

Board of Trustees Meeting Minutes

Tuesday, Apr 22, 2025, 6:30 – 8:00 PM

I. Chalice Lighting; Intention and Blessing

Mission Statement: Rooted in a community of love, the mission of ASUUC is to cultivate compassion, foster spiritual connection, and enact transformative justice to heal ourselves and the world. *Motion and vote to approve as final for Ann Mtg agenda item, congregant approval

BOT Covenant: With love and mutual respect, we promise to come prepared, listen with empathy, communicate with honesty, and honor the decisions we make together. *Use Democratic Rules of Order* and the *BOT meeting protocols policy*. ~~OBJ~~

II. **Attendee's: BOT Members:** Reverend Phares, Linda Nicks (Pres), Glen Day (VP), Becky Harrison (Past Pres), Stan Kidder (Treasurer), Gay Harrison (Secy), Sue Neufeld (At Large) and Andy Walker (At Large). **Guests:** Angela Sullivan, Jennifer DeWoody, Ben Wallace and Lynn Hughes

III. Consent Business Items

- A. President Linda Nicks called the meeting to order at 6:30 pm. The March BOT Meeting Minutes were approved. All past BOT Meeting Minutes are posted under "Board of Directors" on our website. A printed copy of the minutes is also posted at the church every month.
- B. ***April Minister' Report:** Welcome back, Rev Ron! This month's report is light due to Ron needing to rest after his hospitalization. It was exciting to see him at the Easter sermon. See his report at Atch #1.
 - a. The Second Service Task Force status was discussed. Now that the BOT has decided to ask the congregation to vote on holding a second service each week, this motion will be included in the June Annual Meeting topics. There were 207 people at the Easter service, and we had 75 kids at the service!! It is time to try to make room for more members. Becky received a question at the service on parking from an attendee and took it upon herself to ask merchants around our church if we can get extra slots. Becky will work with Jennifer DeWoody to lock down the rules on our attendees using the CC Arena parking garage. Jenn is also representing us at the city's discussion on "Parking and Curb Management". See section IV- E for more about this.
- C. ***Treasurer's Report:** Stan received the UUA report just prior to finalization of these minutes. Please refer to attachment #2. Stan is working hard on finalizing the 2025-2026 Budget that will be presented at the 1 June Annual Meeting. It will be published to review in the Annual Meeting packet due out in May.
 - a. **Status of Finance P&P:** Stan reminded us that policies are supposed to record WHAT WORKS. The Finance Team is now writing that down.
 - b. **Pledge Drive status:** The pledge drive is done, but pledges are still coming in. Four more pledges just received. \$270K now available for next year's budget— this amount is slightly up from last week.
 - c. **2025-2026 Annual budget submission:** The Finance Team and the BOT have now had 2 budget meetings. With great care, all expenses were reviewed against the income we have for the year. Stan is now finalizing the 2025-2026 budget. John and Stan are finishing spreadsheets for our Quick Books chart of accounts to get our budget to add up. The good news: Most funding that was asked for was accepted, even if amounts were minimized as much as possible. However, the BOT was unable to approve the requests for extra OWL trainer hours and funds for Navigating Adulthood. Even though our church income is up 22% but our expenses are up 14% as well. Our expense to income deficit this year is \$35K versus last year's deficit of \$40K. Taking 5% from our endowment (5% amounts to about \$65K) does NOT cover our budget deficit. The BOT discussed plans for financial moves that included working more fundraisers, ways to cut expenses, and what was really needed to meet the ASUUC mission goals. Stan discussed numerous line items and requested the BOT provide direction—cut expenses or pull from the Endowment. The recommended budget will show these decisions to the congregation for final approval at the 1 June Annual Meeting.

- d. **Lay Leadership Endowment Account:** This endowment account is due to a new donation. The Board must officially approve opening this new account: Andy moved that the BOT approve opening a new account for the Lay Leadership Endowment funds. Glen seconded the motion and all present voted yea. The motion passed and is listed as Motion 44 on the BOT Motion Tracker (see Atch 8).
- e. **BOT Discretionary Fund:** After much discussion on how to provide minimal funds for BOT emergency use, it was decided that a \$5K discretionary fund be created. Glen moved that the BOT approve a discretionary fund. Andy seconded the motion and all present voted yea—the motion passed and is listed as #45 on the BOT Motion Tracker.

D. Team Reports Received

- a. ***Building and Grounds Update:** Since Jenn DeWoody was a guest at the meeting, Linda asked about a short fall for custodian supplies identified in the B&G report. The bottom line is that we are seeing higher attendance, so we're using more toilet paper and making more messes for our custodian. B&G requested more funding in their budget to accommodate more attendees. See the report at attachment 3.
- b. ***Membership Update:** Linda received an update from Patty that the new members' classes are going well—we had 4 couples, and many kids, all in different age groups in the last class. The BOT will be supporting this Saturday's new-member potluck dinner to meet these newcomers.
- c. ***Care Team Report:** We received an excellent quarterly report. Please see attachment #4.
- d. ***Bylaws Review Task Force:** Ben Wallace reported that the Bylaws Review Task Force (BRTF) will be presenting their work at the June Annual Meeting for voting on changes. They are hosting a Monday eve Zoom session to go over the Bylaw changes and this session will be recorded, then posted to our website for review. The BOT has reviewed all the new Bylaws EXCEPT one allowing deviation from bylaws in certain emergencies. A Bylaws information packet will be passed out at the 4 May Special Congregational meeting.
- e. ***Minister's Annual Review P&P for approval:** This new Policy and Procedure documenting the Minister's Annual Review is now complete. Sue made the motion that we accept the ASUUC Minister's Annual Review Policy and Procedures. Andy seconded the motion and all voted yea. The motion passed and is #46 on the BOT Motion Tracker. See the P&P at attachment #5.
- f. ***Answers Team:** Ben discussed the team's purpose: basically, to help answer questions and ensure church attendees know how things work. This new team will be a ministry team, at the Minister's discretion. See attachment #6 for their charter. Ben asked for help getting volunteers for certain teams. "Find a need; fill a need" will be a key goal. The goal is to get better organized over the next year! Andy moved that the BOT recognize the Answers Team as a new ministry group. Glen seconded the motion and all voted yea. The motion passed and is #47 on the BOT Motion Tracker.
- g. ***Rental/Events Letter to recurring rental clients:** Linda shared the letter (attachment #7) soon to go out to all renters as we work up our church's final rental policies. This notice is due to a motion approved in the March BOT Meeting that paused signing new renter contracts until policy updates.
- h. ***Social Justice request for approval of 8th Principle:** Our Dismantling Racism Team plans to present for congregational vote, that we accept the 8th Principle per the recent meeting discussing this action in other UU churches. Sandra Collins prepared information that will go into the Annual Meeting packet. Voting on this request will be a formal motion at the annual meeting.

