

## Minutes for 8/27 Meeting

Julia Field-McGhee called meeting at 7:07.

In absence of Joanne Hartough, Julia Field-McGhee gave opening words from the Obama family.

Attendance taken by Wes Kalbus at 7:09:

**PRESENT:** Julia Field-McGhee, (President); Krista Schneider, (Vice-president); Phil Zepp, (member); Ginny Washing, (member); Geoff Slawson, (Treasurer); TK Barger, (minister); Wes Kalbus, (secretary).

**ABSENT:** Joanne Hartough (member)

**ACTION ITEM:** Approval of July 2024 minutes.

**Geoff** moves, **Ginny** seconds.

**Minutes approved unanimously.**

## Treasurer's Report

Geoff Slawson gave Treasurer's report. At this meeting there was a heavy focus on the budget sheet and some questions raised therein. **(see attached Treasurer's Report for full details)**

- Geoff Slawson gave Treasurer's Report. The first point referenced the issue of Credit Cards talked about last month, new cards are in for Tim and Carla. Payments are due on 16<sup>th</sup> of month and can be transferred from bookkeeper to Huntington.
- Fry Furnace replacement currently in progress, the \$15,000 deposit paid with Old Capital Campaign in the Trust Account. Work began August 26<sup>th</sup>, will take one week. After final payment there will be over \$2,000 in Capital Campaign fund.
- Discussed and reviewed balance sheet (see attached Treasurer's Report)
  - Also discussed pledge income, see attached Treasurer's Report. Authorized a movement of 15k from reserve if needed, but has not been needed as of

yet. Discussed how some numbers may be different after upcoming concert and rummage sale. 14k more than anticipated was reported for this month.

- Reviewed budget for employees, Krista asked about 1500 expenditure for health insurance despite having zero employees in the office at the time being. Geoff confirmed this was a one-time expenditure due to scheduling of payments.
  - Tim mentioned that Jeffrey Maxie and Jesse Underhill are attempting to get our computer systems back from current provider that is overcharging. As a result, current computer budget has gone over.
  - Mentioned that we changed cybersecurity/insurance providers recently, which is billed yearly, and is overall lower than previous provider.
  - Tim mentioned that the listed budget for pulpit supply/guest ministers is \$217, when in actuality it is about \$1200. He also mentioned the kitchen budget is mis-listed as much lower as well. Also mentioned the kitchen doesn't have a board liaison, which seems important as we are currently unsure of the exact kitchen budget.
- Tim asked about special fundraising for flags displayed outside, which has currently raised \$400. We have not yet received an invoice from Toledo Sign, it could either be \$100 or \$220 per Tim's estimate. That will create a surplus in the account that the board will need to discuss the fate of. Krista suggested tabling the report due to these changes, but Geoff preferred the idea of approving as-is with amendments to be made.

**ACTION ITEM:** Approve treasurer's report as-is with amendments to be made.

**Ginny** moves, **Geoff** seconds.

**MOTION PASSED** unanimously.

**An emergency pause of ten minutes was taken at 7:42 due to Wes Kalbus needing to run home to put in dogs after a sudden downpour.**

**RECONVENED 7:52 with Tim giving Minister's Report.**

**(See attached Minister's Report for full details)**

- First point of discussion was finalizing plans for viewing party of board training videos on August 31st. Agreement was fine that attendees bring their own food, and the screening would begin at 10:00am in the sanctuary. Estimated time of completion is 4pm.

- Year of renewal starts September 8<sup>th</sup>.
- Discussed that our current cleaning service, Optimum, is inadequate and should change to a different one. Suggested hiring a sextant for several days a week to clean/minor tasks handled by buildings and grounds, things like mowing, yardwork. 9 hours a week was suggested, but 14 hours a week maximum at \$18 an hour. Retaining current winter services as those require snowplow, etc.
- Geoff mentioned how the current budget is a bit low to support \$18 an hour, but Tim is confident in the ability to shift some of the numbers to support it.
  - Julia McGhee requested a specific proposal for this at the next meeting, and asked Geoff to work with Tim to come up with it.
- Ginny Washing suggested that we should have the temp employees Jesse and Amalya meet the congregation or the board? Tim made some good points that a healthy distance should be kept between those who handle the finances and us.
  - Julia McGhee made great point that we should be taking the initiative to introduce ourselves on their time, rather than having them come to us.

