



East Shore UU
May 15, 2022 minutes

Board of Trustees

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

Attending

Halcyon Domanski	x	Marten Schreiber	x
Patrick McGovern	x	Rev. George Buchanan	x
Dave Michel	x		

Meeting called to order by Mary at 2:30. Check in. Reading by Rev George from Hosea Bileu.

Motion made by Mary SM Minna/& Bree seconded to dispense with reading of the April, 2021 Minutes; motion passed. Minutes to be amended – Mark, Minna, Patrick, and Dee were in attendance. . Mary SW moved and Minna seconded to approve the minutes from April 24, 2022. Motion passed.

Reports:

- A. Chair – report attached. Working on getting Aiyana trained, along with Halcyon. Working on annual meeting organized. Sent letters to 27 people who have not made a financial donation in at last 5 years. 2 people responded and will not be removed.
- B. Minister- report submitted. The four ministers will talk with Renee Ruchotkze on May 26th. Board members are also encouraged to set up mtg with Renee. Rev Joe and Rev Meg were at

WA mtg this week. They all say it feels like a miracle year. Rev George will give the ministerial report at the annual mtg.

- C. COM – report attached. Communication continues to be the biggest challenge. Rev Joe attended the WA committee this last week, and presented some ideas he would like to work on over the summer/fall. There is no ministerial coverage for the period from July 1 – Sept 14th. Committee asked the board to approve an extension for pastoral care. Discussion as to whether the Board should make this decision, or whether we should ask the treasurer and finance committee. Halcyon’s extra hour continue through end of October (to help with transition planning). Shirley is out of the country. Recommended sending this to Shirley to review, and then have the finance committee make final budget recommendations. Halcyon is planning on delivering a service once/month until Sept 15th. There is no ministerial support for Sunday service for July (as is typical) or Sept and 1st half of September
- D. Faith Development – report submitted- attached. Taking the last 2 weeks of June and 1st week of July off (except she is working a booth at Geauga Pride for ESUUC and SOGI). She and Bree have come up with Art of Spirituality curriculum. Youth have asked for Origin myths series, which Halcyon is working on.
- E. Treasurer: No report/ no finance committee mtg in May
- F. Finance committee – report attached. Committee hasn’t reviewed it, but a report was generated and sent. Not all expenses are accounted for in this report because Shirley wasn’t available to do the Treasurer’s report.
- G. Buildings and Grounds – drains have not yet been cleaned. 1st contractor bid was not accepted, 2nd and 3rd decided job was too big. Looking for another contractor on Tuesday. On May 25th, the electrical repairs will start (and hopefully finish). Several reports of mice in the building. Several years ago we put traps inside (had 6, only see 3 now) and 13 bait holders outside (only 6 left). Someone apparently had a problem with our approach to rodent control. Marten will come up with some wording on this and get it reviewed by Rev George and Joe. Need to make sure people know what the traps look like, and we need a MSDS sheet available in the office. Aiyana has a high sensitivity to mice. The cleaning people say there have always been mice in the building. Building bee spraying was completed 5/14/2022. Did not spray playground- Halcyon will take care of this. Marten and Barb putting together a weekly check-list of things to look at. Grease trap cleaning bids should come in under \$1000.
- H. Membership- report attached. 145 members Pancake breakfast June 25th. Membership does track attendance on Sunday services. Patrick will talk with Rev Joe on this.

