

## PCUUC Board Minutes Tuesday April 9th, 2024 7:15pm

Google Meet Link: <https://meet.google.com/hrz-jxez-krn>

Attending: Scott Helmke, Trisha Steele, PennySue McKenzie, Tamara Wanshek, Christine Tyll, Chris Krohn, Dave Becker, Karen Schachtschneider (Office)

Approved by: CT, TW, TS, SH, PSBM, CSK

April 9th Agenda:

- Chalice Lighting and President's Comments
  - "May we be reminded here of our higher aspirations..." DB
  - President's Comments - (without further ado)
- Approval of the Previous Month Minutes if not completed by email
  - Done online
- Approve Agenda
  - SH moves to approve to approve, TS seconds, unanimously approved
- RE Report - in drive
  - [04012024 RE Board Report](#)
  - Looks good, no comments needed
- Treasurer Report - PSM
  - [Budget vs. Actual](#)
  - [Balance Sheet](#)
  - [Profit and Loss](#)
  - (not discussed)
- Minister's Report
  - Will be available soon
- Google Voice (news from AT&T) - KS
  - Cannot keep current number to switch to another service
  - Paid through July, then need to either cancel (and get refunded the balance), or put more money in. Decided to keep the AT&T number for Karen now, pay 6 months at a time. If staff members want Google Voice rather than using personal phones, the board wants to support that. DB already has a Google Voice acct that is separate from personal number. Ask worship committee to check in with Vicki on her preference
- Publicity and the compensation question - KS
  - Congregant wants to place paid placements for ads for PCUUC, and use as a contribution. Possible that posting is free with a Grayslake email address (we provided a PCUUC email address, it has been logged in). We could reimburse her, then she donates back. to PCUUC to be able to account for it. Will wait to hear back from her.
- Pledge drive update - KS

- 70% of goal, nothing in last few days. 15 people who pledged last year who we haven't heard from yet. Last year, a list was circulated to the board, to choose contacts to follow up with (make a phone call). KS - need a writeup to post to the eWeekly, and a draft email to send to the specific members who haven't pledged yet. TS has a draft for the eWeekly to send to DB and KS for review. SH to write email to go to members who haven't pledged yet
- Zoom/Meet update - KS
  - One person leads two groups, and will use the same link for both. CT to talk with KS to settle on one, posted link for Board meeting.
- Recording of Board meetings (logistics) - KS
  - Next board meeting to be a trial on the Zoom account. CT to host (with KS's help to set up). Will upload the recordings temporarily. Possibly link to the current month's video in the Member area of website.
- How to handle collections at shared services - KS
  - At TOL, they will take all loose cash/donations without a specific label. At PCUUC, we take all loose cash/donations without a specific label.
- Single point of contact for the Barn (SJC collection) - KS
  -
- Can't find approved Minutes from December 2023 meeting - KS
  - CT to follow up
- Keep a Breeze calendar for committee meetings and reserve the calendar on the website for public events? - KS/DB
  - DB - Breeze calendars can send automatic reminders for meetings
  - Also, we want to look at the public facing calendar with an eye to what it will mean to a visitor
- Planning for the annual meeting - KS
  - Jun 9th. Need reports from President, Vice-President and Treasurer. KS may not be in town. We need to find a moderator for the Annual Meeting. Will be on Zoom, and recorded. At annual meeting, we will vote on budget, slate of new board members, nominating committee.
- Update on Employee Handbook and Paid Leave Law Requirements - TS
  - IL requirement. Current - paid vacation policy for employees who work over 15 hours/week. New requirements must cover all employees (for every 40 hours worked, receive 1 hour PTO).
  - TS - make sure it's communicated to employee, and have a clear policy for how to notify PCUUC to use the PTO as well.
  - TS - do we need the software to track this, SH what is the cost? KS - the level we currently use is ~\$80/month. To upgrade to the level needed, will be ~\$120/month.
  - Extra needs to be added to budget, and needs to be voted on
  - Even if not required, we may present to membership
  - TOL may have a template to help us
  - NOT fully resolved
- Update on Barn use next year - Pastor Dave (see draft document).

- MOU with PCCS
  - Possible cost savings, with 2 in-kind donation categories
  - TS and SH have reviewed the document, could use more input from the Board and KS. Then possibly input from congregation. Board members to review and provide feedback, DB to keep SH and TS copied
- Update on Budget Draft -
  - Line items may need to be moved around if we reach a new agreement with Barn
- Inviting Speakers from SJC shared basket to speak/sell things - TS/TW
  - Idea to invite the organizations for the Shared Basket. Possible (very short) presentation during offertory. Need to check in with Worship, since it will add an extra element (and time) to the service
- Committee on Ministry - SH
  - We have two people who have accepted (Fran Bates and John Young). TOL has two people, but may have an extra because of health issues.
- Scheduling May board meeting - SH
  - Decided on new date of May 6th
- General Forum
  - TW - Welcoming Committee and Budget? \$500 in next year's, \$100 from Membership for this year. \$50 for a booth
  - DB and TW attending CAUUC Conference (TW virtually). KS to put blurb about conference into eWeekly one last time this week.
- SH moves to adjourns, TW seconds, unanimous vote