

WESTSIDE UNITARIAN UNIVERSALIST CHURCH

Board Meeting - June 14, 2022

I. The meeting was called to order at 7:07 p.m. **Present:** Sue Anderson, Marc Hart, Glenda Hood, Lauren Leising, Dwight Robarts, Jeff Rodriguez, Don Strickland. Also attending: Eric Hart, Kim Hart, Nicci Kennedy, Michael Muñoz, Dianne Nixon.

II. CONSENT AGENDA

- A. The May 21, 2022, meeting minutes were previously approved by email.
- B. There were no committee reports.

III. FINANCE REPORT – Dwight Robarts

- A. The Property and Casualty Insurance premium was paid in April.
- B. The air conditioning unit in the Fellowship Hall was replaced in May and has been paid for using money from the Building Reserves Fund.
- C. There is less than \$1,424 in the Building Reserves Fund. Dwight informally recommends considering putting any surplus funds from the current general budget into this fund to plan for future emergency expenses. The Finance Committee will make a formal recommendation once the last financial report of this fiscal year is completed.
- D. Dianne Nixon suggested holding a fundraiser specifically for the Building Reserves Fund. She would lead the campaign and make it fun. Sue Anderson said one of the Sundays in July will be used to raise funds for childcare.
- E. **ACTION:** Sue Anderson moved that we table the idea of a fundraiser for the Building Reserves Fund to the July meeting. Approved and **CARRIED**.

IV. MINISTER’S REPORT – Rev. Don Strickland

- A. Don noted that his first few reflections have addressed very serious topics. He’ll try to expand his range of themes as he goes forward.
- B. Debbie Rake would like to have a memorial service for her late husband. She is looking for dates in August. Sharon Salih also may want to have a memorial service for her late husband.
- C. Don has met with Nicci, and has numerous other meetings, including Pastoral Care.
- D. He commended the Transition Team for being so supportive in these first weeks.

V. DLRE REPORT

- A. CRE wants to hold intergenerational game time 4 to 6 p.m. Saturday June 25 at the church.
- B. Nicci has secured Photo/Video Consent Forms from several families. They are locked in a cabinet in her office.
- C. She has gathered a lot of photos from the year and will share those with the Board at a later time.

VI. CONTINUING BUSINESS

- A. Strategic Action Plan Task Force Update – Sue Anderson: They have a draft of their document prepared. They will share it with Don first to get his feedback, and then bring it forward to the Board in July.
- B. Masking Policy – Kim Hart: She noted that the Covid infection and hospitalization numbers in Texas right now are relatively low and stable, and that a great majority of the congregation has been vaccinated and boosted. She also has seen reliable data regarding infection and transmission to support her position. She believes the CDC will allow children to get vaccinated in the next week or two. She noted that some members of the Safe Congregation Committee do not agree with her assessment. She recommends that we make masks optional going forward. ACTION: Dwight moved to accept Kim’s recommendation. Seconded and CARRIED. Dayna noted that the new policy needs to be communicated very quickly.
- C. Streamline/dissolve committees - June
 - a. Merge Digcom and AV committees – Tabled until July.
 - b. Other suggestions? – Tabled until July.
- D. Congregational Meeting Follow up – Marc:
 - a. We need to make revisions to the proposed bylaws amendments that did not pass at the meeting. We may need to have a town hall meeting to discuss the revised amendments, along with the proposed Strategic Action Plan. Sue suggested forming a task force to finish making the tweaks and then presenting the revised documents to the congregation. ACTION: Sue and Jeff will serve on the task force to revise the amendments. Cindy Fountain will be asked to participate. Members who will be asked to participate or provide input: Christina Sellers, Reed Bilz, and Layne Craig. If other members express a strong desire to review the revisions in advance, they may be permitted as well.
 - b. Special congregational meeting to vote on revised bylaws – Tabled until the Bylaws revisions have been drafted and are ready to present.

- c. Special congregational meeting to decide on renewal/calling of Minister – Tabled until the Bylaws revisions have been drafted and are ready to present.
- E. Video inventory of Church assets – ACTION: Kim, Dayna, and Dianne will review the videos Nicci has uploaded to identify what else may be needed.

VII. NEW BUSINESS

- A. Welcome 2022-2023 Board members
- B. Review 2021-2022 Board Goals
 - 1. Updating Personnel Manual – No progress to report.
 - 2. Update Treasurer’s job description to avoid overlapping with duties of office administrator.
 - 3. New job descriptions for volunteer coordinators, music director and future staff – No progress
 - 4. Council of Committees – The council has not been formally reconstituted, but Dayna has been in regular email contact with the committee chairs. Marc noted that the board vice president typically is responsible for this role.
 - 5. Reviewing of Board Goals
 - 6. Review Audit Committee recommendations and findings – DONE
 - 7. Update Strategic Plan – In progress
 - 8. Another item here
 - 9. Discussion of future goals to consider.
- C. Upcoming Board meetings: Next Meeting will be July 12, in-person.
- D. Financial Policy Resolution: The Board approved granting Dayna, Kim, and Dwight sole authority to sign checks on behalf of the church. Resolution provided below.
- E. Pastoral Care Liaison – Lauren: Betty Churchman’s last day will be June 30, 2022, she should submit her final time sheet by June 24. ACTION: Dayna will talk with Betty about submitting her timesheet. ACTION: Lauren will submit the completed grant documentation to the UUA in July.
- F. Updating sexton’s job description – The new job description has been completed and presented to Gene. ACTION: Dayna, Kim, and Glenda will meet with Don to brief him on the Board’s expectations regarding his role as a supervisor. ACTION: Following that meeting, they will meet with Gene to discuss the job description and expectations for the sexton.
- G. Security of finances – Jeff: He asked if we have adequate procedures in place to ensure there is no mismanagement of funds. Dwight noted that there is a separation between his responsibilities and those handled by Mary Alice

Cretsinger and Stephanie Jeffers. In addition, Bill Terry is routinely accessing our financial information.

- H. Topics for next communication to congregation: 1) Masking policy update; 2) Welcome to Rev. Strickland; 3) Welcome to new board members; 4) Promoting upcoming Game Time. ACTION: Dayna will write the communication regarding the masking policy to be sent on Friday. ACTION: Jeff will write the remaining communication to go out next week.

ADJOURNED at 9:38 p.m.

LINKS

[Treasurer's Report](#)

[Budget Percentage Report](#)

BACKBURNER

Marketing update from Diane Jones

Insurance and Wind and Hail Rider--looking into an alternate insurer-end of year

Safe Congregation Request for Lock - Paulson--back burner

25th Anniversary Celebration: Postponed until safe to gather

Cultural Competency Training

Digitizing Documents/Getting Oral Histories/Protection of Documents-2018

Naming Opportunities Task Force Recommendations (for donations of lots of money or memorials)

FINANCIAL POLICY RESOLUTION

Per Financial Policy 1A, the Board of Directors of Westside Unitarian Universalist Church, 901 Page Ave., Fort Worth, TX 86110 resolves that effective July 1, 2022, the following persons are the only authorized signatories on the church's two accounts at Simmons Bank. Those accounts are the church's checking account (13518357) and the church's money market account (132510156). Authorized individuals: Dayna Tooley, President; Kim Lucas Hart, Vice President; Dwight Robarts, Treasurer.