

CVUU Board Minutes

August 10, 2023

6:30 p.m.

Fellowship Hall/Zoom

Attendance: Karen Impola, Dennis Harbaugh, Pastor Emma, Floralyn Groff, Lizzy O'Loughlin (Zoom), Mike Knapp, Rick Henry, Dick Warhol, Stacey Bartz, Desiree Cunningham, and Rob Boody.

Call to Order: Meeting called to order at 6:32 pm by President Harbaugh.

Agenda: Moved to approve the Agenda as written. Motion passed.

Welcome New Board Member: The President warmly welcomed the new member joining the Board this fiscal year: Mike Knapp.

Coming Together Moment: The President gave an inspirational reading and discussed it.

Approval of July Minutes: Approved contingent on making the five small changes sent to the Secretary.

Old Business/Follow-Ups

- **Thank you letter to Roger Hahn:** Dennis wrote the letter and sent it to Roger.
- **Reminder:** Date for Board Goal-Setting Retreat – Aug. 22. It will be at 6:30 to about 8:15 pm.
NOTE: there will be NO Zoom option for this meeting.
- **Updating of the Congregation Handbook**—was not done last year but needs to be done this year. Last month's schedule for it was too aggressive—there are many pieces. *The Councils should bring ideas for changes to the Board by the end of December.* More will be done on this next month.
- **Update on Nursery Progress:**
The background checking system has been purchased. It is more complex to use than originally thought, although Kat has figured it out. It is important to vet volunteers due to potential liability. It was decided that an employee should be in charge of this so that potentially private information is not viewed by peers. Pastor Emma will talk with Kat about working it the first time and teach Kate to work it. Kate will be in charge of getting the forms signed. The volunteers that have already signed up should get an email acknowledgement with information and get a reminder. It was suggested that Kate employ SignupGenius.com like Hospitality uses. Pastor Emma will talk with her.
- **Building/Staff Security.** Last year there was some energy on this, but then it fizzled—we want to get it done this year. There will be more on this next month. *Dennis intends to appoint a subcommittee/task force of 3-4 to work on it and report back to the Board. We need some Board members on it—if you want to be on it let Dennis know. Also, if you have ideas for others as well.*
- **Email votes taken this month:** None.

Council Reports (Written reports are typically) submitted prior to the meeting.

Pastor's Report (Pastor Emma)

- Report submitted.

Finance Council Report (Mike Knapp)

- Report submitted. Treats and Talents will be in November. Theme will be 60's retro.

President's Report (Dennis Harbaugh)

- Report submitted.

Religious Education and Programs Council Report (Desiree Cunningham)

- Report submitted.

Vice-President's Report/Personnel (Karen Impola)

- No report submitted—the council did not meet this month.

Religious Services Council Report (Dick Warhol)

- Report submitted. Will have some services this year where the children stay.

Building & Grounds Council Report (Richard Henry)

- No report submitted. But see below for B&G motions.

Shared Ministry Council Report

- Report submitted.

Congregational Life Council Report (Stacey Bartz)

- Report submitted.

Dennis gave them plaudits for their good work following up with visitors.

Social Action Council Report (Lizzy O'Loughlin)

- No report submitted – no meeting yet.

Reminder: Sign up for PRIDE (end of August).

The IJAN wants to meet in our building. They will charge attendees a fee, so they will pay us our fee or the SAC will. No Board approval needed—only Pastor or Board President.

Main Agenda Topics

- The annual CVUU Kick-Off is scheduled for September 10. There is ongoing discussion on how it will all work. *Will the Board organize a potluck for it? Consensus: Yes. Karen volunteers to be the point person for it.*

- Discussion & decision on CVUU Theme for FY 2024. "Decided: Growing in purpose, rooted in values." All agree to it.

- Proposal re FY 2023 budget surplus.

Moved by Finance to bring their motion that was tabled last month back to the table. Approved.

Moved by Finance to rescind this proposal. Approved.

Moved by Finance to accept a new proposal worked out with the Board President.

There is an about \$21k surplus from last fiscal year. This will probably be the last such due to no more Covid savings, so it is important to decide what to do with it. Finance proposes a 4-way split:

1. \$6k to a new fund for the Stewardship Campaign that would be outside the annual budget to help cushion the blow for the higher "ask".
2. \$5k to a new fund: the Emergency Response Fund. Would be used if unforeseen/unplanned-for needs arise.
3. \$5k to a new fund: the Minister Sabbatical/Search fund. For when our minister goes on sabbatical and we pay for pulpit supply, or when it becomes necessary to do a search for a new minister.

4. \$5k to the BMR Fund as we have been using more than the annual replacement amount for several years, and this year has some pressing needs.

Motion was voted on and approved.

Karen: Mandy and I would like to recruit several understudies to work with us on Stewardship this year to help out while learning the process. Please let us know if you have any suggestions.

- Proposals from Building and Grounds.

1. Replace the RE furnace/AC unit. The unit has lasted 37 years but is nearly at an end. We have three bids that are close together for a 4-ton unit. Will be paid for out of the BMR fund.

Moved: that we accept the lowest bid. Approved.

2. Fix the East Sanctuary door. We had two bids. One was much lower but is by a respected contractor. Motion: accept Denny Stabell's bid contingent on the repair passing code.

Approved.

3. Getting A/C to Kat's office. There are three options.

- a. Window unit: inexpensive, but would need a bigger window and would hang out of it and might not be reusable if the ATF work goes forward.

- b. "Portable" rollable A/C unit. Still needs tubes to outside.

- c. Add to the existing system and also provide A/C to other parts of building not currently served such as the balcony area. We have a \$5k bid, so this is more expensive, but it doesn't change the external look of the building and would all be reusable if ATF goes forward.

Overall: option a or b would be about \$2k, so option c would only be \$3k more and would be permanent rather than temporary. The money would come from the Capital Fund as it would be new rather than replacing existing equipment.

Motion: accept the \$5k bid for option c. Approved.

Informational Items:

- July Sunday service attendance. Last year in July it averaged 36. This year it has been 69 this year—and it's July (summer is usually relatively low attendance!)

Adjournment: Meeting adjourned at 8:03 p.m.

Next Board Meeting – Thursday, September 14, 2023 at 6:30 p.m.

Upcoming Calendar & Newsletter deadlines: August 16 and 18, 2023

Respectfully submitted,

Rob Boody

Board Secretary

Note:

- motions made that might need to be referenced later are underlined, and
- additional action items are *italicized*.