

East Shore Board of Trustees Meeting
December 8, 2019

Present: Mary Stewart McGovern, Mark Guizlo, Jared Hammond, Minna Zelch, Shirley Hairston, Julia Kotowski, Bob Ross, Diana Jackson, Halcyon Domanski

Absent: Sue Borstein

Attending: Rev Denis Letourneau Paul, Marten Schreiber, Patrick McGovern

Meeting called to order at 12:37 pm by Julia Kotowski. Brief reading and Check-in shared. Updates and additions to the agenda occurred: Wifi Repair & Wellness Check added.

Motion made by Shirley to approve the November 10, 2019 board minutes as presented. Seconded by Minna Zelch . Mary abstained. Motion passed.

New Business:

- **Music Program Update:** Committee met. 4 points:
 - Fern asked to play at a per diem rate. Over the winter does not want to drive to ES.
 - Piano tuning? Last tuned in June. Julia checked on getting it tuned. Tuning in music budget. Fern has a good tuner. Piano been around a long time. Think about piano refurbishment, but.....
 - Rev. Denis-UUCA wants to gift us the Steinway at Cleveland Heights. It is a really fine piano. Board likes the idea of a free piano, but we really need to think about the care of the piano. The concern with the climatic changes in the sanctuary, which affects the piano.
 - Will get current one tuned in the meantime, but may need to invest some money in getting donated piano updated.
 - Shirley suggested a service contract for regular piano retuning. Discussed humidifier for the piano.
 - Music committee will present a proposal to board for funds (January). Next meeting on December 14th.
 - Survey (survey monkey) coming out for guest musicians Dale Lefkowitz will put together.
- **Capital Campaign:** Reminder to come. Nice lunch with it. Sunday, December 15th. Julia will send out reminder about meeting and focus on the lunch part. Pledging, December 29th. Julia and Ruth discussed. This is not first Capital Campaign. Starts July 1st, 2020 to June 30th, 2023
- **Organizational Restructuring Committee:** Saturday, December 14th next meeting at noon. Estimated ending at 2:00. Bring your own lunch. Invite will come out from Rev. Denis to assist with writing the structure and organization of the 6 committees to be proposed. Rev. Denis shared organizational structure model and gave an explanation of the implementation of the model. Rev. Denis used the white board to explain how the structure “could” work. Discussed the possible leadership structure of the committee chairpersons. Elected and appointed members of the committees. Rev. Denis shared his vision of the model and how it could work. Explained the potential roles of each committee within the model. Rev. Denis wants the BOT to attend next Saturday for the meeting. Rev. Denis wants BOT to consider current committees and how they get integrated into this model.

- Ad Hoc Security Committee: Julia presented recommendation to vote on.
 - Criminal Background checks to be paid for by the church. Halcyon to address further in DRE Report.
 - Halcyon shared that the checks are around \$50 dollars if we want fingerprint both (State and FBI). Do we do both. How often to get rechecked? No policy. Typically between 2 to 5 years. Halcyon called Berkshire about how often they check and asked who they require (Teachers and anyone going on a field trip with students. Anyone who can potentially be alone with a child.). No need for volunteers for things like cookies with Santa since always a qualified person with them, and they are never alone with kids. Outings, need parents permission for kids to going on trips. “Grey area people” they (Berkshire) go to the registered sex offender directory to check them out. Mark (process question) is the recommendation coming from the Security Committee or from Halcyon. Staff, Teachers, Mentors background checks paid for by the church. Halcyon can do the Registered Sex Offender sites to background check those not Teachers, Nine to 15 people at the cost of up to \$65. 9 is Teachers and Staff. 15 is adding Mentors. 15 people will be \$975. Security Committee recommends that the RE Committee takes on the matter of presenting a proposal.
 - Shirley-Wants RE Committee to bring a 3 step process 1. Sex offender Registry. 2. Criminal Background Checks. 3. Revisit the RE Safety and Security Policy. Suggests the proposal for the 3part process starting in December. Bring proposal to Finance Committee for their January meeting. Finance Committee would propose to the BOT on funds for the criminal background checks. RE Committee needs to decide if it is the State and/or the FBI checks and the number of people for the proposal to the Finance Committee, and then eventually to the BOT. May need to add a line item for budget. Do not need the policy done for the Finance Committee to consider proposal.
 - Pat McGovern encourages that the policy revisions get done and the Safety & Security Committee....
 - Mark-RE Committee needs to decide
 - Shirley moves that we establish the Security Policy that adults who are in contact with children by December 1st, 2020 Accept the Re Committee proposal to move forward with the **3 step process** to protect our children. Completed by August 2020. Brought to BOT by September 1st 2020. Seconded by Mary Stewart McGovern. Passed
- Wifi Repair: Mark sent Julia email about wifi not working.
 - Discussion-The system we have is a home system.
 - Do we get multiple hot spots?
 - Need new routers in the building. Routers are ineffective.
 - We need to audit what we need. Mary will email a consulting firm name to Shirley. Shirley will then take audit to Finance Committee.
 - Where do we need connectivity discussion?
 - Pat shared where routers are located and where the hub is located. Do we want to limit how many can access system? Need an audit.
 - Rev. Denis shared what First did. They had an audit done on their system. Can current system be password protected. Rev. Denis will send who First used to Shirley.

