

ASUUC Board of Trustees (BOT) Monthly Meeting Minutes

28 January 2025

Attendees: Linda Nicks, Glen Day, Stan Kidder, Dale Young, Sue Neufeld, Andy Walker, Rebecca Harrison, Gay Harrison and Ron Phares attended as the Board of Trustees. The guests were Ben Wallace and Kathleen Brennan. Quorum requirements were met for this meeting.

I. Chalice Lighting: The meeting was called to order by Pres. Linda Nicks at 6:34 PM. Linda shared a painting of great meaning to her. The painting was titled "I'm all ears" and Linda promised to listen to everyone carefully. The President then asked all attendees to check in around the table with how they were doing.

II. Consensus Business Items: December BOT Minutes, and monthly reports submitted by the Minister, Treasurer, Building and Grounds and the Care Team were approved. Andy made the motion "I move the Board approve the Consensus Business Items for December 2024". Dale seconded the following motion. The administrative motion passed unanimously.

- A. **Minister's report:** Please see attachment 1.
- B. **Treasurer's report:** Please see attachment 2. Stan also offered the following oral report:
 - a. Projecting ahead to the end of the fiscal year, it looks like our operating deficit is going to be only about \$16,000 versus the budgeted \$105,000.
 - b. Pledge Income through December is 16.2% above budget.
 - c. The ASUUC Endowment lost 1.9% in December. But we're doing okay. The bills are getting paid, the staff are getting paid, and building projects are progressing (and being paid for).
 - d. **Pledge Drive** is progressing.
 - e. **Endowment Policies and Procedures (P&P):** Still progressing.
 - f. **Ministers' New Office Door:** We all received an email from Jenn DeWoody, Building and Grounds (B&G) Lead, on Jan. 17, Jenn has asked the board for the final funds (a \$1000 overage of estimated cost of the project) to complete the renovation of a new minister's office in the large hall. The final big item to be completed is purchasing and installing the door to the new minister's office. The B&G team feel strongly that, to maintain the look of the Great Hall, it is appropriate to buy a custom door that matches the details of the adjacent door to the music room. Also, the space is bigger than most doorways. The team has worked hard to get quotes for a matching door and found a Colorado company with a relatively reasonable price (around \$2,000 depending on shipping charges, etc.). They will also have to frame the arch to hold the door. Framing will require more supplies but B&G will be able to do the labor in-house. The BOT allocated \$7,000 for this project, but current projections, after having to hire an electrician to help with some of the rewiring, etc., is that the door will put the total budget for the project closer to \$8,000. B&G is now asking for approval to spend an additional \$1,000 to complete this project in a style that complements our shared space. After some research, the extra cost is covered by the 30-Year Fund approved by the congregation for building maintenance and renovation use.
 - g. **Motion for B&G:** Stan, as treasurer, moved that the Board approve spending an additional \$1,000 to complete the Minister's Study. Sue seconded the motion, and all board members voted "aye". The motion passed and will be logged as **motion number 23 on the BOT Motion Tracker Spreadsheet**. The Tracker is attached to the Minutes.
- C. **Building and Grounds:** Please see attachment 3. The team has nearly finished remodeling the new Minister's Office.
- D. **IT Task Force (ITTF) Report:** Progress is slow. The BOT will discuss IT needs in the Executive Session.
- A. **Website updates:** Ben reported the website is doing well. The BOT discussed ensuring that past BOT Minutes, current Bylaws, and other important governing documents be uploaded to the new website. The BOT Secretary was given website permission and trained by Ben so she can take over uploading current and past BOT Minutes immediately.
- E. **2nd Service Task Force:** We have a few volunteers ready to be led to decide if a 2nd service is a good idea and possible, but no leader has volunteered for the team. The leader would ensure the team meets and coordinates with the BOT on progress. We will continue to advertise for a team lead in the weekly newsletter.

