

**All Souls Unitarian Universalist Church of Watertown NY**  
**Minutes of the Board of Trustees**  
**January 6, 2023 (December Meeting)**

**Board Members Present:** Heather Winn, Eleanor Allen, Catherine Burns, Shannon Starkweather-Burke, Sarah O'Connell, Janine LaClair

**Board Members Excused:** Joanne Harter, Amy Summerville-Loomis

**Others Present:** Robert South, Angelo Guarino, Kathy Ashland, Pat Sutherland, Kelly Sackheim, Harriet McMillan, Rebecca Carr,

**Preliminaries:** - Heather

Heather read the Board Covenant to us. The agenda was accepted as written. Pat Sutherland agreed to be the Process Observer.

**Call to Order**

Heather called the meeting to order at 9:37 am.

**Minutes – Sarah**

The minutes of the November Board meeting (held on December 2) were presented. **Eleanor moved and Catherine seconded that we approve the revised version of minutes from the previous Board meeting as written. Motion carried.** It was also noted that Pat Sutherland's name was misspelled in the November board meeting minutes and has been corrected.

**Treasurer's Report - Eleanor**

Eleanor reviewed the December 2022 financial report; there were no questions and it will be filed for audit. Sarah requested that we also receive the November report for the record, and Angelo stated he will prepare that for us. She reported that the new high interest money market account with UBS where we had moved \$100,000 had already produced \$221 in interest income since opening. The interest rate is 3.5% so that interest will add up to about another pledge in a year.

**Vice President's Report – No report.**

**President's Report - No report.**

**Committee Reports**

**Finance Report - Eleanor**

No report.

**Building and Grounds Report – Rebecca**

Sarah noted that three motions had been presented by email since our last meeting, and all three had been passed with a majority of votes. These motions were:

1. At our last meeting we agreed to an email vote on the rental of the teen room. Shannon's employer has agreed to the rental and the payment of \$100 per month. The buildings use form has been signed and a payment for the first month (January 2023) has been received. **Five yes votes, one abstention, two no response, motion was passed.**
2. We need to assign a 4 digit code using the building to get our security system up and running. Sarah, Eleanor and I talked about it and decided on the code. I would like to get a straw poll agreement that we can officially vote on at the next board meeting on 1/06/23. **Seven yes votes, one no response, motion was passed.**

3. A motion to approve additional costs on the contract with Alltech, to include an additional \$352.78 for 1) equipment on the panel to install a cell connector because the telecom port was no longer operational, and 2) to replace the keypad because when started back up it was discovered it had a short in it. This was for the equipment only, labor was not charged. In addition, the annual contract to be increased to \$372 from \$260 to allow for remote operation when necessary and to access reports on outside groups using unique codes. **Six yes votes, two no response, motion was passed.**

**Heather moved, and Eleanor seconded, to certify these three votes; the motion was carried.**

Sarah also noted that Alltech will be providing a quote on the fire system that will include some improvements but the system as it stands does not need total replacement.

Rebecca reported that our security system was up and running and thanked Sarah for her work on that. She also noted that she has spoken to Diego who is continuing to try to find companies to work on the roof, clerestory windows and siding. Eleanor noted that the shelf and clothing rod in the coatroom need to be lowered, and Robert noted that the front door doesn't close properly. Rebecca will follow up with Diego.

**Outreach Report** – Heather hasn't heard back from Holly Yousey about the community dinner program but Eleanor got a letter from the Urban Mission about providing assistance at homeless meals. Shannon said she would contact Cheryl VanBrocklin at UM. This information will be shared through the Weekly Post and the newsletter as more details are obtained.

### **Membership/Activities**

Robert and the committee sent a report from the Membership and Activities group with several attachments attached.

**Attachments:** MemberNeeds.xlsx (14K), LapsedMemberCard.docx (21K), VisitorFollowupCard.docx (15K), MemberDataCard2023.docx (22K), PledgeCard2023.docx (32K), HospitalityJobs.docx (13K), LapsedMemberStickers.docx (14K), VisitorFollowupStickers.docx (14K)

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### Membership and Activities Report:

1. We've developed some documents and would like the board's blessing on them:

--Hospitality Volunteer Job Descriptions: we're asking for just 2 people to sign up, for one of these two jobs, and to take the whole month

--Lapsed Member Card and Visitor Follow Up card: the plan is to send these, self-addressed to various people who have come in the past but not lately. Specifically regarding members see attached "Member Needs" list.

Lapsed Member Cards would go to anybody with the code "Get Resignation" "Inquire" or "Research". Those in categories "increase participation", or "monitor" would be canvassed in the normal manner (phone calls perhaps)

Gathered data from responses would be supplied to the board. Similarly there's a card for nonmember visitors who never came back. See attached "stickers" documents for who these would go to.

--proposed pledge card and member data card for 2023.

2. 6 people came to the one game night we've had so far. We'll give it a couple of months.

3. Social action: we've agreed we don't have the bandwidth to also be a social action committee

Sarah noted she felt the member needs attachment had a lot of personal information in it. The board also did not like the lapsed member cards and visitor follow up cards as presented. It was suggested that everyone who was a current member, even if apparently lapsed, should get the canvass campaign mailing and offer an opportunity there to explain why they were no longer coming.

**Worship Report** – Eleanor stated that the Worship committee would like the dates of the canvass to plug into the worship schedule. **A motion was made that the campaign would kick off on March 12 and finish on April 23. Eleanor moved and Heather seconded and the motion was carried.** More information in the item from the Pledge Drive in New Business.

**Religious Exploration** – Kathy Ashland stated that she is continuing to work on programs and needs feedback from kids on what they would like to see. Also, Frances would like to have an intergenerational service toward the end of February.

### **Ad Hoc Committees**

#### **Transition Team**

Sarah had sent out Rev. Dr. Hurt's report to date, that it was recommending that we embark on a contract minister search. The board felt that the Transitions Team should move forward with Rev. Hurt on that task for now.

#### **New Business:**

**Winter Check-in with Evin:** Heather reported that Evin has scheduled a check-in with us on January 31 at 6:00 p.m. by Zoom. <https://uua.zoom.us/j/3302813306>

**Pledge Drive:** See Worship committee for dates. Ad Hoc pledge group which currently encompasses Robert and Harriet will continue to work on pledge correspondence. Shannon will work with that group on discussion a possible event on April 23 to include all members, past and present, recognizing the Grand Re-opening. Heather was also asked to possibly assist with the pledge drive letter.

**Bicentennial:** The board discussed the time frame that our Bicentennial should be celebrated, getting a big speaker in, etc. Sarah noted that there is a folder in the archives that shows when the 175<sup>th</sup> was celebrated. Harriet has volunteered to spearhead the plans for the recognition.

### **Next Board Meeting**

The regular January meeting will be held on Friday, January 27, 2023.

**Process Observer Report** –Pat reported that the meeting started seven minutes late because a quorum was not present. There was minimal talking over and when it was done, it was done politely. It was nice that we all said good bye to Angelo when he left the meeting. She said there was a big long extended conversation about some of the items like the pledge cards and bicentennial and thought there should be a way to make it more efficient.

Heather adjourned the meeting at 11:13 am.

Respectfully submitted,  
Sarah O'Connell, Secretary