IV. New Business

- A. **Governance Committee report:** Ben presented a new organizational chart. The BOT had some changes/inputs. The final product will be made available online and by the Answers Team.
- B. **Council Update:** No report as there has been no council meeting since the last BOT meeting.
- C. ***Status of May 4 Special Congregational Meeting:** The Special Congregational Meeting script is finalized. Ben will act as Parliamentarian and offered to pick up check-in materials from Kat. Gay will record minutes. This meeting will

only be to vote on ordaining Beth Elliot. Opportunities to donate funds towards the ordination service will be presented at the meeting.

- D. **Beth Elliot May 17 Ordination status:** Becky is still waiting for details on exactly who will do what to finalize the ordination script. Linda will go back to the Ordination Committee for these details. Fundraising for the ordination ceremony will start at the 4 May Special Congregational Meeting.
- E. **Visitor appreciation, comments:** Linda welcomed our 3 visitors to make any additional comments. The BOT reviewed a letter from Jenn about the Parking and Curb Management Plan. Jenn shared that the plan looks more complex than she'd expected and that all plans showed costs increasing. She read the Historic Uptown Letter to gather ideas and came up with 5 points aligned to our values to send to the city. Sue mentioned she'd heard that the Methodist Church has sold their parking lot. Jenn has not talked to any of the other churches yet but will soon! Inputs to the city must be in by 30 April. The parking problem will become harder if we move to 2 services. We also need to learn what the options are to park at CC arena parking lot. Andy made a motion that the BOT formally endorses the Parking and Curb Management inputs and allow Jenn to send them on our behalf. Glen seconded the motion and all votes were yea. The motion passed and is #48 on the BOT Motion Tracker. The letter Jenn will submit is attachment #8.
- F. **Adjournment:** The meeting was adjourned at 8:15 pm. The next BOT Monthly Meeting is 27 May 2025.

Administration: 24 April 2025-- Minutes respectfully submitted for BOT review by Secretary, Gay Harrison.

28 April 2025: BOT inputs received. Secretary makes final copy for President's approval.

29 April 2025: Approved by President, Sent to ASUUC Office and posted to website by Secretary

Attachments

1. Minister's Report
2. Treasurer's Report
3. B&G Report
4. Care Team Report
5. Minister's Annual Review Policy and Procedures
6. Answers Team Overview
7. Letter to Renters
8. Parking and Curb Management Letter
9. BOT Motion Tracker

Annotations Key: *Annotates items the BOT receives for review prior to the meeting.

Attachment 1: Minister Ron Pares Monthly Report

Minister's Report April 2025

Hmmm. Time warp. One of the last things I did before I went to the ER was write a minister's report for the board. So in terms of progressing some of my initiatives, not as much has happened as might otherwise be the case.

I am very happy to cheer the resiliency of ASUUC. Several folks stepped up and into to fill gaps left by my absence. Others waited with patience until I could return to the game. It was an affirmation of interdependence at work. And I am deeply grateful.

As to me, I am feeling better everyday. Which is both gratifying and terrifying. It sort of speaks to how not awesome I was feeling immediately after my procedure and prior to it. Yikes!

A couple of quick updates:

I've assembled a crew to help me move the covenant creation process along. It's been good and I hope to have something to share with the congregation in a few weeks. In discussing it with the Pres and VP, we weighed putting it on the congregational meeting agenda for official adoption (as the draft mission statement will be) or calling it draft for a year and waiting until next May for formal adoption. I'd be interested in your opinions as well, but the three of us were leaning toward the latter rather than the former option.

I gave the invocation at the Colorado Springs Utilities board meeting (same folks make up city council).

I gave written testimony (after waiting for hours to give verbal testimony) in support of the Colorado Immigration Omnibus bill (SB25-276). That bill made it out of committee and is up for full senate vote on Monday morning.

I am connected with the Front Range ministers on an encrypted chat to discuss immigration and other resistance efforts.

Now that our new Digital Ministries Coordinator has got the lay of the land, I am looking forward to refining and amplifying our digital presence.

I am scheduled to lead the Firetenders experience this spring. However, I am weighing whether or not I should do so. I'd like to. But I still find myself more easily fatigued than I'd like. I am hopeful that will resolve itself with time. But in the meanwhile, I am cautious.

Significant Dates

June 3-8 Last week of time off for FY25

Tentative summer plans (roughly 4 weeks)