III. New Business

- A. **Emergency One-time Guest Hosting Request:** At the time of the BOT meeting, this action item was deemed taken care of by Catholic Charities (CC) stepping in to house a young woman and child. However, the day after the BOT meeting, this item was again on our plate when the housing plan fell through. The BOT were sent the Housing Proposal and the Guidelines for the housed guest for on-line review and vote. Please see attachment 5 for full details. As a summary, ASUUC's basement guest room and shower would be used for an immigrant woman with a young child. **This is in no way like the sanctuary program.** The family would be under the supervision of Catholic Charities and Accompaniment and Sanctuary Coalition, contacts to be attorney Claudia Goldin of CC and Phyllis Dunn of ASUUC. Unlike with sanctuary residents, the guest would be free to come and go at will within parameters set up by CC and ASC. The immigration team will be the contact for the client and will help with whatever she needs. Housing would be temporary, about 4 months, and could be terminated at the request of the client, CC, ASC, or All Souls. The client would have, or be working on, her asylum application with the direction of CC. After reviewing all information, Glen made the motion: "I move that All Souls approve the temporary housing for a woman and her minor child in the downstairs area of the ASUUC church for an estimated four months and with the understanding that the woman is under the supervision of Catholic Charities and the Accompaniment and Sanctuary Coalition and is sponsored by All Soul's Immigration Team will support and that all agree to follow the rules and the sanctuary room proposal." Andy seconded and all BOT members voted "aye". The motion passed. The congregation will be told of this arrangement and kept in the loop if anything changes. This is listed as #27 on the BOT Motion Tracker.
- B. **ASUUC Governance Committee report:** Dale reported that the committee is focused on Articles 5 and 10 of the Bylaw review. Any change recommendations go before the congregation at the Annual Meeting for a vote. The goal is to make governance documents more transparent/understandable. To follow the Governance Committee's work, select "Governance" on the ASUUC website. A member noted that the current By-Laws were not on the new website and that issue was corrected. Becky asked Dale to have the committee review her request to change the approval authority for accepting an affiliated minister. Becky said it is now required that the congregation vote on affiliated ministers, but BOT approval would be more efficient while still meeting UU requirements.
- C. **Council Update:** Glen shared that the council is working process improvements for bringing in a new Council President. The need for a council Secretary was also discussed. The Council still meets quarterly but is considering adding Town Halls for council reps to join in recruiting volunteers to their teams and sharing the work they do for ASUUC. A tentative time for a Town Hall would be before the 1 May Annual Congregational Meeting but after the February Stewardship Drive.
- D. **General Assembly Attendees:** ASUUC has several volunteers to attend the 2025 ASUUC General Assembly which is scheduled for the 3rd week of June in Baltimore and online. ASUUC can send voting delegates in ratio to our membership (3-4 authorized). Contact the BOT if you are interested in attending.
- E. **Minister Evaluation:** Becky shared the process and outcome of the Minister Evaluation committee. It was a highly successful process per the committee and Reverend Ron. Becky noted that we need standard Policy and Procedures for the next Minister's Evaluation, and she is drafting a document to bring to the BOT. Dale made a motion to accept the Minister's Review and dissolve the Minister's Review Task Force. Andy seconded the motion. Aye's were unanimous, so the motion passed. This is motion #24 on the BOT Motion Tracker.
- F. **Affiliate Minister Ordination Ceremony:** ASUUC Minister, Beth Elliot is attached to an UU Church in Albuquerque NM but, as she practiced ministry at ASUUC, she has requested we host her ordination ceremony and name her as an "Affiliated Minister" to ASUUC. Beth will serve as a community minister, so will have no one church she is assigned to. Beth's past team at ASUUC would lead her ordination committee and prepare a simple ceremony. Beth's request for support requires BOT approval and accepting her as an Affiliated Minister will require a congregational vote. Gay made a motion that ASUUC "approve the ordination of Beth Elliot before the congregation at the 2025 Annual Meeting". Andy seconded the motion, and the vote "aye" was unanimous. The motion passes and will be listed as motion #25 on the BOT Motion Tracker.
- G. **IV. Debrief/Updates: None.** The BOT regular monthly meeting was adjourned at 8:10 pm.

The next scheduled BOT meeting will be 25 February 2025

ASUUC BOT Minutes, Jan 2025

Administration: Submitted by Gay Harrison, Secretary, for BOT review: 31Jan 2025
Review by BOT required by end of day, 2 Feb 2025.
Approved by President on:
Posted to website and sent to front office on:

Attachments:

- 1. Minister' Report**
- 2. Treasurer's Report**
- 3. Building and Grounds Report**
- 4. Care Team Report**
- 5. Request for Guest Housing and Guest Guidelines**
- 6. BOT Motion Tracker**

Attachment 1: Minister's Report

**Minister's Report
Jan '25**

Greeting's Board! I hope you had a pleasant holiday season. I did. I feel like it's been a year since we met and am happy to meet with you once more.

Most of this month's report will cover personnel topics and so is confidential and to be discussed in executive session. One thing regarding personnel that I can share publicly is that I am presently conducting annual reviews with the staff. The summary is that All Souls is served by capable staff who are earnest in their work, have a good deal of professionalism, enjoy the work, their fellow staff, and the people they work for. We are lucky!

We are in the final month of transition from Rick to Mike (Feb 15) in the Production Coordinator position. Rick has been most gracious, and Mike has taken the reins readily. There is a wee bit of turbulence, but well within expectations given any transition, and I would say significantly less than might have been were we not dealing with two competent and caring people.

I have also had my evaluation, which was much appreciated. Thanks to the whole team who participated. Two things they asked me to attend to, quite correctly, are more timely dispersal of board reports and better communication about my dates away, etc. So, I am hoping to begin that directly. In fact, it has long been my habit to close my reports with significant upcoming dates. I do not know why I lapsed in that regard, but the evaluation was a helpful reminder.

One date I would like to establish, which we may talk about at the Board Meeting, is some kind of volunteer fair. Many of our teams and committees have had the same leadership and volunteers for some time. Some of those leaders and volunteers are ready for a rest or simply to take on new roles. There are other teams that would be staffed and operational but lack an identified leader. The (as yet unofficial and unreal) Congregational Life Team and the Second Service Task Force come to mind.

To wit, the 2STF is spinning its wheels a bit for lack of a leader. The membership team will need a new leader soon as its current chair is ready for a break (after an incredible run!). And there are likely more teams in that predicament. And, as of now and to my knowledge, we do not have a tried-and-true mechanism for filling those positions or getting the word out to the general population that there is a need/opportunity. I welcome your ideas on the matter.

Lastly, I would like to encourage you all to treat one another with grace (indeed, as you have been). I mention this because I am seeing a toll exacted as the reality of our national political situation becomes all too apparent. Anxiety abounds. It is all the more important for us to help one another. And yet the origin of the angst is so remote to us that we often find ourselves taking out our anxiety on those closer to home; in our workplace, home, relationships, and... church.

We mustn't allow ourselves to descend into that kind of dynamic. And yet, eruptions are inevitable. We can only control how we respond, embody calm non-anxious presence, and return to right relationship.

To that end, I am refining the covenant with yours and the council's feedback. Have you filled out the google form? Thus far only 9 people have. I need more in order to get a better picture and take the next steps!

Significant Dates (ALMOST FORGOT!)

June 9-16 Vacation (final week of the allocated 4 weeks. 4 weeks of study leave already used). This may change - working out dates.

