

Extra Session to Approve New Ministerial Contract

09 November 2022

Zoom Call

Board members Present: President Lynda Dorweiler, Vice-President Dennis Spurlin; Secretary Diana Roy; Treasurer Barry Brenneman; MAL-1 Holly Taylor; MAL-2 Tom Barberic; MAL-3 Kim Angelo. Quorum.

Absent: none

Also attending: Katy Grant, lore dickey (Ministerial Search Committee)

Call to Order at 17:30.

Check-In

Special Agenda: Approval of ministerial compensation package and agreement for prospective new minister.

Background: Collin Weller presented the contract to the Board at its last meeting. He made some corrections (nothing substantive) to it per the board's comments, then resigned.

- Lynda asked if the Board agreed with the total compensation figure of \$80,000. No one objected. This amount was also approved by the Finance Committee.
- Noted: the apportioning of the compensation among the various financial categories could change upon negotiation with a prospective minister. In particular, if the minister should obtain health insurance that costs less than what is budgeted, the monetary difference could be allocated to other categories of compensation, such as salary/housing or professional expenses.
- Dennis requested that the contract stipulate that any changes the minister wishes to make to the allocation of compensation be submitted to the Board in writing. lore agreed to add a clause to this effect to the contract.
- Motion: to accept the ministerial compensation worksheet and agreement, with the proviso that lore add a clause stipulating that the minister must submit a written request to the Board for any request that compensation be re-allocated among budget categories (such as from insurance to salary and housing or to professional expenses). Dennis so moved, Holly seconded. Approved unanimously.
- lore will make the necessary change to the agreement, then submit it to the UUA by the 15 November deadline. The Board will also receive a copy.

Calendar

- November 12: Auction
- November 20, after service, at Beacon. Congregational Meeting to approve the 8th principle.

- November 21, 6:00PM, Rainbow Room: Board Meeting - Moved to this date because of Thanksgiving
- December 16 - Board Retreat - Pot Luck at Holly's. 5:30 pm

Adjourned at 18:06.

Beacon Board Meeting Minutes

26 October 2022

Rainbow Space.

Board members Present: President Lynda Dorweiler, Vice-President Dennis Spurlin; Secretary Paul Beier; MAL-1 Holly Taylor; MAL-2 Tom Barberic; MAL-3 Kim Angelo; Rev. Robin Zucker (ex officio)

Absent: Treasurer Barry Brenneman

Also attending: Collin Weller (Ministerial Search)

Call to Order at 6:00 PM

Opening Reflection and Chalice Lighting

Check-In

Recognitions: Anne Wittke donated and installed Mesh Wi-fi to our office.

Consent Agenda

- September Board Minutes
- CLC Report
- Treasurer's Report
- P & L Statement
- Minister's Report
- Search Team Report
- Appoint Diana Roy as Board Secretary to replace Paul

Dennis moved to approve all items, including designating Diana Roy as Secretary to replace Paul. Tom seconded; unanimously approved.

Old Business

- Security Policy. Review with old policy – put on November agenda
- Congregational Vitality Team: After a long period without a CVT, Becky Hipsher, Angela Hansen, Roz Clark, Rev Robin, and Holly Taylor (Board Rep) have agreed to reconstitute the CVT. Wendy Bruun has indicated she might also join.
- 8th Principle – Lynda proposed November 20 as the date for a Congregational Meeting to approve the 8th principle. November 20 (choir day, must send out notice 15 days ahead of time). Approved. Paul will coordinate with Diana on sending out the notice & proxy process.
- Records Management Policy (Barry) – defer to November.

New Business

- Dennis Spurlin moved, Holly seconded: Add to the employment agreement for Paula Czernicki that she can take a paid bonus day off to be taken within 2 weeks before or after Thanksgiving, Christmas, Memorial Day, Labor Day. Unanimously approved.
- Request by Ministerial Negotiating Team (Ministerial Search Committee and Finance) to comment on a draft contract for our Settled Minister. Collin Weller suggested changes to the UUA

template. The Board gave feedback, which Collin will use. He will provide a revised contract for us to vote on during a special meeting on November 9. The Board will approve the text so the Search Committee can submit the draft agreement to UUA by UUA's Nov 15 deadline.

- Gift Basket for Auction. We each donated \$10 for a basket. Lynda will buy.
- Circle Suppers - Start around December 10 – Paul. Will do as soon as I can.
- Gifts of Securities - Lynda will look to see there are no major conflicts between policies of the Endowment Fund and our Policy 300.12. Perhaps no changes are needed.

Calendar

- October 29: Adult RE retreat
- November 9: 5:30 to discuss minister contract
- November 12: Auction
- November 20, after service, at Beacon. Congregational Meeting to approve the 8th principle.
- November 21, 6:00PM: Board Meeting - Moved to this date because of Thanksgiving
- December 16 - Board Retreat - Pot Luck at Holly's. 5:30 pm

Adjourn 7:36.

Beacon Board Meeting Minutes (DRAFT)

28 September 2022

Rainbow Space.

(5:30 PM Pre-Board Meeting Search Committee Focus Group)

Board members Present: President Lynda Dorweiler, Vice-President Dennis Spurlin; Treasurer Barry Brenneman; Secretary Paul Beier; MAL-1 Holly Taylor; MAL-2 Tom Barberic; MAL-3 Kim Angelo; Rev. Robin Zucker (ex officio)

Also attending: Rich Clark (for first 30 minutes)

Call to Order 6:00 PM

Opening Reflection and Chalice Lighting

Recognitions: Search Committee for great engagement with congregation and being on time. Dennis Spurlin for signing checks when Barry is out of town. Paula Czernicki for her work as Secretary. Rich Clark for work on endowment. Roz Clark for organizing Dora's goodbye party. Dora Harrison for her many years of work and generosity.

Consent Agenda

- Minutes of 24 August Board Meeting
- Treasurer's report
- P & L statement
- Endowment Team Report: The Team has agreed on staggered terms, have designed a recognition plaque, started a marketing plan, set up a bank account, created a couple standard forms, started work on a gift acceptance policy (agenda item below).
- CLC Minutes
- Minister Report
- Negotiating Team Report (Compensation Plan due to board Oct-Nov). Our compensation package may be the biggest impediment to attracting a candidate, so we may need to increase our offer. Our offer must be finalized in November.
- Search Team Report. On schedule. Cottage meetings are about to begin.
- Southside Community Association for Share the Plate. Oct-Dec 2022.

Kim moved, Tom B seconded. unanimous approval

Old Business

Website Maintenance: Paula and Dennis report that Beacon's website is working much better now.

Changes to Rental Rates & Rental Policies: Dennis moved, Kim seconded to approve these changes (see Document in the Board folder). Unanimously approved.

Security Policy (Defer to October)

Congregational Vitality Committee: Angela Hansen has agreed to join the CVT, President is working on another recruit.

8th Principle: We will hold a Congregational Forum on Oct 23. At our October Board meeting, we must schedule a Vote on the 8th Principle at Congregational meeting. At this time, Dec 4 (or Nov 20) seem to be good dates. The Secretary must send out the text and call for proxy voters 2 weeks before the vote.

Records Management Policy (Barry). No progress, carry over to October agenda

New Business

Endowment Gift Acceptance Policy. Rich Clark explained the policy (in the Board folder on Google Drive). The policy states what types of gifts cannot be accepted (such as time-share or other gifts that cost money) and what types of offers must be conveyed to Board. Dennis moved, Tom Barberic seconded to approve the policy. Unanimously approved.

Undesignated gift policy. Rich Clark explained the policy and process for how Beacon will deal with undesignated gifts by check or cash. The issue is most likely to occur when Beacon gets a large check from a deceased person, and there is lack of clarity on whether to use the money for the Endowment, the current year's budget, or other purposes. Holly moved, Dennis seconded, to approve the undesignated gift policy. Unanimously approved.

Endowment Financial Reporting Recommendations (Barry). The Finance Committee plans to give a quarterly report to the Board. No vote needed.

Treasurer's Report

Congregational Meeting for 8th Principle. See above.

Calendar

8th Principle Forum - October 23, 2022; Congregational Meeting to vote on 8th Principle will be in December (to be decided at our October board meeting).

Auction - November 12, 2022

Retreat date - **December 16, 2022**, 5:30PM. Holly Taylor house. Potluck.

November Board Meeting: Monday Nov 21 to avoid meeting the day before Thanksgiving holiday.

Adjourned 7:02 PM.

Beacon Unitarian-Universalist Congregation

Minutes of Board Meeting

24 August 2022

In person in Beacon's Rainbow Room

Board members Present: President Lynda Dorweiler, Vice-President Dennis Spurlin; Treasurer Barry Brenneman; Secretary Paul Beier; MAL-1 Holly Taylor; MAL-3 Kim Angelo.