July 8-20 Study Leave/Vacation

July 29-Aug 10 Study Leave/Vacation

Attachment 2: Treasurer's Report

4:43 PM
04/26/25
Cash Basis

All Souls Unitarian Universalist Church Balance Sheet As of March 31, 2025

ASSETS					
	Current Assets				
		Checking/Savings			
		Ent Bank Accounts			
			General Fund Savings 00		201.13
			Operating Account 10		104,182.42
			State Historical 13		36,823.10
			Total Ent Bank Accounts		141,206.65
			Total Checking/Savings		141,206.65
		Other Current Assets			
			Endowment Long Term Investment		1,295,016.65
			Total Other Current Assets		1,295,016.65
			Total Current Assets		1,436,223.30
	Fixed Assets				
		15000 • Furniture and Equipment			10,000.00
		16000 • Stained Glass Windows			324,000.00
		18000 • Building			2,157,000.00
			Total Fixed Assets		2,491,000.00
			TOTAL ASSETS		3,927,223.30
	LIABILITIES & EQUITY				
		Liabilities			
		Current Liabilities			
			Other Current Liabilities		
			20001 • Minister Discretionary		832.56
			20002 • Westside Cares		-211.31
			20003 • Souls for Solar		15,175.10
			20004 • Share The Plate		6,163.75
			20005 • Child RE		492.65
			20006 • Youth RE		3,050.63
			20007 • Building Grounds Fund/Donations		
			20007.1 • Plant Sale		178.86
			20007 • Building Grounds Fund/Donations - Other		558.16
			Total 20007 • Building Grounds Fund/Donations		737.02
			20008 • Lay Leadership Development		100,000.00
			2200 • Payroll Liabilities		8,387.93
			Total Other Current Liabilities		134,628.33
			Total Current Liabilities		134,628.33
			Total Liabilities		134,628.33
		Equity			
			Retained Earnings		47,659.55
			30000 • Opening Balance Equity		3,575,272.32
			32000 • Unrestricted Net Assets		203,358.21
			Net Income		-33,695.11
			Total Equity		3,792,594.97
			TOTAL LIABILITIES & EQUITY		3,927,223.30

All Souls Unitarian Universalist Church
Profit & Loss Budget Performance
March 2025

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All Souls Unitarian Universalist Church
Profit & Loss Budget Performance
March 2025

[illegible]

4:46 PM
04/26/25
Cash Basis

All Souls Unitarian Universalist Church
Profit & Loss Budget Performance
 March 2025

										Mar 25	Budget	Jul '24 - Mar 25	YTD Budget	Annual Budget	
										4610 • UUA Fairshare	1,025.00	1,025.00	9,225.00	9,225.00	12,300.00
										4803 • Administrator Salary					
										4803.2 • Administrator Retirement	259.50	162.00	2,329.51	1,452.00	1,938.00
										4803 • Administrator Salary - Other	2,595.00	2,595.00	23,355.00	23,355.00	31,140.00
										Total 4803 • Administrator Salary	2,854.50	2,757.00	25,684.51	24,807.00	33,078.00
										4804 • Administrator Professional Exp	0.00		100.00		
										4808 • Accounting / Bookkeeping	819.00	727.00	7,161.00	6,545.00	8,726.00
										Total Sustaining Operations	8,341.31	8,427.00	73,617.30	75,841.00	101,122.00
										64700 • Miscellaneous Expense	0.00	0.00	215.00	0.00	0.00
										Total Expense	29,854.26	30,127.32	255,832.07	271,637.04	362,019.00
										Net Ordinary Income	-6,698.88	-9,655.32	-30,364.51	-75,676.04	-105,072.00
										Other Income/Expense					
										Other Income					
										NetRealized/UnrealizedGain/Loss	-28,350.00	0.00	37,024.73	0.00	0.00
										Other Revenue					
										Interest Income	1.66		26.31		
										State Historical Income	0.00		48,694.00		
										3810 • Other Income					
										Interest Income	0.01		19.35		
										Total 3810 • Other Income	0.01		19.35		
										Total Other Revenue	1.67		48,739.66	0.00	0.00
										Total Other Income	-28,348.33	0.00	85,764.39	0.00	0.00
										Other Expense					
										Other Expense					
										3824 • State Historical Expense	0.00		80,029.90		
										3825 • 30 Yr Project	1,968.89	0.00	7,242.14	0.00	0.00
										3826 • Infrastructure - B&G	-551.29	0.00	1,208.71	0.00	0.00
										3827 • Infrastructure - AV/Tech	0.00	0.00	614.24	0.00	0.00
										Total Other Expense	1,417.60	0.00	89,094.99	0.00	0.00
										Total Other Expense	1,417.60	0.00	89,094.99	0.00	0.00
										Net Other Income	-29,765.93	0.00	-3,330.60	0.00	0.00
										Net Income	-36,464.81	-9,655.32	-33,695.11	-75,676.04	-105,072.00



UU Common Endowment Fund (UUCEF)

July 01, 2024 Through March 31, 2025

Account Number: 611296
Account Name: All Souls Common Endowment Fund

UU Common Endowment Fund

24 Farnsworth Street
Boston, MA 02210-1409
Phone 617-948-4306

Account Activity Summary

Beginning Balance - Close of Business Jun 30, 2024	\$1,354,230.92
Additions	0.00
Withdrawals	(96,239.00)
Realized Gains / Losses	15,243.58
Change in Market Value	21,781.15
Ending Balance - Close of Business Mar 31, 2025	\$1,295,016.65

Asset Details

Asset Description	Shares	Market Price	Market Value	Net Cost	Unrealized Gain (Loss)
UUCEF_POOL	104,767.1815	\$ 12.360900	\$ 1,295,016.65	\$ 1,071,532.57	\$ 223,484.08
		Grand Total	\$1,295,016.65	1,071,532.57	223,484.08