June 17-25 Possibly Attending General Assembly in Baltimore. This is neither vacation, nor study leave.

Starting with the new fiscal year, I will likely take 4-5 weeks of combined study leave and vacation in July and early August.

Attachment 2: Treasurer's Report



All Souls Unitarian Universalist Church of Colorado Springs

Treasurer's Report

December 2024

Respectfully submitted January 28, 2025, by Stan Kidder, Treasurer.

All Souls Unitarian Universalist Church

01/28/25

Balance Sheet

Cash Basis

As of December 31, 2024

						Dec 31, 24
ASSETS						
	Current Assets					
	Checking/Savings					
		Ent Bank Accounts				
			General Fund Savings 00			201.10
			Operating Account 10			23,764.31
			State Historical 13			36,823.10
		Total Ent Bank Accounts				60,788.51
	Total Checking/Savings					60,788.51
	Other Current Assets					
		Endowment Long Term Investment				1,304,969.54
	Total Other Current Assets					1,304,969.54
Total Current Assets						1,365,758.05
	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						3,856,758.05
LIABILITIES & EQUITY						
	Liabilities					
	Current Liabilities					
	Other Current Liabilities					
			20001 · Minister Discretionary			765.33
			20002 · Westside Cares			-211.31
			20003 · Souls for Solar			15,175.10
			20004 · Share The Plate			2,823.85
			20005 · Child RE			492.65
			20006 · Youth RE			2,046.43
			20007 · Building &Grounds Fund/Donations			
				20007.1 · Plant Sale		282.02
			Total 20007 · Building& GroundsFund/Donations			282.02
			2200 · Payroll Liabilities			5,431.02
		Total Other Current Liabilities				26,805.09
	Total Current Liabilities					26,805.09
	Total Liabilities					26,805.09
	Equity					
	Retained Earnings					47,659.55
	30000 · Opening Balance Equity					3,575,272.32
	32000 · Unrestricted Net Assets					203,358.21

		Net Income		3,662.88
		Total Equity		3,829,952.96

All Souls Unitarian Universalist Church

Profit & Loss Budget Performance

December 2024

										Dec 24	Budget	Jul - Dec 24	YTD Budget	Annual Budget	
Ordinary Income/Expense															
Income															
Fund Raisers															
3210 • Church Rental - General										1,080.00	750.00	2,824.00	4,500.00	9,000.00	
3420 • Grocery / Scrip Cards										0.00		316.11			
3440 • Auctions										595.00	0.00	20,788.42	13,000.00	13,000.00	
3450 • Other Fundraisers										0.00	333.00	-262.14	2,002.00	4,000.00	
Total Fund Raisers										1,675.00	1,083.00	23,666.39	19,502.00	26,000.00	
Regular Contributions															
3110 • One Time Online										874.00	0.00	874.00	0.00	0.00	
3115 • Pledges Payments															
3115.6 • Pledges 23-24										2,752.00		3,996.46			
3115.7 • Pledge Payments 24-25										17,009.17		116,499.88			
3115 • Pledges Payments - Other										0.00	17,287.00	0.00	103,725.00	207,447.00	
Total 3115 • Pledges Payments										19,761.17	17,287.00	120,496.34	103,725.00	207,447.00	
3120 • Non Pledge										1,053.00	1,000.00	5,535.66	6,000.00	12,000.00	
3320 • Collection Plate										1,027.59	1,106.00	4,921.24	5,752.00	11,500.00	
Total Regular Contributions										22,715.76	19,393.00	131,827.24	115,477.00	230,947.00	
Total Income										24,390.76	20,476.00	155,493.63	134,979.00	256,947.00	
Gross Profit										24,390.76	20,476.00	155,493.63	134,979.00	256,947.00	
Expense															
Board of Trustees															
4542 • Discretionary Fund										0.00	0.00	121.47	0.00	0.00	
Total Board of Trustees										0.00	0.00	121.47	0.00	0.00	
Employee Expense															
Payroll Expense															
4805 • Payroll Taxes (Employer FICA)										705.62	529.00	3,908.74	3,175.00	6,349.00	
4825 • Workers Compensation Insurance										220.50	101.00	981.50	604.00	1,210.00	
4835 • Payroll Processing															
66000 • Payroll Processing										103.45	70.00	578.95	422.00	842.00	
Total 4835 • Payroll Processing										103.45	70.00	578.95	422.00	842.00	
Total Payroll Expense										1,029.57	700.00	5,469.19	4,201.00	8,401.00	
Senior Minister															
4110 • Salary										2,566.66	2,566.66	15,399.96	15,400.04	30,800.00	
4115 • Housing Allowance										4,766.66	4,766.66	28,599.96	28,600.04	57,200.00	
4120 • Retirement										733.32	635.00	4,399.92	3,811.00	7,621.00	
4125 • Medical, Dental, Life Ins.										3,577.86	2,253.00	11,547.90	13,514.00	27,032.00	
4130 • Disability										190.66	87.00	571.98	527.00	1,049.00	
4135 • Professional Expense										0.00	733.00	1,451.55	4,402.00	8,800.00	
4145 • FICA Reimbursement										561.00	561.00	3,366.00	3,366.00	6,732.00	
Total Senior Minister										12,396.16	11,602.32	65,337.27	69,620.08	139,234.00	
Total Employee Expense										13,425.73	12,302.32	70,806.46	73,821.08	147,635.00	
Fundraiser Expense															
4724 • Event Coordinator / AV Tech										0.00	100.00	0.00	600.00	1,200.00	
4730 • Rental Expense										0.00		17.00			
4740 • Auction										160.00	167.00	1,181.21	998.00	2,000.00	
Total Fundraiser Expense										160.00	267.00	1,198.21	1,598.00	3,200.00	
Outreach															
4732 • Social Justice Team										61.99	331.00	863.04	1,983.00	3,969.00	
4733 • Communications										0.00	167.00	0.00	998.00	2,000.00	