Reviewed Action Items List from April 2022 meeting

Person Responsible	Action/To Do	
Board	Address what we want to add to the Building our Future documents before they are presented to the congregation.	i
Barb Opie	Bring music contract	i
Mark G, Mary B, Patrick MG	Financial review – Mary B has started it.	i
Marten	Need to clean our grease trap in kitchen before June 25 (to use dishwasher)	In process
OLDER ISSUES		
Shirley Hairston	Paypal on the website	i
Mary M	Ask Patrick (and Jan and Dee?) how to handle reaching out to congregants who aren't yet coming back in person/engaging with the church. Also add to announcements at church/or put in order of service.	C
Halcyon (for future)	Think about Lego fundraiser	remove
Mary M	Continue process of determining who might not qualify as current member, and reach out to them.	C
Halcyon	Get dolly put under new piano	C
Mary M	Introduce Rev Meg to congregation	C
Marten	Talk with mem garden committee about cleaning out woods areas vs other sound barrier option	In process
Halcyon	Continue to work on temporary sign issue with Kirtland. Talk with Dan Bond re: legal language on regulation. Attach sign to shed.	Delete issue
Board	Decide about giving level plaques.	i
Shirley,	Ask church mutual if non-members using the playground are covered.	C
NEW		
Mary M	Send COM request to Shirley for review	
Marten & Barb	Review MSDS/DS binder in office. Marten has the mice poison MSDS, but needs to find it. Need to find location to store this that is accessible (maybe cloak room or by first aid kit in kitchen).	
Marten, Revs George and Joe	Develop and review language for mice traps.	
Mary and Rev George and Kristine	Continue discussion about Building our Future campaign. Will work on this in next fiscal year.	

STATUS: C = Complete, I = Incomplete

New Business

- 1) Geauga Pride: There are 2 celebrations. One is Geauga SOGI network: Pride in Geauga, Sunday June 26th at Century Village in Burton. Halcyon will host a table by East Shore, and several other church's will be represented. Looking for sponsorships (ESUUC has already donated). Can they use the East Shore logo on the banners? (Laura Solomon probably has the high res logo). Mary SM moved to allow Pride in Geauga to use the ESUUC logo on their banners for this event. Motion passed unanimously.
- 2) Annual meeting. If most items are being sent out electronically, request to have the large screen TV. Last the mtg was PDF because the annual mtg was hybrid. Need to hold people to Robert's Rules of Order. 3 minute rule. Decision last month that this is an in-person meeting, unless covid protocols get implemented. Suggested that committee reports by May 25th.

Old Business

- 1) Restructuring: has been somewhat dropped from the radar: put it on the agenda for the next fiscal year with Rev Joe.

Rev George read closing words from hymnal.

Everyone moved to adjourn Board Meeting Meeting adjourned at 3:24.

Next Meeting: June 6 Annual Meeting.

Mary moved and Minna seconded that we move into executive session Entered Executive session at 3:15.

Returned from into executive session at 3:16.

Mary SM moved to accept the recommendation to pay an extra \$500 in this fiscal to Halcyon for her extraordinary efforts of the past year. Bree seconded. Motion passed unanimously.

Mary SM moved and Maggie seconded to adjourn meeting at 3: 22

Submitted by Maggie Calkins

Love, Revere, Discover, Connect

May 22 Maggie

May 29 Mary SM

June 5 Clark

June 12 Shirley

June 19 Mary Mason

EAST SHORE UNITARIAN UNIVERSALIST CHURCH
Board of Trustees Meeting Agenda
Sunday May 15, 2022—2 pm via Zoom

Item:

Centering: Reverend George Buchanan

Check In

Agenda Updates

Secretary's Report
Minutes – April 24, 2022 Board Meeting

Reports:

- A. Chair
- B. Minister
- C. Committee on Ministry
- D. Director of Faith Development
- E. No treasurer report/no Finance committee meeting in May
- F. Finance committee
- G. Buildings and Grounds
- F. Membership

Unfinished Business/Action Plan

Review Action Plan

New Business

Old Business

Action Plan

Add action items from today's meeting

Leaving: Reverend George Buchanan

Board Chair report May 2022

This past month I have been working on:

1. Training our new administrative assistant, Aiyana Taylor. Halcyon has done the majority of the actual training, my training has tended more towards answering questions
2. Preparing for the annual meeting
3. Preparing some statements and making phone calls for the concert thanking the piano donor
4. Finishing the process of sending out letters to church members who haven't made a financial donation of record for the past 5 years
5. Figuring out how to meet requests from members who need information from church records...has been an ongoing process for sure.
6. Meeting with Rev. Renee

Respectfully submitted,

Mary Mason

RE Faith Development Report to the Board

Love, Revere, Discover, Connect

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Director of Developing Our Faith – Halcyon Domanski

Developing Our Faith Chair – Minna Zelch

May 15, 2022

~And how is the congregation?

