

Unitarian Universalist Congregation of Lawrence
Executive Board Agenda
July 31, 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 Assign Meeting Roles: Timekeeper, Process Observer Board Member Check-In - What is on your heart/mind?	Follow up/Responsible person/group
7:05 pm	Congregational Comments: (3 minutes per person)	
7:20 pm	Approval of Consent March <ul style="list-style-type: none"> ● June Minutes ● Review of Annual Meeting Minutes * ● Treasurer's Report and Financial Reports 	CM Sensor app / emergency contacts - Bill has the app on his phone and Bill will look at how to add backup contacts
Information Items/Reports		
7:30	<ul style="list-style-type: none"> ● *Board member update- church related questions/suggestions ● Minister ● RE ● Building and Grounds ● Rental Update ● Social Action and Justice ● Other Reports 	
Action Items:		
	<ul style="list-style-type: none"> ● Roles and responsibilities, accesses, contact information (discuss secretary email address) ● Identify date for Board Retreat (Saturday) ● Approve Meeting Schedule (Third Thursday of each month) ● Review Safety Recommendations and approve action steps (See document in Drive) ● Approve "Radical Welcome; Refresh and Renew" plan (see document in drive) 	

	<ul style="list-style-type: none"> • Discuss Rental Feedback from member • Stewardship campaign - status and next steps • Unsung hero award conversation / conversation about how to honor members who are leaving 	
	Process review, follow up and Board Member Closing Comments	
Next Board Meeting: Thursday, August 28, 2025 6:00 Board meeting		

Meeting Minutes Summary

Board Operations & Communications

- **Board retreat scheduling process initiated** with comprehensive availability assessment for September-October timeframe
 - Physical paper-based scheduling system deployed to identify optimal Saturday dates
 - All board members provided availability input for 9am-3pm retreat format
 - Digital scheduling tool "When2Meet" recommended as alternative solution for future coordination
 - Retreat will focus on establishing board norms, standard operating procedures, and strategic planning
 - Location to be determined based on final date selection
- **Meeting schedule modifications approved** to enhance board member participation and accommodate conflicts
 - Regular meeting time changed from 7:00pm to 6:00pm starting immediately
 - August meeting rescheduled from third Thursday (August 21st) to fourth Thursday (August 28th) due to board member concert conflict
 - Monthly meeting cadence maintained on third Thursday of each month at 6:00pm
 - Earlier start time expected to improve attendance and reduce fatigue-related issues
- **Board communication systems enhancement** with multiple digital infrastructure improvements
 - Google Drive access confirmed for all board members with content manager permissions
 - Dedicated board email group creation approved for improved communication tracking and historical record-keeping
 - Generic secretary email address consideration tabled pending use case clarification
 - Email distribution system established through shared drive functionality for agenda and document distribution

Financial Management & Budget Oversight

- **Significant budget variance reporting** with positive outcomes exceeding projections for FY25
 - Budgeted deficit was \$102,000 but actual result was only \$32,000 deficit so that's a \$70,000 improvement
 - Revenue exceeded projections while expenses came in substantially lower than anticipated
 - DCCF investment account withdrawals totaled \$40,000 year-to-date, appearing as only \$17,000 due to strong second quarter market recovery
 - June 30th financial statements demonstrate strong fiscal management and conservative budgeting approach
- **Payroll processing delays resolved** with retroactive compensation adjustments scheduled
 - Minister and staff pay raises effective July 1st delayed
 - Two months of retroactive pay increases to be processed September 1st (August 29th payday due to holiday)
 - SSC payroll processing coordination established to prevent future delays
 - All staff compensation adjustments properly budgeted and approved for implementation
- **Housing allowance annual review scheduling** established for proper IRS compliance
 - Minister's housing allowance reevaluation typically conducted in October for January implementation
 - Current allowance level appears appropriate with no anticipated changes needed
 - Board vote required for any modifications to housing allowance structure
 - Review timeline aligns with IRS calendar year requirements for tax planning

