

EAST SHORE UNITARIAN UNIVERSALIST CHURCH
Board of Trustees Meeting Agenda
Sunday August 15 2021 — 2 p.m. via Zoom

Item

Chalice Lighting
Centering
Check In
Agenda Updates
Centering: Halcyon Domanski, Director of Faith Development
Monitor: TBD

Secretary's Report
Minutes – July 11, 2021 Board Meeting

Reports

- A. Chair
- B. Minister
- C. DRE/Faith Development
- D. Building and Grounds
- E. Membership
- F. Treasurer
- G. Financial Secretary
- H. Committee on Ministry

Executive session

Unfinished Business/Action Plan
Review Action Plan

New Business

1. Music Arts piano discussion Barbara Opie and Judy Willour
2. UUJO continued support

Old Business

1. Wine tasting September 18

Action Plan

Add action items from today's meeting

East Shore UU August 15, 2021
Minutes

Board of Trustees

Mary Mason	x	Mary Stewart-McGovern	
Kristine Burkwood		Bree Byrd	x
Shirley Hairston		Minna Zelch	x
Mark Guizlo	x	Clark Waite	x
Maggie Calkins	x		

Attending

Halcyon Domanski	x	Marten Schreiber	
Patrick McGovern			
Nancy Tozer	x		
Judy Willour	x	Barb Opie	x

Meeting called to order by Mary Mason 2:05. Centering led by Halcyon, reading from hymnal. Check-in by members.

Motion made by Clark to dispense with reading of the June 12, 2001 Minna seconded and motion passed. Motion made by Minna to approve the minutes of July 11, 2021. Motion seconded by Clark. Motion passed.

Moved New Business to top of agenda

- 1) Piano rental discussion: Barb Opie and Judy Willour proposed that, with some funds put toward rebalancing and a humidifier, there are people who would rent our building for recitals and concerts. Laura Silverman would do this, and would share location with others. Maggie indicated that she has a connection to an excellent pianist at CIM who would be willing to do concert/service. We rent sanctuary @ \$150 up to four hours, kitchen is an additional \$50. Audio is \$75/2 hours. Custodial if applicable \$75. There is a music fund in the budget, which we could use while the new one is being repaired. **Clark moved that we use the money in the music fund (pending any restrictions) to have the piano repaired (balancing and humidifier) as soon as possible, and hold the fundraiser to replace the money. Maggie Seconded. Motion passed.** Nancy will send the text of the 4 promissory notes to Mary to review. Judy and Barb will also check out price of humidifier.
- 2) UUJO – mostly tabled discussion because Ron was not present. They are one of the NFPs that we share loose offerings with.

Reports:

- A. Chair – report sent- attached. Worked with COM/ministers/Rene on new ministers’ contracts/memos of understanding. Have set up 2 zoom accounts with separate emails/passwords. Has become signatory on all the church accounts. Attended UUJO Mtg. Stayed up to date on COVID regulations/recommendations. Committee on reopening to meet tomorrow.
- B. Minister-No minister’s report at this time.

