

**First Universalist Church of Auburn, Unitarian Universalist  
Auburn, ME  
Board of Directors  
Meeting Minutes  
August 13, 2025**

**Present:**

Angela Foss (President)  
Linda Greathouse, (Clerk)  
Ed Bell (Member-at-large)  
Jane Pentheny (Member-at-large)  
Holly Cooney (Member-at-large)  
Chip Gustafsen (Member-at-large)  
Rev. DC Fortune

**Excused:** Mary Kay Weisenberger (Vice President)

**Guests:** Anne Perron

**Call to Order:** 7:03 PM by Angela.

**Chalice Lighting:** Angela lit the chalice explaining the significance of the 3 legs – it takes all of us, strength of the apple wood, and the carvings representing all of the Auburn UU community.

**Opening Words:** Angela read from "Growing A Beloved Community." Stewards are described in the words shared, highlighting that we are in temporary roles and have significant responsibilities as a group.

**Brief Sharing by Board Members:** All briefly shared what's happening.

**Gratitudes:** Notes of gratitude were prepared for Joan Chandler for her ongoing work on the outdoor landscaping and flowers, Brenda Stinson for a donation of artificial flowers and plastic eggs, and Lou Giard for his ongoing contributions to housekeeping

**Board Welcome Signups:** Signups completed through 9/7.

### ***Board Chalice***

**Minister's Report:** DC reported that he was grateful to everyone for wearing nametags on Sunday, as it was very helpful.

**President's Report:** Angela prepared a report highlighting the following:

- The Town Hall went well, thanks to all who offered input
- Minister financial onboarding is complete, thanks to Ellen
- Minister bio has been written and updated on the website, thanks to David
- We continue to work through Church Mutual building insurance challenges, thanks to Levesque and Greg
- Process improvements for reimbursement request tracking in progress, thanks to Mary Kay
- Request for accessible parking spaces to Building and Grounds (thanks Anne K for input, Anne P for completing the addition)
- Rose Window plaques (for Levesque and church) printed and delivered, thanks to Ed
- The church BBQ went well – lots of food and laughter, thanks to all who coordinated, moved furniture, brought food, ran grills, cleaned up, and did all other tasks required for a big event like this!
- Rev. DC's first Sunday in the pulpit was well-attended and went smoothly, thanks to all who were a part of the worship service, worship planning, attended in person, attended on-line/Zoom, and a special thanks to all for wearing name tags!

### **Board Member Communications:**

- David asked about archiving previous Board minutes and purging them from the website; It's recommended that David keep rolling 12 months of Board meeting minutes on the Auburn UU website. Make printed copies for a binder that's kept in the board cabinet, have an electronic storage method as a backup. Linda has minutes from the past few years on her computer and will provide them electronically for archiving and printing to put in the designated binder.
- Anne Kinney notified the Board via email of a Ferry Beach tri-church picnic to be held either September 14<sup>th</sup> or September 21<sup>st</sup> in the afternoon. Holly shared additional information about the desire to meet with Norway, Allen Avenue and Auburn more than just at the annual retreat. This is an opportunity to continue to build those relationships and encourage more attendance at the retreat. More information will be forthcoming.

### **Approval of Consent Agenda:**

- Acceptance of the July 14, 2025 Meeting Minutes
  - Motion by Jane, second by Holly. Unanimous approval minus Jane who was not present at the last meeting.

### **7/14/25 Meeting Follow up Action Items all completed or in progress.**

1. Mary Kay to follow up with Ellen and Nicole re: delayed reimbursements.
2. Mary Kay to set up mailboxes for board members in the church office.
3. Angela to confirm email addresses and phone numbers in board email address and text chain she will set up.
4. Angela will distribute board member contact information to all once tested and confirmed.
5. Board members will provide information and confirm receipt email and text messages.
6. Angela to refer suggestion about new name tags to Paula S.
7. Angela continues to work through the minister onboarding tasks with Rev. DC and others, as needed.

In the future we would like to have the agenda for upcoming meetings put together by the Wednesday the week before.

**Open Session:** No items at this time.

### **Discussion and Delegation:**

- Upcoming Board retreat -
  - Saturday, October 18, 10 AM -2 PM
  - Holly and DC will work on the agenda for the retreat and the structure
  - Goals for the retreat - Current Board members only
    - Get to know each other better

- Get clarification of roles and administrative structure in church leadership and functions
  - Review of UUA resources for leaders
  - Long term goals for Auburn UU
  - Discuss “Stuff I wish I had known before I got here”
- Committee on Ministry (COM)
  - Holly and Mary Kay are now on the Board, so 2 of 3 COM members are now on the Board.
    - Questions regarding a COM to achieve what it should be doing:
    - How do we set up a system that monitors and supports the health of the ministry of the church and is a resource to the minister?
    - Are we doing what we claim to do? The minister is part of that.
    - What characteristics make a good COM member?
      - COM members ideally have a long history with the congregation, are unflappable, calm, and respected by the congregation.
  - **Executive Session called @ 8:15 PM:** Discussion about COM candidates.
  - **Executive Session ended @ 8:35 PM**
- Finance updates
  - Angela reported that Greg B. has resigned as the Finance Chair effective next month. Additional discussion to be had with the Finance group to ensure all tasks are covered during this transition. Ellen is also working on ensuring that Treasurer workflows are documented so others can be trained.
  - Ellen will provide a Finance 101 session for the board in the future
  - Board would like a monthly Treasurer's Finance Report for review
  - Angela will set up an email chain about this topic for the Finance
- Office administrator position
  - We have a list of tasks we want an admin to do, Board members asked to review and provide input. With that input the actual job description will be finalized
  - Set up an email chain about Office Administrator position for the Board to review
  - By next meeting we will have a job description put together and we will give DC input on how to advertise and fill the position

#### **Action Items:**

- Notify David to keep a rolling 12 months on the web site. Make printed copies for a binder kept in the board cabinet, have an electronic storage as a backup. – Linda
- Provide electronic copies of minutes to Mary Kay, in the absence of church administrator, to archive and print for a Board booklet. – Linda

- Work on the agenda and content for the Board retreat scheduled for 10/4/25 – Rev. DC, Holly
- Present a Finance 101 session for the Board – Ellen
- Set up an email chain about a monthly Treasurer's report for the Board and Ellen to review – Angela
- Identify Finance Committee chairperson – Finance committee/Angela
- Start orienting Finance committee on treasurer tasks – Ellen
- Prepare and start reporting monthly financial information to the Board – Ellen
- Finalize an office administrator job description – Rev. DC, Angela
- Set up an email chain about Office Administrator position for the Board to review - Angela
- Review Office Administrator position job tasks, provide input for consideration in the final job description – Board members
- Set up a Zoom call for the next Board meeting so Holly, who will be out of town, can participate - Linda

**Adjournment:** Meeting was adjourned at 9:00 PM.

Respectfully submitted,

Linda Greathouse

Board Clerk

**Next Board Meeting – Wednesday, September 10, 2025, 7 PM, Bonnie Soper room. All are welcome.**