

First Unitarian Church of Victoria
DRAFT MINUTES for BOARD MEETING on THURSDAY, MARCH 9, 2023
by Zoom

Trustees: Katherine Maas, Kathleen Zimmerman, Audrey Taylor, Jeri Dause, Kent Haden, Al Hoffman,
Kristina Stevens, Evelyn Peters

Ministers: Reilly Yeo (Intern)

Regrets: Jim Willis

Guest: Earle Anthony

1. **Call to order** The meeting was called to order at 2:03 pm.
2. **Selection of Timekeeper and Process Observer** Evelyn Peters was selected as Timekeeper and Katherine Maas was selected as Process Observer.
3. **Chalice Lighting** – Kathleen Zimmerman provided the Chalice lighting.
4. **Check-in:** Joys and concerns were shared.
5. **Approval of Agenda** Moved by Evelyn Peters and seconded by Katherine Maas that the agenda be approved, with the addition of items 11.10 Membership Update, and 11.11 Email re: Rental Space. **Carried.**
6. **Approval of Minutes of February 9, 2023** Moved by Katherine Maas, seconded by Jeri Dause that the minutes of February 9, 2023 be approved as circulated. **Carried.**
7. **Unfinished Business**
 - 7.1 Stewardship Consultant Update – Reilly Yeo explained that Rachel Maxwell is organizing Zoom meetings from April 10-15, with a presentation on April 16 after the Sunday service. Her final report will be submitted on April 30. Reilly Yeo will subsequently organize an in-person session on engagement/strategic planning for representatives across the Congregation on May 5, with possible action items to be proposed for the AGM on May 28. **Action:** Reilly Yeo will send out a Doodle poll for a meeting with Rachel Maxwell and the Board on April 11. Kristina Stevens will send Kathleen Zimmerman a list of documents needed for the consultant.
 - 7.2 Proposed Joint Board Meeting with Capital UU in April via Zoom – Audrey Taylor has emailed Amanda Tarling, and hasn't yet had a response.
8. **Ministers' Reports** No report, as the ministers are on sabbatical.
9. **Reports**
 - 9.1 Treasurer's Report – Kristina Stevens stated that the bookkeeper just sent the files late yesterday afternoon. Rentals are quite busy, and pledged and unpledged income are in good shape. Tax receipts have been sent.
 - 9.2 Council and Committee Reports and Questions Arising – Council Chairs submitted reports, and there were no questions.
10. **Process Observer Report** Katherine Maas noted that there had been lively discussion and good participation.

11. New Business

11.1 Maintenance Budget – Earle Anthony, Chair of the Building Maintenance Committee, explained that 2022 was a year of clean up after the pandemic, plus the drainage maintenance of the Farmhouse. We have discovered that we are well behind in maintenance – and actually need \$118,000 for maintenance costs in 2023. However, the budget has only authorized \$50,000 for maintenance. The workplan for 2023 includes repairing the leak in the foyer, and painting the Farmhouse. The hot water tanks were on their last legs and have been replaced. The ten upper windows on the west side of the sanctuary are tall and irregularly shaped. Last summer the window washers notified us that the windows were going to fail soon. The seal between the windows has failed, and the surround and aluminum frames have failed. The committee contacted four window suppliers, and all the suppliers agreed that the failure is imminent. Only one company would give us a quote of \$49,000 (the quote was only valid for 5 days, as the price of glass fluctuates on the world market). The committee will continue to look for quotes from contractors (as opposed to suppliers). If the window failure results in a leak, repairing the damage from a potential leak would mean closing the Sanctuary – a very costly and undesirable result. Earle presented two options: 1) Hang a tarp outside to protect the windows; or 2) Replace them this year. Moved by Al Hoffman and seconded by Katherine Maas that the Board agrees to fund the replacement of the upper Sanctuary west wall windows in 2023, and if necessary, recommend to the Congregation at the 2023 AGM to use Endowment Fund money to cover some or all of the costs. **Carried.**

11.2 Committee Retention and Recruitment – The Stewardship Report and the Engagement Retreat will help address this issue, so this item was deferred.