Board Members Absent: MAL-2 Tom Barberic, Rev. Robin Zucker (ex officio)

Call to order 6:02

Opening Reflection, Chalice Lighting, Check-In

Recognitions: Barry Brenneman for groundskeeping work. The congregants at Andy's Rock & Roll service for their spirited dancing.

Consent Agenda

Minutes of 27 July 2022

Treasurer's Report

P & L Statement

CLC Report

Minister's Report

Search Team Report

Negotiating Team

Paul moved to approve, Barry seconded, Unanimously approved

Old Business

Auction Committee. Erik and Katie volunteered to lead this year's event. They will start work about Sep 20. Auction will be Nov 12

Website Maintenance. Dennis has cleaned up a lot of clutter on the website, and has reserved some high-level authority solely for the Administrator (Dennis). Rev Robin and Paula have rights as Editors. (Post-meeting note: Paula reports "The work Dennis did really made a positive difference. Night and day! Prior to his cleaning, it was nearly impossible for me to upload to or edit the website. Now, I can do so pretty much without delay."). Dennis enjoys the Administrator work, but if Dennis becomes temporarily or permanently unavailable, we would be in a bind. We need someone to be backup Administrator; if we have no volunteer, we should hire a professional and use Dennis as backup. (post-meeting note: Perhaps Dennis could write a short newsletter story specifying needed expertise and asking for volunteers.)

Rental Policy - Rates - for discussion in September

Security Policy - Dennis has drafted a policy (on Google Drive). Dennis and Barry will talk with Paula to modify that policy and to develop relevant procedures to carry it out.

Congregational Vitality - charter on drive under the filename "Membership Team Charter." UUA website has fine guidance for organizing congregational teams. Lynda will use that guidance to revise our current document.

Personnel Committee. Since last Board meeting, Lynda recruited Carl Taylor, Mary Poore, and Nancy Paxton to be the 3 committee members.

8th Principle (“to affirm and promote: journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions.”) Lynda has been doing research, and wants to bring it to the congregation, we need a process to do this. Lynda and Board are wary of creating another committee. Perhaps we can undertake actions such as Sharing the Plate with Southside Community Association, Social Witness Events, etc.

Board Retreat will be on Friday, 23 September 2022, 5:30-8:00 PM at Carl & Holly Taylor’s house. Paul will send a calendar invite so it is on your calendar.

New Business

Records Management Policy – Barry. We have no records management policy now, but we need a policy that keeps some records secure, specifies when records can or should be destroyed, etc.. Barry plans to draft a template and then convene a group to write the policy. During the meeting, Lynda provided Barry with a page from UUA website on how congregations should manage permanent records.

Treasurer’s Report – Barry. Dennis wants our Profit & Loss sheets to be regularly updated and posted on our Members website. Barry agrees, but cautions that every time he drafts a P&L, he learns of errors, particularly that some items post in the wrong Fiscal Year.

Compensation Seminar. Lynda attended a Compensation Seminar offered by UUA; she will send Barry a link to the recording of that seminar.

On Sunday Sep 11, service will include a water communion followed by light treats after the service.

On Sunday Sep 25, we will potluck to congregants after the service to thank Dora Harrison for her years of service to Beacon.

We will probably start the September 28 meeting at 5:30 PM (a half hour early) in response to a request from the Search Committee for 30 minutes to discuss their progress. No staff will be present for those 30 minutes.

Adjourn 7:22 PM.

Beacon Unitarian-Universalist Congregation

Minutes of Board Meeting

27 July 2022

In person in Beacon's social hall

Board members Present: President Lynda Dorweiler, Secretary Paul Beier; Treasurer Barry Brenneman; MAL-1 Holly Taylor; MAL-2 Tom Barberic; MAL-3 Kim Angelo, Rev. Robin Zucker (ex officio).

Board Members Absent: Vice-President Dennis Spurlin.

Call to order 6:02

Opening Reflection and Chalice Lighting Check-in

Recognitions: Linda Ochi for organizing a potluck dinner last week and delivering sermon and readings last Sunday. Dennis Spurlin for working on security for our website, getting new members connected.

Consent Agenda

- Minutes of 27 June 2022
- Lynda made several small changes to the Board Policies & Procedures to make sure they are consistent with our recent amendments to bylaws. These were available on google drive for us to review before the meeting.
- Minister's Report. This was available on google drive for us to review before the meeting.
- CLC Report. This was available on google drive for us to review before the meeting.
- Report from Ministerial Search Team

Paul moved, Holly seconded, to approve these items. Unanimously approved, Tom Barberic abstained.

Old Business

- Auction Committee and Plans. Eric Burns and Joan Dewey have expressed interest in moving forward. Plan for Nov 12, at Beacon. Lynda will chat with Eric about moving this along.
- Rental Policy & Rates - For discussion in September
- Security Policy - Dennis and Barry Brenneman plan to make changes for discussion in September or August
- Live Streaming for Services. Robin plans to go back to a couple recorded services per month, but she and the Board agreed that Beacon doesn't have the resources to fully live stream services in a high-quality way.

New Business

Board's Role for the Search process. Lynda provided excerpts from the UUA Settlement Handbook on Google drive for us to review before the meeting. The Board must assign 2 Board members to work with Collin Weller to serve as the Negotiation Team that develops the financial packet, with most work to be completed by early November. Barry Brenneman (who will travel to Europe 12-26 October) and Holly Taylor offered to do the work with the negotiating team in August-October. We need to put together a good package, emphasizing the benefits of Flagstaff and the Southwest, and probably increasing the salary line (decreasing

benefits by that amount). UUA offers a consultant to assist the negotiating team, but Robin advises we should go it alone and only ask for advisor if we need to. The Board supported the idea of asking the Search Committee to use focus groups rather than online surveys to solicit opinions of Beacon members.

Lynda reviewed our Bylaws regarding Settled Minister and concluded that our bylaws do not need revision.

We need to create a Personnel Committee of 3 persons and have it in place by September. Lynda will ask Mary Poore.

Congregational Vitality Committee (Circle Suppers, social events, follow up calls to new attendees, or recruiting a Member to take a visitor out for coffee). Kim Angelo offered to make a pitch on Sunday asking for volunteers for CVT, explaining the main activities in their charter and letting volunteers know they can change their charter in ways they feel will make people feel welcome.

We are tentatively planning a Board Retreat 5:30-8:00 PM on Friday Sep 23

8th Principle (We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote: journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions) is under consideration; only about 25% of congregations have adopted it so far. Our Congregation needs to formally adopt it. We will plan a sermon on this topic in the fall, followed by a congregational discussion, and a vote. Joan Dewey (newest member) would be keen to support this.

General Assembly: Lynda conveyed a few highlights of her (online) participation, including the Ware Lecture which had fine historic insights on racism, and 3 issues raised in Actions of Immediate Witness, namely Abortion, Privatization of Medical Care, and Racism.

Lynda will contribute brief “Splinters from the Board” to the newsletter on a monthly basis.

Next meeting, we will discuss upgrading our website. We believe we need a WordPress expert. Paul will ask Mr Jesse Waitz of FlagstaffConnection (which runs Friends of the Rio de Flag website) if he has such expertise.

Treasurer’s Report. Barry apologized for not having the monthly report and statements posted prior to the meeting. Anne completed the transition of the treasurer responsibilities to Barry. Check signing responsibilities have been transitioned to Lynda, Dennis and Barry. Only the minister and treasurer have credit cards. Barry has his card and he has moved all ongoing monthly payments off Anne's card so her card can be closed. He hopes to soon set up automatic monthly bank withdrawal payments. Constant Contact has been added as an automatic bank withdrawal. The following are paid automatically through Barry's credit card: Dreamhost (web hosting), Idrive (office PC backup), and McAfee (office pc security). Though not completed yet, both the minister and treasurer credit cards will be set up to have the balance paid directly from the bank on the due date. The accountant has entered both the pledges and the new budget but the entries haven't been verified yet.

Adjourn 7:42

Beacon Unitarian Universalist Congregation
DRAFT Minutes of Board Meeting
June 27, 2022, 6:30 PM
In person in Rainbow Space
At 510 N Leroux Street

Board members present: President Nancy Paxton, Vice President Lynda Dorweiler, Treasurer Anne Wittke; MAL-1 Holly Taylor, MAL-3 Kim Angelo, Rev. Robin Zucker (ex officio)
FY 23 Board members present: Vice President Dennis Spurlin.

1. Announcements

A. Upcoming meetings:

- The incoming Board members present agreed that Board meetings would be the 4th Wednesday of the month, at 6:00 PM. The meetings will be in person at Beacon, unless circumstances require Zoom meetings. The next Board meeting will be July 27, 2022.
- Upcoming events: July 22, 2022, picnic and movie night at Beacon
- The Ministerial Search Committee is to meet on June 28 to begin the process. Watch for **the** date for “Beyond Categorical Thinking,” UUA’s workshop for congregations in search.

