Tahoma UU Board of Trustees

Meeting 1/18/2024

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

Membership Attendance

Board Member	Present	Attendee	Attendee	Attendee
Krissy Kim, President	x	Crystal Zerfoss, Minister (absent)		
Maria Figueroa, Vice President (Timekeeper)	x	Kris Kauffman		
Doug Booth, Secretary	x			
Chris George (note taker)				
Staci Kopcha	x			
Dolores Fitch	x			

Agenda

Item	Action	Secretary's Notes
Welcome and chalice lighting (3 min)		
Check In (5 min) An unimportant resolution		
Approval of minutes (2 min)		Approved
Minister's Report (5 min)	(see doc)	None at this time due to illness.
Admin report	(see doc)	Security System/Service bids No formal report due to vacation and separation The Board likes the idea of using a local company. We believe the bid needs to be reviewed with the

Item	Action	Secretary's Notes
		advice of a subject matter expert. Maria conveyed that her husband, Ron, would be willing to provide knowledge and guide us on decisions on the upgrade. Roblees Security is our favorite. We have some time before we need to deal with this.
Financial Update	Review	None available due to vacation and severance.
Recognizing Visitors (if any are present)		Kris Kauffman recognized.
Building Request: Levenworth School Group		(see email) We need to decline at this time due to obligations to safe parking guests.
Admin resignation (see email)		Exec team meeting 1/10/24 and accepted Sharon's offer to work 5 hours a week until the end of Jan for the purpose of transition assistance and necessary duties for a total of 10 hrs. **MOTION**: Ratify Exec Team's decision on 10 hours through the end of January. Approved offering 5 hours a week to Sharon for the month of February, if she is willing. *Passed*. A person has come forward interested in serving temporarily. **MOTION**: Formation of a taskforce for hiring an office administrator. *Passed*. Assignees are Rev. Crystal, Doug Booth, Dolores Fitch, and Maria Figueroa
Staffing discussion		Staffing discussion: ● Half time minister or more, can we get to ¾? ● Can we take admin to more hours? Contingent on budget projections and successful pledge drive. ● RE Committee wants us to consider hiring a Director of Religious Education (DRE) to oversee volunteers and programs. Contingent on budget projections and successful pledge drive. 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. **MOTION**: Moved to increase contract with minister to ¾ time. *Passed*.
Review Calendar	Review	
Contracts for services		We need a report from Admin. The Board wants to ensure that all paid services have updated contracts on file and in budget.
Committee Reports (10 min)		Health and Safety Committee: (see doc) **MOTION**: Authorize Safety Committee to take inventory of cords and take care of repairs. *Passed.* Building Committee: leaf blower request, need to have a formal meeting to discuss repair priorities

Board Meeting 1/18/2023 Agenda and Minutes Continued

Item	Action	Secretary's Notes
		MOTION: Pay for leaf blower requested from Board discretionary funds per David P's request. *Passed* Membership Committee: (see report) Nominating Committee (they are meeting) Chair is Alana Bond Worship Team: scheduled a retreat to discuss thematic approach to services
UUA Congregation Certification	Discussion	Form submission 2/4/24 with 2 parts for BoT to review. Krissy will review the remaining parts.
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.
Organizational Coordination of Circles and Groups	Push to Feb '24	How shall we approve and coordinate chalice circles and other adult religious discussion? Would this normally be under the Program Council? Is this now under the Board? Add Adult RE and covenant groups
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
Website Migration	Mar '24	
Wifi migration		

Action Items (*Carry Forward*)

Task	Assigned To	Due	Progress Notes
Technology Assessment	Doug Booth	Feb	Underway
Vanguard accounts signature change	Maria Figueroa	9/21/23	Sharon cannot do anything Vanguard will not talk to her about the account

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Task	Assigned To	Due	Progress Notes
			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	
Create taskforce to evaluate our building use policy. Prepare update for review in January	Krissy	10/19/2023	
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
Seek 501(c)3	???	???	
Building Inspection	???	???	Sharon will give Quotes to Building Committee DEC 2023
Grounds, repairs, maintenance company	Doug	1/2024	

Minutes Approved: 2/15/2024