				Total Outreach	61.99	498.00	863.04	2,981.00	5,969.00
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December 2024

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					4610 - UUA Fairshare	1,025.00	1,025.00	6,150.00	6,150.00	12,300.00
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All Souls Unitarian Universalist Church

Profit & Loss Budget Performance

December 2024

										Dec 24	Budget	Jul - Dec 24	YTD Budget	Annual Budget
4803 · Administrator Salary														
4803.2 · Administrator Retirement										259.50	162.00	1,551.01	966.00	1,938.00
4803 · Administrator Salary - Other										2,595.00	2,595.00	15,570.00	15,570.00	31,140.00
Total 4803 · Administrator Salary										2,854.50	2,757.00	17,121.01	16,536.00	33,078.00
4804 · Administrator Professional Exp										0.00		100.00		
4808 · Accounting / Bookkeeping										819.00	727.00	4,746.00	4,364.00	8,726.00
Total Sustaining Operations										9,775.48	8,427.00	47,530.50	50,560.00	101,122.00
64700 · Miscellaneous Expense										0.00		215.00		0.00
Total Expense										33,315.57	30,127.32	164,793.72	181,255.08	362,019.00
Net Ordinary Income										-8,924.81	-9,651.32	-9,300.09	-46,276.08	-105,072.00
Other Income/Expense														
Other Income														
NetRealized/UnrealizedGain/Loss										-25,584.14	0.00	46,977.62	0.00	0.00
Other Revenue														
Interest Income										0.00		24.65		
State Historical Income										0.00		48,694.00		
3810 · Other Income														
Interest Income										5.83		11.84		
Total 3810 · Other Income										5.83		11.84		
Total Other Revenue										5.83	0.00	48,730.49	0.00	0.00
Total Other Income										-25,578.31	0.00	95,708.11	0.00	0.00
Other Expense														
Other Expense														
3824 · State Historical Expense										1,320.00		80,029.90		
3825 · 30 Yr Project										341.00		341.00		0.00
3826 · Infrastructure - B&G										0.00	0.00	1,760.00	0.00	0.00
3827 · Infrastructure - AV/Tech										0.00	0.00	614.24	0.00	0.00
Total Other Expense										1,661.00	0.00	82,745.14	0.00	0.00
Total Other Expense										1,661.00	0.00	82,745.14	0.00	0.00
Net Other Income										-27,239.31	0.00	12,962.97	0.00	0.00
Net Income										-36,164.12	-9,651.32	3,662.88	-46,276.08	-105,072.00



UU Common Endowment Fund (UUCEF)

July 01, 2024 Through December 31, 2024

Account Number: 611296

Account Name: All Souls Common Endowment Fund

UU Common Endowment Fund

24 Farnsworth Street

Bosio MA 02210-1409

Account Activity Summary

Beginning Balance - Close of Business Jun 30, 2024

Additions

Withdrawals

Realized Gains / Losses

Change in Market Value

Ending Balance - Close of Business Dec 31, 2024

Asset Details

Asset Description	Shares	Market Price	Unrealized		
			Market Value	Net Cost	Gain (Loss)
UUCEF_POOL	104,767.1815	\$ 12.455900	\$ 1,304,969.54	\$ 1,071,532.57	\$ 233,436.97
		Grand Total	\$1,304,969.54	1,071,532.57	233,436.97

