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## PCUU Board of Trustees Monthly Meeting Minutes

May 17, 2017

Called to order at 6:26 PM.

**Present:** Robyn Miessler-Kubaneck, President; Scott Gay, Vice-President; Kathy Juba, Secretary; Gary McGraw, Treasurer; Scott Mansfield; Geoff Johnson; Kathleen Mavity; Rev. Rebecca Hinds

**Absent:** DRE Jamie Zaruba (excused)

Rev. Rebecca lit the chalice with a quote from Marjorie Montgomery reminding us that life is a gift.

### Regular Agenda items:

#### I. April Minutes:

Approved Scott M. Second: Geoff

#### II. Regular Agenda

Operations Coordinator Report: Reviewed.

DRE Report: Jamie was absent as Rebecca had excused him, saying that she did not feel that Board meetings are the best use of his time. In response to a question from Robyn about the makeup of the RE Council next year, Rev. Rebecca said she will talk with the current RE Council members in June about cycling people off the Council. Kathy asked about next year's curriculum and teacher recruitment and training. Rev. Rebecca said she will ask Jamie to include that in next month's DRE report to the Board.

Minister's report: As per Mid America Region Rep. Dori Thexton's position being eliminated, Phil Lund will take over as our Mid America contact for the Developmental Ministry contact. Our Board will sign a card for Dori, thanking her for her help through our Developmental Ministry this far. Scott M. is excited about a new membership class that Rebecca will be running, starting at the end of the month. Cathy will have a proposal for a new membership database next month.

Treasurer's Report: Gary shared that the church's cash situation is fine. The youth account is at \$2450. The separate listing for youth fundraising will be eliminated. The cost for the recent youth trip to Boston was \$5000. Families owe \$1460 with the total to be divided among the families. The youth account will be used as a transit account to pay bills. We had a reasonable pledge income in April for \$10,000. The total income for the month was \$15k. Church finances are still running ahead year to date because of prepaid pledges. We are doing better than planned, but because we are using money



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out of savings, our current practice is not sustainable over the long term. We want to get to a point of having a plan that IS sustainable and then meeting that plan.

### III. **Record Retention Policy**

The Board reviewed the Record Retention Policy document from Cathy Fisher, Operations Coordinator. The Board was impressed with the professional coverage of the topic, but also felt additional church documents should be addressed in the policy.

Possible additional items to add to the list:

- Monthly Treasurer's report
- Board Meeting and Congregational meeting minutes
- Minister contracts and search documents
- UUA reports
- Record of the endowment contributions
- Annual reports
- Member lists
- Any proposals for physical changes to the building that have been considered and accepted or rejected

Robyn will share the additions with Cathy and will let Cathy decide length of time the documents will be retained. It was also suggested to change dates on the timetable to verbiage that would work for multiple years, e.g. First week of June. With these additions and changes, the Board would like Cathy to produce a new document for us to approve next month. For the future, we may want to look at a cloud computing site to accumulate church documents. Rebecca and Robyn will talk with each other more about this and then come back to the Board in June.

As part of this discussion it came up that the church currently has a policy document on our website with some policies that no longer apply. The Board will need to look at this.

### IV. **Facility Project Proposal Procedure**

Robyn asked: How should groups and individuals in the congregation propose projects to repair or modify our facility and grounds? Should we recognize different types/levels of projects based on scope, cost, or some other criteria? Who sets priority for projects? What criteria should be used to set priority? Who approves? (Examples: bathroom, lighting, HVAC, painting, additional bathroom, cross window, lawn/yard/gardens/trees, compost).

Geoff stated that evaluation of any proposal would need to include cost savings, structural and aesthetics aspects. Robyn asked if a deadline is given for all projects for the year, will those also be for non-structural changes to the facility? Gary stated that the church needs to have a capital plan. Peoples has a certain amount of reserve funds, but when a project goes past a certain amount, you have to talk about raising money. Who generates the plan? It's not up to the Board to generate a plan. Rev. Rebecca shared that it is good to have some price points...e.g. If under \$1k, submit a proposal to the monthly Board mtg. If it's going to be up to \$X, then we need it by THIS date, etc. We want to ease the barriers and give people the pathways to accomplish what they want.

Rebecca and Robyn want to have a form to use for any proposals. Any form would have to distinguish between an enhancement and a structural necessity. We also want to talk about the importance based on necessity to church structure and cost savings in addition to being a project that reflects our values. Projects would be organized by levels of cost. Before any purchases are made for a project, the person would need to talk with Cathy to get the form. Robyn can get a potential facility proposal document off the web and pass it on to Cathy.

Kathleen will work on a document that summarizes what we talked about, where we are going, and what would the process look like.

**V. Rev. Rebecca's UUA Review Follow Up**

Robyn presented a draft of Rev. Rebecca's UUA Performance Review and the Board reviewed it. Robyn will be finalizing the document in the near future so any additional changes, comments, or edits need to be forwarded to her in the near future. Robyn will send out another revision over email.

**VII. Updates**

Mission Team Activities: The team has met twice with the congregation, with 25% of the congregation participating. A survey is ready to go out. As a visioning activity, David is planning for a party focusing on what Peoples will look like in 2027. The party will be held on Wed. June 28.

Stained Glass Window Forum : The committee met for the first time 2 nights ago. We don't have a report from them at this time.



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Congregational Meeting Logistics: The Board finalized plans for the upcoming Congregational Meeting. Gary shared that for treasurer's report, the Finance Committee is not ready for a vote on an endowment policy. Also he is not sure if we need a congregational vote, possibly just education.

Board Summer Activities: Robyn will send a Doodle to Board members to figure out a Board meeting date for June. Robyn will take July off from church business so the new church Vice President will need to run the July Board meeting.

### **VIII. Time for Reflection**

**Adjourned at 8:40PM**: Motion made by Scott M.; Second: Scott G. Passed.

Respectfully submitted,

Kathy Juba,

Secretary