Cash Clearing Detail

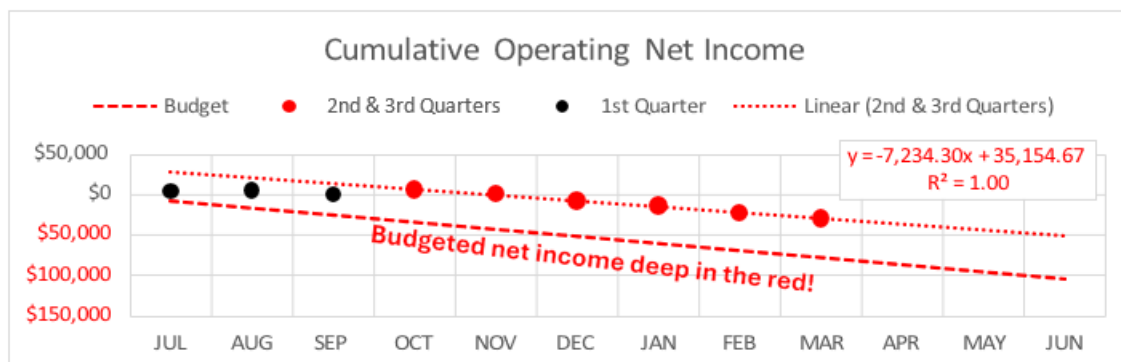
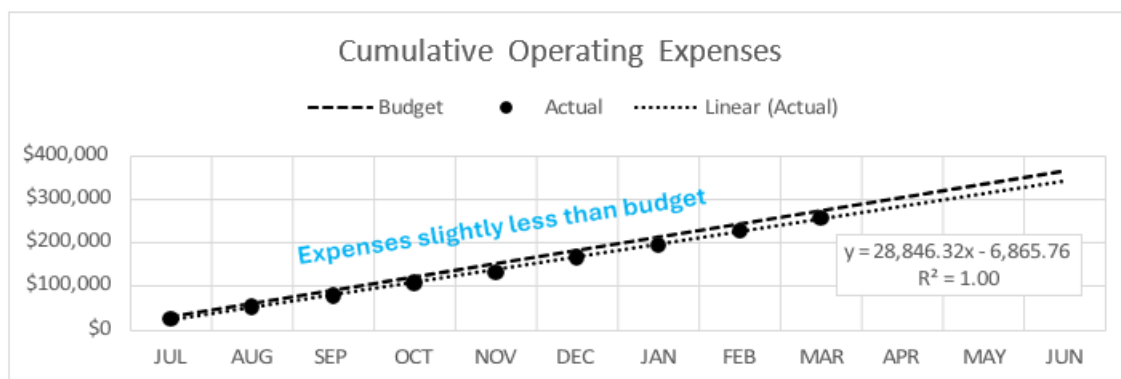
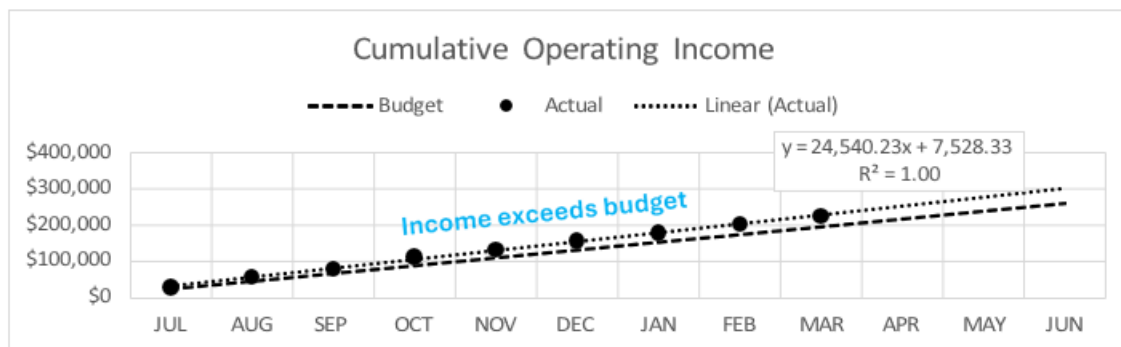
Description	Date	Amount
Sold UUCEF Shares	07/01/2024	\$ 46,239.00
UUCEF611296-All Souls Common Endow Fd All Souls Unitarian Universalist C	07/03/2024	(46,239.00)
Sold UUCEF Shares	08/01/2024	30,000.00
UUCEF611296-All Souls Common Endow Fd All Souls Unitarian Universalist C	08/02/2024	(30,000.00)
Sold UUCEF Shares	09/01/2024	20,000.00
UUCEF611296-All Souls Common Endow Fd All Souls Unitarian Universalist C	09/03/2024	(20,000.00)
		\$0.00

Transaction Details

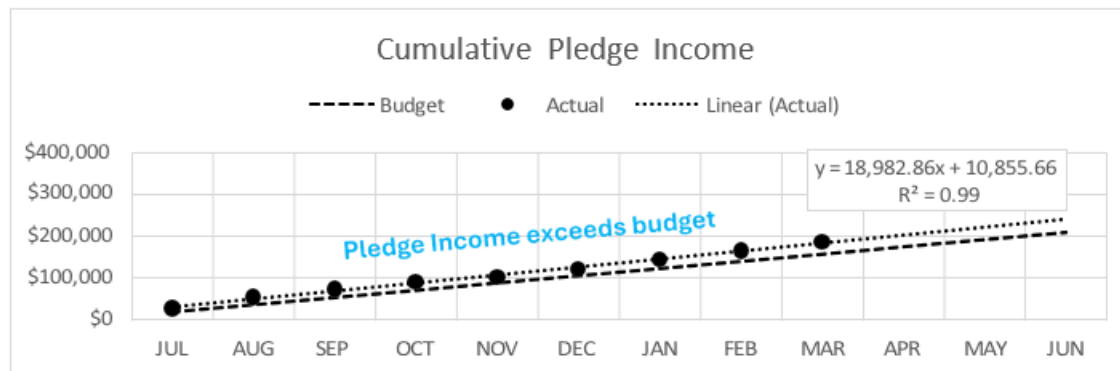
Sale Details	Date	Price	Shares	Amount
UUCEF_POOL	07/01/2024	\$ 12.017700	(3,847.5748)	\$ 46,239.00
UUCEF_POOL	08/01/2024	12.196000	(2,459.8229)	30,000.00
UUCEF_POOL	09/01/2024	12.408600	(1,611.7854)	20,000.00
	Total Sales			\$96,239.00

