Board of Trustees Meeting Minutes
March 31, 2026

Use Democratic Rules of Order & BOT meeting protocols policy.
(*) annotates items BOT members must review prior to meeting

1. **Chalice Lighting:** The President called the meeting to order at 6:38pm with a blessing

   Check-in with attendees (both in person and online)

   Attendees:

   BOT: Glen Day, Lynn Hughes, Rev Ron, Sue Neufeld, Dale Young, Gay Harrison, Stan Kidder and Linda Nicks

   Visitors: Mark Anderson and Geoff Moore

2. **Consent Business Items**
   a. *Approval of past month's BOT Meeting minutes.
      - February Minutes
   b. The Social media update provided by Nike was discussed/acknowledged.
3. **Noted all BOT on-line votes conducted between February and March monthly meeting.**
   a. Updated bookkeeping
   b. Honored Member nominations
   c. Extension of two services through May—The BOT also agreed to an annual service schedule of 39 weeks of 2 services and 13 weeks of one service.
   d. All BOT motions in meeting and on-line are 3 documented on the BOT Motion Tracker.
4. *** Minister's Report:**
   a. Report: Rev Ron highlighted responses from the survey on involvement. Many responses came in. Most folks answering were already very involved in ASUUC and consider the church important to their life. Ron felt it was odd that the other group that responded were NOT members.
   b. Note on Rights of Passage Program being developed.
      - Rev Ron is working to eliminate all liabilities to the church. The BOT talked through precautions for the safety of the church and all individuals participating in any Rights of Passage activity. Glen discussed working on ensuring the program has structure/milestones to measure success. Milestones will also allow a journey to be charted/shared. Ron explained the difference between his old Fire Tenders course and this new venture called Rights of Passage.
   c. Attendance Averages: A dip in March attendance may be due to Spring break vacations.
5. **Council updates**
   a. Includes updates on teams
      - The Membership team is working hard
         - Harrison nomination passed by unanimous vote on 24 March.
         - Starting to put blurbs in the newsletter for each team to ensure folks know what each team does and if they could use help in any way.
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- Care Team
  - Change P&P to require that people must be an ASUUC Member to participate on the Care Team (due to privacy matters)

6. **Congregation Committee updates (Quarterly or as needed):** No report provided
7. **Task Force Reports:**
   a. Ministerial Agreement discussed. Some of the most important changes were reviewed. Under "Responsibilities" it's stated that the Minister decides whether ministerial teams are added or dissolved. Under "Relations to Staff" agreement states that the Minister is head of staff and responsible for oversite of staff. Minister can hire, fire or change the salary of staff in consultation with the Board.
      - Updated form was reviewed.
      - Dale moved **"that we approve the new Ministerial Agreement as amended"** Linda seconded the motion and it passed unanimously. Motion passed.
      - Dale moved **"that we dissolve the Ministerial Agreement Task Force"**. Linda seconded the motion and it passed by board vote.
8. **Committee Reports**
   a. * Treasurer, Stan, discussed that getting financial reports has been slow in March. He and the Finance Committee are working out the flow of their work with Trudy, the bookkeeper. Trudy is turning over our info to Quick Books but that's been delayed due to the end of the tax year. Payroll information must be entered into Quick Books by hand. Goeff reiterated that once we're transferred to Quick Books, Trudy will no longer be a single point of failure. The delay in financial reports will also be improved using Quick Books. Due to the church's growth, an update to our financial system was needed.
      - Treasurer's Report Reviewed.
      - Treasurer's Executive Summary Reviewed.
      - The BOT will meet and vote on a new budget in a 21 April meeting.
      - The two-service test ends in April so the BOT discussed our next move. See motion and vote under section 3, online votes.

   b. Finance committee
      - Finance committee report: Geoff described how our cash accounting process means that we spend pledges as they come in. The Finance Committee are looking into depositing pledges into a reserve instead. The Finance Committee are also considering changing our fiscal calendar to the same calendar we know for taxes to simplify pledges. They are now researching how this transition could look, but the change is probably not something we could accomplish in 2026.
      - Update in bookkeeping approach
        - Notes
        - Specifics on the solution
        - BOT voted online prior to the meeting (see section 3 above) about accepting Crystal Clear Solutions proposal for changing our process. The BOT voted unanimously to approve the motion.

   c. Stewardship committee
      - Mark Anderson discussed the incoming pledges. More pledges were made in January than expected but other months' pledges were lower than expected. The 2026-2027 Pledge Drive report showed pros and cons of taking a pledge for one

pledge year versus keeping that same pledge going unless the donor changes the pledge. The BOT discussed the trouble we continue to have finding volunteers to be on the pledge committee. More volunteers are needed to improve pledges.

d. **Building and Grounds:**
   - March updates
   - Closing Checklist
     - Need to check the feasibility of door locking to improve security. The West door can be unlocked while event attendees are arriving, but we want everyone to lock the door once everyone has arrived.
     - Need to take action to share the security policy

e. **Governance Committee/P&P:** Dale is working with Nike on updating our "Use of Church Space" Policy.

f. **Rentals Committee:**
   - Rental proposal related by Nike was discussed.
     - Response to Nike: The BOT agrees to allow you, as Church Administrator, to make the call whether to allow an event, if you wish to oversee the use of space process. No formal vote was taken.
     - Dale will meet with B&G, Safety Team and Nike to present the board with an updated policy.

g. **Personnel Committee:**
   - Updated contracts to reflect extension of two services for Kai, Molly, Kristine, and Matthew
   - Discussed annual salary evaluations and recommendations for changes in our budget. Some medical insurance costs are increasing and will be reflected in next our budget. We pay ASUUC staff equivalent to AUU rates for a class B church.
   - A DRE salary adjustment was discussed. The BOT authorized inputting the new amount into next year's budget.

9. Communications

a. BOT President, Glenn, provided updates on actions between monthly meetings
   - The BOT held three votes and had a rental discussion via email.
   - We need training on Google Forms to help make our email votes more trackable

10. BOT Calendar was reviewed

11. New business:

a. Putting bulletins on the new sound mitigating panels was discussed
   - Limit to one panel so sound-dampening won't be negated
   - Events advertised must align with our values and provide mutual aid

b. Checking to see if UUA has provided us with a link to approve GA delegates or if we'll need another means

c. Regional Assembly (April 10-12)
   - BOT members going? Possibly Linda and Lynn.

d. Monthly UUA News

- Monthly Newsletter
- Annual address

12. Final Comments (President: 2 min)

a. Acknowledgement and thanks to:
   - Gay and Scott Harrison for overseeing the Nazareth College Visitors
     - Gay reported the group was well-behaved and did excellent work for both Inside Out (their main sponsor) and ASUUC (worked for B&G)
     - The only issue was conflicts with the group sharing space at night with ASUUC meetings. Need to better de-conflict the calendar if we allow another group to use our facility for after work/overnight accommodations.
   - Ministerial Agreement Task Force for updating our key document.

b. Next meeting(s)
   - **Council April 14**
   - **April 21 BOT meeting to vote on budget**
   - **BOT April 28**
   - **May 17 Town Hall - After second service**
   - **BOT May 26**
   - **Congregational Annual Meeting June 7**
   - **General Assembly June 14-21**

General meeting Adjourned at 9:20 pm.

Meeting minutes respectfully submitted by BOT Secretary, Gay Harrison.