# Tahoma UU Board of Trustees

# Meeting 9/19/2024 (6:30p at TUUC)

**Start**: 6:35pm **End**: 8:29 pm

## Membership Attendance

| Board Member | Present | Attendee | Attendee | Attendee |
|---|---|---|---|---|
| Scott Redman, President | | Hannah Shinedling, Administrator | | |
| Dolores Fitch | | Jules Albright, Bookkeeper | | |
| Andrea Frickelton | | | | |
| Dave Hackett | | | | |
| Ben Holquist, Vice President | | | | |
| Staci Kopcha | | | | |
| Remi Tallo, Secretary | | | | |
| vacant, Treasurer | | | | |

## Agenda

| Item | Action | Secretary's Notes |
|---|---|---|
| Welcome and chalice lighting (3 min) | | |
| Check In (5 min) | | |
| Recognizing Visitors (if any are present) | | |
| Approval of minutes from 8/15/24 meeting (2 min) | | Minutes resubmitted with minutes from this months meeting.Please inform Sheila as completed |

*Board Meeting 9/19/2024 Agenda and Minutes Continued*

| Item | Action | Secretary's Notes |
|---|---|---|
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| TUUC Board Basics, including BOT retreat review: using "Parking Lot"; list of issues that we wanted to discuss or focus on.  ~15 minutes | | |
| President's report – including routine business conducted since last BOT meeting | | In need of a new treasurer; ideas?  A/V Upgrades needed correction to invoice amount—Grand Total is $18,249 |
| [RESERVED – Minister's report/correspondence (up to 5 min)] | n/a | n/a |
| Recruiting for ½-time minister – move to HR-related EXECUTIVE SESSION for status report, discussion, and next steps | Report out after EXECUTIVE SESSION about any decisions (without divulging names, etc.) | Motion to check references and make job offer to Ministers, made by Dave<br>2nd by Ben.<br>Approved unanimously |
| Admin report (Han) and Administrative liaison report (Dav) (10 min) | | Priorities of Admin: Pay bills, put out e-news. ***Han Resigned a week after this meeting due to family issues; Dave and Cindy Hacket are taking over the position temporarily while we are in the hiring process with potential for other BOT members to take over until an Admin is found. The BOT has approved this decision through email communication on 9/30/2024. |
| [RESERVED Treasurer's report]<br><br>Financial update based on reports provided by Jules (Bookkeeper@TahomaUU.com) | Approve Employer Participation Agreement for UUA Retirement Plan | Motion: Ben, 2nd: Delores<br><br>Adoption Motion: 2025 Restatement Unitarian Universalist Organization's Retirement Plan<br><br>September 19, 2024<br><br>Whereas the Tahoma Unitarian Universalist Congregation (TUUC) is committed to assisting all of its employees 18 years and older prepare for their retirement years, and;<br><br>Whereas the Unitarian Universalist Organizations Retirement Plan (the "Plan") is the retirement plan sponsored by the Unitarian Universalist Association, therefore;<br><br>Be It Resolved that the Board of TUUC hereby adopts the 2025 Restatement of the Unitarian Universalist |

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| --- | --- | --- |
| | | Organizations Retirement Plan with an implementation date of January 1, 2025 and commits to complying with all the provisions of the Plan and the elections (yet to be) made by TUUC in the 2025 Employer Participation Agreement.<br><br>Be It Further Resolved that the Board of TUUC will decide TUUC's elections to the UUA Retirement Plan in October 2024 and will, by October 31, 2024, submit them to the UUA Retirement Plan Committee and they will acknowledge receipt and approve via counter signature of same.<br><br>Approved unanimously |
| IRS Issues – calling a special congregational meeting to make penalty and interest payments from reserve fund (resolves issues for 2021) | Call congregational meeting for Oct 20; notice sent by Sep 20 | Motion: Stacy, 2nd: Delores<br><br>Scott's proposal for the written notice of a congregational meeting to be sent not later than September 20: "A special meeting of the congregation has been set for Sunday, October 20 at noon in the sanctuary at Tahoma Unitarian Universalist Congregation (1115 S. 56th Street, Tacoma, WA) at the request of the board of trustees. The business to be considered at the meeting shall be limited to: (a) approving payments of penalties and interest to the IRS from the Reserve Fund (for late filings and payments for calendar year 2021) and (b) electing a third member to the Nominating Committee."<br><br>Approved unanimously |
| Approving expenditures from building fund per June 2024 congregational vote | | Motion: Ben, 2nd: Remi<br>[Approved package funding for the Furnace ($37,489 + up to $6,000 for downstairs furnace); windows ($60,075 + up to $10,000 for window frames, and Audio/Visual Upgrade - Grand Total: $18,249.68)<br>Approved unanimously |
| Committee Reports (10 min) | (?) | Committee on Ministry: (reports to BOT; vacant)<br>**Human Resources Committee:** (reports to BOT; Ben, especially on recruitment of ½ time DRE)<br>Nominating Committee: (reports to BOT; David P, Cindy)<br>Finance Committee: (reports to BOT; Dave C?)<br>Stewardship: (David P)<br>3rd Friday Potluck: (David P)<br>Trans Relocation Committee: (Krissy) |

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|---|---|---|
| | | Worship Team: (Krissy)<br>Auction: (Sheila)<br>Building and Grounds Committee: (Bob)<br>Coffee and Hospitality: (Cindy)<br>CUUPS: (Chuck)<br>Endowment: (Loretta)<br>Health and Safety Committee: (Maria)<br>Lay Pastoral Care: (Dave H)<br>Art Gallery: (Patty)<br>Membership Committee: (Susan)<br>Nursery/Child care: (Jan)<br>RE Committee: (Staci)<br>Safe Parking Committee: (Cindy)<br>Auction Taskforce: (??)<br>Tech & Communications Committee: (Teresa) |
| Review of Action Items (10 min) | | |

# Action Items (*Carry Forward*)

| Task | Assigned To | Due | Progress Notes |
|---|---|---|---|
| Technology Assessment | Tech & Comm | ON HOLD | |
| Website Migration | Tech &Comm | | |
| Google for Non-Profits | Tech & Comm | | |
| Facility agreement  and building use policy review | Need workgroup | ON HOLD | |
| Seek 501(c)3 | | ON HOLD | (Is this a task for this fiscal year?) |

Minutes Approved: