



East Shore UU
July 13, 2025 minutes

Board of Trustees

Keli Keyes	+	Marjorie Loring	+
Jared Hammond	+	Julia Kotowski	+
Dick Hurwitz	+	Jan Hurwitz	+
Erik Stout	+	JT Hillen	+
Marten Schreiber	+		

Attending

Rev Will	+	Maggie Calkins (on zoom)	+
Nancy Tozer	+	Hanna	
Dave Michel	+		

Meeting called to order by Keli Keyes at 12:16 PM

Centering--- Read words from Merlin Stone In the beginning people prayed to the Creatress of Life, the Mistress of Heaven. At the dawn of Religion, God was a woman. Do you remember?

Check-in Most reported being busy, busy with travel, care for friends, wonderful summer institutes.

Agenda updates

- Appointment of new board chair
- Appointment of finance chair
- Appointment of Millennium Salon leader
- Approval of split offering for fiscal year

Motion made by Jared Hammond to approve the Minutes of June 8, 2025 as amended. Seconded by Marjie Loring. Discussion. Vote taken. Motion passed with one abstention.

Reports:

A. Chair – Report attached

Minister- Report given verbally- Busy month, vacation, minister retreat, GA, and Summer Institute. The Institute was full of pastoral care needs. Creating an end of life care/plan to use as a class or supplement to a class. see below

B. COM –No written report submitted

C. Membership-No Report submitted

D. Faith Development – Report attached

E. Treasurer: report attached

F. Financial Secretary- Report attached

Buildings and Grounds – no written report submitted. Marten verbally reported: Workers will finish siding within the week, July 21st pressure washing and painting to begin thereafter. Starting to put together list of needs for capital campaign. Trying to cut inspection of Ansel stove hood to be once a year rather than once every six months.

Reviewed Action Items List from June 8, 2025 meeting

Person Responsible	Action	
Marten	Chalice Display – review with decorating committee. Dan Bond will bring floating shelves and will go on opposite walls.	I
Dick	Follow up on gas rates every few months. Will be done quarterly. Was just done and reduced rate from 10 to 2 per	O
Marten	Follow up on concrete abutment repair, Waiting on driver’s insurance. Erik Stout should be called to follow-up with Insurance company.	I
NEW		
Jared & Jerry	Explorers team will put out an article in Beacon with an update on collaborative efforts with the UCC church in Chesterland	I
Erik Stout	Contact Dave Michel about the progress of concrete abutment, driver’s insurance company and take over the task of completing	I
Rev Will	Contact Megan from UCC church of Chesterland about their cleaners	C
All	Meet with incoming board members to share job responsibilities	O

Rev Will	Remind COM of developing shared \$ from collection	C
Rev and Erik	Research and propose policy for background check, finger printing	I
Dick	Create log-in for Empower	I
Marjie	Get clarification on who should be considered salaried?	C
Dave Michel, Marvin	Make call about abutment repair to drivers	I
Marvin, Dick	Transfer needed for credit card, Fidelity, First National	I
Jan	Write letter to Fidelity, First National	C
Dave, Marvin	Share Church Mutual contact info, Dick will contact	C
Keli	Ask folks to be on team for growing Membership and Financial Support	C
Keli, new bd	Ask for one member of financial review team for two year term- Ask Vanessa Arenas, Jim McKeel, Valerie DiBenedetto, Bill Pastor, Mary Stewart McGovern. See description in 6.2.2 in bylaws	I
Jan	Create static image for TV screen of sign project update. Write blurb for Jared to send out to congregation	C
Marjie	Create email to membership concerning special meeting	I
Rev Will and Hanna	Rev and Hanna will discuss and make a policy and bring it to the board.	I
Marjie	Create power point about house next door	I
New Chair	Appoint person to committee on ministry	I
Erik Stout	Call driver's insurance with drivers information, claim number	I

STATUS: C = Complete, I = Incomplete O=ongoing

New Business:

- Appointment of new board chair- discussion—By-laws suggest that vice chair takes over, someone else on board, or another would need to be voted during special meeting. Need 10 days notice and can be voted on electronically if needed. There was no volunteer to do zoom

meeting and discussion lead to in-person meeting. Maggie Calkins can lead the nominating committee to approve the nomination of Kristine Burkwood to step in the position. Marjie will send a notification for meeting on July 27th right after service and vote will be done in person.