Facility Operations & Infrastructure

- **Major HVAC system replacement completed** with comprehensive upgrades addressing multiple system failures
 - Total project cost approximately \$12,000 with potential insurance recovery for weather-related damage
 - Lobby unit completely replaced after wind damage caused improper mounting failure
 - Sanctuary twin-unit system required new compressor (\$9,500) and control board (\$400) replacement
 - Freon system fully recharged with new refrigerant meeting current environmental standards
 - Improved mounting system installed with 4x4 matrix design to prevent future wind damage
- **Emergency contact system updates required** for building security and insurance compliance

- Church Mutual emergency contact system needs board member designation as primary contact
- CM Sensor app currently installed on single board member's phone for building monitoring
- System monitors power outages, moisture detection, and temperature fluctuations
- Backup contact designation needed for comprehensive emergency response coverage
- Contact number provided: 888-531-4310 for system modifications
- **Building maintenance protocols establishment** with systematic approach to HVAC servicing
 - Current maintenance program covers some units with twice-yearly service visits
 - Filter replacement schedule requires monthly attention to maintain system efficiency
 - Cost-benefit analysis needed for comprehensive maintenance program covering all building units
 - Preventive maintenance approach could reduce emergency repair costs and extend equipment life

Safety & Security Implementation

- **Comprehensive safety assessment recommendations** based on professional security evaluation by military-trained member
 - Top priority items: improved RE-sanctuary communication protocols and emergency contact procedures
 - Second priority: development of trained safety team from staff, volunteers, and board members
 - Third priority: door locking protocols during services with designated greeter access management
 - AED (Automated External Defibrillator) purchase approved for life-saving emergency response capability
- **Emergency preparedness infrastructure development** with multi-layered safety approach
 - Evacuation rally points to be established with clear signage and communication protocols
 - First aid station upgrades planned with additional supply boxes throughout building
 - Emergency contact numbers to be posted in visible locations for quick reference
 - Board member safety presence during services to provide leadership during emergencies
- **Security technology considerations** balancing safety with welcoming congregation values
 - Door access code system evaluation for keyless entry and usage tracking
 - Additional security cameras proposed for exterior monitoring and deterrent effect
 - Law enforcement consultation available for high-risk events requiring police presence
 - Community policing partnership established for proactive security support during activism events

Membership Growth & Facility Enhancement

- **"Refresh and Renew" initiative launched** with \$4,000 budget allocation for welcoming space improvements
 - Committee formation approved with 4-5 members including interior design expertise and newer member perspectives
 - Target participants identified: Ellie Patton, Graham (pending availability), Kylie and Jeff Sims, Clay (DRE)
 - Three-year project timeline proposed with \$4,000 annual budget allocation for sustained improvements
 - Focus on accessibility, acoustic improvements, and social space reconfiguration for enhanced visitor experience
- **Accessibility and inclusion prioritization** addressing mobility limitations and social barriers
 - Current elevator system acknowledged as inadequate for disabled community members
 - Social gathering space redesign to eliminate exclusive conversation clusters
 - Lobby utilization optimization for post-service fellowship and visitor integration
 - Standing table options with accessible seating arrangements for diverse physical needs
- **Visitor experience enhancement strategy** with systematic approach to hospitality improvements
 - First Friend Sunday scheduled for August 24th with member invitation campaign and prizes
 - Service content designed to highlight community benefits and connection opportunities
 - Welcome team integration with board member presence for leadership visibility
 - Building security protocols balanced with open, welcoming atmosphere maintenance

