

**Agenda
First UU Wausau
Board of Trustees Meeting
January 16, 2023**

To Attend: Clark-Zavadoski, Greenwood, Hall, Jefferson, Leigh (Presiding), Mason (ex-officio), Scharpf, Stezenski-Williams,

Call to Order: 6:30 pm

Chalice Lighting, Reading, Reflections

Agenda Consent and Repair

Consent Agenda: December minutes, Treasurer's report, Minister's report and Committee reports

Old Business:

1858 Forward Campaign Update (Stezenski-Williams)

New Business:

State of the Church (Mason)

State of the Board (Discussion)

Are we well-informed, confident, and competent regarding the role of the board, its relationship to the staff, the committee structure, and our annual calendar of activities?

Do our policies and bylaws reflect the way we operate?

What changes should we consider?

UUA Certification (Due Feb 5)

CW Articles

Elections:

President

Vice President

Secretary

Adjournment: 8:00 pm

**UU Wausau
Board of Trustees
Minutes, January 16, 2024**

Present: Dawn Ashenbrenner, Kara Hall, Randy Jefferson, Jeff Leigh, Brian Mason, Jean Greenwood, Karen Scharpf, Brian Stezenski-Williams, Ingrid Zavadoski,

Not available: Agenda, Consent & Repair

I. Agenda/Repair

- Motion by Dawn, 2nd by Randy to approve the agenda as presented
- Approved unanimously

II. Consent Agenda

- BOT 12.19.23 Minutes – minor typo change award to aware -
- Finance report, finished the year with a positive balance, \$18k
- Minister's report – no additional comments
- Motion by Dawn, 2nd by Randy, approved – two abstentions

Old Business

III. 1858 Forward Campaign

- Prepaid pledges are very close to budget
- 60 pledges in 2024 vs. 107 in 2023
- If everybody who pledged last year, pledges again this year, we will hit budget for pledges
- Some issues with bucketing pledges to 2024, but these have been addressed
- We will need to continue focusing on communicating with the congregation about the need to make their pledges and continue meeting with people individually to discuss their overall support for the Church
- We are still in the middle of the campaign and need to re-group and determine next steps

New Business

IV. State the Church – Reverend Mason

- Overall, 2023 was a very healthy year for the Church:
 - Stabilizing & increased participation
 - Staffing continues to improve
 - Transition to the accounting firm positive,
 - New web site very helpful
 - Board positioned to prioritize for the year
 - Membership is growing which is a challenge for current staff levels to manage
 - In brief, we're beginning to ID good problems that need to be addressed

**UU Wausau
Board of Trustees
Minutes, January 16, 2024**

V. State of the Board – General Discussion

- Jeff Leigh raised questions for the Board to consider:
 - Are we well-informed?
 - By-laws discussion – do they reflect how we operate?
 - What changes, if any should we consider?
 - Dawn, who happy that we're looking at the policies because they need to be updated
 - Kara agreed, some language needs to be tweaked, much of the substance remains the same
 - Jeff noted that difference between written policies and they way they are implemented...so it's worth reviewing them and revising them to align with how we operate in the present
 - Consensus that it's time to review and revise the policies....
 - Jeff suggested that he, Dawn & Brian M meet to discuss what process would be the most effective to use and bring that to the Board for review

VI. UUA Certification

- Randy will work with Reverend Mason and the new Congregational Admin person to review and complete the process along with Jeff

VII. CW Articles

- January – BSW

VIII. Elections

- President – Dawn nominated Jeff, 2nd from by Randy, approved unanimously
- Vice President – Randy nominated Kara, 2nd by Dawn, approved unanimously
- Secretary – Dawn, nominated BSW, 2nd by Jeff, approved unanimously

IX. Request for additional discussion items

- BSW requested that the BOT consider closing each meeting with recommendations for discussion items for the next months agenda

X. Adjournment

- Motion by Dawn, 2nd by Rand, approved unanimously (8:07 pm)

----- End of Minutes -----

**Agenda
First UU Wausau
Board of Trustees Meeting
February 20, 2023**

To Attend: Clark-Zavadoski, Greenwood, Hall, Jefferson, Leigh (Presiding), Mason (ex-officio), Scharpf, Stezenski-Williams,

Call to Order: 6:30 pm

Chalice Lighting, Reading, Reflections

Agenda Consent and Repair

Consent Agenda: January minutes, Treasurer's report, Minister's report, and Committee reports

Old Business:

1858 Forward Campaign Update (Stezenski-Williams)

New Business:

Discussion regarding Committees of the Congregation. (Leigh)

Board Development.

Board Duties and Covenant (Leigh)

Task: Determine a set of priority activities to undertake during the spring months. The following areas of activity are presented to the board for their consideration.

