

## First Unitarian Church of Victoria

### DRAFT MINUTES for BOARD MEETING on THURSDAY, JUNE 9, 2022 by Zoom

*Strengthened in spiritual growth, supported in community, energized by diversity, we strive to transform ourselves and our world through compassionate action.*

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Trustees: Jim Willis, Katherine Maas, Kathleen Zimmerman, Audrey Taylor, Jeri Dause, Kent Haden, Peter Hancock, Kristina Stevens, Evelyn Peters, Karen Sharlow

Ministers: Rev. Melora Lynngood, Rev. Shana Lynngood

1. **Call to order** - The meeting was called to order at 10:05 am.
2. **Selection of Timekeeper and Process Observer** - Karen Sharlow was selected as Timekeeper and Kent Haden was selected as Process Observer.
3. **Chalice Lighting** – Peter Hancock lit the chalice.
4. **Check-in** - Joys and concerns were shared.
5. **Approval of Agenda** - Moved by Peter Hancock, seconded by Audrey Taylor, that the agenda be approved with the addition of: 7.4 WE-CAN Representative, and 11.6 Approval of Farmhouse Perimeter Drain Replacement. **Carried.**
6. **Approval of Minutes of May 12, 2022** – Moved by Evelyn Peters, seconded by Jeri Dause, that the minutes of May 12, 2022 be approved. **Carried.**
7. **Unfinished Business**
  - 7.1 July 8-10 Weekend UU Camp Update – Peter Hancock has contacted Sitka Electric, and they will install the two needed smoke detectors in the Dragonfly Room sometime in the next week. **Action: Peter Hancock will let Anna Isaacs know when the work is completed.**
  - 7.2 SRC Coordinator Update – Evelyn Peters met with Rev. Melora and the FUCV volunteers who have traditionally worked on SRC committees. The meeting attendees identified the issues with the cessation of the monthly SRC meetings, and various options to address each issue. **Action: Evelyn Peters to identify changes to the FUCV website and Policy Manual.**
  - 7.3 Policy Manual Changes for FUCV AV Committee TOR – Moved by Evelyn Peters, seconded by Audrey Taylor to update Policy Manual by adding: 1.2.3y) AV Committee; 2.4.3 “...Communications and AV Committee.”; 4.2.6 AV Committee; 4.2.6.1 The mandate of the Committee is [*insert Scope of Work from TOR*]; 4.2.6.2 The committee can consist... [*insert Membership from TOR*]; 4.2.6.3 The committee is a member of the Administration Council. **Carried. Action: Kathleen Zimmerman to send updated Policy Manual to Shannon to post on the website and to Niki for the Board Manuals.**
  - 7.4 WE-CAN Representative – As Outreach Council Chair, Evelyn Peters will be the ongoing FUCV contact. **Action: Kathleen Zimmerman to send email to WE-CAN with the Evelyn’s name and information.**
8. **Process Observer Report** - Kent Haden reported that everyone has had an opportunity to speak.
9. **Ministers’ Reports** Rev. Melora observed that, post-pandemic, we are re-building church systems from scratch and recommended that we take the opportunity to make changes as needed, e.g., the needs of the new AV system. We also need to cultivate patience and kindness. She complimented the Board on its leadership. Rev. Shana noted that Wally du Temple has donated a simple microphone system that can be used by renters. We are holding the challenge and excitement of new opportunities. Both ministers will be

attending the UUA GA from June 20 – 26 (one in person, one virtually), and their holidays will be taken from June 26 to August 9.

## 10. Reports

- 10.1 Treasurer's Report – Kristina Stevens reported that as of the end of May, 2022 we were about 42% of the way through the fiscal year. The gross income was \$186,212.75 (39% of projected) and gross expenses were \$207,864.60 (42% of projected), with a resulting net deficit of \$21,651.85. Church rental income is lower than projected, and maintenance expenses and property insurance costs were higher than projected. Due to utilizing retained earnings from previous years (approved at the May 29 AGM), we are fine for 2022, but running year-end deficits in the long term is not sustainable.
- 10.2 Council and Committee Reports and Questions Arising – Council Chairs. Katherine Maas and Peter Hancock submitted reports. The coffee hour after service has resumed, and members are very appreciative. Peter Hancock has received an estimate of replacing the broken glass over the Lion Hall entrance (\$14,000), and replacing the seals on the eleven windows facing West Saanich Road (\$65,000). There is approximately \$60,000 to \$70,000 in the Property Fund. He will get two more quotes for each of those items. Earle Anthony is chairing a committee to look at ongoing property maintenance costs.

