

Auburn, ME
Board of Directors
(board@auburnuu.org)
Meeting Agenda - Bonnie Soper Room
September 10, 2025

ATTENDANCE

Present:

Angela Foss (President)
Mary Kay Weisenberger (Vice President)
Linda Greathouse, (Clerk)
Jane Pentheny (Member-at-large)
Chip Gustavson (Member-at-large)
Rev. DC Fortune (Minister)

Not Present:

Holly Cooney, Ed Bell (Members-at-large)

Guests:

Anne Perron, Claire Hebert, Ellen O'Brien - Treasurer

CALL TO ORDER

- The meeting was called to order at 7:03 PM
- Chalice Lighting and Opening Words - Assembled by Angela with reminder of how it takes all of us working together.
- Opening Words – by Angela from "Serving with Grace" about how reflecting on opening words reminds us of how important our fellowship is, in addition to the work we do.
- Brief sharing - by members took place.
- Gratitudes – were sent to Jane and Glenna who provided mulch for the church property; David Das for all the work he is doing in the office.
- Board Welcome Sign-ups - Mary Kay - 9/14, TBD - 9/21, Chip - 9/28, Linda - 10/5

MINISTER’S REPORT – Rev. DC

Date submitted: September 10, 2025

Overview, with highlights: Settling into the official start of the new church year, I continue to learn the ins and outs of systems and traditions here. Our ingathering service and water communion went well, but the lack of administrative support is still very challenging for me.

Committee on Ministry: Don’t have one as yet.

Money: I have a pile of receipts to submit from my move and for some basic office materials I have purchased, but organizing them is proving to be a challenge.

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Action and comments in specific areas of ministry:

Leading Worship: I have led four worship services since my start in August, and each seems to have been received well. Very popular this most recent week has been the reintroduction of printed orders of worship. It seems some folks have gotten out of the habit of taking an OOS when they come into the sanctuary, but I think that will pass shortly as they reacclimate.

I have brought back the printed programs as an accessibility measure for those with memory issues and/or neurodivergent challenges that are alleviated by having a physical, tactile outline of the service in hand. In the short term, we may pay more for copies, but that should ease off once I get my home office set up and then will only need to pay for paper and ink as opposed to copies as well.

Officiating at Rites of Passage: Led the water communion service, which is a rite of passage of sorts. No babies, deaths, or weddings to mark otherwise.

Providing pastoral care and presence: I have sent out five note cards to people I know are in need of pastoral support and will be meeting with the pastoral care team in the hours before this week's board meeting to bring me up to date on as many of the current issues facing our members as possible.

Encouraging spiritual development: I have not done a lot of this work as yet. I am focusing on getting my feet under me and will be able to expand my spiritual offerings once I have found a little bit of balance in this new system.

Witnessing social justice in the public square: Nothing yet. I do maintain a lively social media presence, but that is not church-affiliated. We need to get the details of our various support staff roles and responsibilities figured out so that I can be more confident in my use of various social media platforms.

Leading administration: I have met with Sam a handful of times and we are working to establish our own rhythm of working together. I met with Cynthia Grimm to talk about organizing and archiving worship material so that it is easily accessible to members of the worship team and any others who might need access.

I met with Pam and Phil this week after worship to brainstorm some ideas to better facilitate the worship preparation for all involved. Because my week begins on Wednesday, I historically don't make a lot of decisions about the service until later in the week, which makes their work an exercise in frustration as they try to find material to work with my own selections. I think we have a solution that might work, but will withhold judgement until we've seen how it works for a month or two before declaring

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that challenge addressed.

Pursuing personal renewal and professional development: Personal renewal has gotten the short end of things of late, although I did manage to go fishing a couple of times in August and that was really nice. As for professional development, I attended the first meeting of my clergy cluster group last week and it was deeply satisfying to see so many familiar and beloved faces. I plan to try to meet with the clergy groups in both Augusta and Portland for part of this first year, just to help me get familiar with my colleagues and to establish strong connections with others in my area. We shall see how my calendar will permit this.

Serving the larger Unitarian Universalist faith: I serve on the Ministerial Fellowship Committee, I have been asked to serve as a grant reader for the UUA Funding Program, and I moderate several online clergy forums for UU ministers and other religious professionals. In the last year I served on the General Assembly Advisory Committee, and expect I will be invited to participate in that again in the coming year. I will be out of the office for the last two weeks of September: one week is a scheduled study leave week, followed by a week of work that requires me to work outside of the church office. It is the second week that I will be serving on the MFC to assess and render judgments on various situations having to do with ministerial formation and preparation. This service involves long days of online meetings, sometimes lasting as long as 12 hours. I plan to use the study leave week to do preparatory reading of candidate packets in advance of the actual four-day meeting with the full panels.