1. Strategic Planning. If the final item is not selected for immediate action, its topics could form the basis of a strategic plan to be implemented in the fall.
 - Motion: The President, in collaboration with the Vice President and the Minister, shall guide a strategic planning process, subject to Board approval, to be presented to the Board by April 16 and completed by May 21, 2024.
2. Property Committee
 - Motion: The Minister shall engage in a process with the current Property Committee and thereafter the Board to formulate procedures to govern the maintenance and improvement of Church property. Preliminary findings shall be presented to the Board by March 19, updates presented by April 16, and work completed by May 21, 2024.
3. Finances
 - Motion: The Minister shall review the financial services engaged with KerberRose and Staff capabilities to determine the Church's needs regarding auditing and the preparation of monthly and annual reports. Preliminary findings shall be presented to the Board by March 19, updates presented by April 16, and work completed by May 21, 2024.
4. Personnel Committee
 - Motion: Volunteers from the Board shall form a working group to review the policies and procedures of the Personnel Committee and, working with the Minister, determine with greater specificity the appropriate role/tasks of this Committee and its relationship to the Board. Preliminary findings shall be presented to the Board by March 19, updates presented by April 16, and work completed by May 21, 2024.

5. Conflict Management

- Motion: Volunteers from the Board shall form a working group to discern a process by which the Board should be informed and might assist in these areas of operation. Preliminary findings shall be presented to the Board by March 19, updates presented by April 16, and work completed by May 21, 2024.

6. Programming, Outreach, and Membership

- Motion: Volunteers from the Board shall form a working group to discern a process by which the Board should be informed and might assist in these areas of operation. Preliminary findings shall be presented to the Board by March 19, updates presented by April 16 and work completed by May 21, 2024.

Discussion of any additional work to be undertaken by the Board during the months of February through May.

Adjournment: 8:00 pm

----- End of Agenda -----

UU Wausau Board of Trustees Meeting

February 20, 2024

Present: Dawn Ashenbrenner, Jean Greenwood, Kara Hall (on phone) Randy Jefferson, Jeff Leigh, Brian Mason, Karen Scharpf, Ingrid Zavadoski, Brian Stezenski-Williams

I. Agenda consent & Repair

- No change

II. Consent Agenda

- Correct spelling errors with Board member names
- Financial reports – the first month usually includes a deficit
- Question re: what payments in January count for which year
- Randy provided an explanation which will eventually be proposed as policy
- Motion by Dawn, second by Karen, approved unanimously

Old Business

III. 1858 Forward Campaign

- Through February 14, 2024, 102 pledges have been received for 2024. The total amount pledged is \$329,335.15 which is 4.0% above budget, \$316,631.29. Pre-paid pledges comprise \$167,208.15 of this total. No pledges have been received from 13 pledgers still thought to be affiliated with the church who pledged a total of \$20,028.00 for 2023.
BSW will draft thank you letter(s)
- BSW will schedule a follow-up meeting w/Randy, Brian & Jeff to discuss next steps
- Also need to schedule stewardship meetings for the smaller donors throughout the spring/summer leading up to fall

New Business

IV. Board Priorities for the spring of 2024

Jeff proposed that the Board determine a set of priority activities to undertake during the spring months. The following areas of activity are presented to the board for their consideration.

1. Strategic Planning. If the final item is not selected for immediate action, its topics could form the basis of a strategic plan to be implemented in the fall.
 - Motion: The President, in collaboration with the Vice President and the Minister, shall guide a strategic planning process, subject to Board approval, to be presented to the Board by April 16 and completed by May 21, 2024.
2. Property Committee
 - Motion: The Minister shall engage in a process with the current Property Committee and thereafter the Board to formulate procedures to govern the maintenance and improvement of Church property. Preliminary findings shall be presented to the Board by March 19, updates presented by April 16, and work completed by May 21, 2024.

UU Wausau Board of Trustees Meeting February 20, 2024

3. Finances

- Motion: The Minister shall review the financial services engaged with KerberRose and Staff capabilities to determine the Church's needs regarding auditing and the preparation of monthly and annual reports. Preliminary findings shall be presented to the Board by March 19, updates presented by April 16, and work completed by May 21, 2024.

4. Personnel Committee

- Motion: Volunteers from the Board shall form a working group to review the policies and procedures of the Personnel Committee and, working with the Minister, determine with greater specificity the appropriate role/tasks of this Committee and its relationship to the Board. Preliminary findings shall be presented to the Board by March 19, updates presented by April 16, and work completed by May 21, 2024.

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6. Programming, Outreach, and Membership

- Motion: Volunteers from the Board shall form a working group to discern a process by which the Board should be informed and might assist in these areas of operation. Preliminary findings shall be presented to the Board by March 19, updates presented by April 16 and work completed by May 21, 2024.

All of the above were discussed and approved as presented, with motions by Karen, Ingrid, Randy, Dawn and BSW and approved unanimously.