2. Appreciations

- These were expressed for the Search Committee, and the Endowment Fund governors.
- Appreciation for Grace Ditsworth and Lynda Dorweiler for attending General Assembly to represent Beacon. They have been asked to prepare a report on it for presentation to the congregation.
- Kim Angelo and others expressed appreciation for the covenant ceremony for Board members at the service on June 19.

3. Consent Agenda

- Kim Angelo moved approval of the consent agenda; seconded by Lynda Dorweiler. PASSED. This included approval of Board minutes from May 23, 2022.
- Approval of Northern Arizona Interfaith Council (NAIC) as Beacon’s share the plate partner for July – September , 2022;
- New members have already been added to the Directory **online**, which is a pdf available on the website.

4. Minister's Report

- Rev Robin would like to see an invigorated Congregation Vitality Team. We want to see more people returning to services. There appeared to be about 60 people in attendance on June 19.
- Worship services have been scheduled to mid-September.
- The choir will resume rehearsals on September 6, with our new choir director, Andrez Alcazar in charge. Austin Shaw will return August 21 as accompanist.
- Social Justice has been reinvigorated by Paul Beier, with guests scheduled once a month for Social Justice witness through June.
- Beacon should be a visible supporter of reproductive justice following the overturning of Roe; Rev Robin is exploring tangible ways to do so, through attendance at online meetings.
- Religious Education is continuing in the Fall on Zoom, with Dru Monroe and Linda Ochi as leaders. This year the younger kids met on zoom at 10:30, and the older ones at 11:45. An OWL weekend is scheduled for July 29-31, with 7 or 8 kids already enrolled
- Rev Robin is beginning to plan Adult Education for the fall. New member “connection activities” are needed.
- The office manager and Rev Robin are researching probable rental rate increases and are already getting more rentals.
- Beacon should focus on the proposed 8th principle and ways to express our anti-racist stance.

5. Congregational Meeting Minutes Approval

- There is a need to approve the minutes of three congregational meetings. After discussion, Lynda moved (seconded by Nancy) that the Draft of the minutes of the three meetings (the annual congregational meeting on 6/13/21 ~~annual meeting~~; the congregational meeting on Beacon's 4/24/22 Endowment Fund on 4/24/22; and 6/19/22 the annual congregational meeting on 6/19/21, be posted on the website and **that** announcements are to be posted in the newsletter and Google Groups asking members to review these documents and send the office any possible edits needed by July 15. PASSED

6. Treasurer's Report

- Anne Wittke reported that the yard sale raised \$4,490 to date!

- Anne reached out to the leadership of the stewardship campaign, but she was unable to obtain information about where that effort stands.
- People are already volunteering to help with the auction.
- Rental rates are to be reviewed and recommendations brought to the Board in the fall.
- Lynda moved (Kim seconded) that the personnel policies regarding definitions for full-time and part-time employment be reviewed. PASSED
- Lynda moved (Kim seconded) approval for the Beacon Board of Trustees 2021-22 Annual Report. PASSED

7. **Report on Software and Website Issues**

- Dennis Spurlin is Beacon's webmaster, and he reported that it needs serious clean-up. Dennis will work to streamline its operation and make it efficient for Beacon's purposes.

Meeting adjourned at 8:30 pm

Minutes prepared by Holly Taylor as Secretary Paul Beier was out of town.

Beacon Unitarian-Universalist Congregation

DRAFT Minutes of Board Meeting

23 May 2022, 6:30 PM

In person in Rainbow Room

Board members Present: President Nancy Paxton, Vice-President Lynda Dorweiler; Secretary Paul Beier; Treasurer Anne Wittke; MAL-1 Holly Taylor; MAL-2 Mary Poore; MAL-3 Kim Angelo. Rev. Robin Zucker (ex officio).

I. Announcements

A. Upcoming meetings:

- 29 May 2022 Picnic at Bushmaster Park; 11:00 for set up/ 11:30-1:00 for picnic/
- 3-4 June 2022 Yard Sale
- 19 June 2022, Congregational meeting, 11:00 at Beacon
- 22-26 June 2022 General Assembly of the UUA, virtual and in-person
- 27 June 2022, Joint Board Meeting with outgoing/ incoming Board members. Paul and Mary will miss this meeting.

B. Delegates for GA (Lynda Dorweiler, Grace Ditsworth) are now credentialed

C. stories about the Townhall and Endowment have appeared in E-news

II. Appreciations:

- Eric Burns, Anne Wittke, and Finance Committee for preparing 2022-23 budget
- Mary Poore for service on Board/ Endowment committee/ etc.
- Dennis Spurlin and team for organizing the Yard Sale
- Dru Monroe and Stephanie Van Belle for successful RE year
- (Paul added this after the meeting: Today Dora Harrison announced that she will move to Florida late in 2022. Each of us should give her many expressions of appreciations for the work she has done for us over the last 20 years, and her gracious way of working.)

III. Consent Agenda:

1. approve purchase of Google Workspace business standard software
2. approve P & L statement for April/ May 2022
3. approve hiring of Andres Alcazar as Choir Director

4. Approve payment of Beacon's Fair Share for 2022 of \$10,007 and pledge to pay Beacon's Fair Share in 2023. Treasurer will make this payment and sign the pledge form that Nancy provides to Anne.

5. Minutes from April Board meeting

Lynda moved, Holly seconded to approve the above 5 items. Unanimously approved.

IV. Minister's Report. Full report in the google drive folder. We have had 40-50 attendees each week. Worship schedule set thru early September. Robin will be away all of August (but will be in electronic contact with Paula and others). There will be live-stream options as alternatives for summer outdoor services.

V. Discussion of Beacon Budget for 2022-23

a. The only substantive change in response to comments at yesterday's Townhall is that the budget will add any surplus from this year as a pass-thru income item in next year's budget. We cannot specify this amount until expenses are clear, but it could be about \$10,000. Finance Committee will meet June 8,

b. Budget approval. Congregation will vote on the budget at congregational meeting June 19. Paul must ask Paula to send out formal invitations to all our members for the congregational meeting on or before June 4 (15 days before the meeting, per our bylaws). This announcement must also include proxy voting instructions, the proposed changes to bylaws, persons we selected to serve on the Ministerial Search Committee (Agenda VI), and the proposed officers for FY 2022-2023 (Agenda VII), and proposed members of LSPT (Agenda IX). See Appendix for draft announcement.

c. Planning for service auction for fall 2022. Defer to June meeting.

VI. Select Search Committee: 6 members have volunteered to serve on the Ministerial Search Committee and sent a short statement of interest: Cheryl Austin, Lore Dickey, Katy Grant, Andy Hogg, Char Tarashanti, and Collin Weller. All bring excellent skills. The Board unanimously agreed that all 6 should be included on the Committee.

VII. Proposed Slate of Officers for Beacon Board for FY 2022-2023.

- President: Lynda Dorweiler (for 2 years)
- Vice President: Dennis Spurlin (for 2 years)
- Treasurer: Barry Brenneman (for 2 years)
- Secretary: Paul Beier (for 1 additional year)
- Member at Large 1: Tom Barberic (2 years)

Kim moved, Anne seconded to approve the above slate. Unanimously approved.

Not subject to congregational vote:

- Holly Taylor will continue as Member at Large 2 for one more year
- Kim Angelo will continue as Member at Large 3 for one more year.

VIII. **Proposed Bylaws change:** see Revisions:

<https://drive.google.com/file/d/1qZ5HWH39pLF9tQx5270hk6n1sfIGQmUL/view?usp=sharing>

Summary: 2 year terms for president and vice president, starting in 2022-23. The president will no longer be required to serve as vice president in the year before he/she serves as president.

IX. **LSPT:** Wendy Bruun, Jeremy Young, Theresa de Boer, Mary Poore, Bill Towler have agreed to serve. Kim moved, Holly seconded to approve this slate. Approved unanimously.

X. **Picnic, May 29**, 11:30-1:30. This is not our usual time for a picnic. Please invite members and friends and spread the word.

Items for June 27 agenda (Paul and Mary will miss June 27 meeting)

- Adjust rates for rentals. Paula & Rev Robin will do some research and suggest new rates on rentals.
- Decide whether to hold a Board Retreat, and if so, when. Likely not until July, August, or early September.

Meeting adjourned about 8:20 PM

APPENDIX. Draft text of announcement for the Annual Congregational Meeting.

NOTE: this announcement should include one-paragraph self-written bio sketch of each candidate (Board, LSPT, Ministerial Search Committee).

Annual Congregational Meeting Beacon Unitarian-Universalist Congregation of Flagstaff

Date & Time: 11:30 AM on Sunday June 19, 2022 (after the Service),

Location: in person at 510 N Leroux St., Flagstaff

Purpose: (1) vote whether to approve the Budget for Fiscal Year 2022-2023. (2) Vote on proposed changes to the Beacon bylaws. (3) Vote to approve Board members for Fiscal Year 2022-2023 (below). (4) Vote to approve members of the Leadership Succession Planning Team for Fiscal Year 2022-2023 (below). (5) Vote to approve members of the Ministerial Search Committee (below).

