

## PCUUC Board Meeting Tuesday January 9th, 2024 7:15pm

PCUUC Zoom link: PSBM

**Approved by:** CT, TW, SH, CSK,PSBM, TGS

Attending: Karen Schachtschneider, Scott Helmke, Trisha Steele, Christine Tyll, Tamara Wanshek, PennySue McKenzie, Chris Krohn

Not Attending: none

Agenda following

- Chalice Lighting and President's Comments
  - SH - quote from "How to Live in Detroit without Being a Jackass"
  -
- Approval of the Previous Month Minutes if not completed by email
  - To be completed offline
- Approve Agenda
  - SH MOves to approve, Trisha Second, unanimously approve
- RE Report - [in drive](#)
  - Status of RE Committee - KS to follow up with Jennifer
- Treasurer Report - PSM
  - [Profit and Loss](#)
  - [Budget vs. Actual](#)
  - [Balance Sheet](#)
  - Waiting for life insurance amount from TOL to know total monthly for minister
- Karen's hours (KS)
  - Last 3 weeks have been 30 hours instead of 25 for transition to Google and minister. Response time has been a little longer. It's a little unexpected how time intensive it is, hoping the hours will taper off.
  - Use new email - [Office@prairiecircleuuc.org](mailto:Office@prairiecircleuuc.org)
  - Can forward old gmail account to new address - SH to work with KS
- Illinois Paid Leave for All Workers Act—does it affect us? (KS)
  - KS to continue to investigate if we are exempt or not
- Try out the draft of the [FY25 pledge form!](#) (KS)
  - KS - Looking for any feedback
  - SH - on "How to donate" dropdown, no ACH option
  - TS - Should we add something about our mission statement on the pledge form
- Encourage electronic giving (ACH or credit card) for safety reasons (KS/TS)
  - KS/TS - there is a security risk sending checks
  - SH - should also think about our checks being sent to speakers
  - KS - we could pay contractors directly through Quickbooks, for a small monthly fee

- PSM - recommend change to regular security envelopes (with no window indicating it contains a check)
  - TW - could include an announcement during the pledge drive to encourage ACH or other electronic payments
- Advertise the use of RMDs to pay pledges—put something in the eWeekly? (TS/KS)
    - KS - also, include a blurb in eweekly about the advantages of RMD (pretax money)for retirees. “Required Minimum Distribution”
  - Investigate paying contractors using direct deposit through QuickBooks rather than checks (KS)
    - KS - see above
  - Reminder that ALL honorarium checks are mailed to speakers (KS/PSM)
  - Gift from Lake Shore Unitarian Society of Winnetka (dissolved in December 2023) (KS)
    - They are sending something to the P.O. Box, presumably a financial contribution
  - Start talking about Stewardship for the coming fiscal year; draft form is [here](#) (KS)
    - Welcoming Committee - can include it on form. It is up for renewal this year - PSM to confirm from emails
    - TS - how to encourage more involvement on a committee
  - Start budget planning this month (KS)
  - Price increases announced: storage locker, P.O. Box rental (KS)
    - \$5/month increase for storage locker
  - Board Discretionary Fund (KS)
    - Had enough for gifts
  - UUA Annual Program Fund [pledge](#) (KS)
 

This is preliminary—the pledge form will be sent to us in March.

    - Around \$5400 is suggested/asked amount, PCUUC last year paid half the asked amount
    - KS - will probably need Board input on certification, will follow up
  - **Decisions Board needs to make to help with Worship scheduling:**
    - Establish date of 2024 Silent Auction
      - Need to confirm with Jason that he can do it, what date in April works
      - April 7th or 21st look promising - SH to follow up with Jason
    - Confirm when pledge drive will begin—March?
      - Worship thought first sunday of March (DBecker speaks) could be good day - Board agrees
      - Need someone to coordinate “Congregational Moments” - SH to follow up with Sarah Grover
    - Decide about holding potluck at PCUUC after shared 3/31 service with TOL
      - The Board doesn’t think another potluck so soon is needed, though not a hard no. Possibly have a potluck during the auction in April or later in the year
    - Confirm date of Annual Meeting (June 8?)
      - Date is actually **June 9th**.Virtual service and virtual meeting - goes quickly and efficiently



- The Building Search - do we have/need a point person? Committee? Group? SH to write a blurb for eweekly
- Closing - Next Meeting
  - SH moves to adjourn, TS seconds, all approve

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- **Post-mortem on 12/31 service in Wright Schoolhouse**  
Thank-you gift or card for Janette (and Geoff) for their actions on 12/28 to get the Wright Schoolhouse ready for us to use on Sunday, 12/31? (KS)
- Insurance and emergency rentals of alternate location (KS)
- Transition to Google Workspace for Nonprofits (KS)
- Communications question: Should Karen be on the distribution list for all committees? Should we leave this up to the committees themselves? (KS/TS)
- Website News (KS)
- Vote on Dave Becker Housing Allowance (SH)

- Background email from Scot [here](#)
  - Wording from TOLUUC: We, the board of trustees of the (Tree of Life) Unitarian Universalist Congregation, move that \$2010 per month be paid to minister Dave Becker as housing allowance pursuant to the terms of his employment contract unless otherwise specified by a duly passed motion.
- Committee on Ministry (SH)
  - Background email from Scott [here](#)
  - Link to UUA info: <https://www.uua.org/leaderlab/com-guide>.
- Zoom Subscriptions - Renew both? Notify UUA sometime in February—renewal is March 1st
- Open Forum
- Closing - Next Meeting