V. Adjournment 7:59 pm

----- End of Minutes -----

Agenda
First UU Wausau
Board of Trustees Meeting
March 19, 2023

To Attend: Clark-Zavadoski, Greenwood, Hall, Jefferson, Leigh (Presiding), Mason (ex-officio), Scharpf, Stezenski-Williams,

Call to Order: 6:30 pm

Chalice Lighting, Reading, Reflections

Agenda Consent and Repair

Consent Agenda:

February minutes

Treasurer's report

Minister's report

1858 Forward Campaign Update (Stezenski-Williams)

Strategic Planning: Initial Report

Minister's Property Committee Report

Minister's Finance Report

Personnel Committee Working Group Report

Conflict Management Committee Working Group Report

New Business:

Approve Kris Kilcoyne as a signer for the church's IB account

Adjournment: 8:00 pm

----- End of Agenda -----

**First UU Wausau
Board of Trustees Meeting
19 March 2024**

In Attendance: Dawn Ashenbrenner, Ingrid Clark-Zavadoski, Jean Greenwood, Kara Hall (presiding), Randy Jefferson, Brian Mason (ex-officio), Karen Scharpf, Brian Stezenski-Williams

Unavailable: Jeff Leigh

Called to Order 6:34 PM

I. Agenda Consent and repair:

- Note: Karen Scharpf will be serving as Board Secretary.
- Motion by Dawn, second by Brian SW, approved unanimously

II. Consent Agenda:

- BOT Meeting Minutes 2/20/2024: No changes
- Finance Report:
- Minister's Report: Brian M gave an overall positive report on attendance to Sunday services, RE, small groups, and special events.
- Motion by Randy to approve, second by Dawn, approved unanimously

III. 1848 Campaign Update

- Forward Campaign: BSW still needs to meet w/ Brian M, Randy, and Jeff to discuss next steps to reach out to smaller donors and reaching out to the non-pledgers for 2024 who are still thought to be affiliated with the church.

IV. Strategic Planning: Initial Report

- To be presented April 16th

V. Minister's Property Committee Report

- Brian M met w/ Judy B, Property Committee co-chair; the results of the meeting are summarized the Addendum to the Minister's report to the Board.
- The Committee will submit a draft of statements/principles that will guide their larger vision. This will ultimately be put into policy language for the Board to consider for approval.

VI. Minister's Finance Report

Brian M called attention to the following in his report:

- Brian M and Randy have met to being the process of creating a Financial Procedures Manual, which will spell out the roles of the Congregational Administrator, the Minister, the Board, and Kerber Rose accounting firm in managing the church's assets.
- Brian feels that this process is coming along nicely.
- There is currently a contradiction in the practice of assigning undesignated funerary funds to operations, while the policy states that they should go to endowment. Does the Board want to maintain the current policy, or adjust to reflect the practice?

VII. Personnel Committee Working Group Report

- Dawn, Jean, and Karen reviewed the bylaws and determined that no changes need to be made; however, there are a few policy updates that should be made to reflect current practice. Those will be updated for the April meeting. We will then turn to working on creating / updating / appointing the personnel committee.

VIII. Conflict Management Committee Working Group Report

- Jeff sent Brian M a report. Working group is meeting on 3/25/2024; members include Sheryl Hemp, Loretta Umschlacker, and John Greenwood.

NEW BUSINESS

IX. New signer for bank account

- Motion by Randy to approve Kris Kilcoyne, Congregational Administrator, as a signer for the church's Incredible Bank account. Second by Ingrid; unanimous approval.

X. Adjournment

- Motion by Dawn to adjourn; seconded by Brian SW; unanimous approval

----- End of Minutes -----

Agenda
First UU Wausau
Board of Trustees Meeting
April 16, 2024

To Attend: Clark-Zavadoski, Greenwood, Hall, Jefferson, Leigh (Presiding), Mason (ex-officio), Scharpf, Stezenski-Williams, Dawn Ashenbrenner.

Call to Order: 6:30 pm

Chalice Lighting, Reading, Reflections

Agenda Consent and Repair

Consent Agenda:

- March minutes
- Treasurer's report
- Minister's report
- 1858 Forward Campaign Update (Stezenski-Williams)
- Strategic Planning Update
- Minister's Property Committee Update
- Minister's Finance Update
- Personnel Committee Working Group Update
- Conflict Management Committee Working Group Update

Old Business:

New Business:

Adjournment: 8:00 pm

----- End of Agenda -----

**Minutes
First UU Wausau
Board of Trustees Meeting
16 April 2024 / Yawkey Hall**

In Attendance: Dawn Ashenbrenner, Ingrid Clark-Zavadoski, , Kara Hall, Randy Jefferson, Jeff Leigh (presiding), Brian Mason (ex-officio), Karen Scharpf; Brian Stezenski-Williams

Unavailable: Jean Greenwood

Called to Order: 6:33

I. Agenda Consent and repair

- “Treasurer’s Report” changed to “Board Financial Report”, as we do not have a Treasurer at this time.