WORSHIP

Wrote and delivered Mother's Day. Edited Earth Day.

FAITH DEVELOPMENT CLASSES

Continuing developing faith through Soul Matters curriculum. Working on FD Sunday. Working on Summer Curriculum; Creation Myths from around the world.

FIELD TRIPS / CHURCH GATHERINGS

Upcoming – Spring/Summer Holden Arboretum, Glen Cemetery, Summer Lake Gatherings

RE CLASSES OR GROUPS

Faith Development Class

2 Circle of Mom – 1 canceled

First Wednesday Night

Art of Spirituality - canceled

MEETINGS

Board meeting

Developing Our Faith Meeting

Weekly meeting/phone call with Mary Mason

Meetings with Minna Zelch

Worship Arts

OTHER

Beacon Article

Continuing to develop "Developing Our Faith"

Chaplain members of the congregation

SECRETARIAL

Order of Service

Phone

Misc.

Training Secretary

MINISTORIAL

Roadside Pulpit

Sanctuary Set up / clean up

Check in with and Chaplain congregation members

E-mail / Facebook communications

Wrote and edited and delivered worship services

PERSONAL

Halcyon will be on vacation the last two weeks of June and the first week of July. She will be in town and available for emergencies.

Ministers' report to the May 15, 2022 meeting
Of the Board of
East Shore Unitarian Universalist Church

East Shore is currently served by four UU ministers, each working part time: George Buchanan, Joe Donatone, Megan Mathieson and Rina Shere. This report covers their work for East Shore April 18 to May 8 inclusive.

General:

- This four-person ministerial team has been meeting once per month via Zoom. This team will meet on May 26 with UUA representative Renee Ruchotzke to de-brief about the past year of ministry at East Shore.

Worship:

- Reverend Meg attended the most recent Worship Arts team meeting via Zoom. She has been assisting that team with worship planning until the end of June.
- Reverends Joe, Rina, and George have been in the regular rotation for Sunday morning worship.

Governance:

- Reverend Joe attended the most recent Committee on Ministry meeting via Zoom. Reverend George and Reverend Joe attended the April 24 Board meeting in person.

Respectfully submitted
By Reverend George Buchanan

Committee on Ministry Report to ESUUC Board

May 15, 2021

The Committee on Ministry met via Zoom on May 11, 2022. Attendees: Nancy Tozer, Maggie Calkins, Jessie Jones, Reverend Joe Donatone.

Our current Memos of Understanding with the ministers are valid through June 30, 2022. There will be a gap in pastoral care coverage from July 1 through September 14, 2022. While Reverend Joe is willing to help with pastoral care over the summer, the Committee on Ministry recommends that he does not, providing him time to prepare for his full-time duties that begin on September 15, 2022.

Reverend George is moving and therefore unavailable over the summer.

The Committee on Ministry recommends that ESUUC engages Reverend Meg and/or Reverend Rina for *up to* 20 hours between July 1 and September 14, 2022, based on 11 weeks at less than 2 hours per week of pastoral care. This would be considered 'A La Carte' professional fees, invoiced monthly by the minister, with IRS reporting on a 1099.

If these ministers are unavailable, the CoM will ask the UUA for other recommended ministers.

Budget impact would be:

Pastoral Care (Zoom/Phone): \$150/hour

Pastoral Care (In Person): \$150/hour plus mileage (0.56/mile)

Total would be *up to* 20 hours x \$150/hour = \$3000.00 plus mileage between July 1 and September 14, 2022.