Agenda:

1. On entering the room, voting members sign in with the Secretary. If, in addition to voting on your own behalf, you have registered as a proxy for another voting member on or before June 18, make sure the Secretary verifies that you can cast an additional vote.
2. Introduce Board.
3. Each voter must have been a member of Beacon as of May 22, 2022 (28 days prior to this meeting). with 92 current members, which means **we need 23 members for a quorum.**
4. Verify a quorum of 25% of members present in person or by proxy. State that approval requires a majority of votes cast.
5. Presentation on proposed Budget. The draft budget was discussed at the Congregational Town Hall on April 24 2022, and the revised budget is available at [HYPERLINK](#). Today there will be opportunity for additional discussion.
6. Vote on the Budget.
7. Proposed changes to the Beacon bylaws. The proposed changes are available at [HYPERLINK](#). The changes increase the duration of the term for President, Vice-President, Secretary, and Treasurer from 1-year terms to 2-year terms. The president will no longer be required to serve as vice president in the year before he/she serves as president.
8. Proposed slate of officers for Beacon Board for Fiscal Year 2022-2023. Two Members at Large (Kim Angelo, Holly Taylor) will serve the second year of their two-year term in FY 2022-2023. The Leadership Succession Planning Team has put forth the following candidates for the other positions:
 - President: Lynda Dorweiler (for 2 years)
 - Vice President: Dennis Spurlin (for 2 years)
 - Treasurer: Barry Brenneman (for 2 years)
 - Secretary: Paul Beier (for 1 additional year)
 - Member at Large: Tom Barberic (2 years)
9. Vote to approve slate of Board members.
10. Proposed members of the Leadership Succession Planning Team for Fiscal Year 2022-2023. Wendy Bruun, Theresa de Boer, Mary Poore, Bill Towler, Jeremy Young.
11. Vote to approve LSPT slate.
12. Proposed members of the Ministerial Search Committee: Cheryl Austin, Lore Dickey, Katy Grant, Andy Hogg, Char Tarashanti, and Collin Weller. All bring excellent skills.
13. Vote to approve members of the Ministerial Search Committee
14. Adjourn

Brief Bio Sketches of nominees for Board Officers:

President: Lynda Dorweiler. I moved to Flagstaff in 2015 from Iowa when I retired after 30 years from a position in nursing administration. Prior to being in administration, I worked 20 years as an Emergency Room nurse. Since being a member of Beacon UU, I have served as chairperson for the Community Action Committee, chairperson of the Aesthetics Committee, and as Member-at-Large, Secretary, and Vice-President on the Board. Prior to joining the UU congregation here in Flagstaff, I served as church organist for 20 years in Iowa. My initial post high school education was in Nursing. A subsequent Bachelor's degree was a triple major in

mathematics, biology, and elementary education. I received a Master's Degree in Nursing and a second Master's Degree in Health Administration. I have been honored to serve on the Board and look forward to the challenges ahead.

Vice President: Dennis Spurlin

Treasurer: Barry Brenneman.

Secretary: Paul Beier. I have been a member of Beacon since 1992, and served as Beacon's Vice President and Secretary for 4 years during 1994-1999 (approximately). I have embraced UU principles for about 50 years, and my two daughters attended RE at Beacon about 25 years ago. I have served on Boards of several not-for-profit organizations, including the Society for Conservation Biology (a global organization) for 8 years (2 years as President). I am currently active on Friends of the Rio de Flag (where I serve as Board Secretary and play a key role in developing our new Stream Steward program), Friends of Flagstaff's Future (where I am working on planning candidate forums for the 2022 City Elections), and the City of Flagstaff's Citizen Bond Committee. I helped build the Flagstaff Community Labyrinth. I have been a FUTS Steward for about 5 years. Since retiring as NAU Regents' Professor of Conservation Biology in 2020, I am tripling my time spent exploring wild areas, but I should still have time to serve as Secretary.

Member at Large: Tom Barberic.

Brief Bio Sketches of nominees for Leadership Succession Planning Team

Wendy Bruun.

Jeremy Young.

Theresa de Boer.

Mary Poore. I have been a member of Beacon on and off for the past thirty-six years. I have served in the capacity of RE director, RE teacher, member of Leadership Succession Team and board member. I am currently the Greeters Organizer, a governor of the Endowment Committee and a choir member. I'm just finishing my term as a Member at Large on the current Beacon Board. I am happy to serve as a new member of the current Leadership Succession Team.

Bill Towler.

Brief Bio Sketches of nominees for Ministerial Search Committee

Cheryl Austin.

Lore Dickey.

Katy Grant.

Andy Hogg.

Char Tarashanti.

Collin Weller.

Beacon Unitarian-Universalist Congregation

DRAFT Minutes of Board Meeting

25 April 2022, 6:30 PM

Board members Present: President Nancy Paxton, Vice-President Lynda Dorweiler; Secretary Paul Beier; Treasurer Anne Wittke; MAL-1 Holly Taylor; MAL-2 Mary Poore; MAL-3 Kim Angelo. Rev. Robin Zucker (ex officio).

Call to order at 6:39

I. Opening words, check-in, and announcements

Next Board meeting 23 May 2022 at 6:30 in person at Beacon.

We will add a special board meeting solely to discuss budget on Zoom at 6:30 on May 16, so that the Board can discuss the Budget before the Congregational Town Hall on May 22.

II. Consent agenda

a. Approval of Board minutes from 21 March 2022. Lynda moved, Paul seconded, unanimous.

b. Appreciations:

1. Lynda Dorweiler for revising by-laws to reflect proposed changes in terms for president and vice president.

2. Diana Roy and Dora Harrison for leading stewardship campaign.

3. Jason Drahos for graceful adjustments to Covid restrictions and for his brilliant work conducting Beacon's choir. We will miss him!

4. Rev. Robin and Jason for interviewing candidates for next choir director, and to Kim Angelo, Pia Knittle, and Nancy for meeting with two candidates: Christina Nelson and Andrez Alcazar (4/20 and 4/21).

5. Rich Clark, Mary Poore, Holly Taylor, and Barry Brenneman for developing Beacon's Endowment Plan

c. **Reminders. Each board member should mark his/her/their calendar:**

- Special board meeting 6:30PM on May 16 on Zoom. Solely to discuss budget before the Congregational Town Hall
- Townhall on the Budget: Sunday, May 22 (Sunday, 11:30) at Beacon
- Next regular Board meeting 23 May 2022 at 6:30 in person at Beacon.
- May 29 (Sunday). Picnic at Ramada in Bushmaster's Park (No service)
- Annual Congregational Meeting June 19, 2022.
- Joint Board meeting, with incoming and outgoing officers and MAL, June 27, 2022.

III. Stewardship Report. Summary of update from Diana and Dora:

The campaign runs through April 30. As of April 24, the Pledge committee has received 57 pledges for \$113,390. (There should be one more pledge this week for \$300-\$500.) Of those that pledged this year and also pledged last year, 26 pledged the same, 18 increased their pledges, and 7 decreased their pledges.

The total to date is close to last year's pledged amounts, when on May 9 there were 56 pledges for \$113,685. About ten members have not yet responded; some may respond and pledge. Those

that do not pledge should be asked by the Board if they wish to change to Friend status or be dropped altogether.

Based on an unverified list of those who received a "gift of community" last year, Diana estimates that four of those ten "units" will have pledged this year.

IV. Ministerial search planning

a. Do these pledge estimates allow the Board to plan to search for a settled minister? If yes, the Board selects the committee, and it must be approved by a congregational vote at our meeting on June 19, 2022.

b. Slate: LSPT has identified 3 volunteers for ministerial search: Andy Hogg, Char Tarashanti, and Katy Grant.

c. We should post a call for volunteers for the search committee in the e-news and a separate announcement via e-mail to all members. The search committee would be selected at the next Board meeting, May 23, 2022. The search committee must then be approved by a majority vote at the Congregational meeting on June 19.

d. Estimate of Search costs: Nancy and Lynda consulted with Sarah Millspaugh via zoom on Friday, Apr. 22 about strategies to reduce costs for a settled minister search. UUA recommends that congregations plan \$10,000 for travel expenses for 3 pre-candidates and for the finalist's 8-day visit (these costs include travel, hotel, food, and may include travel for spouse and family). These costs could be reduced by inviting 2 pre-candidates and one finalist. Travel costs will also depend on the candidates' current locations. In addition, UUA recommends \$1,000-\$3,500 for transitional coaching for the Search Committee. The workshop on "Beyond Categorical Thinking" is mandatory. Lynda and Nancy will review the search costs. We can discuss the budget with the congregation during the Town Hall. We will budget for a settled minister with a contingency plan to shift to a contract minister in case we cannot afford a settled minister.