The Report

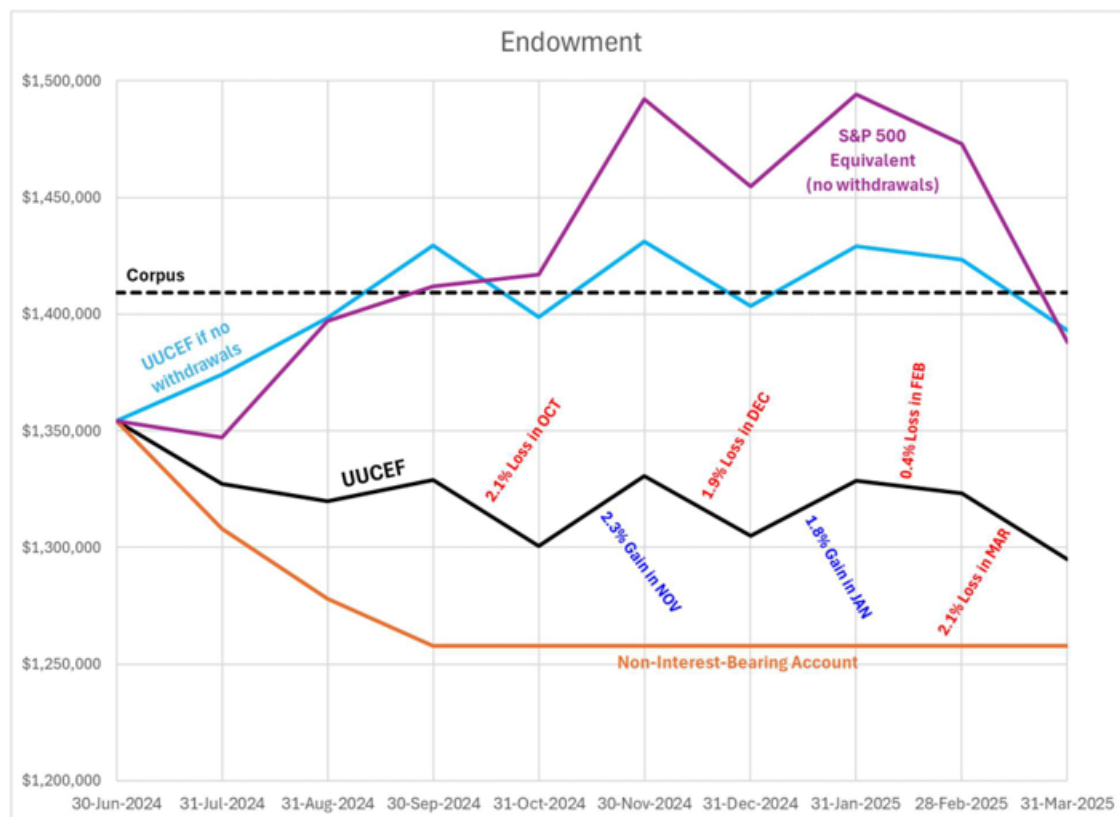
1. The Treasurer's report was late again this month. The March UUCEF Statement didn't arrive until the afternoon of the day before the April 22 Board Meeting, which didn't give Trudy enough time to produce the monthly financial reports. Part of the problem is that the 22nd is the earliest date that the fourth Tuesday can be.
2. Nine months into the fiscal year, the Operating Fund continues to experience income exceeding budget and expenses slightly less than budget. Since October (our best month, with a \$6,491 operating surplus), we have had a deficit averaging \$7,234 per month. Extrapolating to the end of the fiscal year, it appears that we will end up with a deficit of about \$52,000, or about half of the budgeted deficit of \$105,000.



3. Pledge income through March is 19% above budget. Extrapolating to the end of the fiscal year, it appears that we may have \$238,000 in pledge income versus a budgeted \$207,000 (+15%).



4. The Endowment lost 2.1% in March, continuing the up-and-down behavior of late. There were no withdrawals in March. "Corpus" is here defined as the sum of all deposits into our account in the UUCEF.



Respectfully submitted April 27, 2025, by Stan Kidder, Treasurer.

Attachment 3: Building and Grounds Report



NOTES

All Souls B&G Team Meeting

5:30 PM April 3, 2025

LIBRARY/NEW MEETING ROOM



Project Lists & Finances

1. Proposal for the Playground - Tristan and Catherine, special presentation
 1. Petition from the RE students to vote for the playground to be updated
 2. Presented options for renovation, replacement to make it more accessible and friendly
 3. Discussed process and limits for B&G projects right now
 4. Made a plan to do some renovation this summer, with input from young folks
2. Financials for FY25 - fund balances (Jan 31)

B&G Maintenance 4430	~\$2,000
Custodial 4450	(\$ 200)
Souls for Solar	~ \$15,000
3. Projects completed in March
 1. Blinds installed in Minister's Study - Pat, Dan
 2. Trimmed trees along Tejon - Gary, Dan
 3. New dumpster delivered (surprise!)
 4. Installed labels on attic storage shelving - Kate
 5. Initial garden prep; new to-do list in the shed
4. April Tasks
 1. Snow schedule: 3/23-4/5 = Dan; 4/6 - 4/19 = Jenn; 4/20 - 5/3 = Henry
 2. Building walk-thru: Gary
 3. Send annual report to Board - Jenn
 4. Clean gutters and downspouts (Work Day)
 5. Clean glass atrium ceiling (Work Day)
 6. Fertilize/weed control on lawn
 7. Expect Minister's Door to be delivered late in April (ordered Feb. 25, 9 weeks delivery)

1. Mike will get supplies, estimates less than \$500
8. Choose date for Work Day - MAY 10 10:00 (church calendar says May 3 is booked and the afternoon of May 10 is busy). Send Jenn items to do!
9. Playground work day - TBD
 1. Invite RE to help, choose paint colors, etc!
10. Schedule a B&G forum to inform the congregation on current projects
 1. May 18 after service - Jenn will schedule, publicize
 2. Topics: SHF grant 2025; lift options and estimate; lawn conversion and herbicide; playground next steps; funding options for each
11. Heather from OWL is looking for organizing supplies (offer that shelving unit we found)
5. Grounds Update
 1. Lance from CSU visited 3/12 to discuss converting our lawn to water-wise option (Heather)
 1. Lance will donate native grass mix (buffalo grass likely more durable than blue gramma) and sprinkler heads to make better use of watering.
 2. Lance will draw up a garden design, no cost, to give the grass strip a bit of attractiveness. This could be installed in phases over time with low cost native plants and attractive native accent grasses. OR could do all at once this spring.
 3. Would need less water, mowing, fertilizer.
 4. Disadvantage- easiest way to start is to use an herbicide on the bluegrass. Discuss this option at the B&G Forum to educate the congregation.
 5. Jay suggests a wildflower/butterfly mix for the strip.
 6. Next steps - ask Pat for a project proposal write up to know steps and commitment, including rationale for herbicide and other options.
 2. Recruiting volunteers thru communications team.
6. Pending budget items
 1. Deck planks - Gary (\$600-800)
 2. Blinds (Kat's office, \$200)
 3. Music stand rack (\$400) (split with music if they have funds)
 4. Paint & supplies for downstairs - Jenn (\$300)
 5. Remove and fix slide for safety (\$250)
 6. Annuals & top soil for garden (\$100)
 7. Replace black hose (leaking) (\$100)
 8. Chair glides and lighting for library (\$150)