Cash Clearing Detail

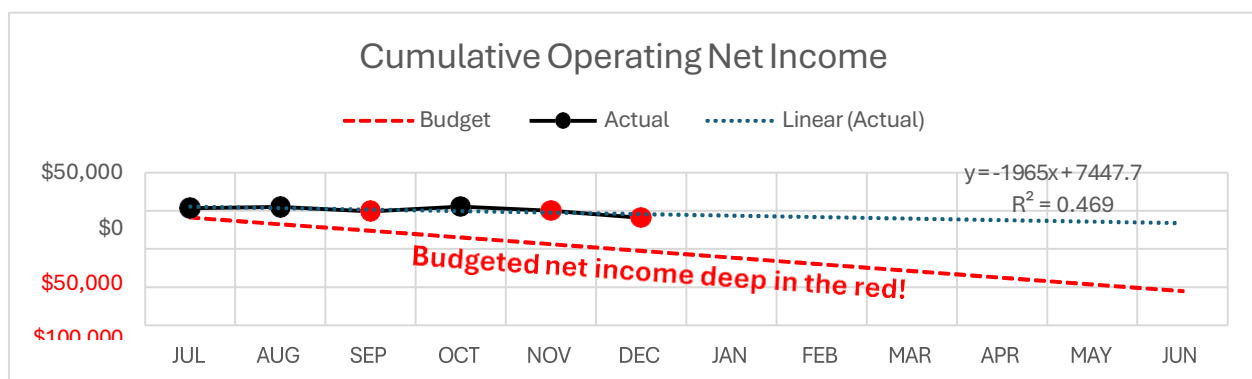
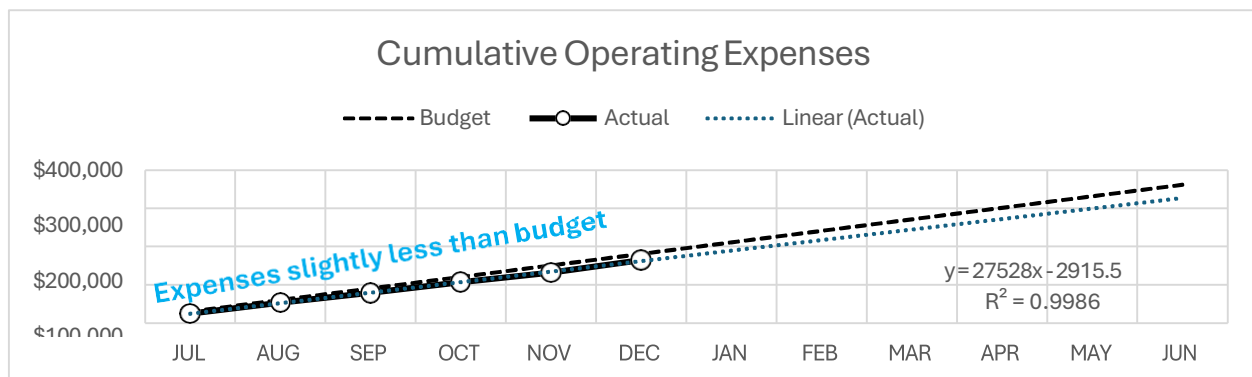
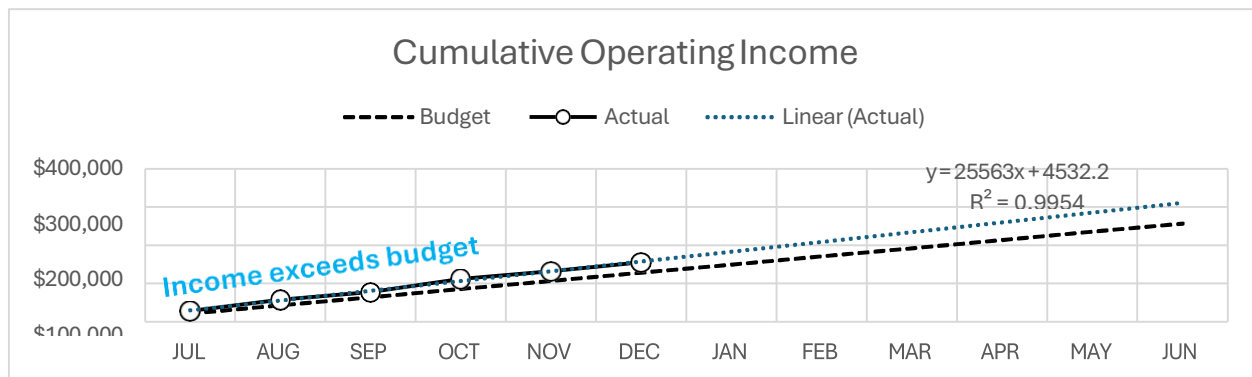
Description	Date	Amount
Sold UUCEF Shares	07/01/2024	\$ 46,239.00
UUCEF611296-All Souls Common Endow Fd All Souls Unitarian Universalist C	07/03/2024	(46,239.00)
Sold UUCEF Shares	08/01/2024	30,000.00
UUCEF611296-All Souls Common Endow Fd All Souls Unitarian Universalist C	08/02/2024	(30,000.00)
Sold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

iTransaction Details

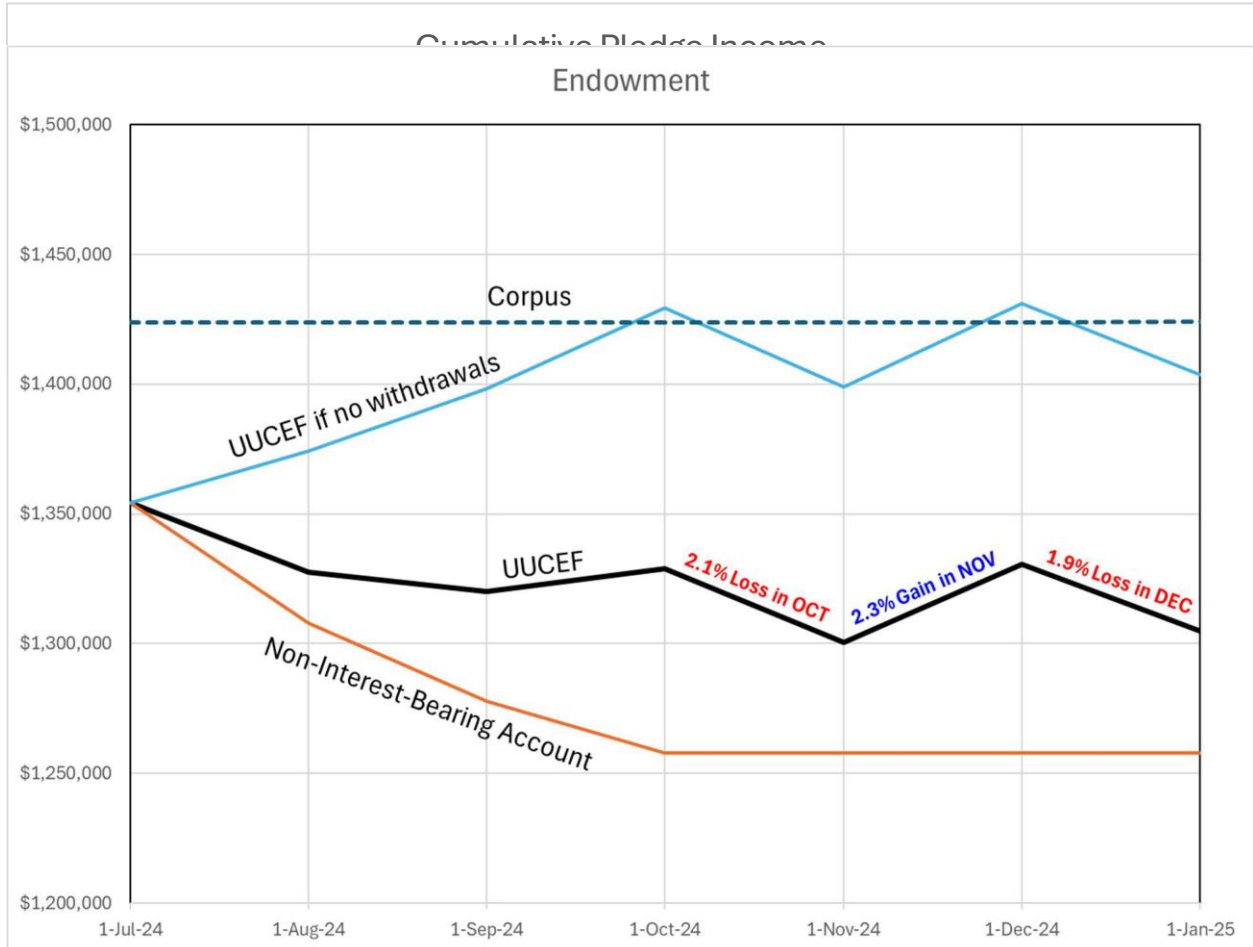
Sale Details	Date	Price	Shares	Amount
UUCEF_POOL	07/01/2024	\$ 12.017700	(3,847.5748)	\$ 46,239.00
UUCEF_POOL	08/01/2024	12.196000	(2,459.8229)	30,000.00
UUCEF_POOL	09/01/2024	12.408600	(1,611.7854)	20,000.00
Total Sales				\$96,239.00

