

Tahoma UU Board of Trustees

Meeting 2/27/2025 (6:30p at TUUC)

Start: 6:37 End: 8:57

Membership Attendance

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

Agenda

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

Board Meeting 2/27/2025 Agenda (Continued)

Item	Action	Secretary's Notes
Check In (5 min)		
Recognizing Visitors (if any are present)		
Approval of minutes from 1/23/25 meeting (2 min)	Approve minutes	
Anything else for today's agenda? Anything for the "parking lot"?	Revise agenda?	
President's report (up to 5 min) – including recap of routine business conducted since last BOT meeting		
Minister's report (up to 20 min)	Approve ICE response guidelines? Movement by Ben, Dave 2nd. Unanimous Approval: to make the building for private use only during the week and during Sunday Service the Public is allowed everywhere except for downstairs and the upstairs offices.	[7:09] start of discussion. Movement by Ben, Dave 2nd. <—
Admin report (up to 5 min)		State Non-Profit status has been renewed for the year.
DRE report	Approve Children and Youth Safety Policy?	DRE needs help writing a lockdown procedure, Ben is working on other related safety policies and will work with Kinsey.

Board Meeting 2/27/2025 Agenda (Continued)

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	Move By Ben, 2nd by Andrea: Unanimous Approval. to adopt Children and Youth Safety Policy Update with the Policy to take effect no later than June 30th this Fiscal Year.	
Financial report and discussion Update on Employment Security filings and back payments Review of expenses out of the Building Fund, especially any update on basement floor project [RESERVED Treasurer's report]		2nd quarter of 2022 we filed the 941 form with all \$0, we need to file it correctly. The error resulted from quickbooks overwriting a previously correct 941 form. Looking to find what the amount of fees we would owe are so that we can correct the books. [7:34] 15 of the 16 quarters of Paid family medical leave and WACare. Sean will file these forms once he has corrected them. *Using the historical rates for PFML and WACares, combined with the wage data Jules was able to extract from our old Quickbooks accounts, my final estimate for our currently identified ESD issue is \$7,367.42

Board Meeting 2/27/2025 Agenda (Continued)

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		[7:39] Basement floor update: 3 Quotes. \$45,000-50,000, The final one needs a remediation quote. The Board is looking to have Sean work with the Building Committee to select the best quote.
Communications about having TUUC's house in order and preparing to begin the stewardship drive. • Town hall meeting on TUUC financial situation– Sunday, March 9 • Develop BOT budget scenarios for FY 2026 – tonight and March 27 • Stewardship Drive – <i>start soon the March 27 BOT meeting & conclude in late April or early May</i> • Annual Congregational Meeting – <i>perhaps Sunday, June 15</i>		[7:46] start of discussion [7:59] • We want to establish a policy that implements a Closeout of the quarters to enable a chain-of-custody with tax and benefits filing. Clergy financial is the one who files these documents during the payroll process. We need reports printed from their portal. Sean runs the reports to ensure they are accurate. • Andrea will ask the IRS what 941 forms we are missing. 2021, 2022, 2023, and 2024 should be available from the portal. • The board wants to establish and maintain a Financial Calender; The board will determine what reports it wants filed and how often they will be filed by both the minister and a member of the board. • Ben has a plan for a financial plan to show the congregation on the 9th of March. Essentially looking to move us from a lump sum yearly budget into a quarterly budget so that we can more properly plan our budgeting. He will send his plan via email to

Board Meeting 2/27/2025 Agenda (Continued)

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		the board to look over before the meeting on the 9th. Looking to rework the budget into moving our staff upwards into a ¾ time positions. *June 8th/15th Congregational meeting? What is the exact number to meet a quorum?
Health and Safety This is following up discussions at last 3 meetings, including status of developing Health & Safety Plan		[8:30] Committee has been formed, first meeting next week. They will be looking over other groups safety policies to formulate our own.
Committee Reports (10 min)	(?)	<u>Committee on Ministry:</u> (reports to BOT; vacant) <u>Human Resources Committee:</u> (reports to BOT) <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> (vacant) <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)

Board Meeting 2/27/2025 Agenda (Continued)

Item	Action	Secretary's Notes
		<u>RE Committee:</u> (vacant?) <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	?	A/V Upgrades in progress (Status report?)
Website Migration	Tech &Comm	?	Is the committee active on this? Are we shifting from Go Daddy for domain name?
Google for Non-Profits	Tech & Comm	?	Is the committee active on this?
Facility agreement and building use policy review	Need workgroup	ON HOLD	(Scott wonders if this is a priority for FY 25)
Seek 501(c)3		ON HOLD	(Scott says: not a task for FY 25)

(Minutes Approved:)