e. Nancy needs 1-2 volunteers to help prepare a more detailed estimate of search costs for the Finance Committee by May 1. The Finance Committee needs this information to create the 2022-23 budget to be discussed at Beacon's Town Hall and approved at the congregational meeting on June 19. Lynda Dorweiler volunteered to help Nancy prepare a more detailed estimate of search costs.

f. Related ministerial search expenses will occur in the 2023-24 church year. UUA recommends up to \$15,000 for the minister's relocation costs; these travel costs are negotiable. UUA suggests installation will cost up to \$3,000; this event could be scaled down and held in the 2024-25 fiscal year. We need to broadcast to all members to volunteer to serve ASAP for review at our May meeting. Deadline at least 1 week before our May 23 meeting, when we will select 5. Each interested person, including those identified by LSPT, should send a 1-paragraph prospectus. Nancy will write a note for the newsletter, and a note to our entire mailing list in the next two days. We want 5 persons on the Committee. The Search Committee has flexibility to go for either Settled or Contract Minister.

g. Does the Board agree to postpone focus groups about the ministerial search with the congregation to be conducted in September 2022? Sarah Millspaugh recommends that focus groups be held in face-to-face sessions but with at least one virtual meeting. The meetings will be moderated by the Search Committee. (Secretary failed to record Board decision on this).

h. Rev. Robin offered to arrange for Sarah Millspaugh (or alternative) to speak at Beacon with the whole congregation (perhaps at Sunday service) about the search process. Dates?

V. Beacon's delegates at UUA General Assembly

- a. Grace Ditsworth has asked to serve as one of Beacon's delegates at GA in Portland in June. She has applied for the \$250 stipend Beacon offers. She plans to attend in person.
- b. Lynda Dorweiler has offered to attend virtual meetings of GA and serve as Beacon's second delegate.
- c. Holly moved, Paul seconded to authorize Grace and Lynda to serve as our voting delegates, and to provide \$250 to Grace to attend. Unanimously approved.
- d. We ask Grace and Lynda to hold a session with the congregation one or more follow-up activities to let congregants know what they learned at GA. Nancy needs to "credential" them as delegates.

VI. Beacon's Share the Plate Partner.

- 1. Last month, we approved Northland Family Health as the share the Plate partner. Katy Grant suggested that Beacon change the donor to United Way-Tunnel Fire. Some concern about how UW would decide who to help. No motion was made.

VII. Follow up on Endowment meeting, April 26, 2022.

- a. At the meeting on April 26, 2022, the endowment Plan was discussed and approved. Paul posted minutes on that meeting to our Google drive. 48 votes were cast.
- b. Mary Poore, Holly Taylor, Barry Brenneman, Steve Zeldes, and Rich Clark were approved to serve on the Endowment's Board of Governors.
- d. Nancy will write a report for the e-news about Beacon's approval of the Endowment Plan and the Board of Governors. She will write also short article about the potential tax benefits of using donations to Beacon to offset taxes on RMDs. The Endowment Committee will be responsible for educating the Beacon community regarding planned giving options.
- e. Beacon Office Manager Paula C. needs to post the Amended bylaws on our website.

VIII. Minister's report. 52 persons attended yesterday's service – the most in a long time. It'd be good to plan some social activities this summer. We voted yesterday on room names; Robin hasn't tallied them yet.

IX. Treasurer's report

- a. Dennis Spurlin researched the software options and recommends that Beacon upgrade to Google Workspace Business Standard which will provide all of the services we are accustomed to using for an additional \$6.00/ month. Anne Wittke recommended that Beacon use Tech Soup software to address this need. Google decides to offer 501-3c's a free subscription. Paula C and Rev. Robin will do research and will consult with Anne Wittke & Dennis Spurlin if needed and make a decision on software; we have ample budget, so no need to involve the Board in this decision. Paula and Robin will inform the Board via email of their decision.
- b. Anne Wittke's personal credit card will be removed from Beacon's account; Nancy will help Paula make the needed corrections to use the First Advantage Credit card.
- b. See P and L statements for April posted on Google drive.
- c. Holly moved and Paul seconded that the water heater to be paid out of the maintenance reserve account. Unanimously approved.
- d. Agenda item May 23: decide whether to hold an Auction this year. (Clarks, Eric & Katy, and Theresa have led this in this past.)

X. Adjourn 8:17

Items for May 23 Agenda

- proposed changes in terms for president and vice president. Include link to the revisions on Google Drive

Beacon Unitarian-Universalist Congregation
Minutes of Board Meeting

21 March 2022

Via Zoom

Board members Present: President Nancy Paxton, Vice-President Lynda Dorweiler; Secretary Paul Beier; Treasurer Anne Wittke; MAL-1 Mary Poore; MAL 3 Kim Angelo. Rev. Robin Zucker (ex officio). Board members Absent: MAL 2 Holly Taylor.

Call to order at 6:31

I. Opening words, check in, and announcements

- a. Next Board meeting April 25, 2022, 6:30 via zoom
- b. Congregational meeting Apr. 24, 2022; in-person at Beacon 11:30 following Sunday service, to vote on Endowment Fund and first Endowment officers. This meeting must have a quorum of at least 24 voting members (or proxies) to conduct business.

II. Consent agenda (5 min.)

- a. approval of Board minutes from Feb. 28, 2022, Paul moved, Mary seconded, unanimously approved.
- b. appreciations: Barry Brenneman and Anne Wittke for P & L reports; Diana Roy and Dora Harrison for leading stewardship campaign; Lynda Dorweiler for planning for 2022-23; Mary Poore, Rich Clark, Holly Taylor, Steve Zeldes, Barry Brenneman for work on Endowment plan; members of LSPT for their hard work.
- c. CLC recommends that Northland Family Help Center be designated as our plate partner (Apr-June), Kim moves, Mary seconded, unanimously approved. Lynda will communicate with Paula in front office.
- d. Townhall on budget after service on May 22, in person.
- d. Annual Congregational meeting June 19, 2022: election of new officers
- e. May 29 (Sunday) Picnic at Ramada in Bushmaster's Park. We will discuss details (potluck or BYO, budget, set-up) at next month's board meeting.

III. Minister's report. Paula is doing well in office. Attendance has been 30-40 most weeks. Detailed report online. Robin will look into possibility of live-streaming with assistance from 2

tech-savvy members. Worship schedule set through June, including two guest speakers (Stefan Sommer, Marcus Ford). Jason is leading search for a new choir director. OWL is scheduled for late July; seven students have enrolled, may become the nucleus for a youth group. We can send two delegates to General Assembly in Portland (and on virtual platform) during 22-26 June. Volunteer if you wish to be a Beacon delegate.

IV. Update Covid restrictions

Mary Poore and Diana Roy have been Beacon's "Covid task force" but that group has not been active lately. Current CDC guidelines for communities with COVID rates as low as ours do not include mask mandates. On Sunday March 30, Paul did an informal poll of persons attending the service, asking each if they would not attend Sunday service if we dropped our mask mandate. Most persons in attendance wanted to end the mask mandate, but two regular attendees said they'd stay home if masks not required. But after a few seconds of reflection, each said that of course mask mandates will go away in the near future and even though they aren't yet ready for Beacon to drop the mandate, they realize that transition is coming.

Lynda moved, Kim seconded: Beacon will no longer require masks in the main sanctuary room during services, starting on Sunday April 10, but persons are of course welcome to wear masks, and masks will be required in the back room during the service. Unanimously approved. When we announce it in the newsletter, that announcement will include the CDC's recommendations for areas in the low transmission range. The announcement will also invite people to email Mary Poore if these new changes are problematic or concerning for them. Mary will compose the text for the newsletter.

V. Beacon's Strategic Plan (2022-24)

1. Approval of Beacon's Strategic Plan (posted on Beacon's Google Drive). Paul moved and Mary seconded to approve the Plan as written. Unanimously approved. Lynda will follow up with notifying congregation at a time she deems appropriate.

VI. Planning for the meeting to vote on the Endowment Plan (April 24, 2022)

The first announcement about the Endowment appeared in the Mar. 17 e-news. We plan that Paula will send out the formal announcement (see appendix to these minutes) to all members on Wednesday April 6, which is 3 days before the 15 days required by our bylaws, and that the announcement about proxy votes will be posted both in the April 6 email broadcast and in the April 7 weekly e-news. Paul does not want the proxy information broadcast earlier than April 6-7, because he will be rafting the Grand Canyon (no internet) during March 24-April 9, and he does not want members to feel annoyed by having slow response to their emails on proxy votes.

Starting April 10, Paul will promptly acknowledge requests to serve a proxy. Paul has arranged for Office Manager Paula to provide a printed list of members as of March 28, with a

space for them to sign in at the start of the April 24 meeting, and space to indicate proxies. Paul will use that list of qualified voters and proxy designations to facilitate voting at the meeting

VII. Treasurer's report (Anne Wittke)

Currently, this year's pledge income is better than budgeted. This can be attributed to a check for last year's pledge being put in this year's pledge line. Regarding the P&L statement July 1 through March 2, 2022, the discrepancy by the bookkeeper will soon be fixed. Some of the former "Miscellaneous" contributions have now been correctly attributed.