The Report

1. At the halfway point in the fiscal year, the Operating Fund remains surprisingly near balance. Expenses exceed income by only about \$9,000, whereas the budgeted deficit is more than \$52,000. Extrapolating to the end of the fiscal year (June 30, 2025) the operating fund deficit is projected to be \$16,000, or about 15% of the budgeted deficit of \$105,000.



2. Pledge income through December is 16.2% above budget. Extrapolating to the end of the fiscal year, it appears that we may have \$230,000 in pledge income versus a budgeted \$207,000.



3. The Endowment lost 1.9% in December. Hopefully this won't continue, but I expect increased volatility with the Trump Administration. There were no withdrawals in December.

Attachment 3: Building and Ground (B&G) Report:



NOTES

All Souls B&G Team Meeting

6:00 PM January 14, 2025

RE ASSEMBLY - DOWNSTAIRS



Project Lists & Finances

1. Financials for FY25 - fund balances

B&G Maintenance 4430	\$4,993
Custodial 4450	\$ 318
Souls for Solar	~ \$15,000

2. Relocation of Minister's Study

1. THANK YOU, TEAM! Almost done.
2. Budget update - projecting to be about \$1,000 over budget if we purchase the custom door. Jenn will ask BOT for additional funds (possibly use B&G Savings?)
3. Curtain for doorway - Done!
4. Door options - Team agreed to order from Sun Mountain Custom Doors, per the last quote Mike found. Mike will order once we get budget sorted. Gay will finish the door to match the music room.
5. Repair and weatherstrip exterior - Done!
6. Picture rail - Mark has placed order for custom router job to match the others in the GH.
7. Plan for chancel storage/music room - Need to know what the Sanctuary and Music groups need moved out and moved into the room, and what the use will be and the B&G team can help arrange it. Kate will check with Kathleen B.
8. Pat to get quotes for blinds for new office, chancel, Kat's office. Cellular blinds in neutral color.
9. Ron requested a coat hook in the new office. Dan is sourcing and will stain to match.

3. SHF Improvement Grant - Gary

1. Current project update - still on pause for weather. Plenty of time this spring to finish.
2. Potential future grant - pause grant until the new finance policy is resolved

4. Grounds Update - Pat

1. Pat will invite Lance from CSU to discuss converting the lawn strip on Dale St. Plan for April B&G meeting.
2. Pat will send email for a day in late January (hopefully a bit of a thaw) for deep watering and some winter pruning.

5. Asbestos testing - Gary

1. NO ASBESTOS WAS DETECTED! This is a very positive result that we will announce in the e-Newsletter.
2. If major restorations are planned we will contract additional testing to be safe. But this means everyday use and patches should be safe.
6. Projects completed in November - December
 1. Choir Loft Conversion!! So much work!
 2. Lead building tour for AAUW
 3. Furnace PM
7. January Projects
 1. Snow schedule: to 1/11 = Henry; 1/12-1/25 = Gary; 1/26 - 2/8 = Dan, 2/9 - 2/22, Jenn
 2. Building walk-thru: Pat (see schedule and request changes if needed)
 3. Proposal to shelter asylum seekers - please email Jenn if you have questions, comments, input.
 4. Surge protector for main electrical panel - Done!
 5. Replace all four furnace filters - Dan/Feb.
 6. Discuss and select interior paint projects for 2025 - Kate suggests RE spaces. Jenn will email Molly to see if/how the use of areas have changed and if/where a paint job is needed.
 7. Update paint list with new purchases (stains) - Jenn
 8. Draft budget for FY26 - Discuss in February. Please bring your ideas.
 9. Identify tentative team lead for FY26 - Jenn will continue
 10. Check in with Dan to ensure continued security access as needed - Done!
 11. Water grounds if no precipitation - Pat
 12. **2025 priorities** - finish choir loft, set up meeting room, accessibility / lifts.
 1. Need to decide a process to determine design and furnishings for the multipurpose room. Then need to find options for the furnishing to meet the need.
 2. Jenn will continue conversations with RE, A/V, Ministry, etc.
 3. Kate will search furnishing options at different price points.
8. Replacement blinds
 1. Chancel, Kat's office, Restrooms, Minister/choir - Pat to get prices.
9. Ramp replacement planks - Gary - can wait for spring
10. Stained glass art proposal - Jenn getting quotes to framed in zinc to support it.
11. Draft Endowment Fund Policy - John - brief overview with lots of discussion to follow.
12. Draft Attic storage policy - Kate - PLEASE REVIEW and send comments to the team.
13. Draft Purchasing policy - Jenn - PLEASE REVIEW and send comments to the team.
14. Meeting time conflict with Choir?? - PLEASE CONSIDER ALTERNATES and send suggestions to the team.
15. February Meeting will feature a presentation by a young member, Tristan, who has ideas for the playground.

