

Tahoma UU Board of Trustees

Meeting 11/21/2024 (6:30p at TUUC)

Start: 6:37 End: 8:37

Membership Attendance

Board Member	Present	Attendee	Attendee
Scott Redman, President	•	(Sean Chitty, Administrator)	•
Dolores Fitch	•	(Jules Albright, Bookkeeper)	•
Andrea Frickelton	•		
Dave Hackett	•		
Ben Holquist, Vice President	•		
Staci Kopcha	•		
Remi Tallo, Secretary	•		
Rev. Margo Rinehart (ex officio)	•		
vacant, Treasurer			

Agenda

Item	Action	Secretary's Notes
Welcome, in room and on zoom, and chalice lighting (3 min)		WHEN ARE WE MEETING NEXT DECEMBER 19TH 2024
Check In (5 min)		

Board Meeting 11/21/2024 Agenda (and Minutes) Continued

Item	Action	Secretary's Notes
Recognizing Visitors (if any are present)		
Approval of minutes from 10/24/24 meeting (2 min)	Approve minutes	update the attendance from OCT/AUG
TUUC Board Basics, including Anything for the "parking lot"		
President's report (up to 5 min) – including recap of routine business conducted since last BOT meeting		gift cards will be used by Margo to help with expenses.
Minister's report (up to 5 min)		[6:52] What is Pastoral Care?: visiting someone in hospital, helping someone who has self-isolated, emotionally & spiritually communing with one another.
Admin report – including anything from Sean or from Cindy who is still serving as the interim editor for eNews 1.Document retention policy 2.Electronics Recycling 3.Small building costs(doorknobs, locks) 4.Reimbursement Process 5.Sean Credit or Debit? Money Market? 6.Roblee's Repair call 7. Small fine from LNI (Fully resolved)		[7:07] (Cindy's request - please remove from board emails.) 1. Financial records and employee records go back 20 yrs, 10' of cabinet; can things older than 10 yrs be purged containing PII (IRS min is 7 yrs) 2. Bringing old tech to bestbuy to recycle 3. Line 5108 Maintenance and Improvements: Need to fix mailbox lock. If a change in keys is needed, involve board. 4. Use form as guide; \$200+ purchases need to notify executive committee, \$1000+ Requires whole board notification 5. Sean will be getting a debit card for work. 6. Security Panel downstairs have never worked properly; needs a service call. (SOP is being developed for new hires)
Financial report and discussion 1. Financial update based on reports provided by Jules (Bookkeeper@TahomaUU.com) 2. Approve extra hours of pay for staff (minister +40, bookkeeper +15,	2. (A) Move Dolores 2nd by Ben (Funds will come from DRE) Unanimous yes 2. (B) Move Ben 2nd Andrea (must	[7:29] 1. Ensure we have a budget/income/expenses sheet for December meeting. 2. (A) Approving 40 extra hours for Rev Margo to reboot RE, (may potentially have two recruits). Dec 1 - Jan 31st; would volunteers be interested if a lesson was prepped. [Prepare to update contract with correct balance of funds we have in DRE line] 3. Coming Nov 22 to inspect building again prior to installation. 4. Andrea made friends with the IRS; 834 form for each quarter, a one time abatement

Board Meeting 11/21/2024 Agenda (and Minutes) Continued

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administrator +20) 3. Approve appropriate amount from building fund for sound system, projector, etc. 4. IRS penalties and interest for late filings and payment re: employee withholding in 2021 – status report 5. UUA Retirement Plan – status report [RESERVED Treasurer's report]	report hours used by next board meeting)	(whole year or 1 qrt?) waiting for a couple weeks until response. 5. Jan 1st, 2025: Staff participating in retirement program will get the new percentage of 10%, with a 5% employer matching. [possible Treasurer, who used to be when the building was first purchased; Greg ____]
2025 TUUC Auction		[Auction committee meets Sunday Nov 24th—Should have requests solidified by then.] Planned date early months of 2025, before the Stewardship drive: Do they need anything from the board? Stewardship drive in the spring[late march/early April]? Who will run it?
Congregation safety – Sunday mornings and beyond. (Is this within the scope of the “Health and Safety Committee” that Maria leads?)		(8:07) We need a roster of Sextants(Hallwatcher) to watch hallway, unlock and lock doors as a part of every Sunday service. Have Chuck teach de-escalation training to all sextants or volunteers who want it. All volunteers should have basic knowledge of the fire safety. (Health and safety committee?) Are the Emergency Police alerts working? Sean is checking
Use of facility for Narcotics Anonymous meetings		Need to write up contract to meet every Wed 5-6 pm for 3 months. Board will sign agreement when presented with it. (Making a financial contribution is important to them)
Committee Reports (10 min)	(?)	<u>Committee on Ministry:</u> (reports to BOT; vacant) <u>Human Resources Committee:</u> (reports to BOT) (DRE recruitment update?) <u>Nominating Committee:</u> (reports to BOT; David Pettit, Cindy Hackett, Chuck Hall) <u>Finance Committee:</u> (reports to BOT; Dave Cerny? Or vacant) <u>Stewardship:</u> (David Pettit) <u>3rd Friday Potluck:</u> (David Pettit)

Board Meeting 11/21/2024 Agenda (and Minutes) Continued

Item	Action	Secretary's Notes
		<u>Trans Relocation Committee:</u> (Karna Holquist) <u>Worship Team:</u> (Krissy Kim) <u>Auction:</u> (Sheila Whybrow; included in agenda above) <u>Building and Grounds Committee:</u> (Bob Hays) <u>Coffee and Hospitality:</u> (Cindy Hackett) <u>CUUPS:</u> (Chuck Hall) <u>Endowment:</u> (Loretta Skochenko-Dhaese) <u>Health and Safety Committee:</u> (Maria Figueroa; included in agenda above) <u>Lay Pastoral Care:</u> (Dave Hackett) <u>Art Gallery:</u> (Patty McPhee) <u>Membership Committee:</u> (Susan Kunkel) <u>Nursery/Child care:</u> (Jan DeLong) <u>RE Committee:</u> (?) <u>Safe Parking Committee:</u> (Cindy Hackett) <u>Tech & Communications Committee:</u> (Teresa Hall) - [update online calendar]
Review of Action Items (10 min)		

Action Items (Carry Forward)

Task	Assigned To	Due	Progress Notes
Technology Assessment	Tech & Comm	ON HOLD	A/V Upgrades in progress—deposit paid.
Website Migration	Tech &Comm		Calender updates w/ committee events needed
Google for Non-Profits	Tech & Comm		??? How do we start ???
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:)