II. Consent Agenda

- BOT Meeting Minutes 3/19/2024: No changes
- Motion by Dawn to approve; second by Ingrid; unanimous approval
- Board Financial Report: We are relatively close this year to where we have been in previous years. Pre-paid pledges are higher, but paid pledges this month were down a little bit.
- Minister’s Report: The Board requested that the signs for businesses not paying for parking spaces be removed. Discussion followed regarding use of those spaces.

OLD BUSINESS

III. 1848 Campaign Update (Stezenski-Williams)

- Brian SW was not available when this came up in the agenda, and it was moved to the May Meeting.

IV. Strategic Planning: Initial Report

- Held for next month

V. Minister’s Property Committee Report

- Awaiting the requested draft of guiding statements from the Property Committee.

VI. Minister’s Finance Report

- Work is continuing on the Financial Procedure Manual. Although the process is coming along well, the May timeline is ambitious for creation of a quality product that is consistent with policy. Brian M has set aside June 30 - July 7 to devote to writing of the manual.

VII. Personnel Committee Working Group Report

- A motion to amend the Policies of the Board of Trustees was put forth, but withdrawn due to finding of additional conflicting language contained within the the Appendix to the Policies. The Group will reconvene to reconsider.

VIII. Conflict Management Committee Working Group Report

- Jean has agreed to be the Board liaison for the committee.

NEW BUSINESS

- None

IX. Adjournment: 8:03

----- *End of Minutes* -----

Agenda
First UU Wausau
Board of Trustees Meeting
May 21, 2024

To Attend: Clark-Zavadoski, Greenwood, Hall (Presiding), Jefferson, Mason (ex-officio), Scharpf, Stezenski-Williams,

Call to Order: 6:30 pm

Chalice Lighting, Reading, Reflections

Agenda Consent and Repair

Consent Agenda:

March minutes

Treasurer's report

Minister's report

UUA General Assembly Report

1858 Forward Campaign Update (Stezenski-Williams)

Strategic Planning Update

Minister's Property Committee Update

Minister's Finance Update

Personnel Committee Working Group Update

Conflict Management Committee Working Group Update

Old Business:

New Business:

Adjournment: 8:00 pm

----- *End of Agenda* -----

**First UU Church of Wausau • Board of Trustees Meeting
Yawkey Hall • 21 May 2024**

In Attendance: Dawn Ashenbrenner, Ingrid Clark-Zavadoski, Jean Greenwood, Kara Hall (presiding), Randy Jefferson, Brian Mason (ex-officio), Karen Scharpf, Brian Stezenski-Williams

Unavailable: Jeff Leigh

Call to Order: 6:35 pm by Presiding officer, Kara Hall, VP

I. Agenda Consent and repair

- Motion by Dawn to approve; Randy seconded
- Discussion
- “March Minutes” change to “April Minutes”, and “Treasurer’s Report” to “Board Financial Report”
- Unanimously approved with the above changes

II. Consent Agenda

- Motion by Dawn to approve; Ingrid seconded.
- BOT Meeting Minutes 4/16/2024: No changes
- Minister’s Report: Limited discussion regarding RE and Men’s Group
- Unanimous approval

III. 1848 Campaign Update

- Per Randy: Pledges are good; pledge total is greater than is in the budget, we are waiting on some significant non-pledge contributions

OLD BUSINESS

IV. Strategic Planning: Initial Report

- Brian and Kara met; had a good discussion about moving forward.
- Board meetings will proceed through the summer as previously scheduled, with the possibility of using online format vs in-person to maximize attendance.

V. Minister’s Property Committee Update

- Discussion regarding the roles, responsibility, and accountability of the Property Committee.
- A meeting with the Property Committee and selected members of the Board is anticipated before the next meeting of the Board.

VI. Minister’s Finance Report

- Brian M. states that he has all he needs to move forward with creating the financial manual in the 2 weeks that he has set aside for it at the end of Jun – early July.

- There will be areas where the Board will have to have some focused conversations before finalizing.
- Discussion

VII. Personnel Committee Working Group Report

- Dawn reported for the group, proposing the following changes:
 - Section 6.2 (Personnel Policy page 7) from “To assist them in their work, the BoT shall not fail to appoint two or more people to: a. Conduct a broad search for qualified candidates when employment opportunities exist for principle staff positions” to “To assist the Minister and Church Staff in their work the BoT shall not fail to appoint two or more people to a standing personnel committee to: a. Advise and support the Minister as needed to conduct a broad search for qualified candidates when employment opportunities exist for principle staff positions.”
 - Section 2.3 number 2 under BoT monitoring schedule (page 16) from “That the Personnel Committee has conducted a broad search for qualified candidates when employment opportunities have opened for principle staff positions.” to “That the Personnel Committee has advised and supported the Minister as needed in conducting a broad search for qualified candidates when employment opportunities have opened for principle staff positions.
- Motion by Randy to approve the proposed changes; Brian SW seconded; approved unanimously.