The Social Justice Allies failed to make our budgeted annual contribution of \$800 to UUJAZ. Rev Robin agreed to make that happen.

VIII. Stewardship Update

Letters for Stewardship campaign were sent out, beginning March 1, 2022. Diana reported they have received responses from nearly 50% as of Mar. 20, 2022. We will get a more detailed report on results at the April Board meeting.

Congregational town hall for discussion of 2022-23 budget will occur on May 22, 2022. Now is the time for committees or other key persons to put in requests for next year's budget, which can differ from the amounts in the current FY budget. Informally, Rev Robin talks to key persons about the need to change budget lines, and informally makes budget requests (or adjustments to the previous year's request) as needed. After the meeting, Nancy volunteered to email committee/team leaders asking for their budget requests. Nancy will coordinate with Rev Robin on the budget requests and verify how the Finance Committee will provide input. Per our procedures, the Board finalizes the budget and presents it to the congregation.

IX. Planning for ministerial search

- a. Sarah Millspaugh recommended that Beacon host focus groups in April-May to discuss ministry options; these should include in-person and zoom options. Nancy will check with Sarah on dates and formats for these meetings. At our next meeting, we will need to work on getting volunteers to organize focus groups. Nancy will work with Rev. Robin to determine possible dates for Sarah's presentation and whether it will be in person or virtual.
- b. It is the job of the Board to select ministerial search committee members. The LSPT informed Nancy that 3 persons have volunteered to serve on the ministerial search committee. Nancy will send out a notice to the congregation inviting members interested in serving on the ministerial search committee to send her an email indicating their interest. It is our Board responsibility to seek a diverse and skilled set of people in time

for a Congregational vote to approve the committee on June 19. We can also ask for volunteers during the focus groups.

c. Option to co-hire a minister with Sedona UU: Nancy met with Chris Seeholzer on Mar. 8, 2022. They discussed the Sedona fellowship's structure, current minister, and future plans. Their current minister, Rev. Anthony Johnson, is working hard to address fellowship needs for worship, pastoral care and outreach. They are offering him a contract for 2022-23. It is not possible for us to pursue the yoked ministry option. Consider attending a service in Sedona when Rev. Johnson is speaking (their service is held in the Jewish synagogue). He will also deliver a sermon at Beacon in the next few months.

d. The search for a settled minister typically includes travel expenses for at least 2 pre-candidates and for the finalist; these expenses occur in the 2022-23 church year. Nancy will talk to Sarah and make a budget recommendation for ministerial search for Beacon's 2022-23 budget. We need this estimate before Beacon's Townhall on the budget on June 5. Budget must be approved at the congregational meeting on June 19. The budget should clarify ministerial options Beacon can consider.

X. Executive Session: Possible changes to election bylaws for Beacon Board of Trustees

Executive Session 8:22-8:49

8:49: The Board asked Nancy to recommend changes to bylaws; these changes will create 2-year terms for all board positions. We can vote on the bylaws changes at the same June 19 meeting at which we elect Board officers.

Adjourn: 8:52.

Appendix:

The following text can be in the weekly e-news on March 24, March 31, and April 6, and in an email broadcast to all members on April 5, but the text in ~~strikethrough~~ will not be included until the REQUIRED communications on April 5 and 6 (at which time the strikethrough is removed of course!).

Meeting for a Congregational Vote on whether to approve an Endowment Plan for Beacon Unitarian-Universalist Congregation of Flagstaff

Date & Time: 11:30 AM on Sunday April 24, 2022 (after the Service),

Location: in person at 510 N Leroux St., Flagstaff

Purpose: (1) vote whether to approve the Endowment Plan, which you can access at **HYPERLINK NEEDED.** (2) Elect initial Governors of the Endowment Plan

Agenda:

1. On entering the room, voting members sign in with the Secretary. ~~If, in addition to voting on your own behalf, you have registered as a proxy for another voting member on or before April 23, make sure the Secretary verifies that you can cast an additional vote.~~
2. Introduce Board.
3. Verify a quorum of 25% of members present in person or by proxy. State that approval requires a majority of votes cast.
4. The authors of the Endowment Plan, who intend to serve as initial Trustees, make a brief presentation.
5. Q&A and Discussion
6. Vote on the Endowment Plan
7. Vote to approve Barry Brenneman, Rich Clark, Mary Poore, Holly Taylor, and Steve Zeldes as the initial Governors of the Endowment Plan

Qualifications for voters:

- ~~Each voter must have been a member of Beacon as of March 28, 2022 (28 days prior to this meeting)~~
- ~~Proxy voting: A member unable to attend the meeting may designate another member as a proxy by emailing secretary@beaconuu.com by noon on April 23. The proxy counts toward making up a quorum. A member may represent no more than one proxy.~~

Beacon Unitarian-Universalist Congregation

Minutes of Board Meeting

28 February 2022

Via Zoom

Board members Present: President Nancy Paxton, Vice-President Lynda Dorweiler; Secretary Paul Beier; Treasurer Anne Wittke; MAL-1 Mary Poore; MAL 2 Holly Taylor; MAL 3 Kim Angelo. Rev. Robin Zucker (ex officio). Board members Absent: none. Also present: Dennis Spurlin.

Call to order: 6:35PM.

I. Opening words, check in, announcements

a. Next Board meeting March 21, 2022, 6:30 via zoom. Moved up 1 week to accommodate Paul's absence during Mar 24-April 9. Paul promptly sent out a Zoom invitation.

b. Office manager update.

c. Minister's report (15 min). New Office Manager, Paula Czernicki, trained for 2 days, first official day today. Dora is planning another Acquainted Vaccinated Happy Hour for Friday, March 25. Maryann van Drielen will take over Caring Circles as Dorothy and Roseanne move to North Carolina. Cheryl Austin is organizing a going away party for Roseanne and Dorothy at Beacon for April 3.

II. Consent agenda

a. Approval of Board minutes from Jan. 24, 2022. Lynda moved, Holly seconded. Unanimously approved.

b. Appreciations:

1. Dorothy Rissel and Roseanne Fulcher for their contributions to Beacon;
2. Jason Drahos and Austin Shaw for excellent music;
3. Diana Roy and Dora Harrison for agreeing to lead the stewardship campaign.
4. Dennis Spurlin for restoring a recently donated computer for take-home use by the office manager.
5. Maryann van Drielen, for taking over Caring Circles.

Paul moved, Holly seconded, unanimously approved.

III. Money matters

a. Holly moved, Anne seconded to hire Paula Czernicki as Office Manager, effective today, at \$17/h for 15h/week. This is the same wage that Alexei earned. She is a retired person with extensive managerial experience. Anne met her at the office and was favorably impressed. Rev. Robin had invited Holly and Nancy to meet her last week, but the big snowstorm precluded that. Unanimously approved.

b. Anne Wittke: Pledge forms were sent to new members about pledging in 2021-22. We have bookkeeper errors that caused us to incur late fees and made our credit cards unuseable until the delinquent cards were paid off. We have the same accounting firm, but the bookkeeper assigned to us has changed twice in recent months. AlAnon has agreed to rent our facility, but have currently put their meetings on hold. Lynda requested a clear Profit & Loss statement, and pointed out that we have not had one for several months. Anne said the profit and loss statements ending last fiscal year, and December, were presented to the board last month. Holly volunteered to review pledge payments for this FY to verify whether our pledge income is at 105%. Anne and Barry B plan to meet with the bookkeeper next week to work on accounting issues.

c. Nancy moved, Paul seconded to change Beacon's credit card to National Bank of Arizona. This new credit card will be at the same bank as our account. Unanimously approved.

d. Paul moved, Holly seconded that we pay \$70/yr for a subscription to Microsoft 365 for Beacon's newly donated second office computer. This computer will be made available for take home use by the office manager. Dennis Spurlin participated in the discussion, and explained that this software includes automatic cloud backup, and allows 1 person to access the drive and Microsoft Office from several computers. Our free version of MS365 has too small a drive capacity on the cloud. Unanimously approved.

IV. Revise COVID-19 restrictions at Beacon

a. After the last 3 months of rigid Covid restrictions (proof of vaccination, no singing), Nancy moved, Paul seconded that we adopt the following policy: at Sunday services, each congregant must wear a mask (except for speaker at podium, or when outside or drinking coffee), sanitize hands, not attend if sick, and may sing hymns while masked; furthermore choir performances and coffee hour can resume. No more vax requirement. Unanimously approved. Paul stated that at the March 21 meeting he intends to propose moving to a less restrictive policy (no mask requirement) in April.

b. Nancy moved, Holly seconded: Beacon will waive the \$15 rental fee for Becky Hipsher's Book Club (currently 5 people) to use a room at Beacon for monthly meetings. Discussion: The \$15 fee for classroom rental by Beacon members is not expensive, and the office manager can waive the security deposit. Following the current procedure also ensures the event is on our calendar. Vote: 3 in favor, 4 opposed. We will convey a warm response to Becky, asking her to rent at the \$15 member rate.

