

**Board of Trustees Minutes**  
**17 June 2025      6:00 – 8:00 p.m.**

**Present:** Mara Sprain, Will Jernigan, Monica Youngman, Ben Fleming, Melissa Himelein, Susan Andrew, Ken Brame, Marty Friedman, Jim Gamble

**REMINDER:**

Board Priorities:

- Ready Day 1
- Support ABD
- Support Other Income Teams
- Support Long Range Planning
- Connection & Trust with Congregation (No Surprises)

<b>Start</b>	<b>Item</b>	<b>Notes</b>
6:00	Call to order	The meeting was called to order by Mara at 6:03 pm
6:03	Opening words & Chalice lighting	Monica read opening words
6:05	Go-around	Everyone went around and shared which of the <a href="#">“new” UU values</a> resonates most with them.
6:25	Consent agenda [accept]	<p>Consent agenda was approved.</p> <ul style="list-style-type: none"> <li>● <a href="#">May meeting</a> minutes</li> <li>● <a href="#">Sharing ministry</a> (Rev. Audette’s report)</li> <li>● <a href="#">FUNraising report</a></li> <li>● <a href="#">Faith Formation report</a></li> </ul> <p>It was noted that the questions from the FUNraising will be discussed at the July Board meeting. Will will communicate with them, confirm that it’s clear their charge is through December, and invite them to the July meeting to join at 7 pm. The Board will review their questions and bring thoughts to the table.</p> <p>Starting in July is our 75th anniversary. This will be on the agenda for the July Board meeting.</p>
6:30	Annual Budget Drive (ABD) update	Next week ABD is getting together to get an after action review. They will initiate the thank you notes with the Board with the goal of distributing them over the next month. This will be inclusive of the matching donation. Ken volunteered to contact the matching donors. Will will also follow up with Rev. Audette with who she should reach out to, such as high givers and %

		<p>increases.</p> <ul style="list-style-type: none"> <li>- Low point was 230 households last year (2024-2025)</li> <li>- 350 is the eventual goal of a sustainable level for a congregation of our size, with a goal of 310 this year (2025-2026)</li> <li>- We are at 310 right now!!</li> <li>- \$880K was the goal, sitting at \$870K with about \$50K in matching</li> </ul> <p>Looking to add one to two people to the team next year.</p> <p>Ken made a motion to formally thank the ABD team for a fantastic job this year. Melissa seconded. Passed unanimously. Will will communicate this to the ABD and the follow up team.</p>
6:40	Board Retreat [discussion]	<p>Dates: Sunday September 7th 12 - 6 pm  Location: Off site, Ken Brame's house, 5-6 cocktail hour  Topics:</p> <ul style="list-style-type: none"> <li>- Social time and cater (Roman's?)</li> <li>- Plan Board priority actions for the year</li> <li>- Governance documents and limitations</li> <li>- Evaluation of ministries</li> <li>- Social Justice focus areas?</li> <li>- 75th anniversary</li> <li>- Leave space open to ideas that come from the discussion on limitations and Board priorities</li> </ul> <p>75th anniversary discussion will be on the next Board meeting.</p>
6:55	FUNraising Request [decision]	<p><a href="#">Craft fair idea</a></p> <p>In the past it has been member and internal focused rather than a large craft fair. It has not been a situation where it charges the sellers for their booth.</p> <ul style="list-style-type: none"> <li>- There is a concern that Oct. 18th is the same time as the Southern Highlands Craft Guild.</li> <li>- The Board is okay with two craft fairs if they have two different audiences, internal and external. Sammy's event is usually a % donation rather than a booth charge.</li> <li>- Action: Mara will talk with Suzette and Sammy together to discuss.</li> </ul>
7:00	Onboarding session [discussion]	<p><b>Board Priorities:</b>  Will started with a review of the Board priorities. There was a discussion of the four pillars and the need for a Board liaison.</p> <ul style="list-style-type: none"> <li>- Melissa volunteered to be the Care and Connect team liaison.</li> </ul>

- Ken is the Long Range Planning liaison. Will is the liaison to the Budget Drive.
- Ben is the liaison to the Legacy Team.
- Auction Team does not have a Board liaison because they don't need one.
- FUNraising Team liaison is Rev. Audette, for now.
- Grants Team will be formed after Donald gets settled and we'll assess how the Board could support it. Susan has volunteered to support.

For the next Board meeting the team liaisons will be asked to report out about the team and the status. Ben pointed out that there is a list of the committees and current members in the Google Drive, linked in [New member cheat sheet](#). Mara noted that there is a flyer for visitors that talks about the committees that is outdated.

Monica reminded us that if there are Board requests for the executive or staff they should go through Rev. Audette rather than going directly to staff.

Will highlighted that the Board should do one service to introduce the Board and connect with the congregation.

Will suggested that either before the retreat or at the retreat the Board should validate or update the Board priorities.

Mara also mentioned that the Board has occasionally had work sessions in between the monthly Board meetings. It's usually 45 minutes by Zoom. Attendance is not required.

**Duties of the Board:** (full list on governance document)

- Show up at the meetings
- At least one Blog during the year
- Sign up for readings for Board meetings
- Monitoring the end statements
- Recommend annual budget
- Review of finances (delegate to Financial Advisory Committee)
- Communicate with the congregation
- Participation in committees and teams as appropriate

Rev. Audette and the FAC bring a proposed budget to the Board. The Board reviews the budget and agrees on the budget that goes to the Annual meeting.

		Mara said there is no confirmation of the FAC Chair yet with Marta's departure. Once that is set Mara will invite that person to a Board to provide a financial overview.
7:40	Electing the Board Executive Team	Ken moved to approve the Board leadership team of Mara Sprain as President, Will Jernigan as Vice President, and Monica Youngman as Clerk. Melissa seconded. Passed.
7:42	Board Meeting Schedule	The Board confirmed the meetings will be the second Tuesday of each Month. Zoom will be available as needed.
7:45	Meeting observations	<p>Process and Collective Liberation review:</p> <ul style="list-style-type: none"> <li>- Noted that there was unplanned discussion about the FUNraising Team. It would be helpful to have dedicated future time on meetings.</li> <li>- Good participation and questions overall</li> <li>- Good time checks</li> <li>- Ken said that it would be helpful to have more details about how feedback is given to the Executive in the policy governance implementation</li> <li>- Three Board members are not able to make the July 8th meeting. It may be virtual</li> </ul>
7:55	Closing words & Chalice extinguish	<p>Monica gave a reading to extinguish the chalice.</p> <p>Will motioned to adjourn and Ken seconded. Meeting adjourned at 8:02 pm.</p>