Motion made by Dick Hurwitz to allow Jared to continue to be able to sign checks on an interim basis until a new board chair is in place. Seconded by Jan Hurwitz. No Discussion. Vote taken. Motion passed with one abstention.

- Payroll changes- Hourly workers have to be paid twice a month. It is a benefit to hire out service for doing payroll due to the changes in tax amounts that change often. Nancy said the money for the cost of the payroll company is covered by the increase in the amount the stewardship campaign collected over the budgeted figures.

Motion made by Jared Hammond to approve moving the payroll processing to an out-source company to process the payroll twice monthly for a cost up to \$2,000 per year. Seconded by Dick Hurwitz. Discussion about the cap being too low.

Motion made by Jared Hammond to amend his motion to change the money allotted for the payroll processing to an out-source company of processing the payroll twice monthly up to \$3,000 per year. Seconded by Dick Hurwitz. Discussion. Vote taken. Motion passed unanimously.

- GA report Dave Michel is working on report
- Child care policy change Discussion tabled—Rev and Hanna will discuss and make a policy and bring it to the board. RE council will be included in the discussion. All attempts will be made to provide childcare for special events
- Leftover issues from Annual Meeting-nothing to discuss
- HND update-Property boundaries have been marked. Rickie, Dan Bond, Ben Kotowski, Marten, Jerry Huelsenbeck are on the ad hoc task force
- New ad hoc committee about moving forward re: membership and fundraising. Keli will hold a meeting with Ruth, Kristine, Patrick
- New computers for Treasurer and Financial Secretary are in their possession. Dick has installed LibreOffice on his and recommends same for Julia
- Who are signatories and is that ready to go? Empower access and keys to building. No discussion
- Donation of Stock to ESUU church- Marvin DeTar asked for this to be on the agenda—Marvin has written instructions for how to make a donation of stock to the church. These are kept in the beige file cabinet in the church office.
- Appointment of finance chair- Approved appointment of Dave Michel as finance chair
- Appointment of Millennium Salon leader – Approved appointment of Lynne Killgore as leader.
- Approval of split offering for fiscal year—Approved list for split offerings. The following are requested for the split offerings for this church year.:

July: Signature Health – Family Planning

August: Sew4Service and Days for Girls

September: Northeast Ohio Musical Heritage Association.

October: Supporting our stand against Domestic Violence each Shelter receives 1/3 of the month's split between:

Forbes House (Lake Cty)
WomenSafe (Geauga Cty)
Homesafe (Ashtabula Cty)

November: Fahr Fund Soup Lunch

December: Hope Chest of Painesville

January: Old South UCC Food Pantry,

February: Muslim Association of Cleveland East (MACE) Food Pantry

March: TBD

April: TBD

May: Geauga SOGI Support Network

June: FaCT OHIO (Faith Communities Together)

Motion made by Jared Hammond to accept the list for split offerings. Seconded by Dick Hurwitz. No Discussion. Vote taken. Motion passed unanimously.

- Approval of rental of building space to Young Democrats of Lake Co for meeting space for training purposes, not rallies.

Motion made by Jared Hammond to allow rental of space to Lake Co Young Democrats for meetings. Seconded by Julia Kotowski. No Discussion. Vote taken. Motion passed unanimously. (NOTE: name of organization is now Future Forward Lake County)

Old Business:

- Sign—With the help of Esther a display image was for congregation to view on the TV monitor. The plans were finalized with Brilliant Electric Sign Co. Dan Bond completed the site plan and the proposed sign project was submitted to Kirtland Zoning office. Meeting on Monday, July 21 at 7:00 PM will be attended by Dan Bond, Nora Nemec, and Jan Hurwitz
- Abutment Repair—Erik and Dave are working to get this resolved ASAP!