V. Beacon's revised Strategic Plan (2022-24)

Lynda posted revisions to the latest Draft Strategic Plan on Beacon's Google Drive a few days ago. The only substantial changes since December were to delete one element and add 3 elements. It was suggested we have a group meeting to add text on roadblocks and pathways. Some of these ideas are already in the Measurement and Accountability column. A contrary opinion was that major bullet points are the only needed part of an organization's strategic plan because the other details get hammered out during implementation later. But we agreed to schedule a single-topic in-person Board meeting in early summer to discuss the Strategic Plan, including the new Board members, ideally over lunch.

VI. Congregational meeting on Endowment Plan; Stewardship campaign.

a. Letters for the Stewardship campaign will be sent out, beginning March 1, 2022. Diana Roy and Dora Harrison agreed to be Stewardship co-chairs. They recommend that a congregational meeting about the Endowment Plan should not be held until the stewardship campaign is completed.

b. Last month, the Board voted to postpone congregational adoption of Beacon's Endowment Plan until Beacon's annual meeting in June 2022. This date was chosen so that the vote on the endowment plan would occur after the stewardship campaign was completed. Rich Clark has recently requested that a congregational meeting and vote be held before June 2022 in a meeting focused exclusively on the Endowment plan. Beacon's by-laws require that the congregation be given a 15 day notice of any congregational meeting. **We decided to hold a congregational meeting and vote to approve the Endowment Plan on April 24, 2022, in person after service (not via Zoom) with notice (including a link to the entire document) sent to every member no later than April 9.** Because the Secretary will be floating the Grand Canyon during March 24-April 9, he will have to plan ahead. Lynda will help Paul be aware of the procedural requirements, such as arranging proxy votes, bringing a list of qualified voters to the meeting, and verifying a quorum of 24 voters.

Future Agenda Items:

a. Planning the Ministerial Search. (This item was on the Feb 28 agenda, but we did not have time to discuss it).

- Nancy met with Sarah Millspaugh by zoom on 2/17/22. They discussed Beacon's options for ministers, including the possibility of conducting a joint search for a shared full time minister with Sedona UU Fellowship. Sedona's current minister, Rev. Anthony Johnson, is a 1-year intern, ordained in 2020, currently their part-time contract minister in 2021-22. Although Rev. Johnson could apply for such a shared position, this is not a proposal to offer him the position without an open search. In the next 2 weeks Nancy will meet Chris Seeholzer, the president of the Board at Sedona's UU fellowship, to explore possibilities for a "yoked" ministry with Sedona and other options. She will report back at our next meeting.
- Sarah recommended that focus groups about the different types of ministries for Beacon should begin in April 2022; these groups should probably include in-person and zoom options.
- The search for a settled minister typically includes travel expenses for 2-3 pre-candidates as well as for the finalist; these expenses must be paid in the 2022-23 church year. The finance committee will need to draft a budget before the Townhall in May 2022 to determine which ministerial options Beacon has the budget capacity to consider.

(b) finishing the Room Naming Contest.

(c) discuss a specific proposal from Dennis on new audio connections for the kitchen.

Adjourn: 8:38 PM.

Minutes of Beacon UU Congregation Board Meeting

24 January 2022

Present: President Nancy Paxton, Vice-President Lynda Dorweiler; Secretary Paul Beier; Treasurer Anne Wittke; MAL-1 Mary Poore; MAL 2 Holly Taylor; MAL 3 Kim Angelo;

Absent: Rev. Robin Zucker (ex officio)

Called to order at 06:32 PM MST

I. Opening words, chalice lighting, and check in

A. Announcements:

1. Next Board meeting is Monday, Feb. 28, 6:30 via zoom
2. Thanks to all for lively participation in our meeting on Monday, Jan. 10, with Sarah Millspaugh.
3. Lynda Dorweiler and Nancy met with UUA's Keith Kron and Christine Purcell on Friday, Jan. 21, via zoom; the UUA representatives approved the extension of Rev. Robin Zucker's interim ministry through July 30, 2023. Later that day, they sent us a written confirmation of this decision.
4. Sarah Millspaugh and Christine Purcell, UUA Transitions office, will be available to help Beacon with the discernment process about the best type of ministry for Beacon in 2023-24 and how to plan the next steps in the search process for a new minister. Sarah and Christine have already sent us slides for use in presentations to Beacon members.
5. Office Staff changes: Alexei has taken a full-time job, but he will take care of e-news and other essential chores remotely for the short term, at 5 hours per week. Anne Wittke and Barry Brenneman are checking mail and handling checks. When Rev. Robin returns, we will have to begin search for part-time office manager.
6. Next Board meeting: We will discuss (a) finding new leaders for pastoral care and Meal Train now that Dorothy Rissel and Roseann Fulcher will soon be leaving. (b) Updating the strategic plan.

II. Consent agenda

- a. Approval of minutes from December Board meeting and special Board meeting, Jan. 6, 2022 (single issue: COVID-19 policy for Beacon services). Lynda moved, Holly seconded. Unanimously approved.
- b. Appreciations for Alexei Besser-Gilbert, Bill Towler, Dennis Spurlin, Paul Beier, for technical help.

III. Assessment of Beacon's Current Stage-two Covid-mitigation strategy: checking vaccine status, suspension of choir and singing hymns and live children's RE, distancing of chairs. We have had no evidence that any transmission occurred at Beacon. The omicron wave is peaking in the northeast (where it first arrived) and is approaching a plateau in the western states. The numbers of in-person attendees has gone down a bit, but the greeters have not reported any complaints about our policy. Nancy reports that 3 new visitors yesterday stayed for the service. We unanimously agreed that Beacon should continue these measures until Feb. 28. We expect to relax our policy then, but we can't be sure.

Becky Hipsher wants to use a room at Beacon once a month for her book group (about 10 people, fully vaxxed and masked, mostly Beacon members). Assuming Becky selects meeting times and large rooms that do not conflict with other needs, is Board willing to waive rental fee? Because we charged rents to earlier yoga classes led by a Beacon member and to Char Tarashanti's meetings, there was reluctance to waive the fee in this case. We deferred this to our February meeting, and to discuss it in terms of a formal signed application including details on size of the group and proposed rent.

IV. Update on Treasurer's report. Halfway through the fiscal year, income is slightly above 50% of the annual budget and expenses are slightly below 50%. Anne and the new bookkeeper are making good progress on procedures. Holly moved, Mary seconded, to approve the June 2021 and December 2021 P&L Statements and Balance Sheet reports, and to carry over the surplus of about \$10K from last fiscal year's P&L into this year's income. Unanimously approved.

V. Webmaster's report from webmaster Dennis Spurlin. Dennis has done great work fending off cyber-attacks; we greatly appreciate him and his work. Dennis suggests we should have a second webmaster. The Board agreed that it is unwise to rely solely on one person, and we should seek a second unpaid person to make a 2-person webmaster team. Nancy will ask Dennis to write a job description and put an advertisement (with a link to the job description) in the Beacon Newsletter. We might also seek a volunteer grad or undergrad student from NAU's School of Informatics, Computing, and Cyber Systems (SICCS).

VI. Planning for Stewardship Campaign

1. Suggest candidates for stewardship co-chairs. We decided to seek co-chairs because some members would be reluctant to take the job as sole chair. We must keep in mind that we are competing with the Leadership Succession Team (which is recruiting a new VP, MAL, and Treasurer). We decided that Mary will call Diana Roy and Dru Monroe, and ask them to be co-chairs. If only one agrees, she can recruit a co-chair, subject to board approval. If both decline, Mary will confer with Paul, who will approach Dennis Spurlin and Theresa DeBoer. Other names include Barry Brennenman, Cassie Dakan, Norm and Gail Lowe,. Skip Brimlow and Andrea Sinclair will not arrive in Flagstaff until April 15.

2. Estimate of current number of current members / pledge units. Bill Towler thought we have 92 members not counting the 8 new members. But at least 5 people have moved or soon will move, and Jack Roberts died. It might be about 80-90.

3. Stewardship campaign to begin March 6 or 13? Rev. Robin has offered to preach a relevant topic. See her report for details. We need a few testimonials. Lisa Breakey and Cheryl Austin could offer great testimonials.

VII. Begin Planning for next ministerial search (30 min.)

1. options: The UUA reps strongly favor that we seek a **Settled** minister, but a Contract minister is also possible. Beacon should not consider developmental, or interim. The Board was not enthusiastic about the option of sharing a Settled or Contract minister with Sedona, but we felt we **SHOULD** talk to them. Nancy will contact Sedona's Board president. Nancy will also talk to Sara about the expected salary range, and possible ways to reduce travel expenses by using virtual interviews.