## 11. New Business

- 11.1 Committee on Ministry Appointments – Jim Willis. The Board moved *in camera* for this item.
- 11.2 Update from GVAT Board of Directors – Evelyn Peters reported that at a recent GVAT meeting, the Director and Administrative Assistant were let go because of financial difficulties. The volunteers will carry on, but may not have the financial means to continue past December. There is no recommended action on behalf of the FUCV Board.
- 11.3 Appointment of the Executive Committee – As per section 1.3 of the Policy Manual, Jim has appointed an Executive Committee that consists of Jim Willis, Karen Sharlow, Kristina Stevens and Kathleen Zimmerman.
- 11.4 Confirmation of Council Chair Roles and Responsibilities – Jim confirmed the Council Chair roles as follows: Administration Council Co-Chairs - Audrey Taylor (HR) and Kent Haden (Communications (including AV) and IT; Congregational Life Chair – Katherine Maas; Outreach Chair – Evelyn Peters; Property Management – Peter Hancock; Spiritual Development – Jeri Dause. Key task forces include: COVID-19 (Chair – Jim Willis), Amplify UU (Kent Haden will be the new Council chair and the board contact for the new FUCV AV Team), Library (Wally du Temple and Philip Symons). **Actions: Jim Willis and Kristina Stevens to setup a meeting with Karen Sharlow, Kent Haden and Jeri Dause, to discuss Council Chair responsibilities, including budget submissions and expense approvals. Jeri Dause to check with Wally de Temple and Philip Symons on the status of the Library Task Force. Kathleen Zimmerman to send Library workplan to Jim Willis and Jeri Dause.**
- 11.5 Update on Board Member on Duty Roster and Responsibilities – **Actions: Kathleen Zimmerman to contact Brad Clarke re: his responsibilities for locking and unlocking doors on Sunday, and Jeri Dause, Kent Haden and Kristina Stevens to “job shadow” Kathleen on June 12. Kent Haden will make a video of some of the key BMOD procedures. Peter Hancock will update the Fire Alarm System Memo and send it Board members and the Office Administrator. Katherine Maas to ask Gloria Turner to make new Board Member name tags for Karen Sharlow, Jeri Dause, Kent Haden, Kristina Stevens and herself. Katherine to ask Gloria Turner to make new name tags (and remove the Board designation) for Steve Sharlow, Marion Pape, Bruce Nicol and Wally du Temple.**
- 11.6 Approval for Farmhouse Perimeter Drainage Replacement – Peter Hancock explained that there was a flood at the Farmhouse in November 2021 due to a backup in the perimeter drains. Two quotes were

obtained for perimeter drain replacement, and the lowest quote was \$42,000. Moved by Peter Hancock, seconded by Kent Haden, that Board approves expenditures of up to \$42,000 to replace the Farmhouse perimeter drain in 2022. **Carried.**

**12. Membership changes** - Kathleen Zimmerman

**New Members: 2** (Sheenagh McMahon, Heather Hopkins) **New Friends: 1** (Ed Guenther) **Resigning Members: 0** **Deceased Members: 0**

**13. Announcements**

- 12.1 **July Newsletter deadline: June 15, 2022**
- 12.2 **UUA General Assembly, Portland, OR: June 22-26, 2022**
- 12.3 **Next Board Meeting: July 14, 2022, 10 am**

**14. Questions from FUCV Members** - Kathleen Zimmerman.

**15. Adjournment** - Jim Willis adjourned the meeting at 12:01 pm.

**BOARD MEMBER ON DUTY ROSTER** (\*please check your dates for any conflicts)

Please e-mail Kathleen if you switch BMOD dates with someone - she will update the list and notify the office.

<b>Date</b>	<b>Board Member on Duty</b>
June 12, 2022	Kathleen Zimmerman
June 19, 2022	Kristina Stevens
June 26, 2022	Jeri Dause
July 3, 2022	Jim Willis
July 10, 2022	Peter Hancock
July 17, 2022	Kent Haden
July 24, 2022	Kathleen Zimmerman
July 31, 2022	Evelyn Peters
August 7, 2022	Jeri Dause
August 14, 2022	Jim Willis
August 21, 2022	Peter Hancock
August 28, 2022	Kent Haden
Sept. 4, 2022	Kathleen Zimmerman

**WORSHIP SERVICE ATTENDANCE**

<b>Date</b>	<b>Topic/Minister</b>	<b>Attendance (#Devices + # People in Person)</b>
May 1, 2022	Nurturing Beauty/ Rev. Melora Lynngood	107 + 63
May 8, 2022	The Beauty of Complex Love/ Rev. Shana Lynngood	94 + Not Recorded
May 15, 2022	CUC National Service	N/A
May 22, 2022	Embracing the Wholeness of Authenticity/Dar Gareau-Levy	74 + Not Recorded
May 29, 2022	The Beauty of Second Chances/ Rev. Shana Lynngood	76 + Not Recorded