

Jan 2024

KEWEENAW UNITARIAN UNIVERSALIST FELLOWSHIP

BOARD MEETING

Jan. 21, 2024 12:30

KUUF Office

AGENDA

Present: Elen Maurer, Horst Schmidt, Jane Bodi, Lucinda Enderby, John Gale, Lora Repp, Elaine Eikenberry and Melissa Williamson (needed to leave before last vote for Minister's Discretionary fund decision). Pete Ekstrom (arrived after Chalice lighter grant discussion).

Absent:

Guests:Janeen Stephenson

Ex-officio: Stacy Craig

Preamble

1. Chalice lighting (458)
2. Agenda addenda/changes 3 items added

Fiduciary and Regular Business

Consensus agenda:

1. Meeting Minutes for Dec. 17, 2023

Reviewed. Changes made. Lora Repp moves to accept. Horst Schmidt seconds. All in favor of accepting 7. One abstained.

2. **Treasurer's report:** (Lucinda Enderby) Harriet King and Lucinda Enderby are working on recording 604 Bridge St donations through paypal will include paypal fees. This issue has been resolved. Separate reports provided for 604 Bridge (to be discussed later in the meeting) and overall treasurer's report. Reviewed and discussed.

Melissa Williamson moves to accept. Lora Repp seconds. All in favor of accepting 8.

Strategic Work

1. **Endorse Chalice Lighter Grant application:** (Elen Maurer) The KUUF Board enthusiastically endorses that we support the Chalice lighter application. KUUF members are invited to sign up. John Gale moves to accept. Lucinda Enderby seconds. All in favor of accepting 8.

2. Minister's Report - (Stacy Craig)

- Reminder KUUF's UUA pledge form required to be sent to UUA by March 1, 2024. It is our intention to maintain our gold standard in our pledge. Elen Maurer will confirm if we have already sent this out. This will help with UUA's bigger calculations for budgeting. Our membership documentation is being well maintained-Elen Maurer.
- With the intent for clarity, Stacy Craig shares she is entering a new stage of life. She has done discernment about what is next for her. This does not change her current relationship or work with KUUF. Her contract is through August. She shares that she intends to look for full time work as minister. She is not able to sustain her current circumstances with a ¾ time ministry. Thank you to Stacy for being transparent.
- Stacy is aware that KUUF's needs are changing with the new building. The board is presented with the question: What will the future ministry needs of the congregation bring?
- Minister's report- January highlights. Night tree event, Soul matters groups, Stacy be in town Feb 2-5.
- Stacy shared a list of what she is focused on
 - Worship
 - Preaching
 - Administration (staff supervision/support, Board and Committee meetings, Dream Team coordination, communications, strategic planning, reports, annual meeting preparation)
 - Pastoral care and counseling
 - Rites of passage
 - Religious Education (adults and children)
 - Arts and aesthetics
 - Small group ministry
 - Theological reflection
 - Social witness, social justice action
 - Connections in the local community
 - Outreach and growth
 - Right relationships, reparations and conflict resolution within and outside of the fellowship District/regional/national UUA affairs
- Horst Schmidt - How much of your time is spent on pastoral care? Stacy Craig shares 25% of her time with KUUF. This in coordination with the work of Heidi Bresnahan is considered a good use of time for enriching the experience of the fellowship.
- Elen Maurer-Children's RE content offered by Stacy is a good fit for what is needed for our congregation as we do not have a bigger RE program at this time.
- Stacy Craig suggestion for consideration- Do we need a task force for RE in our new building? This could be a 3 year planning program. As we are moving to a new space our relationships together and with new folks will evolve. Something to think about.
- Elen Maurer celebrates Stacy Craig's contributions to the fellowship through her administrative guidance and her pastoral care.
- Request from Stacy Craig-Zoom license is required for Soul Matters, small group meetings, and other pastoral care meetings. Stacy Craig has purchased a license through UUMA. Stacy is asking for \$100 to reimburse her for the expense for this year's

license. Board approves \$100 be spent to reimburse Stacy Criag for her expense with the zoom license. Cindy Enderby moves to accept. Lora Repp seconds. All approve 9.

- Lora Repp-RE activities outside of Sunday morning services include events that are intended to engage children. This benefits our reporting to the UUA. It shows we are providing RE education to children. Thank you to Stacy for providing this child focused RE.

