

November 23 2024 Board of Trustees Meeting Minutes

Present: Laura Anderson, Lorrie Douglas, Joseph Fenty, Mike Krzyzkowski, Laura Liermann, Robert Moran, Dick Schwarz, Sharon Whitehill



Joseph will have opening words for December meeting. **Mike** will serve as timekeeper.

1. October Minutes Approval- Sharon made motion to approve October minutes as presented. Mike seconded motion. Motion passed. Laura A requested board members approve minutes via email to facilitate a quicker posting on the website rather than waiting a month for approval. **Laura A** will send minutes to all and request approval. **Everyone** agreed to review and suggest changes/approve as needed via email.
2. Treasurer Report – Dick commended Anna in her attention to QuickBooks. Dick and Anna are working on letters to go to all who pledged with balances. Letters will be hand delivered December 8 and mailed after that. The budget is in good shape – we are balanced. **Dick and Laura L** will follow through on providing new members with pledge material. The CAPAS family will receive the balance of donations before the end of the year. The account will be closed.
3. Discussion Items
 - a. Health of the Community – **Joseph** will call for meeting after services on December 15. xx
 - b. Port Charlotte Latin Social Project- Group would like to hold monthly social at fellowship, beginning January 12. We support the use of the building by groups aligned with our mission. **Joseph** will send a draft of rental policy. **Dick** will verify amounts charged for other groups using the building. **Laura A** will communicate with Carlos and Robin regarding request.
 - c. Right Relations Team Update- **Mike** will ask Dennis, Ted, Peggy Dawn, and Maureen to serve. **Sharon** will take training with team so board member has better understanding of role. **Laura L** will contact all with details regarding UU training and request they complete by the end of the year. Our next congregational meeting is scheduled for January 12. This is a good time to introduce the RR Team to all.
 - d. HR Matters
 - a. Software to track hours, easy to implement and use is Homebase.
 - b. Best practices for employee evaluation is to review informally monthly and have a more formal (written) annual review. **Joseph** will draft policy to include who is responsible? We currently pay four people. The types of contracts we have with each differ but agree that all need feedback regarding work done in support of the fellowship.
 - e. In-Kind Donations- Form has been created. Will share policy and form with members/friends at annual meeting in March.
 - f. The folks doing Sunday morning hospitality need support. **Laura A** will work on job description and form. **Joseph** will make the ask.
 - g. Minister – tabled for later discussion.
 - h. Web Seminar Report – Several attended seminar with Peter Bowden, consultant. We are reminded of the importance of community building and received suggestions on how to be more intentional about it. Reminded of some ideas, learned others
 - a. there is a strong cluster from SE Florida/Miami.
 - b. Southern Region leadership training is available.
 - c. use more video.

- d. Website is public face of fellowship and first resource for welcoming
- e. Make it easier for new people – avoid UU jargon
- f. Have fun
- g. Experiment with new ideas
- h. Have regularly scheduled newcomers gatherings and membership (quarterly)
- i. Know what it means to be liberal in Charlotte County
- j. Promote open ended discussion groups/chalice circles.

i. Christmas Eve program – Lorrie and Rev Ann will coordinate

j. Transgender Support- Transgender Day of Remembrance (#TDOR) is an annual observance on November 20 honoring the memory of those whose lives were lost in acts of anti-transgender violence. We will add to calendar and make a point of participating. Book group is reading UU Common Read – Authentic Selves, a collection of essays by and about transgendered people.

k. We are reminded of security and safety measures we should take in consideration of hostile political and cultural environment.

4. UPDATES

Attendance 4wk Av= ; New Visitors ; YouTube 130 ; CAF ; Website 413 visitors

- a) Follow Up with New People/ Membership Follow-up- New Membership Ritual xx
- b) **Laura L and Sharon** will serve as greeters for Sunday mornings for the month of December. **Robert and ??** will serve as greeters in January.
- c) Hiring Music/Choir Director and Accompanist – WA/Choir Update – Temp. Plan- No change
- d) Newsletter – **Mike** wrote article for January. **Laura A** will write for February.
- e) Leadership Training – need to recommend folks. **Lorrie** will make suggestions.
- f) Activities – Confirmed: Yoga- Jim; Grief- Empath / Tidewell “Legacy Writing” Nov. 19th ; Women’s Support Group w/ Rev. Ann Nov. 19th **Laura A** will follow up on promoting Tidewell Empath next class.
- g) Schedule Activities for Winter? Climate Revival? (low energy, no leadership) – Fun Fridays? (**who is coordinating?** –, Speaker series?, Meatless Mondays with films? Dine Around? – Peggy Dawn – Aging Gracefully? - Caregivers?- Rev Ann **xx note says Laura A WA re: meatless Mondays? xx**
- h) Labyrinth- There is some interest in having a labyrinth on our property. **Laura A, Lorrie, and Sharon** will present ideas to congregation in January.
- i) Sign ~ Design Team –Working on a new image to propose
- 1) Admin Report
 - a. Weekly Update Board Contributions–Labor Day notice- Right Relations Team description-Seeking music director/accompanist – Seeking Facebook poster
 - b. Security System – damaged component as of 11/17/24, being repaired

NEXT TOWN HALL: Date: January 26 2025

Next Board Meeting: December 28 2024, 10 am

Preview of Coming Attractions

- *Plan for Annual Meeting – Recognition Cape/ Cap?*
- *Requests & Prioritizing Funding from Endowment – **everyone** think of requests so we can prioritize requests.*
- *Accessibility Assessment*