

*Unitarian Universalist Congregation of Lawrence*

**Executive Board Regular Meeting Minutes**

Nov. 21, 2024 – 7:00 pm – Founders Hall

Our Mission is to love inclusively, nurture spiritual growth and connections,  
freely explore life's big questions, and act for justice.

**Attendance:**

Chair: Peter Graham; Chair-Elect: Mary Holm (via Zoom); Secretary: Louise Hanson;  
Treasurer: Brad Wertz; Members-at-large: Jennifer Ball, Bill Hagel; Rev. Nori Rost  
A Quorum was established.

Peter called the meeting to order at 7:14 pm and lit the chalice candle. Timekeeper: Jennifer,  
Process Observer: Brad, Board Check-in.

Congregational Comments: Rev. Nori, on behalf of the congregation, shared a pastoral dilemma involving an itinerant person current living in a truck in the UUCL parking lot. Board members offered a number of approaches that might help this person reach her destination in Kansas City.

**“Open question”**

- Robert's Rules of Order and other options.

Board members agreed that additional discussion of this matter might be taken up at a future Board retreat. Board meetings, in complying with our UUCL by-laws, will abide by the directive to use Robert's Rules with the understanding that the details of compliance will be appropriate to our particular organization's structure.

**Approval of Consent Agenda**

- Minutes of Oct. 26, 2024
- Treasurer's Report and Financial Reports
- Minister's Report
- Buildings and Grounds Report

Jennifer moved and Mary seconded motion to approve the Consent Agenda. Unanimous passage of motion.

**Business Items:**

- Ad Hoc Committees for Security/Risk Mitigation and Fire/Disaster Safety: follow up. Diana Ringquist will be reviewing relevant documents with Peter G. Emphasis will be on addressing external threats. The recommendations from this review will be reported at the December Board meeting.

- Onboarding new DRE: job description and contract  
Contract and job description needs consent of Board. The position is half time; salary is \$22,298. A letter of agreement will be sent to Clay along with a job description.

- Religious education: restructuring ages and rooms.

It is the Director of Religious Education's job to manage these issues.

- Retirement Plan Adoption

The UUCL Board is asked to approve the UUA's 2025 Restatement of the Unitarian Universalist Organizations Retirement Plan. The Restatement document is available in a folder for today's Board meeting. Mary moved and Jennifer seconded a motion to agree to UUA's Retirement Plan document. The motion was approved unanimously.

- Google Drives: Access and responsibility for organizing.

The Office Administrator organized all Drives except the Board Drive.

- Review of Sara Vancil's Board Calendar Document.

This document is in the Chair folder; it lists and schedules important Board tasks. Board members need to be familiar with Board process as outlined.

- Finance Committee and Budget Process: Spring stewardship event.

Mary volunteered to chair the event. No personal calls or visits will be conducted this year. Purpose is to energize and inform congregation re pledging. There will also be an opportunity to review our responsibilities and commitment to social justice work. Most stewardship activities are slated for April.

- Coffee: paid position.

Custodian sets up coffee on Saturday. Still need volunteers to provide snacks and clean up afterward. Option to have someone from RE do clean up; teenagers might participate. Payment for workers could be considered. Rev. Nori will discuss this with Clay. Goal is to have a concrete plan proposed in December.

- Custodian pay hike.

Board expressed consensus that a raise for the custodian is overdue. A pay raise is not included in our current budget. Suggestion in the short term is to apply some of the lead teacher budget item to finance the raise. Custodian is currently paid \$720/month. The Finance Committee will review this matter. The goal is for the Board to make a final decision in January.

- Monthly dinners.

This Board topic will be discussed in December and planned for January. In the past teams would prepare the dinner on Wednesday nights. Tuesday night might work better going forward.

- Monitor in Founder's Hall for listening to Program and/or service.

Smart TV could be installed. Intended for convenience of families. This set-up would need to be tested.

- Board Meeting times change.

The suggestion was to change the regular Board meeting to the 3<sup>rd</sup> Thursday of the month to facilitate attendance. The next Board meeting will be Dec.18.

- Organizational chart, Start-Up Weekend summary and Leadership Development Team.

Document in the meetings folder describe roles, functions and duties and includes a draft organizational chart. Board members should review this document and propose changes and additions using the edit function.

- Outreach to Topeka and Salina UUs - Involvement with the Rev. Diane Miller; ECM. The Board discussed UUCL's possible outreach initiatives to these fellow congregations. UUCL has been in conversation with these congregations. For example, Rev. Nori might preach at these UU sites. Rev. Nori suggested that she, Peter, Mary, and Graham K. meet with Rev. Diane Miller and discuss the possibilities for outreach.

- UUCL Membership in Justice Matters. Louise Hasnon, UUCL Team Leader for JM, suggested the Board defer the discussion of this issue until the December Board Meeting. She will post on the Board Drive an overview of pertinent JM information to facilitate the discussion.

**Other Business:**

- Meeting Review  
Follow up Assignments  
Timekeeper - Process Observer – Covenant, Check-in.

Next Board meeting: Wed., Dec. 18, 2024 – 7:00 pm

Meeting adjourned at 8:38 pm.

~ Louise Hanson, Secretary

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As Executive Board of the Unitarian Universalist Congregation of Lawrence, we covenant together with mutual trust and support:

- To welcome and practice curiosity, deep listening, and joy
- To share the work that needs to be done
- To cultivate a culture of patience, open communication, and healthy boundaries
- To act for the good of the congregation and speak with one voice