## **PRESIDENT'S REPORT**

**(See attached President's Report for full details)**

Julia McGhee gave President's report, reflecting on how quickly she has become a member of the board and found herself president. She promises to remain acting president through the 2025 annual meeting.

- Asked Krista and board at large to review liaison staff list and asked for clarification about what the liaisons do.
  - Phil elaborated, stating that board liaisons have wide range of functions, but primarily they serve as a way for the board to gain an understanding and relationship with outside communities/committees. Tim also suggested they can help keep departments honest.
  - Krista suggested having a final list of liaisons at the next meeting.

## OLD BUSINESS

- Krista raised an issue of having Minutes publicly available in the future, and the distinction of whether or not it should just be members or available for everyone.
  - Tim suggested new steps need to be taken: In order to keep current we need a statement that the minutes are draft (or unapproved/tentative) minutes otherwise there is a delay until they are approved at the following meeting. Idea suggested was to post them on the bulletin board in 18pt font. At the end of a secretary's term, all minutes are compiled into official approved minutes for archival purposes.
  - Agreement among all parties that there is a need to post minutes.
  - Krista suggested having the action items/agenda posted publicly (bulletin board) at least a few days before (perhaps Sunday before).
- Discussed instituting membership committee liaison, as the church is in need of, especially younger, members. Families with kids, etc.
- New heating and cooling setup is active.
- Committee Fair September 22<sup>nd</sup> in Fellowship Hall

## NEW BUSINESS

### Two guests brought forth items:

The first was by Anastasia Hanson about the paper copy of the employee handbook. She said that we need up-to-date representation of policies, suggested that the board approve or disapprove it in its entirety at the meeting. Highlighted drug-free workplace policy and details.

- Geoff asked about location of employee accident form, and the designated smoking area is. Clarification was given that it is on the back patio.
  - He also asked about a minor typo on page 52 of the handbook, and this was noted for correction.
- Krista asked about Jesse setting up a shared drive for UU to post these documents for easy access.
- Clarification was given that the document is fluid and open to change, and that changes will be documented clearly.

**Action Item:** To accept the employee handbook as amended.

**Krista** moved, **Geoff** seconded.

**Motion passed** unanimously

The second item was by Terry Acocks, chair of committee on shared ministry to ask to appoint Saroya King to the committee for a 2-year term, making her the 3<sup>rd</sup> of a needed 4 members. Current members are Lauren Nicholson, Terry Acocks and Tim Barger as an ex-officio member. She referenced the more fleshed-out bylaws laying out their duties, including meeting with the chairs of other committees to talk about what is going well and what needs improvement. This committee also serves as mediators for conflict between members.

**ACTION ITEM:** To approve Saroya King to the Committee on Shared Ministry

**Krista** moved, **Phil** seconded.

**Motion passed** unanimously

- Terry Acocks also brought forth that CoSM saw issues in the last few months (re: email chain armored vehicle) that could be benefitted by the involvement of the Central East Region, especially for issues involving many people as the CoSM is best set up to deal with small-scale conflict. Terry emphasized the importance of existing in covenant even when we disagree.
  - Julia brought up that she wouldn't want anything in the past to be scrutinized by this committee, but rather focus on the future. Terry asked for specifics but Julia was not sure, but advised caution.
  - Krista gave very well said speech about how having this third-party arbitration would be of great benefit to everyone who felt attacked or discounted during the discussion of sending a letter to city council re: police armored vehicle.
  - Terry gave details that this would be about an hour and a half meeting between the people involved, CoSM, and some Central East representatives. Current plans are for it to be an in-person meeting, though Zoom was discussed.

General consensus was that we want to go forward with this meeting as soon as everyone's availability is determined. **No official motion or vote was taken.**

## **FUTURE ITEMS**

- What to do with the money in the Flag account
- Hiring sextant as opposed to cleaning service

**MOVEMENT:** To adjourn meeting.

Moved by Krista, Ginny seconded.