We ask the board to discuss this and advise the CoM how to proceed.

Next CoM Meeting: Second Wednesday of the month, June 8, 7:30pm, Zoom.

Membership Committee Report

May 15, 2022

- ⊕ Our membership count currently remains at 145.
- ⊕ The Annual Pancake Breakfast is scheduled for Sunday, June 26, 2022. Help is needed for setup, cooking, serving/clearing and cleanup. Sign-up sheets are posted in the Narthex. Please considering helping if you are able.
- ⊕ We are always looking for people to join our committee to help. It's a great way to learn who their fellow members are and help the church with a minimal time commitment.

Respectfully submitted,

Patrick McGovern

Membership Committee Chair

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement

April 2022 Operations Statement

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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
INCOME					
CONTRIBUTIONS					
PLEDGES					
Pledges 2021-2022	\$6,766.00	\$143,798.50	\$141,810.80	\$170,173.00	84.50%
LOOSE OFFERINGS					
Loose Offerings	291.00	1,928.00	2,500.00	3,000.00	64.27%
GIFTS					
General & Memorial	0.00	0.00	16,208.30	19,450.00	0.00%
Subtotal Contributions	7,057.00	145,726.50	160,519.10	192,623.00	75.65%
RENT					
Church Rental Misc.	0.00	250.00	666.70	800.00	31.25%
FUND RAISING					
Auction	0.00	0.00	6,000.00	6,000.00	0.00%
Spec. fundraising events					
St. Pauly Textile	50.00	450.28	583.30	700.00	64.33%
Environmental Action Grp					
Amazon Smile Donations	0.00	178.41	66.66	80.00	223.01%
Misc. Fund Raising	0.00	41.69	0.00	0.00	0.00%
Subtotal Environmental Action Grp	0.00	220.10	66.66	80.00	275.13%
Subtotal Fund Raising	50.00	670.38	6,649.96	6,780.00	9.89%
OTHER					
Interest earned	5.62	81.16	83.30	100.00	81.16%
Other	41.65	238.68	1,000.00	1,200.00	19.89%
Subtotal Other	47.27	319.84	1,083.30	1,300.00	24.60%
TOTAL INCOME	7,154.27	146,966.72	168,919.06	201,503.00	72.94%

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement

April 2022 Operations Statement

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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
EXPENSES					
MINISTERIAL					
MINISTER					
Salary	\$2,244.00	\$18,802.88	\$28,418.70	\$34,102.38	55.14%
End of contract bonus	0.00	0.00	1,666.70	2,000.00	0.00%
Housing	1,540.00	12,320.00	9,081.40	10,897.62	113.05%
Min Health Ins Allowance	0.00	335.09	3,350.90	4,021.08	8.33%
Professional Expenses	0.00	-0.30	3,750.00	4,500.00	-0.01%
Pension	178.80	2,123.40	3,750.00	4,500.00	47.19%
MINISTER, OTHER EXPENSES	0.00	0.00	2,868.80	3,442.50	0.00%
Minister - Workers Comp	34.15	178.69	178.70	214.40	83.34%
Contract Pastoral Care	0.00	0.00	208.30	250.00	0.00%
Subtotal Minister - Workers Comp	34.15	178.69	387.00	464.40	38.48%
Ministerial Services	672.40	3,904.60	0.00	0.00	0.00%
Subtotal Ministerial	4,669.35	37,664.36	53,273.50	63,927.98	58.92%
ADMINISTRATION					
OFFICE EXPENSES					
Office Expenses	115.00	476.88	416.70	500.00	95.38%
Copier Expenses	355.82	2,044.44	1,916.70	2,300.00	88.89%
Postage	0.00	232.00	125.00	150.00	154.67%
Bank Fees/Supplies	0.00	0.00	250.00	300.00	0.00%
Subtotal Office Expenses	470.82	2,753.32	2,708.40	3,250.00	84.72%
Safety & Security	142.25	142.25	0.00	0.00	0.00%
SECRETARY					
Sec Compensation	240.00	3,930.13	8,612.50	10,335.00	38.03%
Sec FICA Employer Exp	18.36	300.67	658.90	790.63	38.03%
Sec Worker's Compensation	0.00	18.15	77.70	93.20	19.47%
Subtotal Secretary	258.36	4,248.95	9,349.10	11,218.83	37.87%
Subtotal Administration	871.43	7,144.52	12,057.50	14,468.83	49.38%
ORGANIZATION					
EXTERNAL					
UUA /CRE Prog Fund Pledge	0.00	6,380.00	6,380.00	6,380.00	100.00%
INTERNAL					
Board Discretionary Fund	0.00	132.16	83.30	100.00	132.16%
Subtotal Organization	0.00	6,512.16	6,463.30	6,480.00	100.50%
WORSHIP					
Worship Arts	0.00	386.99	1,541.70	1,850.00	20.92%
Music & Musicians	150.00	1,875.00	1,666.70	2,000.00	93.75%
Worship Experience					
Audio	0.00	0.00	83.30	100.00	0.00%
Artwork and Podium Decor	0.00	0.00	166.70	200.00	0.00%
Subtotal Worship Experience	0.00	0.00	250.00	300.00	0.00%
Subtotal Worship	150.00	2,261.99	3,458.40	4,150.00	54.51%
REL. EDUCATION					