Leading the faith into the future: I serve as a volunteer host on the weekly web broadcast talk program, The Voices of Unitarian Universalism (“The VUU”) where a live panel of faith leaders meets each week with various guests who discuss issues of interest or concern to progressive religious communities and to Unitarian Universalism as a whole.

I also am working with our team of technical staff and volunteers to ensure that we are able to progress in our tech capacity to offer a worship experience that is as enriching and nourishing as possible within the constraints of the machines we have on hand.

There is more that I am sure I have forgotten.

Primary among my concerns is the need for an administrator.

In Shared Ministry to our faith,
Rev. DC Fortune

PRESIDENT’S REPORT - Angela

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Angela has been very involved in operational items and is looking forward to the Board retreat to help determine what things should be included in her monthly report.

Areas of focus have been:

Church Mutual

Tech

Church Directory

Building and Grounds Emergency Contact List

Lingering paperwork related to onboarding Rev. DC

BOARD MEMBER COMMUNICATIONS

It was recommended that we have a QR code published/available for attendees to use during the service. Suggest put the QR code on the screen during also.

Angela will send an email to Ellen and DC to coordinate the setup of the QR code(s).

CONSENT AGENDA

The August 13, 2025 Minutes - note was made regarding the correct spelling of Chip's last name - Gustavson

- A motion was made by Mary Kay, Chip seconded. All in favor (*need motion to approve*)

FOLLOW UP ITEMS FROM SEPTEMBER MEETING:

All completed except for:

- Providing electronic copies of the past 2 years' minutes to the church admin for electronic and hard copy filing.
- Finalizing the church administrator job description.

OPEN SESSION

Anne presented the current calendar of activities; this is a written calendar that will be filed outside the office.

Anne informed the Board the roof repair will be worked on in October.

We may be hosting a concert for the community.

DISCUSSION & DELEGATION

Finance 101 - Ellen gave an overview of the following accounts:

- Checking account
- 0144 account

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- Maine Community Foundation (MCF) investments - these include the Hackett, Music, Memorial, Building Endowment, and Heritage Funds. The MCF funds are restricted in use and only a portion of those funds are available for withdrawal.
- Ellen noted if people are looking for gifts to bequeath to the church, the best place to designate a monetary donation is the Building Endowment Fund.
- People involved in Finance tracking:
 - Our Collector is Paula Mickelson who puts donations into Breeze.
 - Our Bookkeeper, Nicole Rush, is the only person who does entries in Quick Books.
 - Our Treasurer is Ellen, and she tracks all the income/expenses, she checks the church checkbook balance. Ellen coordinates with all regarding budget and tracking income/expenses.
 - Expenses are @ \$14K/month currently
 - Greg Bianconi had stepped down from chair of the Finance Committee. We are looking to designate someone soon to, at a minimum, keep the logistics of meetings coordinated and documented.

Treasurer's Monthly Report to the Board- It was agreed the Board would like to see a monthly budget/actual finance report with a narrative and a quarterly endowment report. If Ellen thinks there are issues the Board needs to be aware of, she should also include those in her monthly report. Ellen will prepare monthly Treasurer's reports for the Board starting October 2025.

Committee on Ministry (COM)

- Bill Frayer, David Das, and Claire Hebert will be serving as members of the COM. Angela will send a communication to the members and friends announcing the COM.

Office Admin Position:

- Board members reviewed Mary Kay's draft job description and made recommendations for additional items.
 - Specific Job description
 - Job functions
 - Skills
 - Physical requirements
 - The small group will continue to make progress with the job description.

ACTION ITEMS (From the Previous Meetings)

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- Linda will provide electronic copies of the past 2 years' minutes to the church admin for electronic and hard copy filing.
- Finalizing the church administrator job description.

ACTION ITEMS (From the Current Meeting)

- Angela will send an email to Ellen and DC to coordinate the setup of the QR code(s).
- Ellen will prepare monthly Treasurer's reports for the Board starting October 2025.
- Angela will send a communication to the members and friends announcing the COM.
- The small group will continue to make progress with the job description.

ADJOURNMENT

A motion was made to adjourn by Jane, seconded by Chip.

Next Meeting Wednesday, October 8, 2025, 7 PM, Bonnie Soper Room