- C. Faith Development. No written report. Scenic FX Contractors sent a proposal for maintenance of playground for a year. Treasurer and Finance committee say there are funds for this. **Maggie moved that we accept the Scenic FX Contractors \$500 proposal for July 2021-June 2022. Clark seconded. Motion passed.** Halcyon to see if this starts in Sept if the contract can be pro-rated.
- D. Building and Grounds: no report.
- E. Membership – Still at 146 members since March (despite error in reporting since March). Sean McBride does not want to be a member anymore. **Minna moved, Maggie seconded removing Sean McBride as a member.** So new number is 145. Pancake breakfast is scheduled on Sept 19th (COVID restrictions allowing). Having a membership mtg Tuesday August 24th.
- F. Treasurer Report- Report sent, attached. All bills up to date or ready to be paid. Finance committee recommends paying the annual HVAC maintenance contract of \$2150. **Maggie moved and Minna seconded paying the annual HVAC maintenance contract. Motion passed.** If we wanted to consider refinancing the mortgage now is a good time. Board agrees Finance committee should look into this. **Clark moved and Minna seconded to accept the treasurer’s report. Motion passed.**
- G. Financial Secretary: No report- not present.
- H. Committee on Ministry: Search team has morphed into COM – have met several times: Committee includes Nancy, Maggie Minna and Kaaren (2 others have requested not to serve). Jesse Jones had been elected to a 2 year term, and this would have been her 2nd year. No reply yet. Might need to be a board appointment. Nancy will also ask Maura if she will stay on committee. Haven’t yet established a monthly meeting time. Current COM has no diversity (all women)—do we need to do something about that. Decision was no. Halcyon says if she has Ruth and Mary M and Minna as support for her mentorship, she isn’t sure she also needs time from Rev George. If she really needed something more than that, she could request pastoral care from one of the ministers. Nancy asked her to try it for a while with George, because Mary and Ruth are not ministers. **Maggie moved and Minna seconded moving into executive session at 3:16 pm.**

Returned to regular session 3:43

Maggie moved to charge the COM to updating the memos of understanding to return to Mary Mason. Minna seconded. Motion passed unanimously

Bree moved to accept and proceed with the framework presented by the COM, to present first to Rev Rene R. and then to the 4 ministers and Halcyon’s contract. Seconded by Clark . Motion passed unanimously.

Reviewed Action Items List from previous meeting

Person Responsible	Action/To Do	
Mary SM	Ask Mary Bender if she is willing to serve on the financial review committee.	I
Mary M	Work on getting estimates for costs for roof, siding, non-replaced	C

	HVAC units for long-range planning of building fund.	
Mary M	Ask the Task Force to put together a statement about which of the teams are moving forward and which are basically on hold, and what's happening with the activities that didn't seem to fit in (how finance committee activities will work). Board would like a draft for the May meeting.	I
OLD ISSUES		
Shirley Hairston	Paypal on the website	I

STATUS: C = Complete, I = Incomplete

New Business: (see above)

1. Piano discussion
2. UUJO continued support

Old Business:

- 1) Wine tasting Sept 18th – needs to be publicized. But depends on committee on reopening.

Minna & Clark Seconded to adjourn the meeting. Meeting adjourned at 3:47

Next Meeting: September 19, 2021 2:00

Submitted by Maggie Calkins
Love, Revere, Discover, Connect

Chair report August 2021

1. Asked Nancy Tozer of the search committee turned COM to please convene the COM, review the memos of understanding for the 4 ministers, and to present to the board 2-3 scenarios of how to best utilize the services and hours that were offered, with input from Halcyon and Worship Arts. Conducted a vote by email to charge the COM with this action.
2. Researched purchasing 2 zoom accounts, using the discount that is available through the UUA, provided Linda Work with the information to do so, assigned emails and passwords to the 2 accounts.
3. Upgraded my personal zoom to pro, so that we would have the ability to hold the Financial committee meeting on August 11, the board meeting on August 15 and an ad hoc committee meeting on August 16. Linda finished setting up the 2 accounts on Friday the 13th, and will oversee the scheduled meetings, so that there aren't conflicts with timing. Which means that meetings need to be set up with Linda, and on the church calendar before links are sent out.
4. Led prayer circle each Wednesday at 6:15 am
5. Communicated with ministerial candidates about possible timing on next steps. Rev. Meg is going to on a medical leave from the end of August until mid October and I passed that on to the COM
6. Met with Rev Meg, Halcyon and Jared to discuss further Rev Meg's memo of understanding
7. Spent a morning going with Shirley to financial institutions and becoming a signatory on the church's accounts.
8. Attended a virtual conference put on by UUJO Connecting the Dots: planet, power, people
9. Signed up for Helpful Board Habits and did the homework for the first class

10. In lieu of having a minister at East Shore to meet with weekly, virtually met with Rev Renée Ruchotzke several times.
11. Ongoing research on covid 19, and the delta variant. Checking on covid stats for the 3 counties Lake/Geauga/Cuyahoga, and CDC current recommendations. Drafted and sent a letter via Google groups to remind everyone of the current requirements for attending services in person, asking people to please follow more strict requirements as their own health and comfort dictates.