16. Notes from Council

1. Teams requesting space in attic storage (social justice, auction, lady liberty, membership)
2. Request to keep table from old minister's office (even though chairs are being used on chancel), but need to deal with the remaining furniture from choir loft.

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 Report:

Care Team Quarterly Report – October, November, December 2024

Submitted January 5, 2025

Members:

Rev. Ron Phares
Betsy Fay-Saxon
Barbara Kohlhaas
Phyllis Smith
Marion Ceruzzi
Kate Crow
Nancy Seckman
Jill
Katie 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 October, November, and December 2024. 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. In December, two members were on hiatus, and one member was unavailable for most of the month. Overall, it was pretty quiet this quarter, mostly due to the holidays.

Cards/eCards (Get Well, Sympathy, Thinking-of-You, Congratulations): 4

Phone calls, texts, & emails w/ congregants: 8

Visitations: 0

Meals: 6

I, personally, wish to extend my thanks to each team member who worked tirelessly and unselfishly to make our mission a success in 2024! You all represented All Souls very well.

Submitted by Betsy Fay-Saxon

Care Team Coordinator

Attachment 5: Request for Temporary Guest Housing and Guidelines for Guest

PROPOSAL FOR USE OF ASUUC SANCTUARY ROOM FOR JANUARY 2025 GUEST

1. The room would be used for an immigrant woman with a young child. **This is in no way like the sanctuary program.**
2. The family would be under the supervision of Catholic Charities and Accompaniment and Sanctuary Coalition, contacts to be attorney Claudia Goldin of CC and Phyllis Dunn of ASC.
3. Unlike with sanctuary residents, the guest would be free to come and go at will within parameters set up by CC and ASC. The immigration team will be the contact for the client, and will help with whatever she needs.
4. Housing would be temporary, about 4 months, and could be terminated at the request of the client, CC, ASC, or All Souls.
5. The client would have, or be working on, her asylum application with the direction of CC.
6. The presence of a young woman and child poses no danger, especially to Kat Lane who is often at church alone, and Kat agrees.
7. During RE on Sunday mornings, the guest will attend services, not to convert them, but to absent them from downstairs during RE. This was always done for sanctuary guests, and members enjoyed the opportunity to get to know the guest.
8. There is nothing illegal about housing an undocumented immigrant. Refer to the latest UUSJ newsletter.

Please understand, as was explained at the Immigration 101 meeting at All Souls in November, that asylum seekers are here legally. They are registered with the government, and have been admitted pending approval of their asylum status. Unlike with sanctuary clients, there is no need to notify the police of their presence, or to restrict their movements. In fact, All Souls' location on the free Zeb bus line is perfect for transportation, especially to the CC office.

If there are any questions, please feel free to contact me, (719)232-3875.

Signed, Phyllis Dunn

Attachment 5, Continued: Guest Rules for All Souls Unitarian Universalist Church (30 Jan 2025)

FIRST: WELCOME TO ALL SOULS!

We have a few requests.

1. No smoking, and no alcohol either because of your age.
2. Please feel free to use the kitchen refrigerator on the marked shelves. Also, there's a small toaster oven and coffeepot. Keep your food wrapped tightly so mice won't come in. Keep the kitchen clean.
3. We have a crib and diapers for your baby.
4. Please restrict visitors to 2 adults and 2 children between the hours of 10am to 6pm. Let them in yourself.
Do not give anyone the door code.
5. The free Zeb bus goes downtown, and is right outside the door.
6. On Sunday mornings, go upstairs to the service or the rooms upstairs. Someone will go down to escort you upstairs. They don't let people be downstairs while children are in religious education. Please stay for coffee hour, eat and meet our members.
7. When there are church meetings downstairs in the evenings, stay out of the way and don't communicate with them unless absolutely necessary. They don't speak Spanish. There's a TV in your room.
8. Please let us know if you have any questions!

Attachment 6: BOT Motion Tracker (dated 31 Jan 2025)