VIII. Conflict Management Committee Working Group Report

- All names submitted by the Board attended the initial meeting, where there was good discussion regarding what our church’s approach should look like.

NEW BUSINESS

IX. Minister’s contract

- Review of the contract is overdue, though Brian M’s review was completed in 2023 for the UUA.
- Discussions have begun that will be brought to the Board President to present to the Board at large.

X. Changes to UUA Article 2

- Randy reported on changes being proposed by the UUA on Article 2.
- Discussion largely focused on bringing the Congregation up to speed on the changes that are expected to pass at General Assembly next month.

Adjournment: Brian SW motioned to adjourn; seconded by Dawn; approved unanimously. Meeting adjourned at 7:39 PM.

----- *End of Minutes* -----

Agenda
First UU Wausau
Board of Trustees Meeting
June 18, 2024

To Attend: Clark-Zavadoski, Greenwood, Hall, Jefferson, Leigh (Presiding), Mason (ex-officio), Scharpf, Stezenski-Williams

Call to Order: 6:30 pm

Chalice Lighting, Reading, Reflections

Agenda Consent and Repair

Consent Agenda:

May Minutes

Financial Report

Minister's Report

1858 Forward Campaign Update (Stezenski-Williams)

Strategic Planning Update

Minister's Finance Update

Personnel Committee Working Group Update

Conflict Management Committee Working Group Update

Old Business: (For Possible Action)

UUA General Assembly Bylaws Revision

Property Committee Reorganization

New Business:

Adjournment: 8:00 pm

----- *End of Agenda* -----

**First UU Church of Wausau • Board of Trustees Meeting
Yawkey Hall / Zoom • 18 June 2024**

In Attendance: Dawn Ashenbrenner, Ingrid Clark-Zavadoski, Jean Greenwood, Kara Hall, Randy Jefferson, Jeff Leigh (presiding), Brian Mason (ex-officio), Karen Scharpf

Unavailable: Brian Stezenski-Williams

Call to Order: 6:32 pm by Presiding officer, Jeff Leigh, President

I. Agenda Consent and repair

- No changes

II. Consent Agenda

- Motion by Dawn to approve; Randy seconded.
- BOT Meeting Minutes 5/21/2024 approved with one addition to item IV, Kara added that Jeff participated in the meeting.
- Discussion regarding the Financial Report. Randy assured us that we are in good shape.
- Minister's Report: Brian highlighted that it has been a good year with RE development. He put out a call for creative ideas for partnering in the community.
- Unanimous approval

OLD BUSINESS

III. 1848 Campaign Update

- No new information from Brian S-W.

IV. Strategic Planning: Initial Report

- There has been discussion regarding longer term fundraising.

V. Minister's Finance Report

- Brian M. states that he expects to have a draft of the packet available for the July meeting.
- He will be including Randy in the drafting of the document
- Discussion

VI. Conflict Management Committee Working Group Report

- The ad hoc working group has met. The members will have to define themselves as a policy stipulated committee. Although they have not yet formally committed to being on the committee, the anticipation is that they will continue the work once the committee is established.
- Discussion.

VII. UUA General Assembly Bylaws Revision

- Randy and Brian discussed that there are working plans to do educational opportunities outside of the church regarding this topic. This will be outside of the Sunday service format.

VIII. Property Committee Reorganization

- Randy moved that the Board re-establish a Property Committee reporting to the minister to provide input to the minister in order to support the Minister's facility-related responsibilities as outlined in the Board Policies and Procedures. Among the Property Committee's responsibilities would be to advise the minister and take action when authorized by the minister on the following:
 - i. maintaining the building's usefulness, its historic value, and its aesthetic properties,
 - ii. staying current on incentives for large and/or historic building projects,
 - iii. evaluating building needs that may require remodeling efforts and/or ongoing projects,
 - iv. informing the minister of research requested by the minister on cost and contractors for needed maintenance projects,
 - v. providing to the minister an annual recommendation of projected operating budget building maintenance needs,
 - vi. creating for the minister a priority list of needed major projects at least every three years.
 - vii. As the minister has financial responsibility for facility related expenses as specified in the board policies and procedures, the Property Committee would have no authority to make decisions regarding facility expenditures, unless granted by the minister up to the spending limitations specified in the board policies and procedures
- Dawn seconded
- Discussion
- Motion carried

NEW BUSINESS

IX. None

Adjournment: Meeting adjourned at __?__ PM.

