

First Universalist Church, Unitarian Universalist
Auburn, ME
Board of Directors
Meeting Minutes
July 5, 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, Paula Spruill, Levesque, Mary Kay Weisenberger

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



Board Chalice

Jane read the Mission Statement.

Claire 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.

Anne welcomed John to the Board.

Brief sharing by Board members.

Consent Agenda:

- June 21, 2023 Minutes

Motion to approve: Jane

Second: Claire

Unanimous approval.

President’s Report:

- Signs, lights, and cameras have been/are being installed within and outside the church.

- A response to the increased discovery of waste (human and other), drug paraphernalia and evidence of drug use, shopping carts and other miscellaneous items on church grounds; damage to church building.
- Church “Job Board”
 - Many people are asking: “I want to help; how can I?”
 - Plan to put a board near entry to Sanctuary with jobs/tasks to be done with contact person info. Congregants can sign up.

Open Session:

- Mary Kay wanted clarification that any items found on the church lawn will be disposed of. (Yes)

Town Hall Review:

- Positive feedback from the congregation on the Town Hall
 - Went smoothly
 - Stayed on topic
 - Set a good precedent for future Town Halls
- Board should set topics and dates of future Town Halls well in advance.
- Create a space where congregants can put down Town Hall ideas

Discussion of next Town Hall

- Topic: “The Building Next Door” (aka Church Office Building)
 - Options:
 - Apartment?
 - RE?
 - Transitional housing?
 - Issues to consider:
 - Lead abatement
 - Changes to tax status
 - Code issues
 - Property line issues: cannot sell the building
 - Cost of any renovation
 - Need to be respectful of upstairs tenant
 - Anne recalled that Bob Thorpe had told her something really important about the building
 - Date: August 6, 2023 (11:30-ish)
- Comments:

- Angela: Prior to the Town Hall, Board should provide good background information to the congregation: summary of the church's connection to the building; the rental history; reasons behind rethinking building use.

Minister Search Update:

- Linda gave an update of where we are now in the process:
 - Shift to applying for a 100% contract minister
 - Budgeted salary and benefits remain the same
 - Some updates required to the application
 - Linda, Anne, Claire, and Jane will address those updates
 - Ask our congregational reps at the UUA to review the application
 - Publish on the UUA Job Board; wait for responses
 - No deadlines for application submission or for candidate responses. Need to be patient.
- Linda remarked that we are in a much better place than we were three months ago when we submitted the interim minister application; that we are much more attractive to ministerial candidates; a real sense of momentum in congregational life:
 - Committees coming back to life
 - Vestry available on Sundays
 - Increased clarity around relationship with DIC
 - Adult RE class
 - Youth volunteer in Tech booth on Sundays
 - Annual Meeting and Town Hall: well attended; good vibes
 - Well attended summer services (online and in-person)

Keys and Codes:

- Anne received a quote of \$1299.50 from Fortier Locksmiths to rekey all the locks, to move the keypad from office building to "new" office in church building, and to provide 12 master keys.
 - Board gave approval
- General discussion of keys and codes broke out:
 - Challenges of a push pad on the lobby doors; esp. how to prevent the motor from burning out
 - Need to wipe codes on a regular basis; how often?
 - On what basis to distribute codes? Individuals? Categories of codes?

- Who controls the codes?
- Who receives a code? A key?
- Goal of developing a key code policy
 - Look to existing examples (Brunswick church)
 - Work it out over email

Rental Agreement:

- General Rental Policy review to be done later
- Focus on the need for a rental agreement with the DIC as they are now a 501(c)(3) corporation
 - Rental agreement, not a lease agreement
 - How to establish cost?
 - Utility use
 - Space use
 - General Wear and Tear
 - Anne and Greg Whitney have discussed the wear and tear on the floor
 - Create inventory of furniture and other church property
 - Access issues (see code discussion above)
 - Code distribution
 - Sexton to oversee opening and closing?
- Use the agreement between Trinity Church and the Jubilee Center as a starting point
- Rental Agreement sub-committee:
 - Jane, Claire, Anne
 - Will keep Board in the loop; Board needs to watch for updates
 - Will get legal advice on draft agreement
- Levesque volunteered to get necessary data on utility use
 - Electric, Gas, Water and Sewage
 - Data from July 2018 through present
- Comments:
 - Levesque: need clarity over issues of indemnification and liability insurance; to assure good communication between both parties regarding insurance status.
 - Anne did ask the DIC to provide an email by last Wednesday stating that they indemnify the church from any liability. No response as of 7/5/2023.
 - Angela: ADA requirements

- As a church, the First Universalist is exempt from ADA requirements
- DIC as a stand alone corporation is not exempt from ADA requirements. DIC needs to be aware of this; to address it.

9:10 Adjournment

Respectfully submitted,

David H. Das (Clerk)