2. How to involve all members of Beacon in this decision-making process? Tabled.

3. Ideas about how to increase our compensation package for our next minister, considering cost of housing in Flagstaff. Sarah Millspaugh mentioned the possibility of hiring a “compensation consultant.” Not clear what the consultant would cost. Tabled.

4. First steps in planning for a congregational meeting on options for next ministry, perhaps including small group meetings, virtual meetings, or new options. Tabled.

c. Nancy will write 2 articles for e-news to 1. announce the approval of our request to extend Rev. Robin’s interim ministry through July 31, 2023, and 2. provide a short history of Beacon’s ministers for the e-news; UUA provided these ministers and dates on file for Beacon and Nancy added some information:

1977-78	Rev. Arnold Thaw, first part-time minister on file with UUA for Beacon
1978-1993	Lay-led services
1993	Rev. Joyce Smith, part-time
1995-99	Rev. Gail Tapscott, part-time, finishing her credentials as a UU minister.
1999	Rev. Nat Lauriat (Sedona), part-time consulting minister
2000-03	Rev. Robert Flanders, full-time, settled minister
2003-05	Rev. Gail Collins-Ranadive, Interim minister
2005-2010	Rev. Wendy Williams, full time, settled minister; accepted call from Golden, CO.
2008	Beacon’s 50 Anniversary Celebration
2011	Rev. Maureen White Collins, interim minister, ministry ended due to illness
2012-14	Rev. Susan Manker Seale, Contract minister; in 2013, she converted to full-time settled minister; she resigned in spring 2014.
2014-16	Rev. Joanne Giannino, interim minister
2016-19	Rev. Kevin Lawson, settled minister; resigned May 2019
2019-23	Rev. Robin Zucker, interim minister, extended twice

Adjourn 8:45PM

Before next meeting: Review the draft strategic plan (Paul to send it out again).

Appendix: Draft Strategic Plan from the recent CLC meeting

The goal is a simple, one-page plan with goals that are measurable and accountable. goals:

Ministry:

1. Establish a basis for ministerial search to include committee selection, focus groups, a financial package, and input from Sara Millspaugh.
2. Strengthen Adult and Children’s RE to increase or maintain attendance from 6-10 in each group and re-establish a Religious Education committee.

Membership Vitality:

1. Establish and maintain UU and Beacon UU education for newcomers with monthly ministerial sessions
2. Re-establish social opportunities as Public Health allows with the Membership Vitality committee developing contacts and events
3. Maintain connection with an up-to-date member list by working with the Office Manager through the Membership Vitality committee.

Leadership:

1. Develop a full committee structure as designated in the Bylaws – in particular Personnel Committee and RE Committee with the Board and LSPT committee looking at assignments and incorporating leadership experience.

2. Keep policies and procedures updated by working with the Board secretary and office manager to update the documents.

Stewardship:

1. Maintain a viable committee that includes stewardship and fund raising with the direction from the Board and LSPT.

2. Expand rental opportunities with Social Justice outreach to community services

3. Establish the Endowment Committee

Community Impact:

1. Increase the opportunities to open the church to events/forums with input from the Social Justice committee and to include collaboration with other groups to meet social justice challenges

2. Provide and support multiculturalism and diversity through the work of Social Justice.

Minutes of Beacon UU Board Meeting

19 December 2021, 11:30-1:30 in person at Beacon

Present: President Nancy Paxton, Vice-President Lynda Dorweiler; Secretary Paul Beier; Treasurer Anne Wittke; MAL 2 Holly Taylor; MAL 3 Kim Angelo; Ex officio: Rev. Robin Zucker

Absent: MAL-1 Mary Poore

I. Chalice lighting, reading, and Announcements (Nancy).

- a. We should all plan to attend a workshop for Board and Transition Team members to help us plan for our transition to next minister. The workshop will be led by Sarah Gibb Millspaugh, from UUA Congregational Life Staff for Pacific Western Region. The event will be Monday, Jan. 10, 2022, 5:30-7:30, likely in person. Nancy will send invitations to us.
- b. The next regular Beacon Board meeting will be held Jan. 24, 2022, 6:30-8:30 via zoom. Barry Brennenman will present the revised Security Plan at this meeting.
- c. Appreciations: Paul for trying to get the agenda done in time. CLC for its well-attended meeting and good discussion in strategic planning. Dennis for helping set up today. Barry, Grace for songs at today's service. Teresa for leading replacement of Beacon's broken water heater.

II. Check in: Christmas "mad lib" (Rev. Robin)

III. Consent Agenda

1. Approval of Board minutes for Nov. meeting.
2. Approval of CAC recommendation that Flagstaff Shelter Services become the plate partner for Jan. -March 2022.
3. Approval of hiring of Trent Ochi and job description for custodian for 3 hours a week @\$20/ hour to clean Beacon building

Unanimously approved.

IV. Minister's Report: Worship schedule mostly complete thru February. RE program is going well; Dru is working to assemble an OWL program this summer. Clarks hosted a "Get acquainted vaccinated" meeting that included several new people. We will welcome 8 new members at the January 9 service; will announce their names in the newsletter soon. Rev Robin will be in Portland Dec 25-Jan 2. Alexei regularly updates the directory and posts it to the website; Rev. Robin will send a pdf of the Directory to each of us.

V. Discussion of proposed change in Covid policy. With the omicron surge, Holly moved, Kim seconded: starting January 2, we add a requirement that all persons attending an in-person Sunday service must show their vax card, or to email a photo of their vax card to the office manager in advance. We will maintain a list of vaxxed persons and put a sticker on their name tag. The newsletter announcement will emphasize this as an effort to make us MORE welcoming. This is another task for greeters, and they will be allowed some flexibility during first 2 Sundays. Unanimously approved.

VI. Strategic Plan. Lynda circulated a 1-pager with recommendations in 7 areas (see Appendix to these minutes). These emerged from the CLC meeting on Wednesday. We discussed the CLC's recommendations at length. Please review this draft (below) so that we can share it in the workshop with Sarah Millspaugh, and discuss it in detail at our next Board meeting Jan. 24, 2022.

VII. Discussion of ideas to improve communication at Beacon. To kickoff a discussion, Nancy asked what works well, and what is not working well. The Newsletter is the main way we communicate to members, plus Website and google group. Do we need additional ways? Board members felt we should streamline the newsletter, perhaps having some items repeat only once a month. Our lengthy discussion focused mostly on communication among Board members. There was general agreement that the sender of an email should make it clear if the message is FYI or if responses are desired. Board members should keep in mind that we have multiple ways to communicate, including phone calls. Emails on emotionally-charged topics have relatively high risk of being misunderstood.

VIII. Update on Endowment Plan. We plan to have a congregational meeting on zoom in late January or in February 2022 to (a) approve the Endowment Plan and (b) approve the Endowment Governors. We discussed delaying the vote to April where it could be rolled into a meeting on Ministerial Search, but we decided not to do so, instead having more ways to engage our members, likely engaged a greater total number in 2 meetings than in 1. Lynda moved, Paul seconded, to have the congregation vote on the Endowment Plan, and to vote to install Mary Poore, Rich Clark, Holly Taylor, Steve Zeldes, and Barry Brenneman as Governors of the Endowment, with staggered terms TBD by the committee. Unanimously approved.

There was consensus to hold the Congregational Meeting to vote on the Endowment Plan and Governors on January 30, perhaps as a hybrid zoom and in-person meeting, asking Dennis to assist. Mary Poore will lead the discussion. Andy Hogg will lead the service that day. We must announce and distribute the Endowment Plan and list on nominees at least 15 days before the meeting.

IX. Treasurer updates.

- a. We approved Rev Robin's use of discretionary funds for gifts to staff.
- b. Last year the accountant in April erroneously posted some pledges intended for FY 2021-2022, but sent in April 2021, to FY 2020-2021. The accountant entered a lot of things in the wrong parts of the balance sheets. It is taking months for Anne Wittke and Eric Burns to sort these out. Gail Lowe always knew how to fix these. Anne thinks the new accountant is asking the right questions. The shift to our new bank will take a few months.
- c. Approval of new rental form. See https://docs.google.com/document/d/17oLqvCk6gBQl9ViSwQggD_6d9wUAo0h-Zls4D7mUoZs/edit?usp=sharing Holly moved, Lynda seconded; unanimously approved.
- d. Planning for 2022 stewardship campaign. We need to recruit leaders; having co-leaders may be good strategy. We should think of stewardship leaders and discuss them at our Jan 2022 meeting.

X. Nancy and Lynda will meet with Keith Kron to present the Beacon Board's unanimous recommendation for approval of a 4th year for Rev Robin. The date of the meeting has not been set.

Adjourn: 1:50 pm

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