

Tuesday, June 11, 2024 7:15pm

Zoom Link: <https://zoom.us/j/96904921024?pwd=bmfq3aaam1eKjEWPfHEqGIPndd722l.1>

In attendance: Scott Helmke, Chris Krohn, Penny Sue MacKenzie, Trisha Steele, Karen Schachtschneider, Christine Tyll

Approved by: SH, TGS, CSK, PSBM, CAT

June 11th Agenda:

- Chalice Lighting and President's Comments
 - Adam Savage of Mythbusters - "Be Kind"
 - Agreement with PCCS will be dropped off tomorrow morning
- SHelmke moves to start meeting, TSteele seconds, all approve
- Approval of the Previous Month Minutes if not completed by email
 - TSteele moves to approve, SHelmke seconds, unanimously approved
- Approve Agenda
 - SHelmke moves to approve, PSM seconds, all approve
- RE Report
 - No report this month, but annual report was last weekend
 - TS - There is an RE Retreat coming up. DBecker paid \$700, will be \$200 per extra person. SSeiberlich and TSteele will also attend, along with some folks from TOL. JWeigand offered RE Development Funds, presumably our attendees will be from that fund. Submit reimbursement forms to PSM
- Treasurer Report - PSM
 - [Budget vs. Actual](#)
 - [Balance Sheet](#)
 - [Profit and Loss](#)
 - PSM - Term ends at the end of June, turning over to DBates but will be working with him. PSM still needs access to QuickBooks
 - Got extra pledges at the last minute. SH - we are drawing on reserves this year,
- Minister's Report
 - (None this month)

PLEDGES

- [Decisions](#) need to be made about non-pledging FY25 members - KS
I need to update the UUA database; not sure who I need to delete. Have we exhausted efforts to get pledges for FY25? Should anyone get a waiver for FY25?
 - SH - we have probably gotten everyone we are going to, should be taken out of member status because technically our UUA pledges depend on the numbers. Pledges can always be restarted

- Stewardship? Only 15 forms received (as of 6/11/2024)
I can download the results anytime—who wants them? - KS
 - PSM - can be distributed to the committees, SH interested in seeing them
- Pledge Drive update—several extra donations for FY25 were received, raising our FY25 pledge drive total to \$69,500 (from \$68,840)
 - Result of DBecker making appeal to congregation to contribute an extra \$200 for next fiscal year

STAFF

- Tying up loose ends as we transition from old to new employee leave policy - KS
Two employees have **unused vacation time** from FY23—need Board decision
 - Contracts stipulate that vacation time cannot be rolled over, since we would have a hard time budgeting for that. However, the policy was not clear and we want to make sure the employee does not lose out - these 10 hours each of paid leave should roll over to FY25, then be used or forfeited
 - TS Motion: to allow our two staff members who have 10 hours of unused vacation time each, to replace 10 hours vacation time with 10 hours of paid leave to be used in FY 24/25. PSM second, all approve
- New PCUUC Leave Policy;
 - https://docs.google.com/document/d/1i52C1Od5jh6UDeW-gKbVlodwj_kUtYIzMgfxEF6RJkc/edit?usp=sharing - TS
 - Wording for Vicki's agreement was clarified
 - Wording on II C - change to "... leave policy to meet *or* exceed..." SH changed it
 - KS - Holiday pay has not been scheduled. Does the employee get to choose? Language adjusted to indicate that if employee must work on the holiday, must schedule and take the holiday within the same period
 - KS - how is new policy communicated to employees? TS/KS to draft letter to each employee. Legal requirement posts need to have a home on the website, TBD.
 - TS makes move to adopt policy, SH seconds, all approve.

COMMUNICATIONS - EWEKLY, FACEBOOK

- Low readership of the eWeekly—how can we do better? - KS
Idea about creating a paper version for distribution (PDF) via email, a handout at services, etc.
 - SH - it is getting bigger, so it's hard to read all the way through. Possibly split them up in different emails (RE, locations)
 - TS - try putting a link to articles (like a table of contents or headlines), rather than publishing same articles several weeks in a row
 - On website - some tweaks may help to make it more immediately obvious where the next week's service is (Barn, Zoom, TOL, Nippersink)
 - TW - Can the Welcoming Congregation be added to the top?

- Current eWeekly issue is now linked to the envelope icon in the footer of the website (next to the Facebook and Member Area links - KS)
- Revise Facebook policy? - KS
I was asked on 6/7/2024 to remove a post and ban someone who'd been allowed to join the previous day - KS
 - Advertiser joined the FB group and posted about duct cleaning, KS was notified by a third party and banned the individual. It's hard to tell if people are legit or not
 - TW to consider posting more on FB, will talk with KS offline
- I changed the color of this month's Board meeting folder to green in the hope that would help people find it—can you see the color [here](#)? - KS
 - Color change not visible to others
- Recent updates made to the website—a link to the current eWeekly issue (in footer) and new line (under photo) on [WORSHIP SERVICES](#) page to help people find info about upcoming services. Is this prominent enough? - KS
 - SH - helpful to see the next few service topics, good to continue this

PAYABLES

- Church Mutual insurance premiums may rise - KS
I'm hearing from other UU Admins that they're seeing large increases in their property insurance premiums, and this could affect Church Mutual policies of other types (like ours). Our liability policy renews in mid-July, so I haven't received an invoice yet. Checked online 6/11/2024 and found [rates](#): about \$150 increase over last year. - KS
- Check signers—we'll remove Scott and PennySue; will need a few replacement signers - Thad and Dave KS/PSM
- Credit cards for Scott and PennySue will be cancelled by 6/30 (I can do it anytime this month, so let me know if you don't intend to use them in June) - KS
 - SH and PSM to keep them until end of month
- Credit cards for President and Treasurer are optional but can be useful—let me know if incoming President and Treasurer would like them. - KS
 - To switch over the guard at the bank: Will need Annual Meeting Notes that include the incoming and outgoing president and treasurers (cannot say draft on meeting notes!) SH sent email to arrange it
 - TS will probably pay with own card and be reimbursed
 - Coffee and Forest Preserves are the major payments needed for the Treasurer

TREE OF LIFE - SHARED SERVICES

- Usher instructions for 6/16/2024 shared service at TOL - PSBM/KS
Ushers: Please take a blank intake form and large envelope with you to TOL Bring cash, checks, intake form back to PennySue, and she'll take care of making the deposit
 - Should be counted and documented by two ushers at TOL before leaving
 - New procedure is that money from basket goes to the home church (i.e. TOL at a TOL service). Exception is if a check is written to the other church, or in an envelope designated for the other church

GENERAL FORUM

- TS - General Assembly coming up, DBecker is going. SH to check on DBecker's credentials

EXECUTIVE SESSION

- Issue with congregant and staff - Tamara and Trisha

ADJOURNING MEETING

- SHelmke moves to adjourn, TWanshak seconds, unanimously approved