

**WESTSIDE UNITARIAN UNIVERSALIST CHURCH**  
**BOARD MEETING: MAY 10, 2022**

**Present:** Sue Anderson, Marc Hart, Glenda Hood, Lauren Leising, Jeff Rodriguez, Daryl Sellers, Dayna Tooley. **Also present:** Mary Alice Cretsinger, Kim Hart, Nicci Kennedy, Eric Hart, Caroline Nixon, Michael Muñoz, Tanner Trask, Stephanie Jeffers.

**I. CONSENT AGENDA**

- A. No action.

**II. FINANCIAL REPORT:** Dwight Robarts

- A. Dwight was not present for the meeting. Links to reports are provided below.

**III. RELIGIOUS EDUCATION:** Nicci Kennedy

- A. The Easter Egg hunt had a very good turnout, and kids had a great time despite some rain.
- B. Trying to do more outdoor activities outside during the nice weather.
- C. OWL program has commenced. It is being held in conjunction with First Jefferson UU and is serving students in grades 4 through 6.
- D. We have had several families visit the church, and they have been returning for additional services. Some of the families said they have learned about us through our Facebook page.

**IV. CONTINUING BUSINESS**

- A. Bonding of Officers – Marc: Our policy Recommended best practices are to require checks to be signed by two officers. Also, our bonding company requires that someone who does not have ability to withdraw or deposit funds shall be designated to reconcile the bank and investment statements. ACTION: Daryel made a motion to approve the recommendations. Seconded and CARRIED.
- B. Strategic Action Plan Update task force update – Sue: No report at this time.
- C. Stewardship Campaign – Tanner Trask: We have received 38 pledge units. However, 59 people who have pledged previously have not responded yet. Also, 20 people who did not pledge last year but may be willing to pledge this year. We have received pledges totaling about \$123,000, only about half of what is expected to be needed for the budget. The budget needs to be set two weeks in advance of the congregational meeting June 12. Cutoff date for the campaign is May 22. ACTION: Marc and Tanner will speak from the pulpit on Sunday about the campaign, and videos from the board will be shown as well. ACTION: Glenda will speak from the pulpit at the end of the service. ACTION: We will set up a pledge table by the entrance, Tanner will staff it with assistance from others.

ACTION: The board will hold a budget meeting 7 p.m. Wednesday, May 27 in advance of the congregational meeting.

- D. Topics for communication to congregation: A message will be settled on and assigned after the service.
- E. Streamline/dissolve committees
  - 1. Merge Digicom and AV team: Tabled.
  - 2. Other suggestions?
- F. Congregational Meeting Agenda - (6/12, 12.30-2.30)
  - 1. [Endowment Committee bylaws amendments](#)
  - 2. Updated [bylaws for hiring a contract minister](#)
  - 3. [Budget](#)
  - 4. President/Treasurer Reports
  - 5. Volunteer Award?
  - 6. Appreciation/recognition
  - 7. ACTION: Sue Anderson, Michael Muñoz and Eric Hart will work on setting up a process for people not attending in person to be able to vote. ACTION: Marc will prepare an agenda for the May 25 meeting.
- G. Video inventory of church assets – Nicci: She has videoed extensive areas of the church, and only a couple of areas are left. The videos are stored on the Google drive.
- H. Leadership and Nominating Committee - Caroline Nixon: Caroline presented the slate of nominees for next year. (Slates listed below.) Due to a shortage of volunteers, they focused on staffing what they believed were the most critical positions.
- I. Masking guidelines – Caroline: Safe Congregation has submitted updated recommendations. These require all members to wear masks on Sunday, and for masks to be worn any other time when more than 12 people have gathered. Kim Hart noted that this practice is in alignment with current public health guidelines. The board also reviewed the results of the straw poll regarding the wearing of masks: 39 percent of the respondents said masks should be required in the church at all times. The board decided to accept the task force’s recommendations. ACTION: Kim Hart and Dayna will prepare a communication to send to the church regarding the survey results and the updated guidelines.

## V. NEW BUSINESS

- A. Background checks – Caroline Nixon: Rev. Don Strickland and Celeste Garcia-Lochridge, the new administrator, have both cleared their background checks. Celeste’s first day of work was May 4. Don’s first day is June 1.
- B. Member Relations – Jeff Rodriguez: He believes there have been repeated acts of disrespectful behavior toward members in recent months and believes it needs to be formally addressed by the board. ACTION: Jeff made a motion to have a representative from Right Relations make a statement before the congregational meeting about the

importance of treating each other, members, and employees, with respect. Seconded and CARRIED. ACTION: Lauren Leising will ask Ken Leising to make a statement before the congregational meeting. Jeff will draft a message to include in the May 18 Westside Weekly.