----- *End of Minutes* -----

Agenda
First UU Wausau
Board of Trustees Meeting
July 16, 2024

To Attend: Clark-Zavadoski, Greenwood, Hall (Presiding), Jefferson, Leigh, Scharpf, Stezenski-Williams

Call to Order: 6:30 pm

Chalice Lighting, Reading, Reflections

Agenda Consent and Repair

Consent Agenda:

June Minutes

Financial Report

Minister's Report

1858 Forward Campaign Update (Stezenski-Williams)

Strategic Planning Update

Minister's Finance Update

Personnel Committee Working Group Update

Conflict Management Committee Working Group Update

Old Business: (For Action)

Property Committee Reorganization

New Business:

Adjournment: 8:00 pm

----- *End of Agenda* -----

First UU Church of Wausau • Board of Trustees Meeting
Yawkey Hall / Zoom • 16 July 2024

In Attendance: Dawn Ashenbrenner, Ingrid Clark-Zavadoski, Jean Greenwood, Kara Hall (presiding), Randy Jefferson, Karen Scharpf, Brian Stezenski-Williams

Unavailable: Jeff Leigh, Brian Mason (ex-officio)

Call to Order: 6:36 pm by Presiding officer, Kara Hall, Vice-President

I. Agenda Consent and repair

- No changes

II. Consent Agenda

- Motion by Dawn to approve; Brian seconded.
- BOT Meeting Minutes 6/21/2024 approved with one addition to item meeting adjourned at 8:00
- Discussion regarding the Financial Report. Randy assured us that we are still in good shape. Net income dropped a little, but there are 3 items that are not showing yet, which are a little more than we are in the negative.
- Minister's Report: Reviewed
- Unanimous approval; Brian abstained

OLD BUSINESS

III. 1848 Campaign Update

- Brian SW plans to resume in the fall.

IV. Strategic Planning

- Refer to committee reports and revisions below.

V. Minister's Finance Report

- Brian M. sent the draft of the Financial Procedures Manual.
- Randy reviewed the draft with the rest of the Board. He has some small revisions/clarifications/additions that he will discuss with Brian M.
 - The document references a Finance Committee, which we don't currently have.
 - The Board needs to decide if we are going to have a member of the Board to serve as a Financial Advisor.
 - We need to clarify the policy on funeral gifts
- Ingrid brought up we should change the name "Kerber Rose" to "Accounting Firm"
- Discussion

VI. Personnel

- Dawn reported we are creating the committee; Mandy Roberts and Brian Stezenski-Williams are currently on the committee.

VII. Conflict Resolution Committee (CRC) Working Group Report

- The Committee members have been assigned, and they are working on their definition and roles, ground rules, etc.
- Discussion regarding the language of who the CRC supports (congregation and staff), how this fits into the bylaws, etc.
- Motion by Dawn, seconded by Brian SW, unanimous approval to enter into Closed Session at 7:24 PM.
- Motion by Dawn, seconded by Randy, unanimous approval to exit Closed Session at 7:36 PM.
- The Board agreed that getting the Committee functioning is paramount so people can be heard.
- Kara read Section 8 of the Board Policies, "Conflict Management", to facilitate discussion regarding the CRC's work.

VIII. UUA General Assembly Bylaws Revision

- Randy reported that he and Brian discussed that there are working plans to do educational opportunities outside of the Sunday service format.

IX. Property Committee Reorganization

- Dawn motioned to approve the proposed revision to Policy 7.2 Aesthetics and Permanent Changes Policy.
- Karen seconded the motion.
- Discussion by the Board at large.
- Randy moved to make the following changes to Policy 7.2:

7.2 Building Management Policy

Spirit: To ensure that a reasonable process is followed and multiple voices are heard in the making of decisions impacting the building's usefulness, its historic value, and its aesthetic properties.

1. A Property Committee may be established to support the Minister's facility-related responsibilities as outlined in the Board policies and procedures. Among the Property Committee's responsibilities would be to advise the Minister and take action when authorized by the Minister on the following topics:
 1. Staying current on incentives for large and/or historic building projects
 2. Evaluating building needs that may require remodeling efforts and/or ongoing projects
 3. Informing the Minister of research requested by the Minister on cost and contractors for needed maintenance
 4. Providing to the Minister an annual recommendation of projected operating budget building maintenance needs
 5. Creating for the minister a priority list of needed major projects at least every three years

As the Minister has financial responsibility for facility related expenses as specified in the Board policies and procedures, the Property Committee would have no authority to make decisions regarding facility expenditures, unless granted by the Minister up to the spending limitations specified in the board policies and procedures.

2. The Minister shall not fail to:
 1. Seek input provided by the Property Committee as outlined in 7.2.1 above.
 2. Obtain approval of the Board for disposal or sale of property with historical value or monetary value greater than \$500.
 3. Consider input from the Property Committee that will provide recommendations on the acceptance and placement of artworks and aesthetic elements.
- Dawn seconded the motion.
- Discussion
- Motion carried unanimously by remaining Board members (Brian SW exited the meeting prior to the vote).

NEW BUSINESS

X. None

Adjournment: Dawn motioned to adjourn; Randy seconded; unanimous approval. Meeting adjourned at 8:11 PM.