11.3 Kitchen Issues – Katherine Maas reported that two kitchens and many users make for some complications. The kitchens are used for Memorial services, by some renters, and for congregational life events. After 2 years of disuse, the kitchens have been cleaned and organized. The Table Fund has historically been used to buy equipment. **Action:** Kathleen to draft a letter for Audrey's signature to a congregational member thanking them for their energy and enthusiasm, and explaining that approval for any future expenditures will need to come from the relevant Council or Committee Chair first - before spending money. As a general rule, expenditures in 2023 should be limited to replacing existing worn kitchen items only, not purchasing new items.

11.4 Possible Division of Treasurer Responsibilities – Kristina Stevens recommended that this item be deferred, to become a part of the Stewardship consultations.

11.5 New Abuse Prevention Coordinator – Audrey Taylor confirmed that the search still on to replace this important position. we need to find someone. **Action:** Kristina Stevens to talk to a member who is a former social worker to see if this might interest them.

11.6 Checklist/Information for New Board Members – Kent Haden drafted a document with a checklist for new Board members, including the potential use of Google Workspace and a Google email address. The medical emergency at a recent Sunday service highlighted the need for the Board to be aware of the FUCV Medical Emergency Protocol. **Action:** Kathleen to ask Niki to copy and laminate copies of the protocol for the Ushers and Greeters box, and cc the email to Fran Hancock (Ushers and Greeters) and Lynne Bonner (Worship). Kathleen to ask Niki to either email the digital version (zip file) of the Board Binder or to create a Google docs link and send it to the Board.

11.7 Insurance Premium Update – Bruce Nicol submitted an information note that the FUCV insurance was renewed. Only one underwriter was interested in offering us insurance. After changing all property deductibles to \$10,000 (some were at \$2,500 and others at \$5,000) for both the Sanctuary building complex and the farmhouse the premium for 2023 was \$37,778.

11.8 Electronic Signatures for SELCY Program – Moved by Kristina Stevens, seconded by Jeri Dause that digital signatures be acceptable for the use of the Abuse Prevention Plan, subject to the insurance company's approval. **Carried. Action:** Kathleen Zimmerman to inform Anna Isaacs and ask for a follow up at a future meeting

11.9 Policy on Overnight EV Charging – **Action:** Al Hoffman will consult further on costs and potential security issues of overnight EV charging, and come back to the Board with a recommendation.

11.10 Membership Committee Update – Katherine Maas reported that Rebecca Mellett asked that the Nominating Committee to find a replacement for her as Chair of the Membership Committee. There has been a lot of attrition in that Committee. **Action:** Katherine Maas to email Rebecca to let her know that a replacement Committee Chair is available after the May 28 AGM.

11.11 Email re: Rental Space **Action:** Kathleen Zimmerman to send the member an email that the Board confirmed that the room in question is available to rent, and we will be reviewing that decision after 6 to 12 months.

12. Membership changes - Kathleen Zimmerman. **New Members: 1 (Kelly Legge); Resigning Members: 0; Deceased Members: 0; New Friends: 1 (David van Stolk); Deceased Friends: 0.**

13. Announcements

13.1 **Next Board Meeting:** April 13, 2023, 2 pm

13.2 **CUC AGM:** May 19, 2023

13.3 **FUCV and FUCV Foundation AGMs:** May 28, 2023

14. Questions from FUCV Members – Kathleen Zimmerman reported that no questions were received.

15. Adjournment The meeting was adjourned at 3:58 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.

Date	Board Member on Duty
March 12, 2023	Katherine Maas
March 19, 2023	Jeri Dause
March 26, 2023	Al Hoffman
April 2, 2023	Kent Haden
April 9, 2023	Kathleen Zimmerman
April 16, 2023	Evelyn Peters
April 23, 2023	Audrey Taylor
April 30, 2023	Katherine Maas
May 7, 2023	Jeri Dause
May 14, 2023	Al Hoffman
May 21, 2023	Kent Haden
May 28, 2023	Kathleen Zimmerman

WORSHIP SERVICE ATTENDANCE

D a t e	Topic/Minister	Attendance (#Devices + # People in Sanctuary/Lion Hall)
F e b . 5 ,	Covenanting Through Transitions – CUC National Service	N/A

2 0 2 3		
F e b . 1 2 , 2 0 2 3	Flooded With Love / Reilly Yeo	40 + 81
F e b . 1 9 , 2 0 2 3	The Things We Do for Love / Rev. Shawn Newton	47 + 81
F e b . 2 6 , 2 0 2 3	Love in the Time of COVID / Reilly Yeo	67 + 57