

Board of Trustees Meeting Minutes
Tuesday, February 24 · 6:30 – 8:00

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 6:35pm with a [blessing](#)

Attendees:

BOT/Staff: Glen Day, Linda Nicks, Stan Kidder, Gay Harrison, Dale Young, Sue Neufeld, Jennifer Caballero, Nike Myers and Ron Phares.

Visitors: Gaye Woullard, Jenn DeWoody, Mark Anderson, Ben Ellsworth, Alyx Shilling and Kathleen Brannen

2. **Consent Business Items**

- a. January BOT Meeting [Minutes](#) were approved.
- b. Social media update [Report](#) was presented by Nike.

3. * **Minister's Report:** Ron mentioned adding boards or events/community calendar/mutual aid, flyers and postings to a few of the sound abatement panels. The goal is to increase communication. Stan mentioned that next month we need to decide on 2nd service for budgeting purposes.

4. **Council updates**

- a. Includes updates on teams
 - Council [meeting minutes](#)
 - Gaye Wollard, on behalf of the Membership Team gave an [update and proposal](#) to honor ASUUC's 50-year members. **Gay moved "to approve the purchase of gifts for 50-year members for recognition at the Annual Congregational meeting"**. Sue seconded the motion and it passed unanimously by board vote. It is #87 on the BOT Motion Tracker.
 - Two social justice [event calendar notes](#): Tomorrow evening we'll host a remembrance by 501 for persons killed in ICE custody. Ron has approved this gathering.
 - There will be an installation of a broken heart sculpture with names inside. This will be a temporary installation.

5. **Congregation Committee updates (Quarterly or as needed)**

- a. Right Relations Committee/Leadership Development Committee -- No updates

6. **Task Forces**

- a. Minister Evaluation: The annual evaluation of Ron will be reviewed in Executive Session. (Reviewing in
- b. Minister Agreement: Dale is fine-tuning the agreement for BOT review in March.

7. **Committee Reports**

- a. * Treasurer (5 min)
 - Treasurer's [Report](#)

The December Treasurer's report was posted on Sunday. Our budget is "OK" according to Stan.. However, annual pledges are coming in below budget. Quick Books Online is being installed by our bookkeeper, Trudy. This system will allow on-line review of our finances. The BOT must approve next cycle's budget ahead of the 2026 Congregational meeting so items can be published. 28 April BOT meeting will be when we finalize/approve the new budget. Earlier meetings will be scheduled for work budget decisions ahead of time. Plan to meet 21 April for planning. Nike will help organize for Congregational meeting in June. The Council will plan to provide reports to her. Everyone should use WORD format/or one Nike specifies via our handbook on congregational meetings.

- Treasurer's [Executive Summary](#) was posted by Geoff Moore. Well-received by BOT.
- b. Finance committee
 - Finance committee [report](#): Stan moved **“that Gary Harrison, Jerry O’Neil and Jay Hatfield be named to the finance committee”**. Lynn seconded the motion and it was approved by BOT vote. It is #88 On our BOT Motion Tracker.
 - In an *on-line* vote, on 17 March 2026, another BOT action was required. Stan moved **“that the Board accept the Crystal Clear Solutions proposal and authorizes the Treasurer and the Church Administrator to work with them and our Bookkeeper (Trudy) to implement their recommendations.”** Linda seconded the motion and it passed by a majority on-line vote. This motion is #89 on our Motion Tracker.
- c. Stewardship committee
 - Pledge Drive report: Mark Anderson reported that we have about ½ of expected pledges in. We had expected more by now. The Pledge Drive ends this Sunday. There is a group working to bring in stragglers. Glen praised how the pledge drive is being run. We surmised that the rough economy may be degrading pledges. Pledge units are down 22% but overall pledges are not down that much. We are striving to finalize all pledge income by the end of March so the new budget can be finalized. Some folks who haven’t pledged will get letters in 2 weeks, and some may be called. It was recommended that Mark talk at the next service to remind folks we need pledges in now so that we can decide what we have for the next budget.
 - Bylaws now require only that you’ve PLEDGED not that you’ve PAID something to be allowed to vote in the Congregational Meeting.
 - Mark discussed how other churches get a pledge and it continues at that amount year after year until a member changes or stops it. This is an option ASUUC may adopt in the future.
 - Mark recommends having a stewardship team and, ideally, the team lead would be someone who is good at marketing. Kathleen recommended a more diverse pledge team.
 - One member asked if we could get registered with Benevity for employee-matched donations. Linda made a motion **“that we add Benevity as another vehicle for donations and it should be added to the website”**. Dale seconded the motion and it passed by vote. See motion #90 on the BOT Motion Tracker.
- d. Building and Grounds: Jenn presented an updated report on on-going toilet repairs. The congregation approved use of our 30-year fund for immediately needed repairs with BOT approval rather than waiting for a congregational approval. THREE big repairs that qualify for this fund are now needed: 1) Sewer repair for 2 toilets prior to major failure. 2) Repair the women’s upstairs bathroom’s accessible toilet (wall mounted) to stop it leaking and 3) Repair the building foundation in the Pine Room where it’s bulging. B&G will also do some work. Our B&G team will replace the popcorn ceiling in the bathrooms with a hanging ceiling so future repairs will be easier. The B&G Team also just repaired a sewer backup in the Pine Room and lower shower bath. Dan, Gary and Becky had to do major clean up. Jenn is still awaiting that bill from Olson Plumbing as well as a bill from the grease trap cleanout Olson did in our kitchen. Olson Plumbing does great work for us! B&G is also talking to insurance for reimbursement for the sewer back-up damage, if possible. Gay made a motion **“that the BOT approve B&G’s request for the use of the 30-year fund to pay for 3 repairs (sewer, toilet and foundation) and that the Treasurer request these funds from the endowment.”** Sue seconded the motion and it was approved by unanimous vote. The project’s estimated total costs are \$8K. This is motion #91 on the BOT Motion Tracker.
- e. Governance Committee/P&P
 - No report was presented this month. Dale is working to find another event coordinator. Bart still works as our event coordinator for all member passage events, but this new event coordinator will cover all other types of events. Nike’s husband, Jim, has offered to do that role. We will need a job description for the role. It was discussed whether the BOT had any issue with hiring a family

