

Marquette Unitarian Universalist Congregation
Board of Trustees
Minutes for Tuesday, June 15, 2022

- I. Call to Order: 5:18
 - A. Attendance: Jill Malin, Mary Maki, Susan Urban
 - B. Absent: Adam Skidmore
 - C. Other attendance: Laura Lancour, Martin Steindler, Christie Wagner
- II. Opening words and chalice lighting
- III. Open Forum. Laura and Jill are planning a car wash near the end of the month to connect with the neighborhood. See details below.
- IV. Approval of Agenda. Mary moved to approve, Jill seconded, approved unanimously.
- V. Approval of May 17, 2022 Minutes. These were approved by the Board via email on May 19, since quick approval was crucial in order to distribute the minutes to members. A link to them was posted to the MUUC website on May 20.
- VI. Treasurer's Report.

At the Annual Meeting on June 5, The Congregation voted to approve the proposed budget for 2022-2023.

Current:

Income \$2046.15 and outgoing \$2225.05

Total assets as of June 14, 2022 is \$71,416.58

Mortgage remaining \$47,183.30

Sold five t-shirts, \$30

Jill needs pledges for new board members Martin and Christie for the upcoming fiscal year. Christie said she pledged already, Jill & Christie will work this out.

Jill will send a letter about the amount of our pledge to the UUA. The UUA will send us a bill for this amount in the fall. Jill will communicate with the UUA about the amount of this pledge, and that it will be \$576, not the much larger amount that the UUA suggested.

Have any voluntary payments from the Wiccan/Pagan group been received recently? None. We will watch the mqtuadassist@gmail.com email to see if they plan to use the space any time soon.

Status of correction of employee Social Security data:

UP Tax Company has some of our records. In February, the Board expressed approval of Jill asking them for whatever records of ours they have. Jill walked in there today and they could not find them. They are going to look for our records. They will get back to us, Jill will follow up in a week.

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 (it was suggested in October that it might be Admin).

Payment for three way services for May and June? Any word about whether we owe for June, when we did not attend because of an MUUC home event? No invoice as yet.

Update of admin job description – moot because we are no longer paying an admin. Christie suggested that we should look at the list that the former admin sent to us to make sure all the tasks are covered by volunteers. Susan will send an email to the Board with this information.

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. The admin and Erin transferred all of the current information to the drives. Jill was to resend the treasurer's reports as files rather than shortcuts, but with no admin, have these been saved to the drive(s)? This has not happened yet, but Susan will help Jill work this out on Sunday, June 19th after service.

An ongoing project is to digitize old paper files. The files need to be gone through first, and organized. This project is now on hold due to the resignation of the admin, but it will need to be addressed eventually. Suggestions about how and when to proceed? Tabled until October, motion to do this from Susan, Jill seconded, unanimously approved.

VII. Spiritual Exploration Reports: SE and OWL:

Status of funds for OWL and SE requested by Sarah Johnson in light of the new budget? See her email request from last month, at the end of this agenda as Appendix A. OWL will be funded, the rest will be decided by the new Board in the new fiscal year.

VIII. Old Business

A. Munroe Husbands UUA Grant for lay led congregations: At Jill's request, on Monday, June 6, Susan forwarded information on this grant to Sarah Johnson. Mary had previously determined that funds for the grant are available.

On June 9, Sarah replied as follows: "Ok, I can write this grant request if Board can provide me basic info for request." This would require a decision as to how we would spend the money. See Appendix B for a quote from the grant's info letter suggesting how it may be used. Susan will put grant info on the top of website and in the newsletter. Tabled until next meeting.

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, and agreed to send them to Susan for inclusion in the history. Susan has not yet received this information, since this item was tabled in April and May. Mary will send the info on member numbers to Susan.

C. Support from MUUC for the proposed 8th UU principle. Approved by MUUC member poll 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. Jill confirmed that she will attend virtually and convey our vote at GA.

D. Jill suggested in February that she, Erin and Teri clean up and reorganize the office and the back room with Desi's help. Adam had agreed to fix the broken wall between the teen room and the office, and had obtained materials to fix the wall. Status of this repair in view of Adam's apparent unavailability? Has not been done. On Sunday, May 15 after the service Desi, Erin and Jill put in about four hours of work on this, but it will be an ongoing process. In view of the resignation of Desi and Erin, Jill agreed to seek out others to help with this task. Should we put an announcement in the newsletter and make an announcement at services that we need help with the cleaning process? The consensus was not yet, since there are more urgent matters to be addressed. Jill said that Teri wanted to help with this project, Jill will try to get her to help get things piled on the floor back into the office. She, Susan and Teri will look at the office and back room on Sunday, June 19th. Tabled until next month.