Next Board Meeting August 10, 2025

August Dates for Welcome/Gratitude/Lock Up – (food/garbage)

August 3-Marjie

August 10- Erik

August 17-JT

August 24-Julia

August 31- Marten

Releasing at 2:21 PM

Respectfully Submitted by Jan Hurwitz

Love, Revere, Discover, Connect

Reports:

Chair –

*Ad hoc committee for fundraising and membership will include Ruth Troup, Kristine Burkwood, and Patrick McGovern

*Unable to find useful information about managing behavior in our evolving autistic members.

*Powerpoint about the HND.-Would like to make a video to walk folks through the condition of the house.

*purging membership

*moving forward with the sign.

Minister- See above

COM – No report

Membership-No report

Faith Development –

RE report given by Hanna Wilder Ellis

UU Children's Religious Education

June RE Board Report

Program

In June we provided high quality programming for 21 children with the help of 4 volunteers plus our staff.

Program Highlights

- Planned and executed a June 22 Hike at Squire Castle with 6 families and 10 children + youth in attendance

- Collected and coordinating dreams for our program from the children
- Attended LAREDA Meeting
- Held several parent meetings to better understand families and their needs
- Regularly checked emails
- Took attendance
- Created signup genius for Fall Start Strong
- Co-created a joint covenant for a Yeusef

Volunteers & Staffing

- Held our 3rd RE Council Meeting with 3 members present and will continue to hold these in person with a zoom option the 1st Wednesday of every month
- Planning a training for new and seasoned volunteers
- Create W-2 paid event childcare for fall
- Owl with jenny at shaker

Challenges & Needs

- Volunteer training
- Creating spaces that evoke independence, collaboration, and meet sensory needs
- Fall programming and signups

Goals & Next Steps

- More Family Ministry outside of Sunday Services
- More Youth attendance, programming and inclusion on Sundays
- Building program attendance
- Collaboration with other UU Churches for youth meetups
- Meetings with families that dont come

JULY 23 4-8 Intergenerational Beach Day and Picnic at Mentor Headlands Youth Led Service in the planning stages

Send behavioral covenant to kkeyes427@aol.com

Erik Stout—reports

The meet up at squire's castle was a resounding success, despite the heat.RE has been going well

Hanna has been sending lesson plans before each class, this is a tremendous help.

The RE Council meetings have been a success, and we seem to have growing attendance.

Treasurer - East Shore Unitarian Universalist Church

BOARD OF TRUSTEES MEETING

July 13, 2025

Treasurer's Report

TRANSITION

The transition process from the past Treasurer (Marvin DeTar) to the new Treasurer (Dick Hurwitz) is on-going and has been delayed by a number of factors. I project that the process will be completed within the next two weeks.

ACTIVITIES (of the new Treasurer)

1. I have been informed by a representative of Church Mutual that I am officially bonded (apparently our policy automatically bonds whoever is Treasurer and Assistant Treasurer.)
2. I continue to access (and learn) PowerChurch version 12 on my personal computer as Dave Michel and others work to transfer version 12 data to version 14. Once this is done, I will start using the recently purchased Treasurer's laptop for PowerChurch activities.
3. I have installed LibreOffice, a FREE "office" suite on the Treasurer's laptop.
4. I am working with First National Bank to effect the transfer of signatory privileges from Marvin and Jared to me and ??????. At this point, until we have a new Board Chair to replace Keli, Jared and I will have signatory privileges—as of Monday, July 14.
5. Although I will not be able to sign checks until Monday, July 14, I have set up online banking at First National Bank. The representative at First National Bank is trying to figure out how to give our Financial Secretary (Julia) online view-only privileges so she can monitor accounts and do monthly checking account reconciliation.
6. Outstanding invoices will be paid by the end of the week (July 18).

NOTES

1. Going forward, the childcare person will be considered a part-time church employee.
2. Beginning in July, part-time hourly church employees will be paid twice a month.
3. A "letter of understanding" will be drawn up to clarify Kerry Norman's duties and compensation.

THE FIGURES

Dave Michel, Nancy Tozer, Julia Kotowski, Marvin DeTar and I will be meeting on June 18 th to “clean up” the various church accounts as they are represented in PowerChurch. Until that process is completed, it does not make sense to list them in this report. However, I can give you an accurate list of our assets in First National Bank as of July 9 th .

