

TUUC BOT Meeting Minutes

December 15, 2022

Attending: Linda Hart, Holly Gorski, Dolores Fitch, Chris George, Maria Figueroa, Krissy Kim

Visiting: Susan Kunkel

Chalice Lighting

Book Discussion – Welcoming Congregation Must Be Accessible, A Circle of All

Approval of Minutes - Moved, Seconded, Approved, with two corrections

Ministers Report - Christmas Eve Service planned along with a video for those who do not want to attend

Ongoing Business

Goals for 2022-23

Finance and Related HR

- ICON to Quick Books – bookkeeper finishing work, documentation for using QuickBooks going forward. We believe this has cost us approximately \$10,000 to get to this point
- ICON to Breeze – still not yet begun
- We are close to having end of last year books ready to close. We are not up to date with this year. Susan Kunkel asked about tracking of donations from congregants, pointing out we have not received donation statements for the past two years. Board agrees we need to have approved financials before we talk with the congregation about next building steps. Susan Kunkel offered to help with data entry into QuickBooks to speed up the transition.
- Holly Gorski and Kristy McDaniel are working with Linda on a position description for PT Admin. Holly said UUA has just this month sent out new pay setting guidance for staff. There is also a YouTube-22/e video which talks about bias in wage setting.
- Holly verified our current congregational size is “A” which is defined as up to 140 members., There are three responsibility levels for positions: support, specialist and manager. The Board determined that the new PT Administrator should be functioning at the support level and the new PT bookkeeper at the specialist level.

UUA suggests our starting hourly wage should be at least \$19.81/hour for the specialist level. UUA says if part time, not paying benefits, to prorate the salary to cover some benefits costs

- The Board agreed \$20-22/hour for the PT bookkeeper is the right place to start.

Maybe the same range for the PT Administrator. More market rate assessment is needed. We think our positions will be tempting because we offer flexibility of hours and work location.

- **Building**

Progressing slowly. Architect proposal to provide drawings for \$1600. Want to get a pot of money for Building Committee to use for its various investigations. Would need to get money from Building Fund, \$5,000, to work with. The process to get that approval will include first, an information meeting after church, one on Zoom as well, then have a congregational meeting, and vote. Congregational meetings require 30 days notice.

The Board agreed we need to have our finances in order and available for review before we put a request to use money from the Building Fund before the congregation.

Krissy has prepared an email to the congregation updating them on these activities which we plan to send out next week.

- Mission, Vision, Values
- Maybe trade consulting services with another minister

Covid Next Steps Committee Update

Maria reports we are still in green, low community levels. Maria's review of local reports and statistics shows still steady, hospitalizations and deaths not increasing due to Covid – newest variants still addressed by latest vaccine. The treatment for immunocompromised is not working anymore with new variants. Very important to keep Zoom available for our congregation going forward.

Maria reports that the main feedback she is hearing about us moving to masks option at Sunday services, is that people are grateful to be able to see each other's faces and expressions again.

Attendance has been increasing and Linda reports two new members have joined in the past few weeks.

Membership Committee Update

Krissy noticed that Saltwater has a welcome link in their zoom, and wonders if this might be something to consider. Welcome Circle – is it time to start that again? She will talk with Susan Kunkel about these ideas.

RE Committee Update – Krissy Kim still seeking a Convenor, wanting latest list of RE families from Nancy Slocum

Chris George signed up to be Secretary for the remainder of the Board year

Krissy will send out the link to sign up for announcements

Closing

Extinguish Chalice at 8:40