

Tahoma UU Board of Trustees

Meeting 12/19/2024 (6:30p at TUUC)

Start: 6:36 End: 8:29

Membership Attendance

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

Agenda

Item	Action	Secretary's Notes
Welcome and chalice lighting (3 min)		
Check In (5 min)		

Board Meeting 12/19/2024 Agenda (and Minutes) Continued

Item	Action	Secretary's Notes
Recognizing Visitors (if any are present)		
Approval of minutes from 11/21/24 meeting (2 min)	Approve minutes	Dolores wasnt present in October
TUUC Board Basics, including review of annual operating budget Anything for the “parking lot”?		[6:47] Budget Lines (5010-5090) Staff & Payroll \$3000 Board Discretionary fund & \$500 Legal expense per yer PRIDE - In January, we need a board liaison to find out how to get TUU involved again for 2025.
President's report (up to 5 min) – including recap of routine business conducted since last BOT meeting		
Minister's report (up to 5 min)	Ben Proposes Motion Dolores 2nd Unanimous approval	[7:04] Wishing to get a vote on approving the personnel manual for DRE based on a revised version of the UUA template. (Changes : *7:08 Margot should be empowered to make changes without a board motion. *Juneteenth added as a paid holiday. Pledge Drive: How can we reassure the congregation that we are working in good faith to maintain financial frugality and what our plans are. Possibly coming up with an organized plan in January. *issues from 1st quarter 2023? ;mini-retreat; wants to meet stewardship committee. Minister's Laptop for the church was acquired with mystery gift cards purchased by prior admin. Receipts for all purchases are available. *Adding into the 2025 budget funds available to correct issues we haven't discovered from the past.
Admin report (up to 5 min) Mice Automatic withdrawal pledges IRS Shredding		[7:24] Exterminators coming Dec 20th; classroom 4 downstairs has water leaking in. Security buttons are not connected and are not operational. Emergency service panic buttons work on our new security panels. Pledge transfers: vanco to aplos had issues, Sean communicated to congregants to resolve issues. * HAVE NEW REMINDER FOR PEOPLE WHO HAVE PLEDGED

Board Meeting 12/19/2024 Agenda (and Minutes) Continued

Item	Action	Secretary's Notes
Reimbursements		Going to get a quote for replacing old emergency buttons with new ones that connect with our current system. [(DUE JAN 31st) add a cover letter for January tax form w/ the purpose of informing congregation of pledges w/ percentage of what they've paid]
Financial report and discussion • Payment of IRS penalties and interest • Financial update based on reports provided by Jules (Bookkeeper@TahomaUU.com) ◦ Review of spending against this year's operating budget [RESERVED Treasurer's report]		[7:33] 1600 Vanguard is recorded as \$-121,359.20 ; two rows needed under long-term assets January congregational information meeting: Going over fiscal transparency. Informing congregation of the churches fiscal year calendar; in July Close our credit card and loans under Linda In need of Computer for Jules to work on and also for the new DRE employee. Vashon contract is being zeroed out. How much were we supposed to move from the active to reserve funds?
Review of expenses out of the Building Fund		[8:08] Status of basement floor to fix asbestos issues? Sean is going to look into status and move forward with getting a quote if it's needed. Parking lot striping will be done by the building committee instead of using a contractor—via using their own building budget and volunteer labor. Roof and gutter was said to be 'just fine' in the summer—it's not.
Health and Safety • This is following up last month's discussion of building safety, including active shooter preparedness • Developing a Health & Safety Committee • Developing a Health & Safety Plan (correct title?)		[8:13] Ben is making a call to create a group to work on the safety manual he has been working on. This group will eventually turn itself into a Health & Safety Committee. establishing areas of the building that designate 'private' and 'public' areas of the building to protect areas of the building from law enforcement looking to infringe on rights. Once the manual is complete it will stay within this newly created committee and will be distributed amongst all church committees and volunteers.
Planning BOT meetings and retreat for early 2025		[8:23] 4th Thursday for January. Make it a public announcement on board announcements

Board Meeting 12/19/2024 Agenda (and Minutes) Continued

Item	Action	Secretary's Notes
- BOT meetings shifted off of 3rd Thursday? - February retreat with Rev. Margo and staff?		Staff Retreat on a Saturday in February 22nd at Daves or March 1st as a backup?
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) <u>Trans Relocation Committee</u>: (Karna Holquist) <u>Worship Team</u>: (Krissy Kim) <u>Auction</u>: (Sheila Whybrow) <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>: (vacant; 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
Website Migration	Tech &Comm		Calendar updates w/ committee events needed

Board Meeting 12/19/2024 Agenda (and Minutes) Continued

Task	Assigned To	Due	Progress Notes
Google for Non-Profits	Tech & Comm		??? How do we start ??? (Need to check in with prior presidents)
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:)