Meeting adjourned at 9:30. There were no closing words.

# TREASURER'S REPORT

First Unitarian Church of Toledo

Treasurers Report

August 2024

Submitted by

Geoff Slawson

- 1) Credit Cards. The new cards are in for Rev Tim and Carla. They each have their new cards. I'm told that Carol S had cut up her card and indeed there are no new charges on it. Jesse Underhill will be issued a credit card for office purchases after he passes his 90 day review. The new system lists the treasurer as master account so one card issued also to Geoff. This will only be used when the office manager is not available to make the purchase. It was used to pay the Cowbell Insurance (cyber insurance one payment for the year). The new credit cards allow the treasurer to review expenses on line and to turn off in the event of fraud suspicion, or if lost to order a new one. Payment is due on the 16th of the month and can be done with transfer of funds by the bookkeeper to Huntington. We also receive bonus credits or cash back every month which the old ones did not.
- 2) Fry Furnace. Furnace replacement in rear of church Sanctuary. The \$15,000 deposit for the new furnace installation was pulled from the old Capital Campaign which is in The Trust Account. It was transferred to the operating account on August 1st. Then Treasurer Geoff hand delivered the \$15,000 check to Fry Heating in Maumee. Work started on August 26th and will take a full week to complete.  
Final payment will be made after installation is complete which will leave over \$2,000 in the old capital campaign fund.
- 3) Since Carol S is not longer on the payroll I am checking on benefits that are offered to Jesse (when he is our employee not contract) and Amalya.
- 4) Amalya is working with Marna and Sandra on the capital campaign to create a report on a spread sheet that can be accessible monthly as well as the pledge payment report by members. No one else has access to these figures and it is my intent to get a report to each member quarterly of payments the church has received in their name. This will also serve as their year end tax confirmation letter in January 2025.
- 5) Please see the monthly reports from quickbooks. Members Pledges were a little more than expected so we are fine with cash flow.

Current balance at Huntington Bank as of Monday morning August 26th

8113. Operating fund	\$35,347.32
0069 TEAL fund	\$ 4,526.25
6407 New Cap Camp	\$30,990.53

6) The Trust Account will update quarterly, of course minus the new furnace install.



# **PRESIDENT'S REPORT**

First Unitarian Church of Toledo

President's Report-August 2024

By Julia Field McGhee

**Personal Thoughts about Life on the First Unitarian Church Board of Trustees:** I entered this service as an At-Large Member at the beginning of the 2023-2024 year. At some point into the year there was a call for someone willing to sign checks; I said I would. Next thing you knew, I became the Vice-President, the service spot not filled earlier. Shortly thereafter, Colette Cordova resigned as President. I have chosen to step into the breach with much concern for my senior life, with much fear about my computer skills, with anxiety about my ability to “keep calm and carry on.” So here we are together facing into another year of service at the board level, all of us carrying on and staying calm. It is my intent to remain the Acting President through this year until the 2025 Annual Meeting; I promise to do that with as much grace and dignity I can muster. To my fellow board members, I thank you for your understanding and help along The Unitarian Way. I also want to acknowledge my husband's help with my computer work to turn out things like this report and the Agenda. Now I will turn to listing some current information relevant to board business (as far as I am able to discern):

**Board Training, Saturday, August 31, 9-5, in the Sanctuary:** Bag your lunch??? Details and updates should come from Reverend Tim in his Minister's Report at this August meeting.

**Committee Liaison Reports- Board Member Assignments (See 8/24 Agenda for updated list which includes the new Membership Group Committee with Sandra Sills as its Chair):** This still must be updated. I will be assigning this task to VP Krista and the At-Large members. Plus: I still want to know what the liaison is charged to do? Obviously, I have much to learn!

**Membership Brainstorming Session, Sunday September 29, 12:30 pm at church along with food and fun:** Members of the Board, give this session your support.

