

Minutes January 21,2025 Board of Trustees Meeting, Unitarian Universalists Fellowship of Charlotte County

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

**Dick** will provide next month's opening words. **Mike** agrees to serve as timekeeper.

Minutes - December minutes were distributed via email. Joseph moved that minutes be approved as submitted. Betty seconded. Motion passed.

Treasurer Report – Dick shared cash usage report since April. He noted that payroll is up quite a bit from last year and the next year will be a challenge without increased donations.

#### Discussion Items

- Health of the Community/Town Hall
  - Received good feedback and results from town hall meeting. There were about 40 people who stayed after the service for the meeting who participated, asked questions, provided feedback to board AND many who volunteered for suggested tasks.
  - The board is aware of and makes an effort to be transparent. People are not being ignored. The meetings are an opportunity to people to voice concerns and have them addressed.
  - Feedback from multiple intelligence worksheet, volunteer needs, and two questions - What are you proud of? What should we be doing that we aren't already have been distributed to board and will be announced in newsletter.
  - **Laura L** has shared the volunteer names and contact information with those responsible for the area at the fellowship.
    - **Joseph** volunteered to review curriculum available online as well as what we have in the library.
    - Green sanctuary - asked Bill Stanwood if he would lead
    - Auction - Shelly Canterbury
    - Gardening - Laura Liermann
    - Meatless Monday - asked Nyna Sykes if she would lead
    - Choir - Shelly Canterbury
    - Social Justice - Randy Gerber
    - Kitchen - Trudy Gerhardt
    - Caring - no leader but people have volunteered for some of the tasks
    - Patient Advocacy - no leader
    - Welcoming - **Robert** volunteered to lead
    - Stewardship - **Dick** and Nancy Weaver
  - **Laura L** will write something for newsletter and for weekly update. **Lorrie** will announce on Sunday. Both will give opportunity for those not at the town hall to participate.
- HR Update- Joseph
  - We have evaluation forms for use with the following people who are paid by us and the person responsible for the evaluation:
    - fellowship administrator (**Laura A**)
    - minister (**Lorrie D**)
    - technology (**Robert M**). Note that Cory is not an employee, rather an independent contractor but we still need to provide him feedback.

- In addition to filling out the form for each person, goals should be developed for the next year. Resources needed to be successful should be identified. Also, give them each a chance to provide feedback to us.
  - Formal evaluations should be completed after three (3) months and again annually. Every six months should be a more informal but also documented evaluation.
  - The annual evaluation should be tied to any raise that might be offered. We should include 2 ½ % cost of living raise as well as a raise for merit.
  - **Joseph** needs job description for Office Assistant. He will create a form to evaluate this position. **Laura A** will ask.
  - **Joseph** needs job description for Music Director. He will create a form to evaluate this position. **Laura L** will provide details needed for this position. She is the liaison for music/supervisor
  - The board entered executive session to discuss compensation.
- January Town Hall Agenda- See above discussion on health of community
  - Soul Matters Circles/Chalice Circles - **Laura A** will ask Joanne Collins and Dennis Shaw to coordinate new groups (train new leaders, help new groups get going.
  - **MLaura**inister – **Lorrie** is working with UUA to post a 25% position. It is possible we could cooperate with another congregation nearby to share minister position. **Lorrie and Laura L** will contact Presidents of nearby congregations. We believe it is a responsible financial decision to support 25%. We cannot sustain more.
  - Board Vacancies – **Laura A** will contact members of the Nominating Committee with intentions of current board members.
  - Who owns the Sunday content? Tabled until next meeting.
  - Carpet Complaints. Tabled until next meeting.
  - Annual Meeting is scheduled for March 23. All materials need to be sent March 1. We continue to work on a fellowship annual calendar. We need to appoint a parliamentarian. **Laura L** will check with a few people who may know Robert's Rules.
  - UU Survey. Due Feb 4. **Dick** will fill the financial information. Anna has been working on form. **Laura A** will coordinate other answers. **Laura A** will send survey to **board members** and ask for feedback.

#### UPDATES!

- Attendance on Sunday mornings, average 54; new visitors in 3 weeks 10; Website visitors Dec: 674, Jan. 525
- New Music Director has been hired. Will start Feb 1. **Laura L** will communicate with Anna re: payroll.
- Follow Up with New People – Who and How? Tabled until next meeting
- Greeters
  - January - Robert and Laura L
  - February - Sharon and Joseph
  - March - Mike and Betty

- April - next Board's decision
- Newsletter - **Lauras A and L** will write about town hall.
- Reverend Ann is leading women's group. It is appreciated and well-attended. She is putting together list of therapists to recommend to people. She and Lorrie plan to visit South Port in February.
- Fun February Laura L and Robert have enlisted a group of people to lead activities. **Robert** will announce on Sunday
- Leadership Training is available from Southern Region and the UUA. Board members should send suggestions of people who might be interested to **Lorrie**.
- Sign - in process and making progress
- Admin Report. Anna has two big projects that are taking a lot of time and energy: Quickbooks and email.
  - The qb software was set up with a few errors. Anna and Dick have worked on figuring out how to include all of the necessary information without having too much unnecessary.
  - Anna is working with outside consultant to transfer all of our email accounts from current server to new Google system. **Joseph** offered to help if needed.
  - Weekly Updates - how long to list something? Two weeks ahead of event, one week ahead of event.
  - Weekly Updates - put fellowship events first then outside events further down the list. Have a header to identify each. Use discretion to include outside events. Outside organizations should be aligned with our mission.
- Next meeting February 25