

## USR Board of Trustees Meeting

May 16, 2022

### Minutes

**Attendance:** Dawn Walter, , Jack Lohr, Don Campolo, Chris Dunnigan, Helen Matusow-Ayres, Craig Hertenstein

Meeting Starting at 7:09

- I. Check-in
- II. Visit from Spiritual Dev Circle
  - Summary
    - i. Discussion about membership including, welcoming new members and following up with them and growing membership .
      1. Jeannie and Laura Krag attended meeting to discuss needs and ideas
    - ii. Jeannie:
      1. Will discuss where we are with RE families and what needs to happen in terms of growth.
      2. Requesting that the Board put RE positions back in the budget. Important to achieve growth goals.
      3. The program is emerging from a transitional phase.
      4. Need to complete the process of reintegrating vaccinated families with young members who are unvaccinated . There are not that many families who are unvaccinated.
      5. We started with the information that there were 60 children but there were not that many. Jeannie wants to partner with the Board in our conversations about growth.
      6. Acknowledged that we need to do a better job of following up with families that visit USR.
      7. Plans for community programming to bring more families in from the community:
        - a. Community OWL, opening OWL to the external community
        - b. Enhancing social media presence
        - c. The  $\frac{3}{4}$  time RE Director position is doable except for a few times a year, when there is a high workload
        - d. To get us where we want to go we need to do more outreach
        - e. Pathway to attracting and sustain membership. Relationship building is necessary but it is outside of her formal hours
        - f. If RE Assistant position is cut it would take 10% of the DRE's time to prepare course materials.
        - g. Requested that we add an RE Assistant to the budget for 2 hours a week for 22 weeks. Employ for only the weeks that

RE is in session. Pay the Assistant \$20 per hour rather than \$24

- h. We also need to have a Nursery Supervisor. New families need to know that there are professionals in the nursery. A lot of training goes into the position
- i. Do not have nursery volunteers right now
- j. Need Board members to help recruit non-parents and parents alike to teach otherwise we won't be able to provide RE next year
- k. How do we take the vision we started with, where do we go in terms of growth and quality
  - i. Re-integrate families
  - ii. Expand activities between RE families and the rest of the community. Build a bridge
  - iii. External- Community outreach
  - iv. Jeannie will be supporting strategic areas- Need extra effort
    - 1. Need special attention because we have not had OWL for a long time.
      - a. The second adult teaching will not be trained
    - 2. Accommodations for students with special needs.
    - 3. Bring Mental Health and Social Justice into family service
    - 4. Increased need for training

iii. Laura Krag

- 1. Yellow circle has not met very often. The Circle needs to coordinate more with Jeannie and Sarah to get volunteers.
- 2. A lot of staff involvement in this circle. Not clear what Laura's role is with staff.

• Discussion

- i. Some families also have also chosen not to vaccinate their children.
- ii. Go into the community to recruit others to take OWL Believe that is feasible because it is values based.
- iii. Could a volunteer be RE assistant? Needs to be consistent
- iv. Next year we will need 9 teachers. We need about 20 people all together
  - 1. K-1, 4-6 AND 7-9 OWL and there will also be a catch up

III. Last month's minutes, to dos

- No minutes. Helen will type them up before the end of June from the recording.

IV. CUC Meeting debrief

• Summary

- i. Dawn and other members met with CUC and Dawn summarized the meeting.

• Action

- i. Dawn will extend another invitation to meet with them in the near future.

V. Members for endowment, planned giving

- Summary
  - i. The Endowment committee requested copies of our minutes .
  - ii. There needs to be a second person for endowment committee.
  - iii. We also do not have anyone doing planned giving or grants. Need one person to be the endowment and a planned giving person.
  - iv. The Circle should be appointing these positions.
  - v. Dawn is planning a financial summit to get all of the financial people in one room.
  - vi. Anita says that every year the endowment gives half of what they earn to charity and half back in the endowment.
  - vii. Please make suggestions to Dawn for people to fill these positions.
- Action
  - i. Dawn will reach out to Peter Duran, Jeff Summerville and Mary McBride as well as other people who are recommended.
  - ii. Ed will be referred to Chris to meet his needs.

VI. Arts Amble

- Summary
  - i. Ridgewood is having an Arts Amble in which various buildings throughout town will be open to the public. Ridgewood USR will participate and open the gallery to participants.
    - 1. There will be a need for volunteers. Carol has a core of volunteers.

VII. Budget, Second Ask, Budget meeting

- Summary
  - i. Second Ask for pledges is scheduled to go out tomorrow. (5/17)
  - ii. Draft budget must go out Sunday 5/30 in time for the Town Hall.
- Discussion
  - i. Too short a turn around to send a draft budget. Instead send an Ask. Sending the budget when we normally do. We usually have a town hall before to discuss the budget, Not enough time
  - ii. Have a meeting on June 5 and anything that comes up can be presented at the Annual meeting as a recommendation to change the draft budget
    - 1. How much do we think that we will get out of the second ask letter? Maybe not much but it is important to ask. Letter and budget will go out tomorrow. That will give people a chance to look at it.
- Action
  - i. Any changes to the budget Dawn will send out for our approval-
  - ii. We may need a quick budget meeting

VIII. Sarah LOA changes

- Summary
  - i. Sarah would like to update the wording in her contract around the 3-6 month sabbatical.

1. The new wording will be sent out two weeks of the next meeting for a vote. In going through she would like to put into her contract- vacation days, maternity leave/ family leave.

- Discussion

- i. What is COSM's role in the contract negotiations?
- ii. Jeff and Dawn met with Sarah and denied her request to move her sabbatical up
- iii. Annual Performance Review
- iv. Delay approval until the fall- more time- Could even wait until next annual meeting
- v. Only need a congregational vote for changing the sabbatical and compensation
- vi. Jack will speak with her about delaying her request

IX. DRE Report

- Discussion

- i. RE Assistant is very important
- ii. Jeanne's proposal about how to cut money is helpful
- iii. USB has no social media presence
  1. Facebook page updated weekly- only two posts
  2. Instagram is similar
  3. Website very busy
  4. Both should send a clear message- This is what we are about
  5. We should continue the nursery coordinator position
  6. Do we need to pay volunteers to be a second person in the room
- iv. Budget is very tight- what about social media person and RE Assistant in one position?

X. Annual Reports

- Action

- i. Jack will contact all people who need to write parts of the report and send them samples

XI. Other

- Nominating committee has people for each position

Adjourned at 8:35