

First Universalist Church, Unitarian Universalist
Auburn, ME
Board of Directors
Meeting Minutes
July 19, 2023
Community Meeting Room

Present: Anne Perron (President), Linda Greathouse (Vice-President), David Das (Clerk), Claire Hebert (member-at-large), Jane Pentheny (member-at-large), John Spruill (member-at-large)

Guests: Angela Foss, Holly Cooney, Levesque

6:40: Anne Perron called the meeting to order.



Board Chalice

Claire read the Mission Statement.

Jane read a section from the “Covenant for Auburn UU Board of Directors” from the Board Policy Manual.

Anne lit the chalice; she called on all of us to work together to create and strengthen community.

Brief sharing by Board members.

President’s Report:

- Board email protocol:
 - when the Board receives an email -- reminder to take a step back, take a breath, discuss, reply (if necessary) in a unified voice. The importance of deliberation.
- Updates:
 - Church “Job Board” and “Ride Board:”
 - Almost ready to be rolled out
 - Role of Council of Committees/committee chairs in identifying tasks that are in search of volunteers.
 - Permanent church signage ready to be posted
 - Temporary signage and cameras seem to be successful

- Less waste (human and other) on church grounds
- Fewer needles
- Less graffiti
- Furniture inventory still to be done

Board Communications:

- John brought up need to do job performance reviews for staff

Consent Agenda:

- July 5, 2023 Minutes

Motion to approve: Anne

Second: Claire

Unanimous approval.

Open Session:

- Levesque asked if the DIC had obtained liability insurance (Yes).
[Indemnification letter no longer necessary]

Minister Search Update:

- UUA is set to review our application; once approved, it will be automatically posted to the contract minister job board.

Security Camera Policy:

- Who should have access to real time camera footage?
 - Minister (Board chair to fill in absent a minister)
 - Office administrative staff
- Board and the Building and Grounds chair can review as needed

Comments:

- Levesque:
 - Board officers (not all Board members) to have review ability

- Concern that Pleasant St. side of church is currently a blind spot. How to address – more cameras? Increased monitoring by DIC?
- Angela:
 - Look at other UU church camera use policies; plagiarize shamelessly and enthusiastically.

Key/Code Policy

- Background information: Currently no one has a working key to the building since the last rekeying.
 - All of Anne's keys (including the master key) do not work
 - Anne will contact Greg Bianconi to establish if his keys work
- Who should have a physical key? (once doors are rekeyed)
 - Minister
 - Staff
 - Building and Grounds chair
- Who should receive a code?
 - Board members
 - Committee chairs
 - Responsible party for an ongoing rental
- Sexton/Rental manager to monitor access for one-off rentals
- Codes to be refreshed twice a year or as needed
- Key/Code list to be reviewed twice a year or as needed

Utility Use:

- Levesque reported on their review of church utility use (as requested by the Board at its 7/5/2023 meeting)
 - Usage data from Auburn Water and Sewer and CMP for the period December 2017 to present; still waiting on data from Unutil (natural gas)
 - Auburn Water and Sewer usage data through the second quarter of 2023. Number of ways of considering the data. Levesque highlighted one:
 - From 12/13/2017 to 3/11/2020 (COVID shutdown), the average quarterly water use was **920 cubic feet**.
 - For the most recent quarterly statement (3/2/2023 to 6/2/2023), the usage was **3700 cubic feet**.
 - This statement does not reflect full impact of showers and washing machine (need to wait for the next quarterly statement)

- Central Maine Power kilowatt use through June 2023.
 - ~~From July 2018 to June 2019, average monthly kw use was 216 kw.~~
 - ~~From July 2022 to June 2023, average monthly kw use was 242 kw.~~ ***CMP data needs to be corrected per information provided after July 19 meeting***
- Levesque will provide update once they receive the Unutil data.
- Future step will be to calculate the dollar implications of the change in usage.

FUTURE AGENDA ITEMS:

- Staff performance review procedures
- Complete camera use and key/entry code policies

9:00: Anne made motion, seconded by Jane, for Board to enter into Executive Session for contract discussion. Unanimous.

9:30: Board came out of Executive Session

9:31: Adjournment

Respectfully submitted,

David H. Das (Clerk)