**Agenda
First UU Wausau
Board of Trustees Meeting
August 20, 2024**

To Attend: Ashenbrenner, Clark-Zavadoski, Greenwood, Hall, Jefferson, Leigh (Presiding), Scharpf, Stezenski-Williams

Call to Order: 6:30 pm

Chalice Lighting, Reading, Reflections

Agenda Consent and Repair

Consent Agenda:

July Minutes

Financial Report

Minister's Report

1858 Forward Campaign Update (Stezenski-Williams)

Strategic Planning Update

Minister's Finance Update

Personnel Committee Working Group Update

Conflict Management Committee Working Group Update

Old Business: (For Possible Action)

Property Committee Reorganization

This should be very brief. I just want to make sure that I understand the Board's intention before presenting it to the Property Committee.

New Business:

Adjournment: 8:00 pm

----- *End of Agenda* -----

First UU Church of Wausau • Board of Trustees Meeting
Yawkey Hall / Zoom • Aug 21, 2024

In Attendance: Dawn Ashenbrenner, Ingrid Clark-Zavadoski, Jean Greenwood, Kara Hall, Randy Jefferson, Jeff Leigh (presiding), Brian Mason (ex-officio), Karen Scharpf, Brian Stezenski-Williams

Absent: None

Call to Order: 6:30 pm by Presiding officer, Jeff Leigh, President

I. Agenda Consent and Repair

- No changes

II. Consent Agenda

- July Minutes, Financial Report, Minister's Report
- Motion by Brian SW to approve; seconded by Dawn.
- Corrections to minutes:
 - Add Brian SW to In Attendance
 - Item III remove "due"
 - Item VI change "Dawn" to "Brian Stezenski-Williams"
 - Item VII change "Section 8 of policies is Conflict Management. Kara read Section 8 of the Board Policies to facilitate discussion regarding the CRC's work" to "Kara read Section 8 of the Board Policies, 'Conflict Management', to facilitate discussion regarding the CRC's work"
 - Item VIII clarify "outside of church" to "outside of Sunday service format".
- Discussion regarding the Financial Report. Things have remained about the same since last month. While pledges are about 6% ahead of budget, non-pledge income is lower than expected at this time.
- Minister's Report:
 - No surprises from the building maintenance and fire inspection.
 - Discussion regarding overdue payments for parking lots.
 - Discussion regarding next steps with the Property Committee regarding changes to the Committee's structure.
- Consent agenda approved unanimously.

OLD BUSINESS

III. 1848 Campaign Update

- Brian SW reported this will be rebooted in September as if we are starting from the beginning.

IV. Strategic Planning

- Refer to committee reports and revisions below.

V. Minister's Finance Update

- Brian M. and Randy have been discussing the changes the Board recommended to the Financial Procedures Manual.
- Discussion

VI. Personnel

- Dawn reported we are looking for at least 1 addition to the Personnel Committee.

VII. Conflict Resolution Committee (CRC) Working Group Report

- Jean reported: There is a request from John Greenwood for a meeting with Jeff, regarding the report out procedure, downstream from the resolving of the actual conflict. Brian M offered to assist as needed.
- Discussion.

VIII. Property Committee Reorganization

- Discussion of the Policy amendment, centering around the redundancy of 7.2.2.1.
- Brian SW made a motion to strike item 7.2.2.1.
- **7.2 Building Management Policy**
Spirit: To ensure that a reasonable process is followed and multiple voices are heard in the making of decisions impacting the building's usefulness, its historic value, and its aesthetic properties.
 1. A Property Committee may be established to support the Minister's facility-related responsibilities as outlined in the Board policies and procedures. Among the Property Committee's responsibilities would be to advise the Minister and take action when authorized by the Minister on the following topics:
 1. Staying current on incentives for large and/or historic building projects
 2. Evaluating building needs that may require remodeling efforts and/or ongoing projects
 3. Informing the Minister of research requested by the Minister on cost and contractors for needed maintenance
 4. Providing to the Minister an annual recommendation of projected operating budget building maintenance needs
 5. Creating for the minister a priority list of needed major projects at least every three yearsAs the Minister has financial responsibility for facility related expenses as specified in the Board policies and procedures, the Property Committee would have no authority to make decisions regarding facility expenditures, unless granted by the Minister up to the spending limitations specified in the board policies and procedures.
 2. The Minister shall not fail to:
 1. Obtain approval of the Board for disposal or sale of property with historical value or monetary value greater than \$500.
 2. Consider input from the Property Committee that will provide recommendations on the acceptance and placement of artworks and aesthetic elements.

- Motion seconded by Dawn.
- Motion carried unanimously.

NEW BUSINESS

IX. None

Adjournment: Dawn motioned to adjourn; Randy seconded; unanimous approval. Meeting adjourned at 7:58 PM.