Account Balance as of 7/9/25

Checking \$51,838.12

Money Market \$7,408.78

Savings (5 accounts) \$13,922.95

CDs (3) \$54,231.09

TOTAL \$127,400.94

Financial Secretary-

		EAST SHORE UNITARIAN UNIVERSALIST CHURCH					
		Income and Expense Statement					
		OPERATIONS FUND 01, June 2025					
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		Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage	
INCOME	4000						
CONTRIBUTIONS	4100						
PLEDGES	4110						
Pledges 2024-2025	4118-006	\$9,524.02	\$178,670.31	\$174,000.00	\$174,000.00	102.68%	
LOOSE OFFERINGS	4119						
Loose Offerings	4120	385.50	3,584.11	3,000.00	3,000.00	119.47%	
GIFTS	4129						
General & Memorial	4130	0.00	1,577.53	11,000.00	11,000.00	14.34%	
Subtotal Contributions	4100	9,909.52	183,831.95	188,000.00	188,000.00	97.78%	
RENT	4200						
Church Rental Misc.	4210	0.00	550.00	2,000.00	2,000.00	27.50%	
FUND RAISING	4300						
Auction	4321-003	0.00	71.00	6,000.00	6,000.00	1.18%	
Spec. fundraising events	4321-004						
St. Pauly Textile	4363-003	50.00	868.61	600.00	600.00	144.77%	
Environmental Action Grp	4366-003						
Misc. Fund Raising	4385-003	550.00	3,668.00	100.00	100.00	3,668.00%	
Subtotal Fund Raising	4300	600.00	4,607.61	6,700.00	6,700.00	68.77%	
OTHER	4400						
MCF	4420-002	0.00	17,467.28	23,000.00	23,000.00	75.94%	
Interest earned	4420-004	0.48	9.08	550.00	550.00	1.65%	
Other	4424-004	0.00	2,613.00	14,250.00	14,250.00	18.34%	
Subtotal Other	4400	0.48	20,089.36	37,800.00	37,800.00	53.15%	
TOTAL INCOME		10,510.00	209,078.92	234,500.00	234,500.00	89.16%	

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement
OPERATIONS FUND 01, June 2025

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		Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
EXPENSES	5000					
MINISTERIAL	5010					
MINISTER	5028					
Salary	5030-005	\$3,446.24	\$41,354.88	\$33,024.00	\$33,024.00	125.23%
Housing	5031-005	2,236.00	26,832.00	34,056.00	34,056.00	78.79%
Other ILF	5032-005	427.64	5,131.68	5,132.00	5,132.00	99.99%
Professional Expenses	5033-005	0.00	2,886.92	2,500.00	2,500.00	115.48%
Life and LTD Benefit	5034-005	478.62	1,076.77	1,100.00	1,100.00	97.89%
Pension	5035-005	1,747.19	5,153.16	6,708.00	6,708.00	76.82%
Minister - Workers Comp	5041	0.00	343.86	120.00	120.00	286.55%
Contract Pastoral Care	5043	0.00	0.00	250.00	250.00	0.00%
Subtotal Minister - Workers Comp	5041	0.00	343.86	370.00	370.00	92.94%
Subtotal Ministerial	5010	8,335.69	82,779.27	82,890.00	82,890.00	99.87%
ADMINISTRATION	5100					
OFFICE EXPENSES	5104					
Office Expenses	5105	46.02	404.29	500.00	500.00	80.86%
Copier Expenses	5111-006	106.56	2,583.66	2,300.00	2,300.00	112.33%
Postage	5112-006	0.00	0.00	200.00	200.00	0.00%
Bank Fees/Supplies	5113-006	5.99	772.87	100.00	100.00	772.87%
Subtotal Office Expenses	5104	158.57	3,760.82	3,100.00	3,100.00	121.32%
Safety & Security	5118-001					
CPA Services	5118-006	0.00	1,462.50	700.00	700.00	208.93%
Subtotal Administration	5100	158.57	5,223.32	3,800.00	3,800.00	137.46%
ORGANIZATION	5200					
EXTERNAL	5210					
ESUC Bellevue WA	5211-001	0.00	97.48	0.00	0.00	0.00%
UUA /CRE Prog Fund Pledge	5212	0.00	3,200.00	3,200.00	3,200.00	100.00%
Subtotal External	5210	0.00	3,297.48	3,200.00	3,200.00	103.05%
INTERNAL	5220					
Lay Ldrship/Staff Tng	5223	0.00	0.00	350.00	350.00	0.00%
Board Discretionary Fund	5224	0.00	0.00	500.00	500.00	0.00%
Subtotal Internal	5220	0.00	0.00	850.00	850.00	0.00%
Subtotal Organization	5200	0.00	3,297.48	4,050.00	4,050.00	81.42%
WORSHIP	5300					
Worship Arts	5310	0.00	1,053.92	1,850.00	1,850.00	56.97%
Music & Musicians	5320	240.00	5,880.20	4,515.00	4,515.00	130.24%
Worship Experience	5320-002					
Audio	5325	0.00	0.00	200.00	200.00	0.00%
Artwork and Podium Decor	5330	0.00	151.29	200.00	200.00	75.65%
Subtotal Worship Experience	5320-002	0.00	151.29	400.00	400.00	37.82%
Subtotal Worship	5300	240.00	7,085.41	6,765.00	6,765.00	104.74%
REL. EDUCATION	5400					
RE COORDINATOR	5418					
RE Coord Comp	5418-001	1,287.59	10,682.22	20,800.00	20,800.00	51.36%