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

Updated 31 Jan 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: 2024-2025: P=Linda Nicks, VP=Glen Day, Past P=Becky Harrison T=Stan Kidder, S*=Gay Harrison, At Large= Sue Neufeld, Andy Walker and Dale Young		
		Motion Tabled for later			
		Motion Failed			
*Document maintained by BOT Secretary					
Motion #	Date of Action (MM/DD/YYYY)	Motion Title	Moved By/Seconded By	Motion Description	Outcome
1	8/13/2024	Council Team Lead Approval	Stan/Sue	Accept John D'Allessandro as Finance Team Lead and Mark Anderson as Stewardship Team	Motion Passed
2	9/24/2024	Approve Check Signers for Financial Work	Stan/Andy	The BOT President, Vice President and Treasurer are all authorized signators for ASUUC checks. Let the minutes reflect this for bank proof.	Motion Passed
3	9/24/2024	Support Dismanteling Racism Team (DRT) Proposal as Presented	Andy/Gay	BOT Approve DRT plan to start 1 Jan 2025 but require preview of educational program developed prior to it's implementation.	Motion Passed
4	9/24/2024	Approve UUC 2025 Policy Update for Minister Retirement	Dale/Andy	BOT approved the 2025 UUC Minister Retirement Plan for final signatures	Motion Passed
5	10/22/2024	Approve BOT email vote on 2025 Annual Meeting Date	Dale/Andy	BOT Accept the date voted on in email of 1 June 2025 for Congregations' Annual Meeting. This date will now be entered on the church calendar.	Motion Passed
6	9/24/2024	Accept the Path to Membership Policy as presented by Dale.	Dale/Stan	BOT accept the Path to Membersip Policy as presented and attached to the Sept BOT Monthly Minutes.	Motion Passed
7	9/24/2024	Create a Task Force to review idea to move to 2 services	Andy/Dale	Move that Reverand Ron make a call for Task Force Volunteers and select a team of 3-5 suitable members to study pros and cons of holding 2 services a week.	Motion Passed
8	10/22/2024	Authorize one person to act on behalf of ASUUC's Endowment Fund	Glen/Becky	The UUC managers of ASUUC's endowment fund require one authorized contact to work with concerning our fund management. The Treasurer, Stan Kidder is the logical choice. Move to authorize Stan for endowment fund point of contact for ASUUC.	Motion Passed
9	9/24/2024	Cannabis Event Proposal	Glen/Becky	BOT Approved Reverand Ron to collect all decision making information needed for the board to decide whether or not to approve a trained facilitator lead cannabis "Vision Quest"-like event at ASUUC. Rev Ron will present all information collected to the board for a final decision .	Motion Passed
10	9/24/2024	Accept 3D models of ASUUC from Donor	Dale/Becky	Approve Mr. Mergelman's offer to donate 3D models of ASUUC for purchase at the Oct 2024 church auction.	Motion Passed
11	10/22/2024	Accept New Website Development	Andy/Dale	Move to accept the new website as developed by Katie Phares and her Social Media Team and demonstrated to the BOT. New website will go live in mid-Dec once user training (via Zoom and by tutorials on-line) is available. Katie will provide oversite of new website until a webmaster is assigned.	Motion Passed
12	10/22/2024	Navigation Adulthood Proposal	Sue/Becky	Accept proposal for young adult program "Navigation Adulthood" to be taken over by Jen Keating and Alexandr Tolson as trainers. Mover to approve proposed budget as presented to BOT in Oct Monthly Meeting.	Motion Passed
13	10/22/2024	RESOLVE to accept Mission Statement Draft	Linda	Board resolved to accept one perfered mission statement to be presented to and voted on by the congregation.	Motion Passed
14	10/22/2024	Create Ministry Review Team	Dale/Gay	Along with Rev Ron, create a ministry review team consisting of a BOT member, Personnel Team Lead (Dale) and 2 church members.	Motion Passed
15	10/22/2024	Accept offer for free photography of our sanctuary	Sue/Becky	Moved that, at no cost to ASUUC, we accept the offer of photographer Mosley to take 3D photos of our sanctuary for use in his photo exhibite and for ASUUC's use.	Motion Passed
16	10/24/2024	Use BOT discretionary funds	Becky/Linda	Moved to approve the BOT to pay for food needed during the board's meeting on church organizational plans.	Motion Passed

ASUUC BOT Monthly Meeting Minutes: 28 January 2025

17	11/25/2024	Establishment of Governance Committee	Sue/Stan	"I move that a Governance Committee be established with Ben Wallace and Dale Young as co-chairs"	Motion Passed
18	11/25/2024	Acceptance of Pledge Policy Changes	Dale/Andy	"I move to approve the new Pledge P&P with the suggested changes"	Motion Passed
19	11/25/2024	Allow Online auction to go until 30 June	Becky/Dale	The Auction Team asked the Board to approve the continuation of the online store until 30 June	Motion Passed
20	11/25/2024	Approval of Care Team P&Ps presented	Dale/Sue	"I move the Board approve the Care Team Policy and Procedures as presented in October 2024"	Motion Passed
21	12/10/2024	Technology Task Force (TTF) Mission and Charter	Dale/Ben	Motion to accept the TTF Mission and Charter as provided by Ben Wallace at BOT meeting.	Motion Passed
22	12/10/2024	Governance Committee Mission and Charter documents	Andy/Becky	Motion to accept the Governance Committee Mission and Charter documents as presented by Dale Young at the BOT Meeting.	Motion Passed
23	1/28/2025	Approve Building and Grounds funding request for new Minister's Office remodel	Stan/Sue	Move to approve B&G to use additional \$1K for completion of remodelling of Minister's new office"	Motion Passed
24	1/28/2025	Dissolve Minister Review Task Force now that review is complete	Dale/Glen	Move that the Minister's Review Task Force be dissolved".	Motion Passed
25	1/28/2025	Present vote to congregation on Affiliated Minister, Beth Elliot	Gay/Andy	Move that we present Ruth Elliot as Affiliated Minister to ASUUC for congregation vote at the 1 May 2025 Annual Congregational Meeting.	Motion Passed
26	1/28/2025	Motion in Executive Session	Gay/Glen	Move that we get input from Rev Ron on evolving the Production Coordinator Job to include Digital Ministry Coordinator duties to cover additional tech functions required by the growing church.	Motion Passed
27	1/30/2025	Approval of Immigrant one-time guest	Andy/Glen	Move to approve immigrant mother and child to stay in ASUUC sanctuary room per the proposal and rules presented to BOT. Catholic Charities is in charge of finishing this immigrant's legal paperwork. This is NOT a sanctuary	
					Vote On-line = Motion Passed