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

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D R E					
DRE Compensation	2,737.00	27,370.00	19,550.00	23,460.00	116.67%
DRE FICA Employer Exp	209.38	2,093.81	1,495.60	1,794.69	116.67%
DRE Worker's Comp	0.00	38.76	141.40	169.65	22.85%
DRE Pension	273.70	4,099.96	1,955.00	2,346.00	174.76%
DRE Prof Expenses	0.00	1,000.00	833.30	1,000.00	100.00%
Subtotal D R E	3,220.08	34,602.53	23,975.30	28,770.34	120.27%
R E COMMITTEE					
Curriculum/Supplies	32.50	1,118.61	1,250.00	1,500.00	74.57%
Young Adults 19-25					
Teens	372.67	372.67	500.00	600.00	62.11%
Library	0.00	0.00	83.30	100.00	0.00%
Subtotal Young Adults 19-25	372.67	372.67	583.30	700.00	53.24%
Sunday Lunch					
Event Childcare	0.00	0.00	83.30	100.00	0.00%
Adult RE	0.00	0.00	125.00	150.00	0.00%
Subtotal Sunday Lunch	0.00	0.00	208.30	250.00	0.00%
Sunday child care	288.00	1,020.00	1,416.70	1,700.00	60.00%
Subtotal R E Committee	693.17	2,511.28	3,458.30	4,150.00	60.51%
Subtotal Rel. Education	3,913.25	37,113.81	27,433.60	32,920.34	112.74%
MEMBERSHIP					
MEMBERSHIP					
Membership Coordinator					
Membership Committee	0.00	148.27	416.70	500.00	29.65%
Growth Task Force					
Pancake Breakfast	0.00	0.00	0.00	50.00	0.00%
Subtotal Membership	0.00	148.27	416.70	550.00	26.96%
PROMOTION					
Publicity/Promotion	0.00	0.00	125.00	150.00	0.00%
CARE					
Journey Committee	0.00	0.00	83.30	100.00	0.00%
Pastoral Care	0.00	0.00	83.30	100.00	0.00%
Subtotal Care	0.00	0.00	166.60	200.00	0.00%
Subtotal Membership	0.00	148.27	708.30	900.00	16.47%
SOCIAL JUSTICE					
Social Justice Com	0.00	0.00	251.70	302.00	0.00%
FACILITIES					
SERVICES AND SUPPLIES					
Cleaning Service	425.50	3,335.00	6,000.00	7,200.00	46.32%
Cleaning Supplies	0.00	15.73	416.70	500.00	3.15%
Subtotal Services And Supplies	425.50	3,350.73	6,416.70	7,700.00	43.52%
UTILITIES					
Electricity	739.41	7,876.75	7,500.00	9,000.00	87.52%

