

## UUCCHC Board Meeting

February 13th, 2024 – 5:00 pm

Meeting started at: 5:15 pm

Check-in

In attendance: Annie Johnson (President), Eileen Alexander (Vice President), Jeff Haverly (Treasurer), Julian Jones (Acting Secretary)

- **Review/Approval of Treasurer Report.** (5 minutes) Do we know where to put Special Donation money yet? (is this Susie's gift?) This is not an open issue? All that is needed is to provide the name and address of the charity to me (Jeff Haverly). The monthly charities need to have their information given to the treasurer regularly so that the checks can be made out. Eileen moved to approve, Julian seconds. All approve. Annie and Jaff discussed the possibility of moving money from another account to capital improvement.

- **Review/Approval of past meeting minutes** – November and December (10 minutes) Has everyone reviewed Nov, Dec, and Jan. minutes? Reviewed last month's meeting minutes. Jeff and Annie suggested a change to process where everybody can only make suggested edits and suggestions are addressed during the meeting. (Approved by all for last month, December, and November)

Please, let's have minutes reviewed within a week of the board meeting, while it's fresh in our minds. Please note upon review anything you are supposed to do, and get it done, please. Secretary, please follow up on this a week after the Board meeting. I (Annie) admit to not having reviewed in a timely matter for last month.

- **Outreach (5 minutes)** – New to UU class - We seem to have a fair amount of interest, should we schedule this, soon? New to UU class was held with 2 attendees on Feb 25.
- **Restart RE: Temporarily on hold:** Jeff has volunteered to draft an RE Restart plan. Status? On hold, Jeff no longer doing this. We decided that RE program is too far away.
- **OWL – Report: Discussion as desired:** Started advertising Sunday

- **Services (1 minute)**

**Food collection:** Working - Lynn Burton and Annie will take to the Food Pantry next time they are there during the week.

- **Administrative (5 minutes?)**

Suggestion Box moved to table between the overflow room and the sanctuary. Annie has ordered a 36 by 48 whiteboard, should be delivered on Feb 15. White board to bottom left stairs and move push pin board?

White board arrived Feb 14. Annie and Lynn will set it up the next time they are at the church.

- **Discussion about official files storage in the google drive.** (2 Minutes) Plan in place, still waiting for Bill to implement (Suttons have been in England for the last couple of weeks – don't have a return date).

## **Pledge Letter**

### **Discuss Pledge Letter**

Based on Natalie's pledge letter from last year, with new information.

Made edits to pledge letter draft.

### **Data versus process – from last meeting, more discussion? (10 minutes)**

Annie's thoughts on data and process problems: Problems we are dealing with concerning Church data is important, but perhaps more important, is church process. A great example of a fairly complex church process is the annual meeting, which requires a series of things to happen by certain dates. One of the most important processes is the annual change of board members and officers. A new president has to know what needs to happen after he is elected. This includes making sure new officers get put in the newsletter, and that the email forwarders get changed in the church website email system. If the president email doesn't get reset to the new president's personal email address, s/he may not know that some things need to happen, because they are set up to remind them through the church calendar sending out emails. The processes that were in place 8 to 10 years ago apparently broke down, which has left us in this state of confusion.

That, and Jim, who had so much knowledge in his head, passing away also contributed. So, this is something I am just getting into. But we need to identify things that need to be calendar driven. And a recent example for me, was that snow was coming. It just happened that I had found board policies that talked about how to cancel church in case of weather. But properly set up, the calendar system should send the president, or maybe all the officers, an email telling them where that policy is, in maybe late October. Hopefully you all get the idea.

Julian and Annie will take this out of the board's hands and come back when specifics are required.

**Report: Discussion as desired: Amy's outreach – revisit and discuss as needed (5 minutes).**

Amy is has been posting Wayside Pulpit quotes for a couple of months, and is also posting stuff from Facebook that, while not necessarily UU, expresses UU values. She is still producing flyers, newsletters and announcements, plus social media posts regarding services and special events. These are going out to the church Facebook Page and from there to several local Facebook Groups. We need to expand the number of groups, but some won't allow pages to join.

We would like our Newsletter and Facebook Page to be a place where people come for the content, all reflecting UU values, including local events. Annie is outreach chair - this is informative for the board, although board questions and suggestions are welcome.

Julian will be working with Amy on additional posting. (Julian will elaborate)

Julian has asked for a short video about the church from the board members, and any other people from the congregation who want to be a part of it. Julian has said he will get to this at some point hopefully soon.

**Julian will work with Amy to set up a YouTube channel and Instagram for the church. We will post our sermons on YouTube and repost our Facebook posts on Instagram. Annie will contact Bill Sutton about the internet. Status report.**

**Below left over from last meeting,**

**Update, discuss as needed** - Managing key distribution Eileen.

More thoughts – only two locks to be rekeyed, and the new bell tower door, current plan is to make it card and/or keypad driven. There would be an emergency key, but it should not need to be distributed. Proceed with rekeying?

**Update and Discuss - Assigned:** Jeff, Eileen, Mary, (and Amy?) Record Keeping - Discussion:

- Maintaining an updated membership database (including members and attendees) using the church's online platform the clipboard and realm. Centralize where the data is kept and try to update historic data.
- producing a printed directory and/or mailing list for necessary church activities. Who gets what access?
- Financial data from pledges should be very tightly held. We do not want a non-financials person finding out someone's pledge, and then through that, a donor finding out that someone, especially someone not working with financials, knows what they pledged.
- Realm supports a lot of member data – what would we like and what is realistic? (comments from those working on this – not expecting a decision on this tonight).

Jeff would like to set up a meeting with Amy at the church to discuss centralizing our file system and filing processes. – can put data into format, but stuff needs to be resolved with Bill before we can move it to final location.

Jeff will update the membership database on Realm. Eileen has volunteered to draft an edit of the membership book that goes to all members and contains names, addresses, and phone numbers for all members and friends.

Jeff will get names, numbers, and addresses to Eileen.

Announcements Schedule

February 18th Annie Johnson

February 25th Julian Jones

March 3rd Eileen Alexander

March 10th **Jeff Haverly**

Next meeting March 12th

Adjourned at 6:42 pm