Membership Committee Report

August 15, 2021

- ⊕ Our membership count is at 146. This is different than we have reported since March because we failed to remove Don Clason from the count in March, so it has been 146 since he was removed in March. Sean McBride has given us notice that he no longer considers himself a member, following Board Action to accept his resignation, our membership count will be 145.
- ⊕ We are looking for people to help with our normal Membership functions as well as help online, as we anticipate that we will have an ongoing online presence.
- ⊕ We will be having a Membership Committee on Tuesday, August 24 at 6:30pm. All members are welcome to attend.
- ⊕ We have determined with the Worship Arts Team that our Pancake Breakfast will take place on Sunday, September 19th. We are implementing plans to get this event accomplished.

Respectfully submitted,

Patrick McGovern

Membership Committee Chair

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement
July Statement - Corrected 8-11-21

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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
INCOME					
CONTRIBUTIONS					
PLEDGES					
Pledges 2021-2022	\$46,318.00	\$46,318.00	\$14,181.08	\$170,173.00	27.22%
LOOSE OFFERINGS					
Loose Offerings	111.50	111.50	250.00	3,000.00	3.72%
GIFTS					
General & Memorial	0.00	0.00	1,695.83	20,350.00	0.00%
Subtotal Contributions	46,429.50	46,429.50	16,126.91	193,523.00	23.99%
RENT					
Church Rental Misc.	0.00	0.00	66.67	800.00	0.00%
FUND RAISING					
Auction	0.00	0.00	0.00	6,000.00	0.00%
Spec. fundraising events					
St. Pauly Textile	50.00	50.00	58.33	700.00	7.14%
Environmental Action Grp					
Amazon Smile Donations	0.00	0.00	0.00	80.00	0.00%
Subtotal Fund Raising	50.00	50.00	58.33	6,780.00	0.74%
OTHER					
Interest earned	0.00	0.00	8.33	100.00	0.00%
Other	0.00	0.00	100.00	1,200.00	0.00%
Subtotal Other	0.00	0.00	108.33	1,300.00	0.00%
TOTAL INCOME	46,479.50	46,479.50	16,360.24	202,403.00	22.96%