9. Est. max. total: \$2,300
 7. 2025 SHF grant request - exterior doors and porches - Gary
 1. Use 30 year Renovation fund for match - ASUU portion would be \$30,000 for the \$100,000 project
 2. See attachments
 8. 2023 SHF exterior work update - Gary
 1. Waiting for weather to clear
 9. Vertical lift project development - Gary
 1. Will get better estimate by B&G forum
 10. Stained glass art proposal - Jenn - no updates
 11. UPCOMING EVENTS (Check your calendars - it's getting busy!!)
 1. April 6 Town Hall after service to discuss 8th Principle
 2. April 26 New member potluck, for team leads
 3. April 27 Volunteer Fair being planned (apples and dip, model of building, original electrical panel, list of recent work, coming projects)
 4. May 1 Next B&G meeting
 5. May 4 Mini congregational meeting to vote on hosting Beth's Ordination
 6. May 10 Congregational work day
 7. May 17 Ordination of Beth Elliot
 8. May 18 B&G Forum after church
 9. May 26 Memorial Day
 10. June 1 Big annual congregational meeting
- PHEW! Great work team - thanks for your time and talent!!

Building Team	Dan and Dana Hall, Henry Reitwiesner, Jay Hatfield, Janice Black, Jenn DeWoody, Mike Brabec, Mark Nordstrom, Kate Harrison, Gary Harrison, Maria Candiloros, Gay Harrison, John D'Alessandro
Garden Team	Pat Zeddies, Janice Black, Becky Harrison, Jenn DeWoody, Charmaine D'Alessandro, Heather Ashbee
Friendly Copy	Kat Lane

Attachment 4: Care Team Quarterly Report

Care Team Quarterly Report – January, February, March 2025

Submitted April 8, 2025

Members: Rev. Ron Phares
 Betsy Fay-Saxon
 Barbara Kohlhaas
 Phyllis Smith
 Kate Crow
 Nancy Seckman
 Jill Phares
 Judy Rose

The Care Team responds to people in the congregation who are experiencing crisis or significant life changes (sickness, pain, tears, or joy and happiness such as a new family member.) The Care Team makes phone calls, sends cards, performs visitations (i.e. congregants in rehab, assisted living facilities or hospitals), and provides meals to ASUUC community members who are ill or recuperating, especially to those who do not have a family or community support system. The names of people in need of the team's assistance are gathered from all possible sources, mostly ASUUC members and staff.

The following list is what has been reported to the Care Team for this Quarter. We do not track the constant emails between Care Team members, only those emails, etc., between a Care Team member and a congregant. The Care Team does not have a budget for meals, so meals are provided through the generosity of individual Care Team members. The team recently decreased in size by one member. The coordinator will speak at the New Member Potluck April 26th in order to promote membership in the Care Team.

Cards/eCards (Get Well, Sympathy, Thinking-of-You, Congratulations): 14

Phone calls, texts, & emails w/ congregants: 10

Visitations: 5

Meals: 7

I, personally, wish to extend my Thank You to each team member who works tirelessly and unselfishly to make our mission a success! You all represent All Souls very well.

Submitted by Betsy Fay-Saxon, Care Team Coordinator

Attachment 5: Minister's Annual Review Policies and Procedures

ASUUC Minister Annual Review Policy and Procedure

1. **Purpose:** To provide an annual evaluation of the minister in compliance with the Ministerial Agreement which requires that any process and methodologies followed be decided on collaboratively by the Board and the Minister. A good annual evaluation process provides the Minister with feedback that supports their growth and development as a minister. <https://www.uua.org/leaderlab/performance-evaluations>
2. **Policy:** Each year, the Board will appoint a Task Force to prepare an evaluation, share this evaluation with the Minister and report the results to the Board.
3. **Review Parameters:** The Board and the Minister agreed on the following:
 - A. The Minister's Annual Review Task Force will assess how the Minister and the Congregation are meeting their respective requirements as specified in the Ministerial contract.
 - B. The Minister's Annual Review Task Force will provide the Board with specific information concerning how the Minister and the congregation are performing in their various roles identified in the Ministerial Agreement.
 - C. The evaluation will promote a living, evolving relationship between the minister and congregation that nurtures growth, respect and support for both parties.
 - D. The Minister's Annual Review Task Force will start in the fall and end no later than the end of January of the following year. The goal is to have a clear evaluation presented to the Board in time for budget considerations in March.
 - E. The Minister's Annual Review Task Force composition shall be the Past President of the current board, one Team on Ministry (TOM) member, one Personnel Team member, and two At-Large congregation members.
 - F. The Board will select a member from the Personnel Team to join the Minister's Annual Review Task Force. The Past President and the member chosen from Personnel will then ask for a volunteer from the TOM. Once a TOM member is selected, the three members will meet to identify two candidates to complete the Task Force-- ideally ensuring the Task Force is composed of members with a variety of ages, length of membership, sexual identity, family composition and areas of church involvement.
 - G. The Past President of the Board will Chair the Task Force each year. The chair is responsible for arranging meetings, scheduling rooms, typing minutes and maintaining the schedule. Some duties may be delegated if needed.
 - H. The Task Force will agree to keep Personnel information confidential.
4. **Procedures:**

