

UUCM Leadership Team/Board of Trustees
Minutes April 8, 2022 via Zoom

Present: Nancy Burton, Janet Hiller, Trish Schneider. Rev. Tony Lorenzen was unable to attend.

The **minutes of Mar. 23, 2022 were approved** by consensus.

There was **no treasurer's report**, but Trish reported on the following:

- The Vanguard account has to be updated and also needs two new signatories. They will be the Treasurer and the Secretary/Clerk: ie: Trish and Janet.
- People's Bank is now merging with M & T Bank, to be complete by September 2022.
- Insurance: We'll have a new policy with a new number. Trish is working on this with Sandy Duffy.
- Quarterly statements will be issued soon by Trish, but this is the last time she'll do this task, which should be done by someone other than the treasurer. We'll add this to the list of tasks for which we're seeking volunteers.

Stewardship (Annual Pledge Drive):

- Video was distributed on April 4 via email, social media; a letter was sent by US Mail to non-pledgers.
- Pledges received so far: \$27,400.
- At the Conversation on April 10, Steve Volpini will address the congregation and have pledge forms available. He'll follow up in a week or so on laggards.

Challenge Match Fund:

- The planned video hasn't been completed or distributed.
- Nancy will send us her list of potential donors to be combined with Steve and Janet's list.
- Janet will find addresses where necessary.

Congregational Conversation April 10:

- Discussion by Board on wording in the Exemption paragraph of Rev. Tony's handout titled Stewardship Involvement Ladder: ("Longtime" members: could omit "longtime.")
- Tasks list done by Elaine Donovan and Trish will be shared with the congregation.
- Add to this list: an Audit committee.
 - Audit may be a task we can do reciprocally with ASNL.
 - Audit should include checking that payroll is correct; check Legacy Fund.
- We'll ask Rev. Tony to have handouts and to share the list via Zoom.
- COVID-19: Start doing coffee hour?
- Pledge forms
- Annual Meeting reminder
- Request for annual reports by May 2 to Janet
- Bylaws changes:
 - Change "Leadership Team" to "Board of Trustees" in all instances: BoT is the generally recognized and understood term, e.g., in insurance policies. It will eliminate potential confusion.
 - Eliminate Standard Operating Procedures, which we haven't followed for years.

Rev. Tony's contract for FY '23: Still no contact from Denise Pedane, President of MUUS. Nancy will phone her.

Annual Reports:

- Nancy will send a notice to those who do such functions as Finance, Property, and Collector that their annual report is due May 2 and to be emailed to Janet with "annual report" in the subject line. Nancy will include a link to the Annual Report of 2021 for reference.
- The completed Annual Report will be emailed to the congregation May 16 for review before the Annual Meeting of May 22.

Cleanup project will take place on Saturday April 9.

Roof replacement: No new information.

Communications:

Hannah Berg will send us a report on our **Facebook** account and suggest that we start an **Instagram** account, which she will initiate.

Food Drive for a City Pantry: Should we do this?

We'll bring this up at the Conversation on April 10. It will need a coordinator.

Meeting adjourned at 12:40pm. **Next regular LT/Board meeting: April 27, 2022 at 6:30pm via Zoom.**

Next meeting with ASNL: May 3 at 5:30pm via Zoom.

Respectfully submitted,
Janet Hiller