Tahoma UU Board of Trustees

Meeting 3/21/2024

Start: **End**:

Membership Attendance

Board Member	Present	Attendee	Attendee	Attendee
Krissy Kim, President	present	Crystal Zerfoss, Minister (absent)		
Maria Figueroa, Vice President (Timekeeper)	present	Lauren Pederson, Administrator (absent)		
Doug Booth, Secretary	absent			
Chris George	absent			
Staci Kopcha	present			
Dolores Fitch	present			

Agenda

Item	Action	Secretary's Notes
Welcome and chalice lighting (3 min)		
Check In (5 min)		High and low of the week
Recognizing Visitors (if any are present)	NA	
Approval of minutes (2 min)	Not done/ Carry forward	Carry forward to next month. Feb and March minutes will need to be approved at April meeting

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Minister's Report (5 min)	N/A	
Admin report		Lauren now approved on banking accounts and bills are up to date. Still working on National background check. Getting quotes for under the stairwell solution.
Financial Update		Dave Cerney (Treasurer) contacted Krissy and sent some information which is now in the Google drive listed as stuff from Dave.
Committee Reports (10 min)		Health and Safety Committee: new cover for cords is installed and chair moved to block path, other member is busy at this time Building Committee: Maria is now a member. The committee will be reviewing the building inspection report and will formulate a list of priorities with cost estimates to give to the board. Ron (Maria's husband) will work to address smoke alarm issues mentioned in the Building inspection report. He is also working to address the warm temperatures in the office spaces. Membership Committee: 7 new members after Pathways class. Welcome is 4/14. Maria will head the organization of the luncheon. On-going issues with APLOS and generating membership directory. Susan Kunkle is actively working on this. Nominating Committee: No new nominations Worship Team: Needs help/support. ALL CALL for help will go out to the congregation at Announcements. RE Committee: No meeting last month; meeting this Sunday. Have had some people step up to help teach! Trans Relocation Committee: Still working with the UU social justice committee to determine where to distribute funds. Safe Parking Committee: No report, but Staci (as volunteer)i shared that the area under the stairs area has been clean the past couple of weeks. Auction Taskforce: Underway
2024-25 Budget	Carry forward	Briefly looked at the proposed budget. Krissy suggested using last year's budget with the addition of an amount for PT DRE for generating pledge drive goals. Recommendation for RE committee to generate a job description for DRE. Staci will bring it up at 3/24 meeting.
Vanguard Signer	Motion PASSED	Motion passed to make Dave Cerney and Staci Kopcha signers and remove all previous signers on the

Board Meeting 3/21/2023 Agenda and Minutes Continued

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		Vanguard account. Staci will contact Dave and Lauren, to get in contact with Jeff (current signer) to move forward with this.
Pledge Drive	All Call to congregation 3/24	NEED a committee ASAP. Will put out All Call to congregation at Announcements this Sunday Pledge kick off: Sermon on the Amount 4/7
Contracts for services	PUSH TO APRIL	We need a report from Admin. The Board wants to ensure that all paid services have updated contracts on file and in budget.
Building Inspections	DONE	The inspection is complete and the report submitted. (Now going to the Building Committee to generate a priorities list and cost estimates to be submitted to the board.)
Proposals for Front Stairwell Solution	Motion PASSED	Motion passed for Executive Committee to choose between the bids and move forward with the work, within the budget of $2500. One bid for concrete fill at $9k was rejected. Another one at $2K is under consideration, with a third bid still to come.
Proposed Communication/Technology Committee	Motion PASSED	Motion passed to authorize the formation of a Communications and Technology committee as proposed by Teresa Hall.
eNews Content and Publishing/Archiving	Motion PASSED	Motion passed to discontinue the posting of enews on the church website and archiving that page of the website, so that emails and other contact information can be shared in the enews in order to facilitate ease of communication between members. Krissy will add this to Tea from Trustees.
Vashon Youth Camp		Due to lack of interest/involvement within the congregation, the board chose not to support funding of this camp. Staci will draft an email to Krissy and then it will be sent to Rev. Polling.
Google for Nonprofits	Carry forward	(see email) Ask Teresa if she would bring forth a proposal to the Board in March. Doug will assist.
IRS	Carry forward	IRS sent notice in Dec. 2023 , with an action deadline of 1/15/24 , and a follow up notice Feb. 2024. We had some withholding of SS tax that will need to be paid back. Jules is working on this now as a priority item.
Website Migration		This can be delegated to the new Communications/Technology committee

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Pastoral Care	Done	The Executive committee contracted Rev. Polling to provide on-call pastoral care during Rev. Crystal's leave, at the UUA rate of pay.
Review of Action Items (10 min)	 Motion PASSED Motion PASSED Motion PASSED	PFLAG is no longer meeting. Motion passed to charge PFLAG to store their supplies for up to 6 months at the cost of 10% their normal monthly rate/month. After 6 months, their supplies need to be removed. Motion passed to charge PATCH a supply storage fee for the summer at the rate of 10% of their normal monthly fee/month. Motion passed for member Patti McPhee to have use of the facility for an art workshop. It will be open to the congregation and community.
Renewal of Rev. Crystal's contract	Motion Passed	Motion passed to renew Rev. Crystal's contract for one more year at PT status.

Action Items (*Carry Forward*)

Task	Assigned To	Due	Progress Notes
Technology Assessment	Doug Booth	ON HOLD	Underway. This is delayed to circumstances out of his control.
Facility agreement and building use policy review	Need workgroup	ON HOLD	
Seek 501(c)3		ON HOLD	Moving this to next year
Building security (keys and codes)		???	We need a plan, including actions, timeline, and communication plan.

Minutes Approved: