

Marquette Unitarian Universalist Congregation
Board of Trustees
Minutes for Tuesday, May 17, 2022

- I. Call to Order: 6:41 p.m.
 - A. Attendance: Erin Kilbourn-Mims, Jill Malin, Mary Maki, Susan Urban
 - B. Absent: Adam Skidmore
 - C. Other attendance: Martin Steindler, Sari Embley, Desi Kilbourn-Mims, Michelle Harrison
- II. Opening words and chalice lighting
- III. Open Forum. Mary noted that she sent today's agenda to all current MUUC members, along with an invitation to attend tonight's meeting.
- IV. Approval of Agenda. Erin added an item for new business, this was later removed due to her leaving the meeting before it was addressed. Erin moved to approve, approved unanimously.
- V. Approval of April 19, 2022 Minutes. Mary noted that Munroe was misspelled. Susan will adjust and resend to Board and Admin. Otherwise, approved unanimously.
- VI. Treasurer's Report.

Income for the month \$2469.38, the outgoing was \$2377.01
For September 24, 2022, a 3pm wedding deposit of \$50 was received.
Upcoming bills: Pledge for UUA Annual Program Fund, asking \$289.00.
Response due by June 15th. It was agreed that this bill should be paid.
Plumber fixed furnace ignitor on 3/27/2022 for \$263.44
Jill found \$30.24 in the back area of the church, will deposit in the bank.
Voluntary payment from Wiccan/Pagan group for March, April or May meetings?
Nothing, since they have not been meeting.
Treasurer's Reports were submitted by Jill.
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. Has Jill had a chance to do this? No.
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). Agreed to table until next month.
Payment for three way service for May? Bill has not yet been received. Jill will pay it when it is. The other churches will let us know if we owe for June, when we will not be attending because of an MUUC home event.
Update of admin job description that was sent to the Board earlier in the year by the admin, plus the one in the Board books:

Mary compared these and saw some additions and deletions. Jill agreed in March to follow up on end of year letters to document these responsibilities. Jill had not seen the one sent to the Board. The Board decided in April that, since this discussion began, the admin's tasks may have changed quite a bit, and it would be better to start all over again. The admin had sent a list of tasks and time to perform them to the Board in an email. Mary requested a more specific accounting for the time spent on various tasks by the admin. She suggested that the first two weeks in May be taken as an example, with the hours be documented as to how ten hours per week were accounted for during for that time period. Jill suggested the next two weeks going forward might be better and easier for this specific accounting for the admin's time to be done. The administrative assistant resigned during this conversation.

The seven year old MUUC Toshiba computer is very slow. Jill purchased two two terabyte drives in January. The process of having current data transferred to them was a project in progress in February. Jill put all treasurer reports on them. Erin and the admin agreed last month to download other current information soon. The admin and Erin transferred all of the current information to the drives. Jill will resend the treasurer's reports as files rather than shortcuts.

Mary suggested last month that treasurer reports should be on the MUUC website with the Board minutes. Jill said she would get these to the admin. This has been done and they have been posted.

Erin suggested in January that we pay the admin for a few extra hours per week to digitize old paper files. The files need to be gone through first, and organized. This will be an ongoing project over some time, but it will be worked on as volunteers are available to do so. Erin said she would head the project, and is willing to work with different people on a short term basis on specific tasks. A discussion ensued as to what needs to be kept and what can be discarded. This project is now on hold due to the resignation of the admin.

VII. Spiritual Exploration Reports: SE and OWL:

An email from Sarah Johnson outlining current and future plans for these programs was sent to the Board prior to the meeting.

Mary wondered if payment for training for Henry to be an OWL teacher had been made. Mary will email Sarah for clarification. We cannot approve Sarah's proposals for fall until we have more info on the budget.

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. In March, Mary suggested that we spend the money for outreach, 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 once again table this until after pledge season/budget discussion/annual meeting, this was agreed upon by the Board.

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, however, she suggested in April that we also table this item until after pledge season/Annual Meeting, and this was agreed. She suggested that again this month, this was agreed upon by the Board.

C. Support from MUUC for the proposed 8th UU principle. In March, 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 in March to schedule a forum on the 8th principle after the service on April 10. 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 agreed to post it on the MUUC Facebook page. Erin suggested that a poll on the 8th UU principle be put on the Facebook page. This has been done. So far, all are in favor. 15 approvals, consensus achieved among members on Facebook. Jill will take this result to General Assembly. If and when the 8th UU principle is adopted by the UUA at GA, MUUC will need to add the principle to its printed and online materials.

