

# CVUU Board Minutes—for Review

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**January 11, 2024**

**6:30 p.m.**

**Fellowship Hall/Zoom**

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**Attendance:** Karen Impola, Dennis Harbaugh, Pastor Emma, Lizzy O’Loughlin, Mike Knapp, Floralyn Groff, Richard Henry, Dick Warhol, Stacey Bartz (Zoom), Desirée Cunningham (Zoom), Rob Boody (Zoom).

**Call to Order:** Meeting called to order at 6:34 pm by President Harbaugh.

**Coming Together Moment:** Thought provided by Lizzy.

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

**Approval of December Minutes:** They were not yet available for review—review next month along with January’s Minutes.

## **Old Business/Follow-Ups**

- Board clarifies to **add the newly adopted Lay Minister Policy to the Congregational Handbook.**  
*Moved and approved unanimously.*
- **UUA Congregational Membership/Budget Certification** will be submitted February 5, 2024.  
This is an annual thing. Kat does it.
- **Email votes taken this month** -- None.

## **Council & Leadership Reports:**

Follow-up on reports (emailed prior to the meeting), if applicable.

Note: all reports have been collected in a separate document for future reference.

- **Pastor’s report** (Pastor Emma)  
Report submitted. Report on the UU Fellowship at Okoboji.
- **President’s report** (Dennis)  
Report submitted—nothing to add.
- **Vice-President’s report/Personnel** (Karen)  
Report submitted—nothing to add.
- **Buildings and Grounds** (Richard)  
Report submitted.  
Snow plowing notices were put out to neighbors that park in our lot.
- **Congregational Life** (Stacey)  
Report submitted—nothing to add.
- **Finance** (Mike)  
Report submitted.

You'll get donations summaries soon.

Janette & Mary Kay—with their monitoring of cash flow and layering of CDs generated about \$4,000 during the last 12 months.

\* **RE and Adult Programs** (Desirée)

Report submitted. All is going smoothly.

▪ **Religious Services** (Dick)

Report submitted—nothing to add.

▪ **Shared Ministry** (Floralyn)

Report submitted-- Nothing to add.

▪ **Social Action** (Lizzy)

Report submitted--nothing beyond the report.

### **Main Agenda Topics**

- Board identifies date to help with Hospitality this winter or spring.  
After discussion, June 2 was scheduled for this.
- Review schedule for Board approval of FY 2025 budget and Finance Council presentation of budget to congregation prior to Annual Meeting.  
Looking for about 3% increase from last year— \$ 207,200 total  
Recommendations will be made to the Board by April Board meeting (May latest).  
An overview will be provided during a 2<sup>nd</sup> hour in May before the meeting.  
The annual report will have a summary budget  
Will provide bullet points to Karen & the Board to help answer questions that come up as stewardship dinners start.
- **Ad Hoc Committee to develop policy for supervision of children.**  
See the handout on it near the end of the Additional Documents.  
Rationale: We're seeing more kids, and different families have different views on amount of supervision. Having guidelines will be helpful to the staff and parents.  
Ad hoc committee plan:  
Kate—he's talked with her—she will lead it & start as soon as approved.  
REAP rep  
3 families at least  
*Motion made to establish this committee--passed unanimously.*  
DH will pass it on to Kate.
- **Board fundraiser** options (goal is \$150):
  - Lunch w/music in April (set tentative date; with no 2<sup>nd</sup> Hour on that Sunday);
  - Peter Mayer fundraiser; or
  - Combine both of the aboveEmma will check with Peter on it.  
Floralyn talked with Joseph—he would do it.  
Probably to be held April 20.

- **Begin review of Congregational Handbook updates.**

Kat put the review packets together—took a long time—props to her!

Still more changes are coming. . . .

Endowment policy that passed last year needs to go in (after review).

When all the review is done we will decide who will make the changes.

**Social Action**

p. 26 of current handbook.

Changes are in red

Capitalize Welcoming Congregation

1<sup>st</sup> bullet point

We did the training in 2018.

*Motion to approve these changes (Welcoming plus the two points) in the Congregational Handbook. Approved unanimously.*

**REAP**

p. 18 in the old handbook.

Discussion was had around REAP and 2<sup>nd</sup> hour.

We will hold this until Desirée is here (she had to leave early tonight).

**General changes—from Kat**

Starting on p. 1.

Drop Admin—replace with Office.

p. 2

*\* Probably need to keep in the Board President.*

p. 6

Changes to CVUU website address.

*\* This should be fine.*

p. 7

Add sentence: copier only for CVUU uses.

*This change is good.*

p. 9

Under Solicitation: sentence 1—reword (it's only grammatical).

*Agreed on.*

p. 12

Strike new member packet?

*\*Leave in for now, with changes suggested by Kat.*

p. 13

Membership Directory.

Some wording changes—that it is now mainly online. *Approved.*

Under Membership and Visitors' Database:  
Opening paragraph—January of each year (for certification)

Cross out 1<sup>st</sup>.

Cross-reference with Congregational Life's changes.

*\*Okay for now.*

p. 19

The final sentence under 'Adult Programs' should read: "Anyone wishing to establish or lead adult programming should contact the Sunday morning adult forum organizer and the Administrator to ensure there would be no scheduling conflicts." (Includes additional language and spelling change.)

*\*Agreed on.*

p. 28

*\*Okay—Kat's suggested change was approved.*

p. 30

Communications policy.

*\*Everyone should look at it independently.*

Either address works for Kat—Office is easier spelling so we use it on official communications.

**Adjournment:** Meeting adjourned at 8:19 pm.

**Next Board meeting: Thursday, February 8, 6:30 p.m.**

**Calendar & newsletter deadlines: January 17 and 19, 2024**

Respectfully submitted,

*Rob Boody*

Board Secretary

Note:

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

See also "January 2024 Board Additional Documents" for all reports submitted for the January Board meeting.