susan Urban
  - B. Absent: None
  - C. Other attendance: Martin Steindler, Teri Rockwood
- II. Opening words and chalice lighting
- III. Open Forum. Teri commented on lack of communication regarding June 12th Bridging Service for Liam led by Jamie, Sarah, UU youth. Jill said it will be OK to schedule the service in lieu of the Triangle Service. Susan offered to switch the February Sky service from 6/19 to 6/26 if that becomes necessary to schedule the Bridging Service on 6/19.
- IV. Approval of Agenda. Erin moved to accept. Approved unanimously.
- V. Approval of March 22, 2022 Minutes. Jill moved to accept. . Approved unanimously.
- VI. Treasurer's Report.

Income for the month \$2054.20; Expenses for the month \$2723.96.

Upcoming bills for April:  
\$35 for safety deposit box at Nicolet Bank; \$289 UUA Annual Program Fund third and final payment for the pledge; \$300 for January, February and March Petoskey services; \$100 for Bay De Noc April service.

In March, Mary requested that a reminder about Econo Slips be placed in This N That showing why, how, what. This has been done.

Status of reduction in monthly loan payment – This has now been taken care of. Nicolet Bank has started collecting the reduced payment of \$537.54 rather than the \$606.35 they took in previous months. Jill filled out another authorization statement to get this done and delivered it to the bank. They gave us an amortization statement and a statement of the extra amounts being applied to principal.

Voluntary payment from Wiccan/Pagan group for March meeting? Jill agreed to follow up on this payment by looking in the place where it is usually to be found. No payments were found for March or April.

Status of correction of employee Social Security data:  
UP Tax Company has some of our records. In February, Susan expressed approval of Jill asking them for whatever records of ours they have. Jill has not yet had a chance to do this.

In October the Board approved a motion to pay for all eight forms needed to correct this situation (\$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).

Payment for three way services. Last month it was agreed to pay \$100 every month for these services. We paid \$300 to Petoskey for January, February and March, and \$100 to Bay de Noc for April 10.

Update of admin job description that was sent to the Board recently by the admin and the one in the Board books. Mary has compared these and seen some additions and deletions. Jill agreed last month to follow up on end of year letters to document these responsibilities. Jill has not seen the one sent to the Board. The Board decided that, since this discussion began, the admin's tasks may have changed quite a bit, and it will be better to start all over again. Erin will ask Desi for a list of tasks and the number of hours it takes to do each one.

Erin was to have Desi meet with Jill online to give her instructions as to how to get onto the Sunday service Zoom meeting. This has been done, and the glitch that was causing issues has been resolved. Mary suggested that all board members be sent info as to how to do this. This has not yet been done, but the process is as follows: Sign into Gmail with mqtuubot@gmail, enter password, sign into Zoom. Zoom Link will ask if you are the host, you answer yes.

The seven year old MUUC Toshiba computer is very slow. Jill purchased two two terabyte drives in January. These been received. The process of having current data transferred to them was a project in progress in February. Jill put all treasurer reports on these. Erin and Desi will download other current information soon.

Mary suggested that treasurer reports should be on the MUUC website with the Board minutes. Jill said she would get these to Desi.

Erin suggested in January that we pay the admin for a few extra hours per week to digitize old paper files. Authorization of extra time for the admin to digitize the files needs to be discussed. Since current data has not yet been backed up, we cannot make a decision on this yet.

VII. Spiritual Exploration Reports: SE and OWL – Anything new to report?

The Holi service that SE had planned to present in March was cancelled due to weather. It has been rescheduled to May 1. It was agreed that this is something about which we should get some word out to the larger community. A notice to the Mining Journal and Marquette Monthly would be helpful. Mary will contact Sarah about putting a notice in the Mining Journal, and other publicity.

VIII. Old Business

A. Munroe Husbands UUA Grant for lay led congregations: Several months ago the Board agreed that we will need to do this on our own rather than working with a grant writer. On January 31st, Susan sent a link about this program to Mary, to find out whether the grant funds are still available. Mary said that there currently are funds available.

Since funds are available, we need to set a date for a special meeting to work on the grant. Board members were to think about improvements that are needed and communicate them by email to the rest of the Board. Although this did not happen, there was a discussion of ideas. Last month Mary suggested that we spend the money for outreach and membership growth and long term survival. Susan asked what we could spend money on that would accomplish this. We will communicate with each other as we think about membership outreach items on which we could spend the grant money. Susan agreed to reach out to some other churches to find out how they have handled this. Susan has not yet done so. She suggests that we table this until after pledge season/annual meeting. Agreed that this should be done.

B. Status of condensed history of MUUC - Susan made some small revisions and resent with the 12-20-21 minutes, including that we went to presenting services online when the pandemic hit. She also verified on the UUA website that MUUC is a Welcoming Congregation, so she left that language intact.

Mary would like to see information on what the size of the congregation has been over time. In February, Mary agreed to go to the UUA website to attempt to get this information. Mary looked into this, has membership numbers to add, she will send them to Susan for inclusion in the history. Susan has not yet received this information. Mary will send this to Susan soon. She suggested that we also table this item until after pledge season/annual meeting. Agreed.

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

Job descriptions need to be updated (see above), and Jill and Mary volunteered to do Desi's job performance evaluation. See above.

D. Support from MUUC for the proposed 8th UU principle. Last month Mary suggested that the congregation should discuss the idea, and an MUUC representative will take the congregation's decision to General Assembly. Jill said she will be an MUUC representative at GA. Dan Young at Bay de Noc UU, one of our partners in the three-way services, presented a homily on the 8th principle on Sunday, April 10th. This has been recorded, and is available. The board agreed last month to schedule a forum on the 8th principle after the service on April 10. Jill had said she would like to get some publicity for this prior to the service and discussion. Susan suggested that some notices should be sent to local media. There was no post service forum on April 10, since MUUC attendance at that service was low. Jill has the link to a recording of the sermon. Erin will post it on the MUUC Facebook page. Erin suggested that a poll on the 8th UU principle be put on the Facebook page. It was agreed that this was a great idea.