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement
OPERATIONS FUND 01, June 2025

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		Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
RE Coord FICA	5418-002	98.50	817.19	1,591.00	1,591.00	51.36%
RE Coord Workers Comp	5418-003	0.00	42.50	63.00	63.00	67.46%
RE Coord Pension	5418-004	0.00	0.00	520.00	520.00	0.00%
Subtotal Re Coordinator	5418	1,386.09	11,541.91	22,974.00	22,974.00	50.24%
R E COMMITTEE	5419					
Curriculum/Supplies	5420	0.00	240.00	1,400.00	1,400.00	17.14%
Young Adults 19-25	5421					
Teens	5422	0.00	0.00	600.00	600.00	0.00%
Library	5423	0.00	0.00	100.00	100.00	0.00%
Subtotal Young Adults 19-25	5421	0.00	0.00	700.00	700.00	0.00%
Sunday Lunch	5426-001					
Event Childcare	5427	0.00	0.00	100.00	100.00	0.00%
Adult RE	5428	0.00	0.00	150.00	150.00	0.00%
Subtotal Sunday Lunch	5426-001	0.00	0.00	250.00	250.00	0.00%
Sunday child care	5429	199.50	736.17	1,755.00	1,755.00	41.95%
Subtotal R E Committee	5419	199.50	976.17	4,105.00	4,105.00	23.78%
Subtotal Rel. Education	5400	1,585.59	12,518.08	27,079.00	27,079.00	46.23%
MEMBERSHIP	5500					
MEMBERSHIP COORDINATOR	5501					
Membership Coord Comp	5501-001	1,585.00	20,045.00	20,800.00	20,800.00	96.37%
Membership Coord FICA	5501-002	121.25	1,533.45	1,591.00	1,591.00	96.38%
Membership Coord Work Com	5501-003	0.00	42.50	63.00	63.00	67.46%
Membership Coord Pension	5501-004	320.00	320.00	520.00	520.00	61.54%
Subtotal Membership Coordinator	5501	2,026.25	21,940.95	22,974.00	22,974.00	95.50%
MEMBERSHIP	5505					
Membership Committee	5510	0.00	-107.00	200.00	200.00	-53.50%
Growth Task Force	5511	0.00	1,459.00	0.00	0.00	0.00%
Pancake Breakfast	5516	0.00	0.00	100.00	100.00	0.00%
Subtotal Growth Task Force	5511	0.00	1,459.00	100.00	100.00	1,459.00%
Subtotal Membership	5505	0.00	1,352.00	300.00	300.00	450.67%
PROMOTION	5519					
Publicity/Promotion	5520	0.00	168.00	150.00	150.00	112.00%
CARE	5529					
Journey Committee	5530	0.00	64.98	400.00	400.00	16.25%
Subtotal Membership	5500	2,026.25	23,525.93	23,824.00	23,824.00	98.75%
SOCIAL JUSTICE	5600					
Social Justice Com	5610	-279.69	763.75	3,350.00	3,350.00	22.80%
FACILITIES	5700					
SERVICES AND SUPPLIES	5710					
Cleaning Service	5723	510.00	8,645.10	7,000.00	7,000.00	123.50%
Cleaning Supplies	5730	0.00	0.00	400.00	400.00	0.00%