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement

April 2022 Operations Statement

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Internet & Telephone	159.97	1,539.70	1,416.70	1,700.00	90.57%
Waste Disposal Service	58.38	1,833.55	1,666.70	2,000.00	91.68%
Natural Gas	1,429.41	3,858.72	2,083.30	2,500.00	154.35%
Water	55.42	1,827.00	1,833.30	2,200.00	83.05%
Sewer	500.00	2,100.00	1,666.70	2,000.00	105.00%
Stormwater Management	0.00	689.19	1,166.70	1,400.00	49.23%
Insurance	0.00	5,940.00	4,916.70	5,900.00	100.68%
Subtotal Utilities	2,942.59	25,664.91	22,250.10	26,700.00	96.12%
BUILDING LOAN PAYMENTS					
Mortgage Payments	2,485.26	21,342.56	28,503.80	34,204.56	62.40%
Subtotal Facilities	5,853.35	50,358.20	57,170.60	68,604.56	73.40%
FACILITIES COMMITTEE					
BLDG MAINTENANCE					
Building Maintenance	0.00	517.19	2,000.00	2,400.00	21.55%
Security	39.00	421.30	333.30	400.00	105.33%
Equip Inspection/Fees	212.90	3,404.96	166.70	200.00	1,702.48%
Equipment Repair - Audio					
Pest Control	0.00	0.00	750.00	900.00	0.00%
Subtotal Bldg Maintenance	251.90	4,343.45	3,250.00	3,900.00	111.37%
GROUNDS MAINTENANCE					
Snow Plowing	1,410.00	5,180.00	4,458.30	5,350.00	96.82%
Lawn Mowing	0.00	120.64	100.00	200.00	60.32%
Grounds Maintenance	0.00	4,805.46	1,083.30	1,300.00	369.65%
KITCHEN					
Kitchen	0.00	0.00	125.00	150.00	0.00%
Coffee	232.00	55.45	266.70	320.00	17.33%
Subtotal Kitchen	232.00	55.45	391.70	470.00	11.80%
Subtotal Grounds Maintenance	1,642.00	10,161.55	6,033.30	7,320.00	138.82%
Subtotal Facilities Committee	1,893.90	14,505.00	9,283.30	11,220.00	129.28%
FINANCE					
Stewardship	0.00	0.00	416.70	500.00	0.00%
TOTAL EXPENSES	17,351.28	155,708.31	170,516.90	203,473.71	76.53%
EXCESS INCOME/EXPENSES	-\$10,197.01	-\$8,741.59	-\$1,597.84	-\$1,970.71	443.58%



EAST SHORE UNITARIAN UNIVERSALIST CHURCH
Board of Trustees
Action Plan from Sunday May 15 2022 Meeting

Person Responsible	Action/To Do	
Mary M	Send COM request to Shirley for review	
Marten & Barb	Review MSDS/DS binder in office. Marten has the mice poison MSDS, but needs to find it. Need to find location to store this that is accessible (maybe cloak room or by first aid kit in kitchen).	
Marten, Revs George and Joe	Develop and review language for mice traps.	
Mary and Rev George and Kristine	Continue discussion about Building our Future campaign. Will work on this in next fiscal year.	
OLDER ISSUES		
Board	Address what we want to add to the Building our Future documents before they are presented to the congregation.	
Barb Opie	Bring music contract	
Mark G, Mary B, Patrick MG	Financial review – Mary B has started it.	
Marten	Need to clean our grease trap in kitchen before June 25 (to use dishwasher)	
Shirley Hairston	Paypal on the website	
Marten	Talk with mem garden committee about cleaning out woods areas vs other sound barrier option	

Love, Revere, Discover, Connect