3. Complete/approve UUA Congregational Certification

Elen Maurer reads the details of the report to the Board. The information was gathered with help from Lora Repp and Lucinda Enderby. The Board agrees this reflects our current circumstances. Good job and thank you to Lora Repp and Elen Maurer for completing the certification documents.

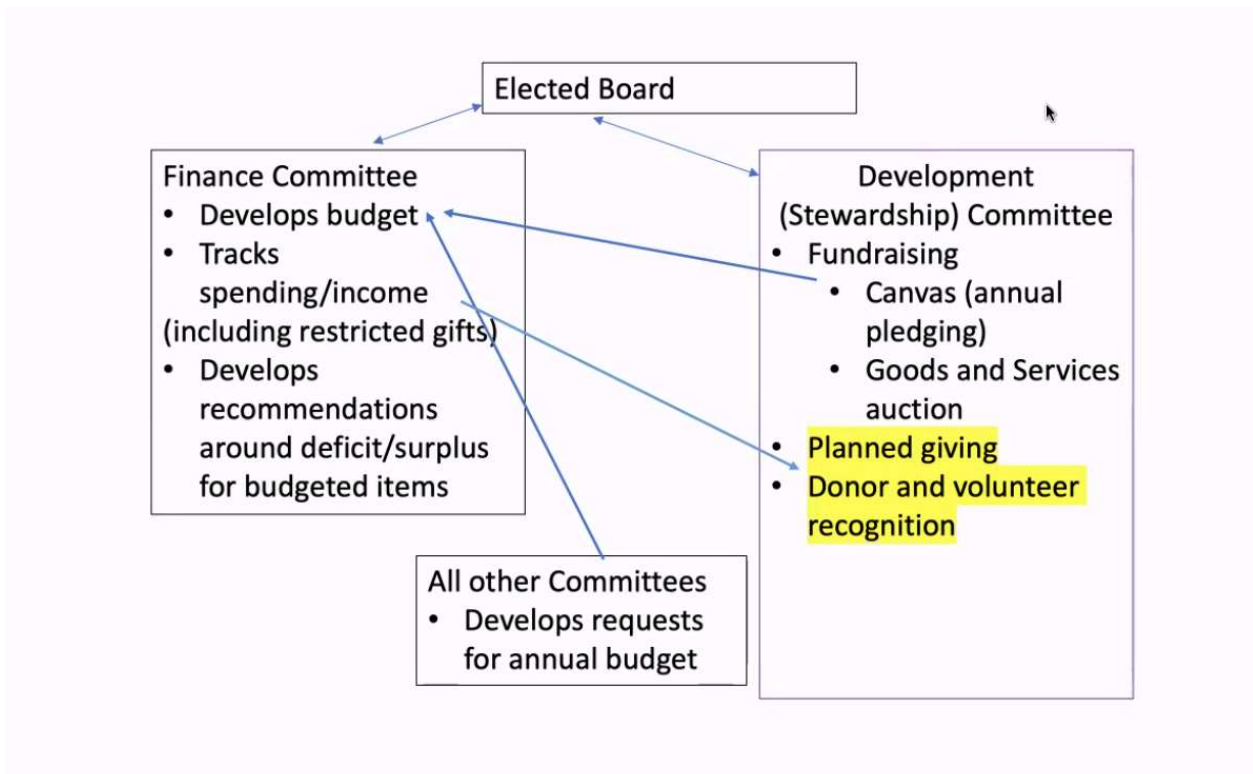
4. 604 Bridge updates Building Renovation Task Force (Lora Repp/JohnGale/Melissa Williamson)

- Actual money that has come in and amount that is paid, \$58,169.
- The heating and electrical bills have not yet arrived.
- The Taskforce chose to put in air exchangers, not previously budgeted but understandably benefiting the future of KUUF.
- Extra electrical work needed to be done on the gas lines.
- The Taskforce priorities are what is REQUIRED to make the building functional. Future work may include improvements. The group meets as needed to discuss progress and challenges that come up. They work together to come to an agreement. Fiscal responsibility of the Building Taskforce demonstrated Lucinda Enderby showing a weighty folder that documents every dime spent.
- The paint was more expensive than expected. It included fireproofing and ceiling painting costs for the sanctuary. As the ceiling was painted there will be no need to put in a drop ceiling.
- Question from Guest- noting a funding change. Lucinda Enderby explained. Discussion of where the funding has been spent. Overall approval for efforts made.