**Fry Heating and Cooling System, date of installation above sanctuary through window in upper vestibule, has also affected the setup of the AV Alcove:** Monday, August 26, 2024

**COMMITTEE FAIR coming on Sunday, September 22, 2024 to Fellowship Hall:** Attend as you are willing and able; if you are on a committee, you will probably already be willing and able to participate!

Submitted by Julia Field McGhee, Acting President, August 27, 2024

*The art of life is not controlling what happens to us, but using what happens to us.*

Gloria Steinem

# MINISTER'S REPORT

Rev. Dr. TK Barger

August 2024

Remember, board training is this coming Saturday, August 31—we'll start in the sanctuary and might move to Fellowship Hall for the afternoon. We still haven't gotten a total count of who will be there and who will be absent; remember, there's a cost per person covered by the church so if you won't attend, help us to save some money and let us know not to pay. Also, I don't think we made a final arrangement about food--it could be bring your own, or order pizza or other fast food.

On to the monthly minister's report.

Over the past month, I have been preparing for the new "church year" in a few different ways. The traditional way is that I have a tentative schedule of service topics through the end of December, am preparing the standard content for all Sundays, and have arranged for others to preach the final Sunday of each month (our commissioned lay minister, David Strickler, in September and November; our student minister/seminarian, Melissa Jeter, in October; and our member Phil Park-Thomas, who had to cancel an earlier date, in December).

Other preparation has included asking our Kitchen Krew to give a deep clean to the kitchen before the church year begins; Carla Logan-Mercer and other volunteers have included in that the cleaning and rearranging of the Fellowship Hall pantry.

And, on cleaning, I have asked Jesse Underhill, our office manager, along with Jeffrey Maxie, still training Jesse, to contact the owner of Optimum Cleaning to make him aware that we're not satisfied with Optimum's work. There have been complaints made to me about lack of cleaning. This past week someone pointed out a dirty circle where a soap dispenser was placed—obviously there and not moved for a while—and it was not cleaned by Optimum; someone using the accessible restroom cleaned that on Sunday. We've had about 400 toilet paper rolls in multiple boxes taking up space in one storage closet, making it almost inaccessible to get to tools (and some cleaning materials); I ended up unloading and shelving several boxes just to be able to maneuver in there. And the mop buckets don't look like they're cleaned well after use.

Over the years since we have contracted with Optimum (the lowest bidder), I have suggested that we might do better hiring onto our staff a sexton with responsibilities for custodial/janitorial work, the ability to climb ladders and do other buildings and grounds work, and possibly even mow and maintain our grounds (except for snow and ice removal).

We have most of the equipment needed, and to have someone on staff for about nine hours a week over three days, plus a “reservoir” of added hours to use around our major events, at, say, \$18 an hour, and supervised by the office manager, might be a consideration. Yes, it would cost more than a cleaning service but we would have better flexibility and likely a cleaner building. Please consider it—or, at least, gather quotes from other cleaners. Prior to Optimum, there were times when church members did the cleaning, but we would do better hiring outside the congregation.

Jesse Underhill has been doing well learning the duties of office manager. There are still some points to bring up, such as dealing with outside vendors and, possibly, supervising volunteers and perhaps staff. I very much appreciate the energy Jeffrey Maxie has put into bringing Jesse on board.

On a personal/health note, I have had surgery on both eyes for cataract lens replacement. Now I can see 20/20 for distance without glasses, but I need reading glasses for anything close. That’s a major change when I’ve been near-sighted all my life and it will take some getting used to. I might preach on “vision” soon.

And a professional note is that I have begun a year-long continuing education course through the Unitarian Universalist Association on transitional ministry; as there’s an apocryphal statistic that the standard term of ministers is seven years and we have passed that now, this transitional aspect might help us to renew—the theme of the church year.

Finally, on the possibility of having UUA/Central East Region assistance in addressing congregation and leadership conflict, Terry Acocks as chair of the Committee on Shared Ministry is now in contact with Elaine Strawn, our field contact. I will participate in the process but, as some of the conflict has been between minister and board leadership, it’s better for Terry to take the lead on this.

Respectfully submitted,

Rev. Tim