

Tahoma UU Board of Trustees

Meeting 11/17/2023

Start: 6:45 pm **End:** 8:35 pm

Membership Attendance

Board Member	Present	Attendee	Attendee	Attendee
Krissy Kim, President	x	Crystal Zerfoss, Minister		
Maria Figueroa, Vice President	x	Sharon Gold		
Doug Booth, Secretary	x	Teresa Hall		
Chris George	x			
Staci Kopcha	x			
Dolores Fitch	x			

Agenda

Item	Action	Secretary's Notes
Welcome and chalice lighting (3 min)		
Check In (5 min) Favorite rainy day activity		
Approval of minutes (2 min)		Approved
Board goals (10 min)	From Oct	
Minister's Report (5 min)	oral	Pastoral care is increasing, personnel committee met, 10 new members, Xmas eve candlelight service
Admin report	(see doc)	

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Item	Action	Secretary's Notes
Financial Update	Review	Presentation by Sharon and supporting documents. We will be getting this great news out MOTION: Move to appoint David Cerny as Treasurer. Passed
Website Migration	New Need a Vote	Visitor, Teresa Hall provided supporting document MOTION: Cease our move to APLOS Web and continue with budgeted Siteground. Passed
Gutter Cleaning & Repair	NEW	Likely a major contributor to flooding. Sharon scheduled 2 in person visits and has estimates for the cleaning and repair of the gutters. (plumber confirmed this based on how the drains near the ramp are set up.) MOTION: Accept bid and scope of work for gutter repairs. Passed.
Sump Pump Cleaning & Repair	NEW Need a Vote	Likely a major contributor to flooding. Sharon Scheduled 2 in person visits and has estimates for the replacement of one of the 4 sump pumps and installation of 2 check valves to extend the life of the pumps. The only record of maintenance found was 2018 Dec. Also see Ron Elliots' Report Nov 2023 MOTION: Accept bid of All Purpose Plumbing and use building maintenance funds from budget. Passed
Communication Norms (email and other) (10 min)	Review	<u>Files:</u> Any email that includes a Google drive link, attach also as a pdf for those who wish to use printed version. Some are not comfortable to work in Google Docs and wish to use pdf attachments and paper. We want to meet people where they are at. Training is also available if desired. <u>Email:</u> Considerations for next agenda may be sent to the entire board and secretary will put it on the agenda, allowing board to think about the matter ahead - but no discussion in email. Time-sensitive matters should be sent to the Executive Team who may have a phone call to make a decision, informing the entire board at the next meeting. <u>Email with Admin:</u> Subject line "BoT" or other committee/activity
Grounds, repairs, maintenance person (5 min)		Doug is investigating contractor through other churches.
Guidance on stairwell concerns (5 min)		Defecating and drug use. Doug is investigating contractor through other churches.
WiFi upgrade (5 min)	Move to Dec	Document provided by Sharon - Evaluating services
Worker's Comp and Long Term Disability	Vote	Employees are covering this. MOTION: Move the cost of workers comp from the employees to the employer beginning next paycheck. Passed. MOTION: Move to pay all of the premium of long term disability from the eligible employees to the

Board Meeting 11/17/2023 Agenda and Minutes Continued

Item	Action	Secretary's Notes
		employer beginning next paycheck and reimburse Sharon back to the beginning of July 2023. Passed
Assign Board Announcers for Nov-Jan (2 min)		
Committee Reports (10 min)		
Recirculating Fan Service	Vote (doc)	Approval needed to schedule work and pay invoice MOTION: Accept the bid from Tahoma Heating and schedule the service, moving from the operating budget. Passed.
Review of Action Items (10 min)		

Agenda Items Next Meeting

Item	Action	Secretary's Notes
Building security (keys and codes)		We need a plan, including actions, timeline, and communication plan. We need to discuss this further with Sharon's input.

Action Items (Carry Forward)

Task	Assigned To	Due	Progress Notes
Technology Assessment	Doug Booth	Dec	Underway
Retirement contribution form to UUA	Krissy and Sharon	9/21/23	9/21/2023: UUA will not accept changes in the ongoing calendar year. The recommendation from Sharon is to pay out the additional 5% + tax until the end of the year. Estimated amount is about \$100/mo.

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Task	Assigned To	Due	Progress Notes
			10/18/2023: Paid out for AUG and SEP.
Vanguard accounts signature change	Maria Figueroa	9/21/23	Sharon cannot do anything Vanguard will not talk to her about the account 9/21/23: Maria will look into this further. Doug and Dolores are to be the new signatories.
Create Financial Questions document in Board Meetings for coming Board meeting and share link with all. Sharon will answer in the document.	Doug/Sharon	10/19/2023	
Create a small task force to bring health recommendations to the board.	Maria Figueroa	11/.2023	
Get contact info for organizer of Pride Interfaith to Krissy to see about reaching out to LGBTQ+ friendly churches to see if they would like to support our trans relocation efforts, financially or otherwise.	Doug	10/19/2023	
Create taskforce to evaluate our building use policy.	Krissy	10/19/2023	
Reach out to former HRC members about position descriptions	Maria Figueroa	11/16/2023	
Contact interested members about Health and Safety Committee	Maria Figueroa	11/16/2023	
Distribute facility use agreement and building use policy	Doug Booth	11/16/2023	Get from Sharon and distribute in advance for discussion DONE
Investigate a short term solution for the stair well. Report to the Exec Team for decision and funding approval.	Staci Kopcha	11/16/2023	
Seek 501(c)3	???	???	
Building Inspection	???	???	

Minutes Approved: 12/21/2023