member. Since it's a contracted-out position, it doesn't need BOT approval. However, Nike is asking for more authority on working rentals, assigning event coordinators and paying them, so how would the BOT like to ensure this doesn't cause an issue? The BOT decided that the Treasurer would have financial oversight of these assignments. Dale made a motion that **"we accept a new Event Coordinator job description and approve the hiring of Jim Meyer as Event Coordinator"**. Sue seconded the motion and it was approved by BOT vote. Dale then made a motion **"that we authorize Nike Meyer to act as rental and events lead in use of church space, on a temp basis, until the Use of Church Space policy is updated to officially authorize her"**. Sue seconded this motion and it passed by BOT vote. These motions are #92 and #93 on the BOT Motion Tracker.

- New files from Nike and Dale were presented:

- [Rental Agreement Form](#)
- [Rental Agreement Draft](#)
- [Rental Packages and Rates](#)

f. Personnel Committee

- Hiring Team progress

- Accompanist
 - a. Kai found, tried out and recommended to the BOT an interim accompanist
 - b. Before the meeting, Dale made a **motion ONLINE "to approve Kara Iverson as temporary accompanist"**. Linda seconded the motion and the BOT vote approved that motion on-line. We are still looking for a permanent accompanist. See #94 for this motion on the BOT Motion Tracker.
- Events Coordinator (see above discussion and approval for this new job):
 - a. Dale and Nike worked on a job description
 - i. [Copy of job description](#)
 - ii. Dale to offer update on discussions
 - iii. [Letter of Agreement](#) for signature

8. Communications

- a. Updates: Ben brought up the idea of hiring an A/V backup for Matthew. Funds may be available since we'll have unused funds from the music director's allocation. Ben is still working on these inputs for BOT review. Gay recommended Ben creates an Operating Instruction of what Matt does to educate and support a volunteer that could cover a few shifts when Matt is out of town.
 - Between-Meeting BOT communication tools
 - Dale proposed developing new tools and processes for BOT decisions between meetings
 - Glen put together an initial [exploration of already-available Google tools](#)
 - Dale put together a proposed [decision tree](#)
 - Ben Wallace has uploaded everything that was available to him using the Governance team login to a folder called "Governance Files from Microsoft OneDrive" in the Policies and Procedures folder here: <https://drive.google.com/drive/u/0/folders/0AMWTBTfDWhXZUk9PVA>
- b. Needs:
 - Help with folder organization on Google drive
 - Open spaces on Google Drive
 - A place for Documentation of Teams info
 - A place for reports
 - Templates
- c. Create a secure folder for BOT
 - For minister Eval and similar reports
- d. Create a specific process of changing out permissions each year in July
 - Ben will work with Nike on this

9. BOT [Calendar](#)

- a. Glen is adding a note to review contracts annually

10. **New business:** Alyx Shilling discussed his work towards his ministerial degrees. He's an aspirant looking for congregational sponsorship. Alyx has been involved in ASUUC for 1 year and will graduate in 2030. Sue made a motion **"to sponsor Alyx Shilling for Aspirant Status"**. Linda seconded the motion and the motion passed by vote. The BOT will write a sponsorship letter for Alyx. This is #95 on the BOT Motion Tracker.

- a. On 2-25-2026 at 5:30, ASUUC will sponsor an ICE victim memorial vigil in our front garden.
- b. The BOT reviewed the Brewster amendments that we approved for consideration at GA.

- Note from [Ed Klein](#)

- c. A message from the UUA Transitions Review Task Force

- [Copy of message](#) goes to:

- Kate Harrison
 - Betsy Fay-Saxon
 - Mike Brabeck
 - Terry Schultz
 - Heidi Cooper

- d. Side with Love Survey

- Six [questions](#) are being sent to Dan and Glen

- e. Regional Assembly (April 10-12)—in Sacramento and Online?

- Linda and Lynn may be going.

- f. Mobilizing CC Student momentum:

- Glen is working with the CC students to take the momentum further.
 - Going to put together a survey with help of Adan Katz to explore:
 - What they're looking for at ASUUC
 - What could be added
 - How to reach out to other CC students
 - Possibilities like student membership

- g. A [link to the February UUA newsletter](#) for those who may not be on their list.

- h. A Recycling/Composting update was presented, through Rev Ron, from Katie. Katie is working the concerns (smell, critters, etc) brought up by the B&G Team. The bins will now be near the shed which allows signage to be put up. The church can use the bins with our waste and use the compost too. Sue made a motion **"that the BOT approve partnering with Food to Power and authorize compost bins to be placed at ASUUC"**. Linda seconded the motion and it was approved by vote (#96 on tracker).

11. Final Comments

- a. Glen gave acknowledgement and thanks to:

- Mark Anderson for work on the Pledge Drive
 - The Eval task force
 - Dale, Alex Tolson, Ben Ellsworth, Linda, Kathleen Brannan
 - Ben Wallace and Kate and Will Crow for the Chili cookoff

- b. Next meeting(s)

- **Council April 14**
 - **BOT March 31 (later in the month to accommodate Spring Break)**
 - **BOT April 28**
 - **Congregational Annual Meeting June 7**
 - **General Assembly [June 14-21](#)**