- C. Auditor Recommendations: ACTION: Sue Anderson moved that we accept the recommendations. Seconded and CARRIED.
- D. Severe Weather Plan and Winter Storm/Freeze Warning Plan: ACTION: Glenda moved that we accept the recommendations. Seconded and CARRIED.
- E. New Membership Committee Chair. ACTION: Glenda moved to approve Sue Spell as the new chair. Seconded and CARRIED.

ADJOURNED at 9:30 p.m.

#### LINKS

[Treasurer's Report](#)

[Budget Percentage Report](#)

[Auditor recommendations:](#)

[Severe Weather Assessment](#)

[Winter Storm/Freeze Preparedness](#)

[Treasurer's Recommendation](#)

[DLRE Report](#)

#### **APPROVED AUDIT COMMITTEE RECOMMENDATIONS 2020-2021**

1. We recommend an inventory of assets. \
2. We recommend a policy to prevent unauthorized payments. Suggest Treasurer or their appointee be assigned to monitor credit card payments and review and authorize the requests and bills before they are paid.
3. We recommend a new Request Form that includes spaces to enter the amount paid, date paid and check number. Credit card statement should include the same information and should be attached, with check stubs and receipts, to the request form.
4. We recommend that the bank statement be reconciled in-house every month, preferably using the form enclosed with the statement, and the reconciliation report included in the front of the Treasurer's monthly file.
5. We recommend that the monthly Treasurer's report to the board consist of a narrative summary and a report of beginning balance, income, expenses and closing balance for the month.
6. We recommend that a list of Service Project offerings, showing amounts, be included in Treasurer's monthly report to the Board. Projects with restricted funds, such as Samaritan House and In-Reach should also be listed.

7. We recommend that records submitted for review include assurance that the Financial Secretary's duties are being performed on a timely basis.
8. We recommend that invoices, request forms, receipts, and any other supporting information for each check issued be stapled together and filed in the month in which the check is cashed.
9. We recommend that the treasurer be bonded.
10. We recommend that the expense cards issued to staff be credit cards rather than debit cards.
11. We recommend that future audit committees include at least one member with audit experience.

## **NOMINATING SLATE**

### Executive Officers:

President: **Dayna Tooley**

Vice President: **Kim Lucas Hart**

Treasurer: **Dwight Robarts**

Secretary: (Jeff Rodriguez to finish term)

### Directors at Large with Intentional Focus:

Director: Sue Anderson (finishing term) - focus on adult programming

Director: Glenda Hood (finishing term) - focus on communication

Director: **Melissa Trask** - focus on the treasury

Director: **Michael Munoz** - focus on child programming

Non-Voting Youth Representative: **Veronica Munoz** - focus on youth

Director: **Dianne Nixon** - focus on building & grounds

### Endowment Committee:

**Gregg Tooley** (new)

**Donald Canard** (re-elect new term)

Bob Vann (finishing term)

Spencer Maxwell (finishing term)

Barbara Crotty (finishing term)

### Audit Committee:

**Reed Bilz** (re-elect new term)

**Donald Canard** (new)

**Rocio Sarmiento Ayala** (new)

### Nominating Committee:

**Janna Canard** (re-elect new term)

**Caroline Nixon** (re-elect new term)

**Pete Meador** (new)

**Lauren Leising** (new)  
**Kim Hart** (board rep)

Congregational meeting: June 12, 2022  
Next monthly meeting: 7 p.m. June 14, 2022

## **NEXT MONTH**

[Review New Board Goals](#) (next review June 2022)

## **BACK BURNER**

Insurance and Wind and Hail Rider--looking into an alternate insurer-end of year

Reviewing policy and procedures: Marc

Safe Congregation Request for Lock - Paulson--back burner

Update on Robert's Rules of Order revision: Marc and Aimee

25th Anniversary Celebration: Postponed until safe to gather

Cultural Competency Training

Digitizing Documents/Getting Oral Histories/Protection of Documents-2018

Naming Opportunities Task Force Recommendations (for donations of lots of money or memorials)