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
Subtotal Services And Supplies	5710	510.00	8,645.10	7,400.00	7,400.00	116.83%
UTILITIES	5740					
Electricity	5742-009	482.70	8,162.44	8,000.00	8,000.00	102.03%
Internet & Telephone	5744-009	195.00	2,761.54	2,250.00	2,250.00	122.74%
Waste Disposal Service	5745-009	187.25	2,636.50	2,000.00	2,000.00	131.83%
Natural Gas	5746-009	185.44	4,721.70	6,000.00	6,000.00	78.70%
Water	5747-009	97.79	1,887.50	1,000.00	1,000.00	188.75%
Sewer	5749-009	0.00	2,000.00	2,000.00	2,000.00	100.00%
Stormwater Management	5750-009	0.00	1,378.37	1,500.00	1,500.00	91.89%
Insurance	5753-010	0.00	8,125.25	6,000.00	6,000.00	135.42%
Subtotal Utilities	5740	1,148.18	31,673.30	28,750.00	28,750.00	110.17%
BUILDING LOAN PAYMENTS	5759					
Mortgage Payments	5760	2,485.26	29,823.12	29,823.00	29,823.00	100.00%
Subtotal Facilities	5700	4,143.44	70,141.52	65,973.00	65,973.00	106.32%
FACILITIES COMMITTEE	5800					
BLDG MAINTENANCE	5810					
Building and HVAC Maint	5812-011	2,260.00	3,381.18	3,000.00	3,000.00	112.71%
Security and Fire	5813-011	228.23	2,644.90	2,700.00	2,700.00	97.96%
Equip Inspection/Fees	5814-011	-2,260.00	1,487.00	2,000.00	2,000.00	74.35%
Equipment Repair - Audio	5815					
Pest Control	5818	0.00	527.37	550.00	550.00	95.89%
Subtotal Bldg Maintenance	5810	228.23	8,040.45	8,250.00	8,250.00	97.46%
GROUNDS MAINTENANCE	5820					
Snow Plowing	5822-012	0.00	8,750.00	5,000.00	5,000.00	175.00%
Lawn Mowing	5823-012	67.83	265.44	500.00	500.00	53.09%
Grounds and Outdoor Equip	5826-012	58.25	627.99	2,200.00	2,200.00	28.55%
Parking Lot Maintenance	5827-001	0.00	0.00	100.00	100.00	0.00%
FURNISHINGS	5830	0.00	82.07	0.00	0.00	0.00%
KITCHEN	5839					
Kitchen	5840	0.00	0.00	150.00	150.00	0.00%
Coffee	5841	0.00	108.63	0.00	0.00	0.00%
Subtotal Kitchen	5839	0.00	108.63	150.00	150.00	72.42%
Subtotal Grounds Maintenance	5820	126.08	9,834.13	7,950.00	7,950.00	123.70%
Subtotal Facilities Committee	5800	354.31	17,874.58	16,200.00	16,200.00	110.34%
FINANCE	5900					
Stewardship	5910	0.00	80.66	500.00	500.00	16.13%
TOTAL EXPENSES		16,564.16	223,290.00	234,431.00	234,431.00	95.25%
EXCESS INCOME/EXPENSES		-\$6,054.16	-\$14,211.08	\$69.00	\$69.00	-20,595.77%

Buildings and Grounds – See above in discussion