D. Jill suggested in February that she, Erin and Teri clean up and reorganize the office and the back room with Desi's help. It was observed that the office needs a major overhaul. In April, this had not yet been completed. Adam had agreed to fix the broken wall between the teen room and the office. Adam has obtained materials to fix the wall. He will do this as his work responsibilities allow. Sunday, May 15 after the service was agreed upon for this cleaning. Desi, Erin and Jill put in about four hours of work on this, it will be an ongoing process. Erin suggested that we put in the announcements that we need help with the cleaning process. In view of the resignation of Desi and Erin, Jill will need to seek out others to help with this task.

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

a. 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 Chocolay Township and Marquette County. Mary looked into this, and Chocolay Township ordinances, and was not able to find any reason why we cannot explore this option further. FYI, we are zoned Residential 1.

b. Susan suggested in April 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 in March that a flyer with less text and inviting marginalized groups to the congregation might be more useful. She agreed to send Susan a list of the groups to highlight on the flyers. In April, Susan had not yet received this. Erin indicated that we can borrow language from our Welcome script. Due to illness, Susan has not yet completed new flyers, but will do so in the next few weeks.

c. In March, Susan agreed 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 of 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/>. Last month Mary had not had a chance to do this. This month Mary looked into it, and found it to be too complicated to be practical for her to manage. She suggested we form a regular email group consisting of members only. Mary will make an attempt to form such an email group.

F. Stewardship/Pledge Drive. 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. Jill drafted this letter, which was sent out via email on May 15. Erin said last month that she would be happy to hand address letters. Paper copies have not been sent, since it was decided to send this message out only via email.

c. It was agreed last month that there should be a link to an online pledge form on top of the first page of the MUUC website and also in This N That. A link has been added to This N That, but not to the top of the website, it was determined that this is not practical with the current website setup. However, a link has been placed on the website under Policies and Governance, at the top of the list, with the Building Rental Agreement just below it.

d. In March, Susan suggested a patchwork service on why we find it worthwhile to make a pledge to keep the congregation going. Jill, as part of the Sunday Services Committee, indicated that this would be done on April 24. She led the service, and several other members gave short talks on why they pledge to the congregation. The service was titled "The Sermon on the Amount." Attendance at the service was twelve adults. There have been no new pledges as a result of that service. Next year we will try to get the word on the stewardship service out more efficiently.

At this point there was a discussion on a peripheral topic, and as a result of that discussion the Board Chair resigned and signed out of the meeting.

e. Last month the Board discussed that people need to commit their pledge no less than seven days before the annual meeting in order to vote at that meeting. In March, an Annual Meeting to vote on the budget formed from pledge results was tentatively scheduled for June 5. In April, the Board agreed to change the date to one further out, if necessary, once friend letters had gone out. We will need to remind members and friends that the Annual Meeting is taking place, and that they will have to join or renew pledges by May 29 if the June 5 date sticks. Friend letters have just gone out. Discussion ensued, it was decided not to extend the pledge deadline and the Annual Meeting dates because the end of the fiscal year is rapidly approaching. The Board will need to have a special meeting about the budget before the Annual Meeting. Monday, May 23, 2022 at 6:30 p.m. was the date and time set for this meeting. The congregation needs to be notified about this meeting, and friends will be invited as well. Mary will prepare an email group to send out the notification of this meeting.

G. With the April 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. Susan suggested that we table all of this until pledge season/budget discussion/Annual Meeting is over, this was agreed upon by the Board..

H. Mary will be leaving the Board at the end of this fiscal year. Last month it was discussed that notices need to be sent out that there will be a Board vacancy. In April, the Board agreed that we would need to put the notices out after the possibly revised pledge due date. The Board agreed to put out a notice about now needing several new Board members (in light of the Board President's resignation) after the budget discussion meeting on May 23rd.

VIII. New Business

A. Stewardship update with names and pledge total as of May 15th:

Erin and Desi Kilborn-Mims, Jill Malin, Teri Rockwood and Dave Stensas, Sarah Johnson, Mary Maki, Susan Urban and Phil Cooper, GG Gordon, Gary and Anne Stark, Suzy Swanson, Sari Embley.

Total as of the end of the meeting was \$9,450, with a goal of \$16,200.

B. Need to Schedule a budget creation session and post the date to members, who are encouraged to attend. See above.

C. Discussion of ideas for both short and long term MUUC continuance, especially income vs. outgo. Tabled until after budget discussion.

D. Monthly day and time for next MUUC Board Meeting: .Wednesday, June 15, 2022, 5:00 p.m.

F. Board member presence at upcoming services: May 22, Jill; May 29: Susan (tentatively); June 5 (annual meeting) Mary; June 12 (bridging service for Liam) _____; June 19: Susan.

G. Mary proposed that the minutes from tonight's meeting be promptly approved by the Board via email and distributed to the congregation before the budget meeting on May 23rd. Jill proposed that once they are approved, only the information that the congregation is most concerned with needs be sent to them. The consensus was that the entire document should to be sent out, and the Board agreed to this.

IX. Adjournment: 9:02 p.m.