- Wellness Check: Discussed how it went. They (Lakeland) want to do it again. We need to share with the wider community. Shirley moved we invite them back. Mina seconded. The motion passed.
- Minister's Contract: Executive Session. Shirley will take the minutes.
- House Next Door: Rev. Denis shared the progress. Taxables Pantry. The church and Kirtland wants it to happen. What has been budgeted is emergency fix ups. Rev. Denis feels that it will not take much money to do the finishing work. Mold issue is primarily in the kitchen bay area. Rev. Denis shared what needs to be done. BOT make an action to say what the building will be used for, set a date for the proposal. Need to share the proposal with the congregation. Shirley shared what original proposal for funds to be used.
 - Exterior door-done
 - Gutters/Downspouts-not done
 - Garage-tear down or redo
 - Interior Throughout (to be considered later).

Shirley-Shared Finance Committee wants to see original proposal and where we are with what was allocated from the original approved proposal. Need to see where we are, what has been spent, what has been done. How much is left. Taxable Pantry a good idea.

Shirley recommends takes it back to the Buildings & Grounds Committee for updated recommendations.

Finance Committee-Take revised proposal and consider what needs to be done based on new intended use (Taxable Pantry) and will bring their proposal to the BOT.

Rev. Denis-Do we need an ad hoc committee for draft recommendations (Mary/Sue/Bree) about the conversion to a pantry by February 9th, 2020 BOT meeting. Mary needs original proposal.

Maybe ask City of Kirtland for a grant. Mary already researched.

Mark shared he was confused in the order of things being done. What is the order? Garage tear down may change that order of what needs to be done. Structural problems needs to be fixed first.

- Next Church Clean Up Day: Saturday, December 14th.
- Upcoming Events:
 - Theme Thursday
 - Great East Shore
 - Roaring 20s Party Update from Diana. Proposing do 2 hours earlier. Food. Dance Floor. Music (DJ). Beverages (alcoholic and non). Ask for donations. Do we have a budget? No. Ask for donations for the evening. Can someone put the dance floor down? Sunday after service. Snacks-Go to GFS to get hour de' voves. Mary will do GFS run with Diana. Have a suggested donation (individual/family rate). Music? Do we teach people how to dance. Mary Bender does dance classes. Can she get someone to come to teach us dances? Diana will ask Mary. DJ-Mary suggested Sirius XM (committee work). Gambling thing for kids. Make outfit things like headbands. Rev. Denis BOT already approved reimbursement of \$200 or less. This applies to this event.

Reports

- Chair – see written report

- Minister -see written report
- DRE – see written report. Laura working in Library. Someone went in and moved stuff. Needs to be restarted. Will replace the lock on the Library (3 doors) and key access will be limited to who can get in.
- Building and Grounds- Not much new. Drywall in DRE office done. Carpet needs to be done (something). Marten will assess what is under the carpeting first. How to replace the floor is being evaluated now. Marten to check the status of the concrete under the carpeting. Bob to paint new wall at next clean up day. Goal to have everything done by June 30th, 2020. We have \$ for new carpeting. Need people to change lights at next Clean Up Day.
- Membership – see written report. Membership count is 154. Directories done. Next meeting is December 18th at 6:00 p.m.
- Treasurer report- See report. Cash flow continues to be good. Fahr fund funds for the Taxable Pantry. HVAC replaced and paid for. Wall 90% complete. No payment made yet. Floor cover being evaluated. BOT needs to be conscientious about funds (limited allowable) with our approval of funds.
- Finance Secretary- See report. Income expense sheet shared. Ahead on pledges.
- Finance Committee-Combined with Treasurer’s Report.
- Committee on Ministry. Jared shared that the committee will meet at 2:45 p.m. on December 14th. Stay tuned.
- Unfinished Business: Julia went over the unfinished business. Discussed fees paid to UUA. Rev. Denis shared the policy of those who have not made pledges. Discussed policy for those who are listed as members, but never pledge and do not show up. Rev. Denis to make decisions about this matter. Patrick McGovern and his committee attempts to get in touch with these people (no show/no pledge people still on directory).
- Action Plan: Julia reviewed the Action Plan and will submit the December Action Plan.

Motion made to move to Executive Session at 2:32pm by Shirley Hairston second by Minna Zelch approved

Motion made to return to session 2:40pm by Shirley Hairston second by Minna Zelch. Passed

Motion to adjourn made by Shirley Hairston second by Minna Zelch. Approved. Meeting adjourned at 2:41

Next Board Meeting January 8th, 2019 at 12:15 pm

Submitted by Bob Ross

APPROVED 1/12/2020