E. In March, a member stopped sending money, creating a large drop in income. Although Jill has indicated that this income has been restored, these suggestions were for raising funds may still be worth considering:

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. 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. Mary will contact the Keweenaw, Petoskey and Bay de Noc congregations. She will draft a communication to send to them and will email it to the Board before sending to the leadership at each church.

b. Susan suggested in April that more of the MUUC promotional flyers that she made up 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 had suggested in March that a flyer with less text and inviting marginalized groups to the congregation might be more useful. Erin 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 could borrow language from our Welcome script. Due to Erin's resignation, Susan has not yet completed/printed either the proposed new or original flyers, but will print some and bring them to the service on June 19th, if it is agreed that we either or both would be useful. These are not needed at present. We can use a short simple design for flyers and other media, we will address this more thoroughly in months to come.

c. Laura and Jill are planning a car wash near the end of the month to connect with the neighborhood. They are looking at Saturday 6/25 at the meeting house parking lot. Jill said they need a cause for raising money. Mary suggested that a car wash might tax the water supply at the meeting house. Laura commented that there would be ways to conserve water in this process, and she also suggested that half of the money go to a UU Youth fund for the kids who will be doing the work. Jill and Laura suggested UPAWS. Susan motioned to affirm these ideas. Mary seconded, and suggested that the UU youth choose how to spend. Approved unanimously.

F. Stewardship/Pledge Drive.

It was agreed in May 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. After the resignation of the admin, Susan added this link to the top of the MUUC website. Should these be removed at the beginning of the fiscal year on July 1? No, leave a pledge form available on both after July 1 with slightly different wording.

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 a 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. These ideas were tabled in May due to the urgency of the work needed to complete the budget and the pledge drive. Mary encouraged the Board to continue to look into these ideas. We will look into different ideas from this website.

H. Mary will be leaving the Board at the end of this fiscal year. At the Annual Meeting on June 5, three members of the Board of Trustees were elected: Jill Malin (two years), Martin Steindler (one year) and Christie Wagner (one year). Susan Urban is continuing on the Board of Trustees for the second year of her first two year term. Notices have been placed in the newsletter and on Facebook about the need for a fifth Board member. Has anyone volunteered? Not so far.

Susan asked what the procedure is for voting with a four person board. Martin said that per Roberts Rules, a tie does not pass.

VIII. New Business

A. Congregational Leadership Updates from the UUA: Due June 30, 2022 - Jill sent an email saying "This was something Erin was going to do, we have a form to fill out and send." See Appendix C for the message from the UUA. How to handle? After the July Board meeting, when Board roles are assigned, we can address this.

B We need to discontinue the Patriot software that was used to pay the admin. How do we proceed? We no longer have an admin for whom we need to do payroll forms. Jill will look into whether we will continue to have to pay for the use of the software when we have no submissions of employee data and will report back next month.

C. Need to change passwords on email access to mqtadasst and bot email accounts. Susan will change the password for mqtadasst and distribute the new password to those who need it. Mary will change the MqtUUbot password. The Zoom account password needs to be changed too, and the Nicolet account. All of these will be addressed on Sunday, June 19 after the service. Erin Kilbourn-Mims has resigned from the Board as of May 17, 2022, and should be removed from the list of people who can look at the Nicolet bank accounts. Jill said she will take care of this.

C. Frequency and administration of services over July and August. We need someone at the building to start Zoom meetings and/or act as Zoom host. In light of the resignation of two of our frequent on-site Sunday service administrators, and possible summer absences of the others, should we go to fewer services, or have some more informal services without Zoom? February Sky can open the building and administer the Zoom meeting on the Sundays when they are presenting, but will need instructions as to how to do this. Also, they will need a Zoom host to display reading words and song lyrics, but someone could act as Zoom host for them WITHOUT having to be at the building. See Appendix D for some language on how another small congregation handles their Summer services (we could put out notices in the newsletter and on Facebook, and there would still be time to get some folks to do presentations on Sundays with no presenter yet scheduled), and a pot luck Sunday that they have once a month (in view of the present scarcity of service presenters, this might be helpful to us year round, again, no Zoom host needed). Martin volunteered to present a service on June 26th entitled "Do UU's Need More Than Two Fundamental Principles?" This offer was enthusiastically accepted. Rest of issues tabled until next meeting.

D. Float for Scandia Lions Club parade Saturday, July 16? See Appendix E. No, we do not want to do this.

E. Monthly day and time for next MUUC Board Meeting: Sunday, July 17, 12:30 p.m. (after service).

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F. Mary asked if Annual Meeting got recorded. It did not. Mary will put together notes and email to old and new Board members.

G. Mary contacted NLH about the use of the meeting house.

F. Board member presence at upcoming services: June 19: Susan;
June 26: Jill; July 3: No service?; July 10 (3 way service): Christie; July 17: Susan.

IX. Adjournment: 7:37 p.m.