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement
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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
EXPENSES					
MINISTERIAL					
MINISTER					
Salary	\$3,236.88	\$3,236.88	\$2,841.87	\$34,102.38	9.49%
Housing	800.00	800.00	908.14	10,897.62	7.34%
Min Health Ins Allowance	335.09	335.09	335.09	4,021.08	8.33%
Professional Expenses	-0.30	-0.30	375.00	4,500.00	-0.01%
Pension	375.00	375.00	375.00	4,500.00	8.33%
MINISTER, OTHER EXPENSES	0.00	0.00	286.88	3,442.50	0.00%
Minister - Workers Comp	0.00	0.00	17.87	214.40	0.00%
Contract Pastoral Care	0.00	0.00	20.83	250.00	0.00%
Subtotal Minister - Workers Comp	0.00	0.00	38.70	464.40	0.00%
Subtotal Ministerial	4,746.67	4,746.67	5,160.68	61,927.98	7.66%
ADMINISTRATION					
OFFICE EXPENSES					
Office Expenses	1.59	1.59	41.67	500.00	0.32%
Copier Expenses	321.55	321.55	191.67	2,300.00	13.98%
Postage	0.00	0.00	12.50	150.00	0.00%
Bank Fees/Supplies	0.00	0.00	25.00	300.00	0.00%
Subtotal Office Expenses	323.14	323.14	270.84	3,250.00	9.94%
SECRETARY					
Sec Compensation	795.00	795.00	861.25	10,335.00	7.69%
Sec FICA Employer Exp	60.82	60.82	65.89	790.63	7.69%
Sec Worker's Compensation	0.00	0.00	7.77	93.20	0.00%
Subtotal Secretary	855.82	855.82	934.91	11,218.83	7.63%
Subtotal Administration	1,178.96	1,178.96	1,205.75	14,468.83	8.15%
ORGANIZATION					
EXTERNAL					
UUA /CRE Prog Fund Pledge	0.00	0.00	0.00	6,380.00	0.00%
INTERNAL					
Board Discretionary Fund	0.00	0.00	8.33	100.00	0.00%
Subtotal Organization	0.00	0.00	8.33	6,480.00	0.00%
WORSHIP					
Worship Arts	0.00	0.00	154.17	1,850.00	0.00%
Music & Musicians	0.00	0.00	166.67	2,000.00	0.00%
Worship Experience					
Audio	0.00	0.00	8.33	100.00	0.00%
Artwork and Podium Decor	0.00	0.00	16.67	200.00	0.00%
Subtotal Worship Experience	0.00	0.00	25.00	300.00	0.00%
Subtotal Worship	0.00	0.00	345.84	4,150.00	0.00%
REL. EDUCATION					
D R E					
DRE Compensation	1,955.00	1,955.00	1,955.00	23,460.00	8.33%
DRE FICA Employer Exp	149.56	149.56	149.56	1,794.69	8.33%
DRE Worker's Comp	0.00	0.00	14.14	169.65	0.00%
DRE Pension	124.34	124.34	195.50	2,346.00	5.30%

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement
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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
DRE Prof Expenses	0.00	0.00	83.33	1,000.00	0.00%
Subtotal D R E	2,228.90	2,228.90	2,397.53	28,770.34	7.75%
R E COMMITTEE					
Curriculum/Supplies	82.91	82.91	125.00	1,500.00	5.53%
Young Adults 19-25					
Teens	0.00	0.00	50.00	600.00	0.00%
Library	0.00	0.00	8.33	100.00	0.00%
Subtotal Young Adults 19-25	0.00	0.00	58.33	700.00	0.00%
Sunday Lunch					
Event Childcare	0.00	0.00	8.33	100.00	0.00%
Adult RE	0.00	0.00	12.50	150.00	0.00%
Subtotal Sunday Lunch	0.00	0.00	20.83	250.00	0.00%
Sunday child care	0.00	0.00	141.67	1,700.00	0.00%
Subtotal R E Committee	82.91	82.91	345.83	4,150.00	2.00%
Subtotal Rel. Education	2,311.81	2,311.81	2,743.36	32,920.34	7.02%
MEMBERSHIP					
MEMBERSHIP					
Membership Coordinator					
Membership Committee	-0.06	-0.06	41.67	500.00	-0.01%
Growth Task Force					
Pancake Breakfast	0.00	0.00	0.00	50.00	0.00%
Subtotal Membership	-0.06	-0.06	41.67	550.00	-0.01%
PROMOTION					
Publicity/Promotion	0.00	0.00	12.50	150.00	0.00%
CARE					
Journey Committee	0.00	0.00	8.33	100.00	0.00%
Pastoral Care	0.00	0.00	8.33	100.00	0.00%
Subtotal Care	0.00	0.00	16.66	200.00	0.00%
Subtotal Membership	-0.06	-0.06	70.83	900.00	-0.01%
SOCIAL JUSTICE					
Social Justice Com	0.00	0.00	25.17	302.00	0.00%
FACILITIES					
SERVICES AND SUPPLIES					
Cleaning Service	391.00	391.00	600.00	7,200.00	5.43%
Cleaning Supplies	0.00	0.00	41.67	500.00	0.00%
Subtotal Services And Supplies	391.00	391.00	641.67	7,700.00	5.08%
UTILITIES					
Electricity	975.83	975.83	750.00	9,000.00	10.84%
Internet & Telephone	149.97	149.97	141.67	1,700.00	8.82%
Waste Disposal Service	217.67	217.67	166.67	2,000.00	10.88%
Natural Gas	105.64	105.64	208.33	2,500.00	4.23%
Water	180.16	180.16	183.33	2,200.00	8.19%
Sewer	500.00	500.00	166.67	2,000.00	25.00%