- A. To complete the Task Force and find good candidates:** The task force with the Past President, Personnel and Team on Ministry members will create a script to be used when contacting each congregant so all included candidates will be told the same basic information. This is to eliminate any responsibilities that might accidentally be overlooked in conversations and to avoid confusion. Task Force qualities needed are a desire to work effectively and responsibly to complete an evaluation by the required deadlines.
- B. Once the Task Force is Staffed:** The first assignment will be to develop questions to be answered when evaluating the Minister and the Congregation based on the items of responsibility designated in the Ministerial Agreement. *The only requirement of the questions is that, as a result of the evaluation, there is/are annual goal/goals that can be reviewed in the next Minister's Annual Review.*
- C. Recommended Task Force Inputs:** Each member will answer the agreed upon questions according to their own personal experience. Responses will be shared with the other members of the Task Force. The following questions are suggestions only and have been used successfully in the past:
- a. How is the Minister living up to their part of this agreement this year?
 - b. Any area that stands out as exceptional?
 - c. How has the congregation and Board met their responsibilities in the agreement?
 - d. Are there areas that need support or training that could become a goal for next year?
- D. Task Force Administration:** Once the inputs have been completed, the members of the Task Force will determine the best way to combine their responses. The Task Force questions may be assigned to individuals, pairs, or small groups. Once the responses to each question have been compared and integrated into one group response, the document will be reviewed second time by the entire team looking for repetition, omissions, etc. The Past President will format the document for presentation and email it to the Task Force for a final review. After the final review, the Task Force must set a mid-January date to discuss the evaluation with the Minister to allow time to prepare a report for the end of January Board meeting.
- E. Review with Minister:** The Task Force will read the results of the questions to the Minister and listen to the minister's responses. The Task Force will designate a scribe to write down the Minister's comments for each question. Together the Task Force and the Minister will identify a goal or goals for the next year and these goals will be evaluated at the next annual review.
- F. Report to the Board:** The Task Force will email a complete report, including a summary of the meeting with the Minister and the new goal(s) set, to the Board. Should the Board request a discussion, this will take place in an Executive session.
- G. Final Evaluation Administration:** The Minister's Annual Review will be placed in the Minister's personnel file by the Personnel representative on the Task Force. All copies will then be shredded or deleted.

Attachment 6: Answers Team Overview

All Souls UU Church Answers Team

Answers Team Mission Statement

The All Souls UU Church Answers Team exists to support and empower our congregation by helping them better understand where to find answers to their questions as well as to help connect them to the resources they need to engage and connect with the All Souls UU Church community.

Team Authority:

The Answers Team exists as a church Ministry Team serving under the authority of the Senior Minister of All Souls

Team Membership:

1. Composition: The Enablement Team will consist of as many volunteer members as the Team Leader deems necessary to fulfill its mission. It is expected that the team membership will change and adapt as the needs, challenges, and opportunities change within the All Souls Community.
2. Team Leadership: The Team Leader will be selected by a consensus vote of the team members. If the team is unable to reach a consensus, it will consult with the Senior Minister who will appoint a team leader that they believe will help the team best fulfill its mission.

Initial Team Goals:

The initial goals of the Answer Team will be to

1. Establish intuitive processes to help church community members connect with the team for help with their questions and ideas. We envision having a table with team members available after church and via digital means (slack, website)
2. Helping the existing All Souls church groups identify and connect with potential volunteers by establishing a database of congregation member volunteer interests that can be matched up with the needs of the church groups.

Initial Team Members:

Ben Wallace - Team Leader
Mark Anderson
Rae Blaisdell
Andy Walker
Goddess Tyescha

Submitted to the Board for consideration April 18, 2025 by Ben Wallace

Approved by ASUUC Board on 22 April, Motion #47 on the BOT Motion Tracker

Attachment 7: Longterm Renter's Letter

Dear Rental Groups,

We hope this letter finds you well. We want to take a moment to express our sincere gratitude for your continued partnership with us. Your organization has been an integral part of our community, and we truly appreciate the opportunity to provide a space for your activities.

As we move forward, we would like to inform you that we are in the process of reviewing and updating our policies, procedures, and potentially pricing. Due to the growth of All Souls, we are experiencing increased demand for our spaces, and it is becoming essential for us to rethink and adjust our scheduling practices.

We understand that consistency is vital for your planning, and we will strive to maintain your reserved time slots. However, we want to give you a head's up that there may be changes where we need to override a day or time to accommodate congregational events. We will be reaching out to you to establish a new agreement with you to go over the new policy sometime over the Summer, so you are able to make future plans or adjustments.

Thank you once again for your support and for being with us. Should you have any questions or concerns, please do not hesitate to reach out. We look forward to continuing our relationship and supporting your organization's needs.

Sincerely Yours,

Attachment 8: Parking and Curb Management Plan Letter to the City

Re: 2025 Parking and Curb Management Plan

To Whom It May Concern:

All Souls Unitarian and Universalist Church (ASUUC) is one of the oldest congregations in the City of Colorado Springs, being located at the southwest corner of Tejon Street and Dale Street since 1893. Rooted in a community of love, the mission of All Souls Unitarian Universalist Church is to cultivate compassion, foster spiritual connection, and enact transformative justice to heal ourselves and the world. The congregation has recently adapted to changes in the parking landscape resulting from the opening of the Ed Robson Arena. We welcome the opportunity to provide the following comments on the 2025 Parking and Curb Management Plan.

Please add facilities to the Zeb bus stops. We recognize the service that the Zeb serves to the Downtown corridor and appreciate the investment made in the route. However, the lack of facilities at the Zeb stop directly in front of the church has resulted in people sitting on the church steps while waiting for the bus and leaving garbage. As part of “actively managing the curbside”, we request the City add and maintain a bench and trash receptacle to the stops on North Tejon.

Extend the free parking on Sundays on streets near churches. While the congregation appreciates that the parking meters do not engage until 1:00 pm on Sundays, we urge the CPE to extend the free parking to 2:00 or even 3:00 pm on streets near churches to account for changes in service times and after-service activities. The houses of worship along the Downtown and Historic Uptown corridor are foundational to the fabric of the city. By supporting efforts to reduce barriers to attendance (which metered parking can be), the City would be recognizing the services our congregations provide to the community.

