

Unitarian Universalist Congregation of Lawrence
Executive Board Agenda

August 28, 2025

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

Goals for 2025-2026

7:00 pm	Chalice Lighting Board Member Check-In - What is on your heart/mind?	
7:05 pm	Congregational Comments: (3 minutes per person)	
7:20 pm	Approval of Consent March <ul style="list-style-type: none"> • July Minutes • Treasurer's Report and Financial Reports 	
Information Items/Reports		
7:30	<ul style="list-style-type: none"> • Refresh/Renew- Tessa Vancil, Elle Patton, Clay, Jeff and Kylee Sims • New Name Tags on Order • Safety committee wrap up • Stewardship- winding up this year with review/recommendations- New team in place by October • Meeting of Chairs/Team Leads (postponed) • Board photo and bios for bulletin board and web page • Mid America Resources (see info in Drive) • Follow up from July Board Meeting • Minister's Report 	
Action Items:		
	<ul style="list-style-type: none"> • Set day(s) and time(s) for retreat- approximately 6 hours • In Transit Accounts- per Finance Committee recommendation- DRE to designate \$ for youth 	

	<p>travel- the remainder to go through Renew/Refresh with input from Clay</p> <ul style="list-style-type: none"> • Transition from Debit to Credit cards - per finance committee recommendation • Board Members as greeters-schedule • Executive Session 	
	Process review, follow up and Board Member Closing Comments	
Next Board Meeting: Topics/Agenda		

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Important Dates:

- September 21 Membership Class after service
- September 18 Board Meeting
- September 14 Water Communion
Ketzel Celebration of Life
- September 13 Link
Finance Committee

Minutes

Meeting Context & Introduction

- **Meeting recorded and quorum confirmed:** Attendees clarified hybrid setup and roles.
- **Personal check-ins highlighted burnout and health obstacles:** Board emphasized mutual support, especially for leadership roles under heavy personal/professional stress.

Administrative and Financial Oversight

- **July Minutes**
 - Minutes approved with changes to tasks, signaling administrative continuity and shared understanding.
- **Treasurer’s Report:**
 - **Minister’s Caring Fund:** \$270 transfer explained; earlier donations reconciled and assigned to proper fund for transparency).

- Clarified that both money market and operating account transfers are unrestricted, but emphasized need for transparent record-keeping—reduces future confusion over donor intent and project spending.
- **Minister's Report, Committee Updates:**
 - Committee membership and task progress (AED/safety, new name decks for accessibility, upcoming stewardship transitions) all signal growing organizational structure.
 - Reminder to utilize Mid America resources and upload relevant action items or resources into shared drives to maximize institutional knowledge.

Facilities Risks & Maintenance

- **Safety liability on grounds highlighted:** Two uncovered holes from earlier camps pose risk for attendees, particularly during outdoor gatherings. Immediate risk mitigation and future maintenance vigilance required.

Strategic Planning (Retreats, Volunteer Structures)

- **Scheduling multi-part Board retreat:** Decision to survey availability ensures higher participation; chunking into two- or three-hour sessions for manageability.
- **Action assigned to Rilie for survey.**
- **Volunteer coordination for visibility and safety:**
 - Targeted approach will require board members to serve as greeters/ushers on rotation, both to increase board visibility and ensure building security.
 - Integration of rotation with Sunday spreadsheet improves accountability and role clarity, with allowance for those serving AV or worship roles.
 - Plan to visually distinguish board member name badges for easier identification by visitors.

Process and Policy: Equipment Purchasing

- **Robust discussion over purchase policies:**
 - Historical pattern of ad-hoc or singly approved equipment purchases can undermine collective wisdom and lead to safety/efficiency issues.
 - Proposed definition of "equipment": Durable goods (>1 year life, used by multiple people); any purchase above **\$350** should receive committee approval; higher levels may warrant board approval, especially when aggregate values are significant, or when involving capital projects or playground equipment.
 - Need for policy to reflect practical realities: e.g., don't slow urgent needs (AV emergencies, safety gear), but avoid piecemeal workarounds (multiple small purchases to bypass board).
 - Commitment to coordinate projects and major equipment purchases across committees to leverage collective knowledge and avoid duplicated spend.
 - Socialization with committee chairs before final vote—value buy-in and anticipating implementation realities is critical for acceptance..

Financial Controls: Transition From Debit to Credit Cards

- **Future risk reduction identified:**
 - Current debit card holders have unintended authority over organizational bank accounts, creating significant liability.
 - Decision: Move to company credit cards to separate signatory powers and create clearer oversight/responsibility.
 - Credentials for card selection: Ethical banking (exclude biggest fossil-fuel financiers), cash-back (rather than miles), low/no annual fee, broad usability.
 - Finance committee charged with: researching options, inquiring about local bank offerings, considering social justice/audit standards, and returning with recommendations..
 - Cardholders to be proactively notified of the pending change so transitions are not disruptive.

Engagement & Security Strategy: Board Member Visibility

- **Rationale for greeter/usher scheduling:**
 - Board visibility = improved member engagement and newcomer orientation.
 - Board presence at closing ensures liability for building security is clearly assigned and not left to chance, reducing risk.
 - Organization-wide coordination via spreadsheet, access permissions, and role clarity to optimize efficiency and volunteer buy-in.

Executive Session/Confidential Discussions

- Executive session called for sensitive personnel/member matters, ensuring privacy per governance best practices.
- Explicit note for exclusion from official minutes, maintaining transparency of process while protecting confidentiality.

Action items

Rilie Kafer

- Draft and distribute a survey for board retreat availability
- Draft policy language on equipment purchasing thresholds and process; circulate to board and then to committee chairs for feedback before next board meeting
- Reply to Charlie about Google Groups

Brian Vancil

- Suggest to Rev. Nori to add a 'Board Greeter' tab or column to the Sunday spreadsheet to assign board members' volunteer roles

Finance Committee

- Research available ethical credit card options based on community values (avoid big fossil fuel financing banks), fees, rewards, and acceptance
- Engage Central National Bank for in-house card options and report findings

Mary Holm

- Generate Zoom link for September board meeting
- Speak to Kristin about Google Groups
- Follow up with Kylie about Refresh and Renew committee
- Communicate the safety committee's work (AED, first aid kits, fire exit info) with congregation
- Post a volunteer recruitment plan, including collecting board member bios and photos for better visibility
- Ask committee chairs for feedback on equipment purchase policy

Rev. Nori

- Work with Brian/others to ensure board and committee access to the Sunday spreadsheet
- Implement the board member greeter rotation system and adjust building closing procedures
- Have Clay run playground issues by Building and Grounds

Unassigned

- Fill holes on grounds created by previous events for safety