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement
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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
Stormwater Management	0.00	0.00	116.67	1,400.00	0.00%
Insurance	0.00	0.00	491.67	5,900.00	0.00%
Subtotal Utilities	2,129.27	2,129.27	2,225.01	26,700.00	7.97%
BUILDING LOAN PAYMENTS					
Mortgage Payments	2,850.38	2,850.38	2,850.38	34,204.56	8.33%
Subtotal Facilities	5,370.65	5,370.65	5,717.06	68,604.56	7.83%
FACILITIES COMMITTEE					
BLDG MAINTENANCE					
Building Maintenance	0.00	0.00	200.00	2,400.00	0.00%
Security	87.10	87.10	33.33	400.00	21.78%
Equip Inspection/Fees	0.06	0.06	16.67	200.00	0.03%
Equipment Repair - Audio					
Pest Control	0.00	0.00	75.00	900.00	0.00%
Subtotal Bldg Maintenance	87.16	87.16	325.00	3,900.00	2.23%
GROUNDS MAINTENANCE					
Snow Plowing	0.00	0.00	445.83	5,350.00	0.00%
Lawn Mowing	0.00	0.00	91.67	1,100.00	0.00%
Grounds Maintenance	1,005.46	1,005.46	108.33	1,300.00	77.34%
KITCHEN					
Kitchen	0.00	0.00	12.50	150.00	0.00%
Coffee	0.00	0.00	26.67	320.00	0.00%
Subtotal Kitchen	0.00	0.00	39.17	470.00	0.00%
Subtotal Grounds Maintenance	1,005.46	1,005.46	685.00	8,220.00	12.23%
Subtotal Facilities Committee	1,092.62	1,092.62	1,010.00	12,120.00	9.02%
FINANCE					
Stewardship	0.00	0.00	41.67	500.00	0.00%
TOTAL EXPENSES	14,700.65	14,700.65	16,328.69	202,373.71	7.26%
EXCESS INCOME\EXPENSES	\$31,778.85	\$31,778.85	\$31.55	\$29.29	0.00%

Committee on Ministry Recommendations to ESUUC Board for Ministerial support 2021-2022

Submitted to the Board of Trustees August 15, 2021

The CoM met to review the proposals submitted by the four ministers we have been in discussion with and have put together the following recommendations.

It remains important for the ministry team, the board, and the entire congregation to understand that this plan will change and evolve. We ask everyone to maintain open communication so we can adapt as needed.

- 1) We propose an initial contract period of 4 months, from September 1 through Dec 31. This would fit within the calendar year, easing reporting for taxes, and then allow us to decide if in 2022 we want two 3-month contract periods, one 6-month contract, or something else.
- 2) Rev Meg Mathieson said she is not available essentially through October, so we propose not giving her a contract for this fall. We would like to have her perform at least one service (included one in the in budget below), then consider more for 2022.
- 3) Rev Joe Donatone contract for 20 hours per month, to include the following:
 - a. One delivered sermon per month, which includes working with WA on topic, readings (selection and who will deliver them), consideration of music.
 - b. Monthly meeting with/support to CoM to review how things are playing out and what might need to be considered for revision (now or in future).
 - c. Pastoral Care @ 1.5 hours per week (evenings) or participation in BnB if pastoral care is not needed. Dee Beecham and Jan Hurwitz have agreed to be the lay pastoral care coordinators and will be available to congregants to connect them with Rev Joe, and to assist Rev Joe as needed in serving congregants.
 - d. 2 hours per month supporting WA, or other issues as they arise.
 - e. In addition to these monthly W2 activities, co-facilitate one Grief/Loss workshop with Rev Rina Shere (1099).
- 4) Rev George Buchanan contract for 15 hours per month, to include the following:
 - a. Board liaison, which includes attending board meetings and responding to emails/communications/questions as needed.
 - b. Mentoring for Halcyon, 1 hour per week.
 - c. Pastoral Care @ 2 hours per week (day time), or participation in BnB if pastoral care is not needed. Dee Beecham and Jan Hurwitz have agreed to be the lay pastoral care coordinators and will be available to congregants to connect them with Rev George, and to assist Rev George as needed in serving congregants.

