

First Universalist Church, Unitarian Universalist, Auburn, ME
Board of Directors Meeting Minutes
Bonnie Soper Room
July 14, 2025

Present: Angela Foss (President), Mary Kay Weisenberger (Vice President), Linda Greathouse (Clerk), Ed Bell (Member-at-large), Holly Cooney (Member-at-large), Chip Gustavson (Member-at-large)

Excused: Jane Pentheny (Member-at-large)

Guests: Rev. DC Fortune, Anne Perron

Call to Order: 7:03 PM by Angela.

Chalice Lighting: Chalice lit by Anne Perron who explained to the new board members the significance of the chalice she built several years ago specifically for Board meetings.

Opening Words: Angela shared the last statement from the board covenant in the Board Policy Manual, which reads “Work together with the strong belief that Auburn UU can and will continue to thrive!” What a great reminder as we start the new church year!

She also shared in email before the meeting a posting from a monthly newsletter by UU Rev. Kimberley Dubus called “Hold My Chalice” from December re: how church board members’ roles are different in that we are not volunteers, rather what some may call disciples, in that we are charged with keeping the spiritual needs of the congregation in mind as we support the minister, staff, and members. She also defines volunteering as follows: “Volunteering is what you do at a place that is important to you - but not a place that belongs to you.”

Important things to remind ourselves of this coming year.

Brief Sharing by Board Members: Introductions and sharing were done by all present.

Gratitude: The board wrote notes of gratitude to Gerry Fox for all his contributions to Auburn UU over the years; and David, Anne, Claire, John for their dedication and service on the Board

and various committees.

Board Welcome Signups: Were completed for the next 5 weeks. Angela will forward the volunteer list to Cynthia.

President's Report: Rev. DC was present as a guest, and he was warmly welcomed. Angela shared how excited she is about the coming year and the possibilities of continuing to grow. Initial areas of focus will be our Office Administrator position, the Committee on Ministry, having better collaboration with Finance, and eventually working on policy updates.

Board Member Communications: Mary Kay announced the Hospitality Team is sponsoring a barbecue on Saturday, 8/9/25, which will also be a welcome celebration for Rev. DC. Hospitality needs a larger refrigerator in the kitchen, and Building and Grounds has been notified of the request.

Approval of Consent Agenda:

- Acceptance of the June 2, 2025 Meeting Minutes
 - o Motion by Mary Kay, second by Ed. Unanimous approval.

Open Session: Anne (guest) thanked everyone for their commitment to the board for the coming year. Anne announced she will be changing the door access codes in the next 2 weeks and she will share the new board member code with us after the change. There was general discussion about building security. Anne reminded the board she will continue to be the “keeper of the church calendar.”

It was mentioned that several people have not been reimbursed for expenses that were submitted some time ago. Mary Kay will follow up with Ellen and Nicole.

Mary Kay will be in the office in a volunteer admin capacity on Tuesdays, 9-11 AM.

Discussion and Delegation:

New Board Member Onboarding:

- Welcome Packet – A welcome packet containing the Board Bylaws, Policy Manual, Communication Covenant, and Mission/Vision was sent electronically to the new board members prior to the meeting. Mary Kay also made paper copies for distribution to the new members. Regarding communication, Ed, Chip, and Holly would prefer hard paper copies to electronic copies. Mary Kay will set up mail folders in the church office for them to pick up paper copies of future items.
- Communication: All to provide email and phone numbers, Angela will confirm the board group email address and text message chain setup and confirm they work by sending messages to board members and receiving confirmation. Angela will also provide a listing of email addresses and preferred phone numbers for all.
- Board voting via email/electronic sources: There is a separate policy for this, and we can utilize it if voting needs to occur between meeting times.

Board Meeting Schedule - DC has two consecutive days off/week per contract. Monday and Tuesday are Rev. DC's preferred days off. The second Wednesday of the month seems to work well for all, so that will be the standing board meeting day of every month at 7 PM.

Board Retreat - DC shared he believes it's important to review board vs. committee vs. staff responsibilities. A Saturday would be a good thing, discussion about boundaries, etc., afternoon would be goal setting and visioning. DC with staff participating. DC meets once a month with staff, and touches base with everyone individually weekly. September will be the date of the retreat.

We may need to have more than one conversation about what we focus on for our future.

Step 1 - get our understanding of what we want to accomplish. The date will be late August or early September and may require more than one session. Continue to think about this re: how to structure it.

Town Hall -The next Town Hall is scheduled for 7/27/25 and the topic is the UUA minister search process, and more specifically, our minister search. Discussion will also be had regarding what the congregation would like Rev. DC to know about us.

A suggestion was made that we make sure we all wear our nametags in the coming months to help DC become more familiar with who we are, and maybe we can make new nametags either at the time of the Town Hall or the barbeque, or both. Membership has the supplies, so Angela will refer that suggestion to Paula S.

Minister Hiring Process for Board Members - Linda provided an overview of the UUA process for hiring ministers in the categories of Interim/Provisional, Contract and Settled.⁴

Minister Onboarding - Angela wanted the board to be aware there are many steps to onboarding the new minister. Angela has a list of those tasks, and the details do not need to be shared, just know that onboarding Rev. DC is in the works .

Action Items:

- 1) Angela to submit Sunday welcome and announcements volunteer list to Cynthia.
- 2) Mary Kay to follow up with Ellen and Nicole re: delayed reimbursements.
- 3) Mary Kay to set up mailboxes for board members in the church office.
- 4) Angela to confirm email addresses and phone numbers in board email address and text chain she will set up.
- 5) Angela will distribute board member contact information to all once tested and confirmed.

- 6) Board members will provide information and confirm receipt email and text messages.
- 7) Angela to refer suggestion about new name tags to Paula S.
- 8) Angela continues to work through the minister onboarding tasks with Rev. DC and others, as needed.

Adjournment: Mary Kay made a motion to adjourn, seconded by Chip. Unanimous approval.

The meeting was adjourned at 9:05 PM.

Respectfully submitted,

Linda Greathouse

Board Clerk