

Unitarian Universalist Church Board Minutes 1-27-21

Meeting was called to order by President Bill Thomas. Present was Lisa Falk, Ruth Morton, Claudia English, Jessica Jensen, Jarrad Prasifka & Minister Karen Van Fossan. Laurie Baker was also present for the first 45 minutes of the meeting.

December Board Minutes were approved by email.

Financial Report: The Church's Financials are stable. Bank balance is good with help from a couple of year end donations. The Investment Account has mostly money for the Ministerial Fund & \$5,000 set aside for emergencies.

It was decided to share the Balance Sheet, minus any payroll, to any member who requested it. It will be announced in each month's Newsletter.

Open positions: The next 45 minutes was a discussion of the 3 open positions: Church Administrator, Worship Coordinator, Membership Coordinator. Laurie presented a chart showing positions, hours needed, skill set required which included Minister and RE Coordinator, (see attachment). Laurie explained her hours worked as Interim Church Administrator. (The RE Coordinator job description has been created & posted in January 2021.)

After much discussion the Board concluded that the Church Administrator is a vital part of a strong growing Church with a Minister. The Worship Coordinator position would be eliminated & those responsibilities would be divided between Church Administrator, Minister Karen and a newly structured Program Committee.

The Program Committee would become the Worship Team and include the Sunday Worship Leaders, Script Writers and a newly formed Tech Team. The Tech Team would be trained to operate the new sound system as well as run Sunday Zoom Services.

The Church Administrator could also handle the task of the Membership Coordinator and this position would be eliminated.

Minister Karen will oversee the Church Administrator and the Worship Team.

Discussion followed concerning Minister Karen's work load, her new responsibilities and if additional compensation is needed. The Board agreed to relook at Minister Karen's work load/compensation at the February Board Meeting.

Board approved the posting of the Church Administrator Position, (20-30 hrs) and \$100 advertising budget for posting the position. Job description attached.

RE Coordinator position: The search is ongoing. Jarrad reached out to Jaqueline Bussie at Concordia. She will post the position to Interfaith Studies Students. Jessica also reached out to 3-4 people at NDSU. No response yet to this position.

Visioning update: Tim Peterson, Ellen Chaffee & Minister Karen met & decided to use the 2008 Value Survey to share with members this spring. By the end of May, this information will be looked at. The next step would be to begin creating a Vision Statement and a 5-year plan by fall 2021. The 5-year plan could be amended over the next year or two.

Stewardship: Lisa will attend both UUA webinars in Feb & Jessica will attend the second webinar. Lisa will need budget information for the Church & each committee. She also wants ideas as to what information we need to provide to the members. Jessica volunteered to help Lisa with the layout design of this information. Next month the Board will need to work with Lisa on kicking off the Stewardship Drive.

Care Team: Has made contact with members and friends from the Directory who have not been active in Sunday Zoom Services.

Reopening guidelines will be set by the UUA.

Laurie Bakers exit review will be handled by Bill & Jarrad sometime in February.

Bill will make a rotating schedule for opening & closing words for Board Meetings.

Next Board meeting is scheduled Wednesday, February 23 at 7pm on Zoom.