We request that parking on North Tejon between Dale and Monument be reserved for ASUUC on Sunday mornings. We are interested in discussing what would be required for this.

We would like to be involved in any discussion that may change the use of the parking lot located west of the ASUUC building, along the Dale Street alley. The lot is currently owned and managed by Colorado College, but ASUUC would be interested in any opportunity to gain access to the parking area.

Resist the urge to convert all parking spaces to app-based technology. As a municipal service, the City’s Parking Enterprise must serve all of the residents, and there is a meaningful part of the population who may not have access to app-based parking systems that require a smartphone and credit card. We encourage the CPE to install and maintain some parking meters that accept coins anywhere it is not free to park.

Raise parking rates and fines no faster than inflation. Residents, businesses, and congregations in the City of Colorado Springs are coping with a lack of affordable housing and higher costs of necessities. As a municipal service, the CPE should maintain more affordable options than the privately held parking offerings. By raising

costs no faster than inflation, the CPE will better serve all residents of the city, not just the more affluent visitors. As proposed, rates would increase far beyond the rate of inflation. The proposed levels would seriously impact those of lower income, but are not high enough to discourage those of higher income from violating the rules. If rates must be raised, consider using a sliding scale related to annual income in order to make the consequences proportionate to all violators.

Thank you again for the opportunity to comment on this proposal.
DeWoody

Jennifer

ASUUC Building & Grounds Team Lead

Attachment 9: The BOT Tracker (monthly excerpt—see website for full tracker)

All Souls UU Church Board of Trustee (BOT) Motion Tracker

Updated 24 APRIL 2025

As of 1 Oct 2024, this tracker will log all motions put before the BOT and voted on. Vote results will be captured here.

Color Key:		Motion Passed	BOT Names/Positions:		
		Motion Tabled for later	2024-2025: P=Linda Nicks, VP=Glen Day, Past P=Becky Harrison		
		Motion Failed	T=Stan Kidder, S*=Gay Harrison, At Large= Sue Neufeld, Andy Walker and Dale Young		
		Purple = Online BOT Motion Vote			
		*Document maintained by BOT Secretary	Link to Doc: 2025.1.31 BOT Motion Tracker.xlsx		
Motion #	Date of Action (MM/DD/YYYY)	Motion Title	Moved By/Seconded By	Motion Description	Outcome
32	2/25/2025	BOT Kitchen Duty	Linda/Gay	Move that the BOT sign up for Kitchen Duty one Sunday of each month (First Sunday selected)	Motion Passed
33	2/25/2025	New Production and Digital ministries Coordinator Job Created	Dale/Sue	Move that the Board approve additional responsibilities and increased hours for a Production and Digital Ministries Coordinator, starting 1 March 2025	Motion Passed
34	3/25/2025	Endowment Gift Policy	Sue/Dale	Move BOT accept Endowment Gift Policy and authorize secretary to make font/format and footnote adjustments with no context change"	Motion Passed
35	3/25/2025	Honored Members Added	Stan/Glen	Move that BOT make Rick Schwartz and Margaurite Terze "Honored Members" of ASUUC.	Motion Passed
36	3/25/2025	IT Task Force	Dale/Sue	Move that the BOT disband the Informational Technology (IT) Task Force"	Motion Passed
37	3/25/2025	P&P: Complaints and Grievences	Gay/Stan	Move that the BOT Accept the Personnel Team's Complaint Resolution and Grievance Policy and Procedures and allow Secretary to make font, format and footnote changes that do not change P&P context.	Motion Passed
38	3/25/2025	Lay Leadership Development Contract	Becky/Gay	Move that the BOT accept the contract for a Lay Leadership Development donation to the Endowment of ASUUC.	Motion Passed
39	3/25/2025	P&P: Animal on Church Property	Gay/Sue	Move that the BOT accept the Animal on Church Property Policy and Procedures and allow the Secretary to make font, format and footnote changes that do not change the P&P context.	Motion Passed
40	3/25/2025	Leadership of Council (Change motion)	Gay/Stan	Move that the BOT approve making the Past President of the BOT the future Council Chair and the BOT Vice President moves to a Council member role.	Motion Passed
41	3/25/2025	Voting Delegates to 2025 General Assembly	Glen/Sue	Move that the BOT allow Jen Keating to attend the 2025 GA as a voting delegate for ASUUC.	Motion Passed
42	3/27/2025	PAUSE Allowing Contracts with ASUUC	Linda/Gay	Move that the BOT, while allowing interim continuation of existing contracts, approve a MORATORIUM on all new ASUUC contracts for any purpose outside justified emergency need to allow time to coordinate and approve related Policies and Procedures (P&P) to facilitate terms supportive of meeting ASUUC's mission. On-Line Vote Still In Process: Yes: Dale, Gay, Stan; Glen. No: Becky No response from : Sue and Andy	Motion Passed
43	3/26/2025	BOT Meeting Policies	Glen/Gay	Brought up after BOT meeting. Online vote. Move to adopt the BOT Meeting Policies and Procedures as formatted by our Secretary".	Motion Passed
44	4/22/2025	Financial Account Creation	Andy/Glen	Move to allow creation of new account for the Lay Leadership Endowment	Motion Passed
45	4/22/2025	Finances for BOT	Glen/Andy	Move that the Treasurer create a BOV Discretionary Fund not to exceed \$5K for emergency use.	Motion Passed
46	4/22/2025	New P&P: Minister's Annual Review	Sue/Andy	Move to Approve new P&P: Minister's Annual Review	Motion Passed
47	4/22/2025	New Ministry Team: Answers Team	Andy/Glen	Move to accept the Answers Team as a new Ministry Team	Motion Passed
48	4/22/2025	Letter to City re: Parking	Andy/Glen	Move to allow Jenn DeWoody to submit letter with our inputs to the city's Parking and Curb Management Plan	Motion Passed
49	4/17/2025	Salary of Senior Minister	Andy/Glen	Move to approve raise in salary to \$92K for Rev Phares.	Harrison not present. All other BOT officers online voted 'yea', Motion Passed