

**UUCF Board of Directors Meeting Minutes**  
**Aug. 15, 2023, 7 p.m.**  
**In person and via Zoom**

**Call to Order:** 7:03 p.m.

**Presiding:** Kaye Cook

**Secretary:** Megan Reynolds

**Attendees:** Kaye Cook, David Addis, Stacy Casey, Megan Reynolds, Victoria Maldonado, Dillon Ginley, Annemarie McCaslin, David Saunders, David Michael, Rev. David A. Miller

**Chalice Lighting:** Dillon Ginley

**Check-In:** All

**Reading of the Board Covenant:** All

**Approval of Minutes:**

- Aug. 1 minutes
  - David Saunders requested an addition to the draft minutes.
  - Stacy Casey made a motion to accept the minutes as amended; Annemarie McCaslin seconded the motion with unanimous approval from the board.

**Reflection/Visioning:** David Addis and Annemarie McCaslin

- David Addis and Annemarie McCaslin explained and facilitated a reflection/visioning activity for the board.

**Minister's Report:** Rev. David A. Miller

- Staff is considering whether there is a need for increased security at UUCF.
- Coordinating Team met and reviewed Bylaws and Governance Manual regarding its role and responsibilities.
- Staff will devote first Tuesday of each month to event planning and third Tuesday of the month to a topic of discussion.
- Beginning & Belonging will be held Aug. 20 and Aug. 27.
- Discussed current insurance policy with Church Mutual and David Addis offered to find someone to help Bill and Gayathri review it.
- Mary Lareau offered to provide update on the social media initiative at a future board meeting.
- Pastoral care updates were shared.

### **Treasurer's Report: Stacy Casey**

- Provided overview of 2022-23 budget.
- Endowment Fund Update:
  - The Financial Oversight Committee put forward a motion to withdraw 5% from the Endowment Fund for this year. David Saunders made a motion to accept the motion and Annemarie McCaslin seconded it.
  - After discussion, the board approved a 6% withdrawal from the Endowment Fund.
- Discussed a grant request from Marcia Tugendhat.
  - Board recommended Rev. David A. Miller request the Coordinating Team take \$800 from Operating Reserves as opposed to using an Endowment Fund grant.
- New Request for Endowment Fund: Rev. David A. Miller
  - \$4,000 coffee machine
  - The board approved the request.

### **Board Priorities/Focus Areas Discussion for 2023-24: Kaye/All**

- Kaye briefly reviewed a proposed list of focus areas and requested the board be prepared to discuss them for selection of this year's focus area at the Sep. 5 meeting.
- Siena School – Dates for Silver Spring Campus Tour
  - Sep. 8, 10 a.m.-2 p.m. is preferred date and time.

### **Board Retreat Update: Kaye**

- Social gathering – Fri., Sep. 15, 6-9 p.m., Social Hall.
  - Dillon volunteered to coordinate the food.
  - Spouses are invited.

### **Board Observations:**

- None

### **Process Observer: David Michael**

We are forming well and demonstrated a good willingness to ask clarifying questions. The board also displayed thoughtful problem solving.

**Next Meeting:** Tue., Sep. 5

**Chalice Lighting:** Stacy Casey

**Process Observer:** Dillon Ginley

**Adjourned:** 9:12 p.m.