Strategic Vision & Programming Development

- **Expanded spiritual programming portfolio** designed to deepen community engagement and resilience
 - Adult religious education expansion launching September with Clay's leadership
 - Contemplative practice services development in partnership with wellness professional Cindy Novio
 - Gender-specific retreat programming: women's retreat and men's retreat for enhanced community bonding
 - Resilience coaching curriculum offering planned as day retreat for stress management and activism sustainability
- **Community activism integration** acknowledging current political climate challenges
 - Recognition of non-democratic governmental environment requiring increased activism engagement
 - ICE enforcement comparison to historical authoritarian tactics requiring community response

- Consumer choice activism education addressing corporate complicity in authoritarian systems
- Resilience training essential for sustained activism without burnout or despair
- **Intergenerational programming expansion** fostering multi-demographic community connections
 - Family retreat options for inclusive multi-generational experiences
 - Non-binary and mixed-group retreat alternatives for diverse community preferences
 - Human foosball tournament proposed for joy-based community building with broader community outreach
 - KU student engagement opportunities for expanded community connections beyond activism focus

Rental Operations & Policy Development

- **Member business rental policy complications** resulting in relationship strain and policy reconsideration
 - Long-term member business rental attempt created uncomfortable dynamics between personal and business relationships
 - Rental negotiation highlighted challenges of member discount expectations vs. market rates
 - \$10/hour rate offered for small office space with additional concessions deemed insufficient by member
 - Board recommendation to discontinue long-term business rentals to members due to complications
 - Motion will be needed at a future meeting to formalize this policy
- **Rental policy clarification needed** for consistent application and conflict avoidance
 - Current policy addresses therapist rentals but lacks clear member vs. non-member distinctions
 - Comparative market analysis requests deemed inappropriate for single-office arrangements
 - Business relationship management with members creates inherent conflicts requiring policy boundaries
 - Event-based rentals for members (birthdays, anniversaries) remain appropriate vs. ongoing business arrangements
- **New rental opportunities assessment** with homeschool collective and community concert bookings
 - Homeschool organization site visit scheduled for Friday morning evaluation
 - Deidre Maa concert arrangements as community event with 80/20 door split revenue sharing
 - Rental tracking system development needed for lead management and conversion analysis
 - Monthly reporting system planned for rental activity, feedback, and revenue tracking

Religious Education & Youth Programming

- **RE program growth trends** showing increased participation in younger age demographics
 - Notable increase in very young children (3-year-old twins) expanding early childhood programming needs
 - Elementary school age participation maintaining steady levels with consistent family engagement
 - Staffing levels maintained despite high school graduate transitions with continued volunteer commitment
 - Monthly attendance tracking system requested for board oversight and program planning
- **Adult religious education expansion** with Clay's leadership in comprehensive programming development
 - September launch planned for multiple adult RE options addressing diverse spiritual needs
 - Intergenerational service planning for September incorporating all-ages worship experience
 - Quarterly DRE reporting schedule established (September, December, March, June) for comprehensive program updates
 - Summer program activity summary to be included in first quarterly report
- **Youth development initiatives** supporting long-term engagement and leadership development
 - GA (General Assembly) attendance planned for youth when in-person format resumes
 - Youth fundraising success demonstrated through bus trip organization and community engagement
 - RE funds (\$3,000 from Chalice Circle donations) available for youth programming and facility improvements
 - Playground upgrade consideration using RE-designated funds for child safety and attraction

Action Items & Deliverables

Action items

Bill

- Check CM sensor app for ability to add backup emergency contacts and call Church Mutual if needed
- Follow up with Nathan on evacuation rally points and emergency supplies list

Kristin

- Create AED purchase order
- Set up secretary email address if board decides to proceed

Mary

- Contact Ellie Patton, Kylie and Jeff Sims, and Clay about space improvement committee
- Create board email group and work on retreat scheduling solution
- Draft newsletter article about safety improvements
- Reach out to renter regarding rental process experience and relationship repair per covenant principles

Rilie

- Develop stewardship campaign plan and follow up with members who haven't pledged
- Work with Valerie to understand annual meeting membership list process
- Create streamlined membership process

Brian

- Find current therapist rental policy before next meeting