5. Stewardship Committee creation meeting report (Lucinda Enderby)

- Finance committee has a solution for restricted funds. At this time a capital campaign is not needed. Restricted donations and gifts will be tracked by Lucinda Enderby with her and Harriet' King's system.
- We are missing thank yous and acknowledgments. Need a volunteer for thank yous. Noticed lack informed the mission of the Development (Stewardship) Committee.

Visual provided by Stacy Craig using White Board.



- **Financial and Volunteer Development Committee** Starting job description-Recognize, thank and celebrate contributions for the present experience and future of the fellowship. In coordination of the Board and Finance Committees to make policies for future needs of the fellowship such as capital campaign, endowment and planned giving. Will evaluate if a content management system will benefit the congregation.

Discussion of potential CMS

- Stacy Craig introduces Content Management Systems- BREEZE is used by CUUF. Directory, email system, Track volunteers, Cost is \$900.00/Year for CUUF. Took about 2 months for CUUF to get used to using this system. Lucinda Enderby suggests we have many changes introduced while moving to the new building. This might be good to research now. KUUF's current website's cost is less than \$200/year. The template for KUUF website is from UUA.

Development Committee creation will continue.

- Lucinda Enderby, Stacy Craig, Elaine Eikenberry and Pete Ekstrom will meet before the next board meeting. Ideally during the week Stacy Craig in Houghton, first weekend in February. Elaine will send out an email to coordinate meeting time. Others who are interested are welcome to join the discussion.

6. **Proposal** from Davi Sprague (tech support) to the Board for discussion (Elen Maurer).

- Appropriate portions will be handed to the personnel committee to address.
- Grant writing assignment required by class offered at MTU discussed.
- Stacy Craig recommends a UUA First Home Grant Program. Jane Bodi, who has experience with grant writing, will provide support and act as liaison.

- Elen Maurer asks the board to approve Davi Sprague to write a grant with support from liaison Jane Bodi using the UUA First Home Grant as part of their MTU classroom assignment. Jane Bodi moves to approve. Pete Ekstrom supports. All in favor 9.

7. **Campus Ministry report** (Jane Bodi) Nothing added at this time.

8. **Nominating Committee person** (Elen Maurer) Bylaws have been reviewed again. A current board member who is not leaving the board and who is not up for reelection can also serve on the Nominating Committee. Nominating committee as it stands, Ana Dryerson, Horst Schmidt, Elen Maurer will search for a 3rd person. The responsibility of the Nominating committee is limited to filing the board. At this time there is 1 expected open chair.

9. **Music Reparations** (Elen Maurer) KUUF needs to figure out how much to pay. More information will come at a future board meeting.

10. **Collection of a baby gift** -Warm hearted effort has been made to ask if people can contribute for a gift. Baby is expected in February. There is also a welcoming event planned for the spring. Elen Maurer, Lora Repp and Stacy Craig will coordinate with individuals involved and the Caring Committee to provide a way to normalize giving. Thank you for the efforts made. Discussion of the role of the Caring Committee in celebrating new events and darkest moments in the lives of KUUF members.

11. **Post office box**- KUUF has a large PO box that was due for renewal. The renewal has been paid for the next 6 months. In 6 months from now we may be in a different place. Discussion of pros and cons of receiving mail to 604 Bridge St including security and snow removal requirements.

12. **Minister's Discretionary Funds update** KUUF needs new debit card and new signees approved. Keweenaw Unitarian Universalist Fellowship Board approves Heidi Bresnahan, Linda Rulison and Lora Repp as new signees. New debit cards are required. Linda Rulison should be the individual listed on the new debit card. Lucinda Enderby provides the motion. Jane Bodi seconds All in favor 8.

The board of trustees of the Keweenaw Unitarian Universalist Fellowship approve the following signers for the Ministers Discretionary Fund Account number 101816701 at Superior National Bank: Linda Rulison, Heidi Bresnahan and Lora Repp. In addition, Linda Rulison is authorized to have a debit card for the account. The motion was made by Lucinda Enderby, seconded by Jane Bodi, and approved by the board of trustees on January 21, 2024.

Signed by Keweenaw Unitarian Universalist Fellowship Secretary



Elaine Eikenberry

9. Next meeting, **February 18, 2024** task review, check-out (459)