

Tahoma UU Board of Trustees

Meeting 12/21/2023

Start: 6:30 pm **End:** Not recorded

Membership Attendance

Board Member	Present	Attendee	Attendee	Attendee
Krissy Kim, President	X	Crystal Zerfoss, Minister		
Maria Figueroa, Vice President				
Doug Booth, Secretary				
Chris George (note taker)	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)		
Minister's Report (5 min)	(see doc)	Had a good meeting with Mary Ann. Sharon and Jules want monthly staff meeting. Crystal has identified two who want to be on Pastoral Care Committee starting in January (Dave Hackett, Sheila Whybrow, Tanya Baker) Crystal having health challenges. Which means it is taking her longer to get things done. Asks for our grace. She says trying to get the balance right. Not planning to renew her contract with Spokane church, just too much

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Item	Action	Secretary's Notes
		<p>1.Raising housing allowance to cover increased utilities and parking fee. BOT needs to vote. MOTION: Moved to increase housing allowance to \$2,700/month from \$2,600. Passed. 2.Christmas Eve the collection goes to Minister Discretionary Fund. 3.Would the Board be okay with Crystal telling Sharon to take the week between Christmas and New Years. Paid Staff have paid time off between Christmas and New Years at her discretion. We will announce the church office is closed. BOT approved this.</p> <p>We talked about the money counting sheet. We are making some changes. So the form will be changing to capture the correct way to do this.</p>
Admin report	(see doc)	<p>MOTION Switch from QuickBooks Online Payroll to Clergy Financial. Passed Switch from current internet provider comcast to Quantum. This will be 500 Mbps speed up our internet connection and better support our Zooming and other service. This will reduce our costs by 50%. MOTION made to switch. Passed.</p>
Financial Update	Review	<p>Rev Crystal recommends a line item for technology replacement in budget We talked about Auction, Pledge Drive and Annual Meeting timing. We are going to solicit an Auction Chair. Should not be a Board Member. Chris will talk with Theresa Hall about chairing the Auction in late April/early May We need Chair for Pledge Drive – Krissy will talk with Dave Pettit, Dave Cerny, Dave Hackett</p>
Board goals (10 min)	From Oct	<p>Missing two BOT, we will discuss this in January. Suggested we set a separate meeting to focus just on this. Krissy will schedule.</p>
Review Calendar	Review	
Staffing discussion		<p>Staffing discussion:</p> <ul style="list-style-type: none"> ● Half time minister or more, can we get to ¾? ● Can we take Sharon to more hours? ● RE Committee wants us to consider hiring a DRE to oversee volunteers and programs <p>Also need a priority list of building maintenance and improvements. Want to have a Town Hall toward end of January – this is to highlight that we have financials, test some potential staffing increases to inform our budget building for next church year.</p>
Sharon's Contract		<p>HR Committee is working on this</p>

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WiFi upgrade (5 min)		Document provided by Sharon - Evaluating services
Payroll Support for Sharon (5 min)		
Committee Reports (10 min)		<p>RE Committee pointing out that we have the same two teachers who have been covering RE for a year. We are changing curriculum in January and need new teachers</p> <p>Maria has a list of committee members. Dolores says they want to send it out so that it can be finally updated and published.</p> <p>Staci talked with us about the stairwell under the front door – She met with Dave Hacket and Dave Pettit. Some feces, drug use, sometimes Sharon has to shoo people away Discussed options, no recommendation for action right now. Camera or light as a deterrent.</p> <p>Trans Folx Relocation Support Committee - Drag Story time in February at Pierce College as a fundraiser. Galactic Molasses, student at Highline – will read children's books and also lead a singalong. Pierce College will donate the space. We will pay for custodial and We have an unofficial partnership with the Jewish temple LGBTQIA committee.</p>
Board Announce Script Revision		Krissy is wanting wording changes in our acknowledgement of tribal lands – we are not doing anything to build relationships. We talked about possible sources of information and engagement with the Puyallup tribe which is closest to us.
Continuity plan in Sharon's absence		Continuity plan for Sharon's absence Identify key needs: enews, checking msg's on phone, on call for alarm system – asking Sharon to build this list
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

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Item	Action	Secretary's Notes
Website Migration	Mar '24	

Action Items (*Carry Forward*)

Task	Assigned To	Due	Progress Notes
Technology Assessment	Doug Booth	Dec	Underway
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.
Facility agreement review	Need workgroup	2/2024	
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. Prepare update for review in January	Krissy	10/19/2023	
Contact interested members about Health and Safety Committee	Maria Figueroa	11/16/2023	
Distribute facility use agreement and building use policy. Prepare update for review in February	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	???	???	Sharon will give Quotes to Building Committee DEC 2023
Grounds, repairs, maintenance person	Doug	1/2024	

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Task	Assigned To	Due	Progress Notes
Recirculating Fan Service	Sharon	1/2024	Waiting for POC to contact Sharon for Scheduling bill for prior service paid.

Minutes Approved: 1/18/2024