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Embrace all on their individual journeys,
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Cascade Unitarian Universalist Fellowship

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Report on CUUF BOT Meeting Minutes/Report October 2023

Call to order: Meeting called to order at 6:35 pm.

Board members present: Larry Tobiska, Laura Mrachek, Rita Salama, Linda Herrington, Julie McAllister, Rhonnie Craven, Don Flick, Rev. Perchlik

Chalice lighting/opening words

Check in question: Thinking of leadership as a spiritual practice, is there something you would do differently in your roles at CUUF?

Consent Agenda

For approval:

- September 21, 2023, meeting minutes
- Treasurer's Report/Reports
- Office Administrator & Minister
- Education item #1 to congregation: Board attendance," how to"

Don moved; Rita seconded to approve the consent agenda. Motion carried

Business of the Board

1. Follow-ups:

- a. Charter for Safe Congregation needed? One person has volunteered to be on the Safety Committee to work with Rhonnie. We will search for another person to work on the Policies and Charter.
- b. HR Policy/Personnel manual sections-attached- approval deferred until next month
- c. Information on HVAC work on the Sanctuary is attached—Don questions who is responsible for ensuring that the system is working correctly. For the system to work correctly, bathroom fans need to be on, and bathroom doors need to be open. The heating system fan must be running. Currently, we have an air exchange once per hour. Optimum is five exchanges per hour. The Health and Safety Task Force will be asked to write a procedure. Julie will contact them to write this procedure.

2. Investment updates to board-planning Julie spoke to Ken, who will work on a quarterly report on our investments.

3. Children's RE update to Board volunteers? We need a more structured system for

volunteers to sustain the RE program. Rev Perchlik will follow up with Leslie Marshall for more strategies.

4. **Board goal #4, first policy approval-Fiscal Policy**-deferred until next month
 - a. Policy attached
 - b. The Emergency Care Fund Procedure attached will be in Appendix G
 - c. Identify next policy to update-Board policy manual. Do the first 8 pages for one meeting, then the next section for the next. Possibly a short retreat to discuss our governance style. Sara Schurr could facilitate this process. Planning for after the first of the year. Focusing on Governance and Start-Up
5. **Begin work on Board Goal #2**
 - a. Set dates for After Service with the Board-early November. November 12 was settled on as the first meeting. A light lunch will be provided by the board.
 - b. Discuss plans to connect with Committees and Teams. Review of possible Committee Communication tool-attached. It was suggested to have a meeting of committee/team chairs with short reports, and a “what do you need?” question. Possibly bi-yearly or quarterly. Reports from committees/team to congregation, Committee Fair? Action: Invite two committee chairs to give a report at a Board meeting (about 5 minutes each)
 - c. Another education/communication tool suggestion: weekly” Board Notes”-short and can be a “Did you know?”
6. **Designation of CUUF recipients for fundraising monies-discussion.** Rita pointed out that folks would be willing to contribute more if there was a stated purpose for the funds. Suggestions were Little Food Pantry/Packing Friendship, RE staff, cleaning up Sanctuary and Blue House, Music Director, and future building fund.

Julie moved that at least 30% of the proceeds from the auction be allocated to food security (ie, 20% Little Free Pantry and 10% Packing Friendship), with more funds for food security may be allocated at the discretion of the board. The board will allocate the remainder of the funds. Rhonnie seconded. Motion carried.
7. **Board update for newsletter**-who will write? The board will consider adding these food security groups as a line item in the 2024 budget.
8. **Meeting rating, closing words, and chalice extinguishing.** Next meeting opening/closing words-Laura

Next meeting is Thursday, November 16, at 6:30 in the Sanctuary.

The executive meeting is on Wednesday, November 8, at 5:30 via Zoom.

Meeting adjourned at 8:39 pm