

**All Souls Unitarian Universalist Church of Watertown NY**  
**Minutes Board of Trustees, Special Meeting**  
**June 23, 2022**

**Board Members Present:** Heather Winn, President; Robert South, Vice President, Patricia Sutherland, Secretary; Eleanor Allen, Treasurer, Trustees: Rebecca Carr, Joanne Harter, Shannon Starkweather-Burke

**Board members Absent:** Catherine Burns

**Others Present:** Janine LaClair, incoming Trustee; Sarah O'Connell, incoming Board Secretary

**Preliminaries:** - Heather

After reading the Board Covenant to us it was established that Sarah would be our Process Observer for this meeting. For the benefit of the incoming members the responsibilities of the observer were described. Patricia will try to send out the form for this, given to us by Rev. Marty Pelham last year.

**Call to Order**

Heather called the meeting to order at 9:30 am.

**Minutes** - Patricia

Eleanor moved and Robert seconded **that we approve the minutes from the previous meeting as written.** Motion **carried.**

**Treasurer's Report** - Eleanor

Eleanor told that us that Angelo had a conflict for today and was not able to attend this meeting. She asked us if we have interest in or suggestions for changing the format for her reports. She has asked Angelo to print horizontal lines. This year we have only used half of our budget, using \$43,794.93 or 48% of what we budgeted, due to not being able to use our building and having no minister. She hopes for a more complete analysis for next month's meeting. We have received 84% of what was pledged. There were no questions.

**Vice President's Report** - Robert

We have received a request from Rachel Smiley, who wants to use our social hall for a wedding shower on August 13. Robert is bringing the request to the Board rather than the Executive Committee given the unusual conditions of the restoration of the building. We hope to be able to use it by then but he will let her know she should have a back-up plan "just in case."

**President's Report / Executive Committee Report-** Heather

June marks the end of our fiscal year and as we are working to wrap everything up for the year, I am looking forward to working with the Board in the upcoming year. I would like to welcome the new members of the Board. I would also like to thank the members who are stepping away from the Board. I am so grateful for all of you!

In my life June is always a busy month full of changes. Kids are finishing up their school year and preparing for summer vacation and moving up to the next grade, summer begins and the weather gets better (mostly ... this is NNY after all), Farmer's Market is in full swing, and the flowers are in bloom. This seems to fit right in with what is going on with the church. All Souls begins a new fiscal year and with some new Board members on top of all of the other changes that are happening in our church. Changes can be daunting and make life chaotic at times but they can also bring beauty and joy.

I attended the memorial for Walker Heap. It was a beautiful service that was very moving. I have only known the Heaps for about 6 years so I did not know Walker before dementia. I love hearing stories about his life and all of the amazing things that he and Sylvia have done with their lives. I am so happy that I was able to be there for that.

### **Committee Reports**

#### **Finance Report** - Eleanor

They are hoping to meet at their earliest convenience.

#### **Building and Grounds Report** - Rebecca

Heather told us that progress on the building is moving right along and Diego, our contractor, hopes to be done by the end of July. Robert shared a picture of the new floor in the Archive room - and showed us a crack in the concrete which shows through the epoxy. The crack is not new, and the epoxy does not cover it.

Eleanor mentioned that our custodian, John Crupi, does need more supervision. Apparently no one has been monitoring him or been in touch with him. Rebecca has tried to do this but it has gotten away from her. Robert said he had mowed the lawn himself when it was over long after a month. John doesn't appear to use the weed whacker very often. (A second battery for the weed whacker might be helpful.) The grass was very long for the recent Memorial service. Currently John has been instructed to cut the lawn every Wednesday unless it rains. Heather suggested he be given a communication log to record what he does and how long it took him. Perhaps a checklist to turn in with the hours he worked. Apparently he has been asked to do this but Rebecca stated she does not get this information. All of this needs to be covered in his Annual review. He had this review done early this year in the winter. He needs another review before the end of this fiscal year. Rebecca will ask Till if he would take over managing John

#### **Outreach Report**

No Report

#### **Worship Report** - Eleanor

The committee is working on summer services. Two are planned so far. Toni, our organist, has told her that when she used the keyboard recently the pedals were not working properly. This needs to be corrected. Toni is asking permission to record her

music ahead of time using her own instruments. There was some discussion since in prior years we did not have music in our informal summer services. However, we are contracted to pay Toni every month, and she is willing to play every week. This may be resolved once we are back in the building and able to use the piano. The Board had no objection if Toni records her music for the next 3 services.

Heather has been in touch with Reverend Flagg, who would like to resume his services with us in August. They are working on scheduling this.

We have not heard from Rev. Hurt about her plans to join us in August. Pat asked if we are already paying her, and we did pay her for the online service she had with us. She will be paid per event.

### **Religious Education**

No Report.

### **Ad Hoc Committees**

#### **Transition Team**

See Worship Report

### **New Business**

**Unirondack** - Heather has sent us a proposed form for applying for financial assistance. There is a process for this and there are some time constraints for those applying. We were hoping our scholarship would be enough for one camper. The recipients of the scholarships given by the Unirondack camp itself are announced in April. Then the applicant could apply to us if they need more assistance. Eleanor suggested that Heather, whose child has gone through this process, start with our proposed application form and work through exactly what is needed, consulting with Eleanor as our treasurer, and bring this back to the Board for approval. Agreed.

### **Future Board Meeting Schedule**

The date for the next Board meeting was tentatively set for July 22 at 9:30. The meeting will be zoomed, and may switch to hybrid or in-person if the next Board so decides. Robert plans to continue attending future Board meetings as an observer and volunteered to continue recording the meetings as needed. Eleanor stated she could be a recorder backup in the future if needed.

### **Process Observer Report - Sarah**

She is Very Impressed that the meeting lasted only an hour! She thinks the meeting went very well.

Heather adjourned the meeting at 10:30 am.

Respectfully submitted,

Patricia J Sutherland, Secretary