- d. In addition to these monthly W2 activities, we would include (1099)
 - i. Delivered sermon every other month (total of 2) which includes working with WA on topic, readings (selection and who will deliver them), consideration of music.
 - ii. Facilitation of 1 board retreat (we estimated 8 hours for preparation, retreat and follow-up time, estimate confirmed by Reneé).
 - iii. Facilitation of one congregational meeting this fall (potentially after his Sunday service).
- 5) Rev Rina Shere contract would be for some specific services (1099) over the period from September 1 – December 31, 2021, to include:
 - a. Delivered sermon every other month (total of 2 on alternate months as Rev George) which includes working with WA on topic, readings (selection and who will deliver them), consideration of music.
 - b. Co-facilitate one Grief/Loss workshop with Rev Joe Donatone (1099).
 - c. Back-up pastoral care as needed.
- 6) Halcyon Domanski
 - a. Add 10 hours per week to DRE salary. Halcyon has provided a list of additional responsibilities she anticipates, some of which might need to be delegated to congregational volunteers.
 - b. Ruth Troup has agreed to serve as Halcyon’s supervisor for the year, and CoM will work with Halcyon and Ruth to keep her duties within the allotted hours.
 - c. We are aware that Halcyon reports spending much more than 10 additional hours per week. We are also aware that 10 hr/week represents about a 50% increase in her time. Therefore, we need a supervisor/advocate to assess our DRE’s time demands.
- 7) Rev Renée Ruchotzke
 - a. 2 sermons per year, at no additional charge to ESUUC. This is part of her service to UUA and East Shore.
 - b. Board chair support at no additional charge to ESUUC. This is part of her service to UUA and East Shore.

Budget implications

Based on their hourly rates in their various proposals, we estimate the above services will out as follows:

Rev Joe Donatone	20 hours month	\$1760/month	\$7,040 contract period
	Loss/grief workshop @ \$750		\$ 750 contract period
Rev George Buchanan	15 hours month	\$1320/month	
	2 Sunday services	\$350 each	\$5,280 contract period
	Board retreat	\$1200	
	Congregational mtg	\$450	\$2,350 contract period

Rev Rina Shere	2 Sunday services @ \$ 350 Loss/grief workshop @ \$750	\$1,450 contract period
Rev Meg Mathieson	1 Sunday service	\$ 350 contract period
Halcyon Domanski	10 hours/month	\$4,160 contract period
TOTAL for Sept – December 2021		\$21,380
If these same hours applied in 2022, that would come to		\$32,070
Total for the fiscal year 21-22		\$53,450
Budget Available		\$55,616
Excess (shortfall) for ad hoc needs, 21-22		\$ 2,166



EAST SHORE UNITARIAN UNIVERSALIST CHURCH
Board of Trustees
Action Plan from Sunday August 15, 2021 Meeting

Person Responsible	Action/To Do	
Mary	Ask finance committee to look into options for refinancing mortgage.	
OLD ISSUES		
Shirley Hairston	Paypal on the website	
Mary SM	Ask Mary Bender if she is willing to serve on the financial review committee.	
Mary M	Ask the Task Force to put together a statement about which of the teams are moving forward and which are basically on hold, and what's happening with the activities that didn't seem to fit in (how finance committee activities will work). Board would like a draft for the May meeting.	

Love, Revere, Discover, Connect