E. Jill suggested in February that she, Erin and Teri clean up and reorganize the office and the back room with Desi's help. This has not yet been completed. It was observed that the office needs a major overhaul. Adam agreed to fix the broken wall between the teen room and the office. Sunday, May 15 after the service was agreed upon for this cleaning.

F. In March, a member stopped sending money, creating a large drop in income. Suggestions were called for to replace this income.

a. Erin & Desi were considering starting a movie night with a suggested donation. The first one has been scheduled for Thursday, May 5. They looked into the legal ramifications of advertising to the larger community. It turns out that we cannot advertise or accept donations for this, but it was agreed that it will create a sense of community.

b. Mary suggested that we open our parking lot to the congregations with whom we share our triple services to use for overnight parking and RV parking, with a suggested donation for this use. In March, Mary agreed to look into county or municipal ordinances that might govern this usage. Mary has not yet done so, but will work on this. Erin said she would help. Mary observed that this would apply to Chocoday Township and Marquette County.

c. Susan suggested that more flyers might be needed, since over time flyers tend to get taken down or covered up. She did not print and send more of the existing flyers, since Erin suggested last month that a flyer with less text and inviting marginalized groups to the congregation might be useful. She agreed to send Susan a list of the groups to highlight on the flyers. Susan has not yet received this. Erin will send to Susan ASAP. Erin indicated that we can borrow language from our Welcome script.

d. Susan was to look into forming a group for the congregation similar to the old Yahoo groups, to try to fulfill Mary's request that messages to the entire congregation may be posted without everyone having to use Facebook. With the email sending the draft of the March minutes, Susan sent a link to an email group of the type Mary would like to set up, it can be found at <https://groups.io/>. Mary has not had a chance to do this yet, but she will have a closer look at it.

G. Stewardship/Pledge Drive in April. In March, the Board decided that we need to:

a. Look up last year's pledge form letter, revise and send. Include a paper pledge form with the letter, and tell how to pledge via email. DONE as of April 17.

b. Draft a letter to friends of the congregation outlining why they might want to become members, what the benefits and responsibilities are, including an identifiable financial contribution (treasures), also time and talent. This still needs to be drafted and sent out. Jill will draft this letter. Erin said she would be happy to hand address letters.

a. It was decided last month that member pledge letters and friend membership letters should go out no later than April 11, and that they should say they need to be returned by May 1. This will be a joint effort between Desi, Jill and Mary. The member pledge letters will be in the mail on Monday, April 18. Any update on when they need to be returned, since they were sent out later than expected? No, the deadline remained May 1. People need to commit no less than seven days before the annual meeting to vote. Same question about the friend membership letters. Should updated information be included in This N That? This will be done. Should there also be a link to an online pledge form on MUUC website and in This N That? Yes.

b. Last month Susan suggested a patchwork service on why we find it worthwhile to make a pledge to keep the congregation going. Jill indicated that this will be done, on April 24. Jill, as part of the Sunday Services Committee, agreed to lead the service, and to schedule several other members to give short talks on why they pledge to the congregation. The service title will be "The Sermon on the Amount." Several people have committed to participate in this service, including Jill, Mary and Susan. Jill will send Desi a blurb and title. Susan suggested that This N That should maybe be sent out closer to Sundays. For various reasons, it was agreed that we will continue to send it out on Thursday.

c. It was decided that we should we set a goal for what we would like to raise in pledges, and that an appropriate amount would be 10% above last year. Jill agreed to look into the total amount of last year's pledges, and determine what figure will be 10 percent above that. Jill found out that this amount was \$37,218. Erin suggested rounding up to \$37,300. All agreed. As of the date of the meeting, two pledges had come in for a total of \$3,345.00.

d. It was agreed that a poster with a thermometer graphic showing the pledge goal and how much has currently been raised, updated weekly once pledge season starts, would be posted in the meeting house lobby, with a picture shared each week on Zoom. Jill was to make the poster, possibly including data from other pledge years. Jill will get this done. It will also be shared on Facebook and in This N That.

e. An Annual Meeting to vote on the budget formed from pledge results was tentatively scheduled for June 5. The Board agreed to update the date, if necessary, when friend letters have gone out. We will need to remind people that the Annual Meeting is taking place, and that they will have to join by May 29 if the June 5 date sticks.

#### VIII. New Business

A. Jill agreed to contact a visitor at the Easter service with membership and pledging information.

B With this agenda, Susan sent a link to the website of the Green Bay Area Unitarian Universalist Fellowship (<https://greenbayuu.org/>). There are a number of things they are doing that MUUC might consider, such as forming a consortium with our triple service congregations, hiring a part time minister who serves all the members of the consortium, having a potluck on the fifth Sunday of the month instead of a service, etc. Will table until pledge season is over

B. Mary will be leaving the Board at the end of this fiscal year. Notices need to be sent out that there will be a vacancy, and that we need someone to be on the board. Erin suggested that we postpone until after pledge due date. The Board agreed to this.

C Monthly day and time for next MUUC Board Meeting: Short meeting on Tuesday, May 3 to touch base on pledge drive and budget, at 6:30 p.m. Regular Board of Trustees meeting on Tuesday, May 17 at 6:30 p.m.

D. Board member presence at upcoming services: April 24, Jill; May 1: Adam; May 8: not needed (triple service Sunday); May 15: Susan.

IX. Adjournment: 8:12 p.m.