**Agenda
First UU Wausau
Board of Trustees Meeting
September 17, 2024**

To Attend: Ashenbrenner, Clark-Zavadoski, Greenwood, Hall, Jefferson, Leigh (Presiding), Scharpf, Stezenski-Williams

Call to Order: 6:30 pm

Chalice Lighting, Reading, Reflections

Agenda Consent and Repair

Consent Agenda:

July Minutes

Financial Report

Minister's Report

1858 Forward Campaign Update (Stezenski-Williams)

Strategic Planning Update

Minister's Finance Update

Personnel Committee Working Group Update

Conflict Management Committee Working Group Update

Old Business:

New Business: (For Action)

The addition of Randy Jefferson to the list of the church's authorized users with Incredible Bank

Adjournment: 8:00 pm

End of Agenda

**First UU Church of Wausau • Board of Trustees Meeting
Yawkey Hall • Sept 17, 2024**

In Attendance: Ingrid Clark-Zavadoski, Jean Greenwood, Kara Hall, Randy Jefferson, Jeff Leigh (presiding), Brian Mason (ex-officio), Karen Scharpf, Brian Stezenski-Williams

Absent: Dawn Ashenbrenner

Call to Order: 6:32 pm by Presiding officer, Jeff Leigh, President

I. Agenda Consent and Repair

- Randy proposed the addition of “Proposed Revisions to Financial Policy”.
- Motion by Brian SW to approve; second by Ingrid; motion carried unanimously

II. Consent Agenda

- August Minutes, Financial Report, Minister’s Report
- Motion by ___?___ to approve; seconded by ___?___.
- Discussion regarding the Financial Report. Randy reported. We are still a little behind, but not as much as we were last month, and he anticipates correction. Income from the CD that matured in July has been added to operating income. The extra payment for cleaning services was made in January for December of 2023.
- Minister’s Report:
 - Nothing in addition to add to the written report.
 - Carolyn has come with a request to add 5 hours to the pay period. Discussion followed. The Board agreed that her position has been beneficial to the church, and the addition to the budget will be negligible, and well worth the return.
 - Conflict management meeting w/ Andy B and John G.
- Consent agenda approved unanimously.

OLD BUSINESS

III. 1848 Campaign Update

- Brian SW reported:
 - i. Annual giving: We are largely on track from last year.
 - ii. Next step is for Brian SW to work with Brian M and Randy to get an overview of where we are financially, progress, continuing issues, what is the budget going to look like for next year and 3-year projection.
 - iii. He will be doing an October Circuit Writer to get people geared up for the campaign.
 - iv. We need to get people informed/excited about what needs support

IV. Strategic Planning

- Refer to committee reports and revisions below.

V. Minister's Financial Manual Update

- Brian M. has been helped by Randy to add the Board's suggestions from the July meeting. There have also been some suggested additions by Kerber Rose.
- Loose end: Summary statements about the methods of specific data points that Randy gathers to create the financial reports for the Board.
- Next month we will be voting on this
- Kerber Rose will review the document after we approve it.
- Discussion

VI. Personnel

- Dawn reported we are looking for at least 1 addition to the Personnel Committee.

VII. Conflict Resolution Committee (CRC) Working Group Report

- There is a proposal for a name change to "Conflict Transformation Team".
- Discussion.

NEW BUSINESS

VIII. Addition of Randy Jefferson to Church's Authorized Users with Incredible Bank

- Brian motioned to approve; Kara seconded; unanimously approved

IX. Proposed Revisions to Financial Policies

- Discussion

Adjournment: Kara motioned to adjourn; Karen seconded; unanimous approval. Meeting adjourned at 8:00 PM.

End of Minutes

Agenda
First UU Wausau
Board of Trustees Meeting
October 15, 2024

To Attend: Ashenbrenner, Clark-Zavadoski, Greenwood, Hall, Jefferson, Leigh (Presiding), Scharpf, Stezenski-Williams

Call to Order: 6:30 pm

Agenda Consent and Repair

Consent Agenda:

September Minutes and Special Meeting Minutes

Financial Report

Minister's Report

Minister's Finance Update

1858 Forward Campaign Update (Stezenski-Williams)

Strategic Planning Update

Conflict Management Committee Working Group Update

New Business:

First Reading of 2025 Budget

Brainstorming of Potential New Board Member Nominations

Old Business: (For Action)

Discussion of the Implementation of the Disruptive Person's Policy

Role Call Vote to Move into Closed Session

Report Time of Entrance into Closed Session

Discussion of a Disruptive Person's Policy Case

Vote to Return to Open Session

Time of Entrance into Closed Session

Decisions of the Board:

Adjournment: 8:00 pm

End of Agenda

**First UU Church of Wausau • Board of Trustees Meeting
Yawkey Hall • October 15, 2024**

In Attendance: Dawn Ashenbrenner; Ingrid Clark-Zavadoski, Jean Greenwood, Kara Hall, Randy Jefferson, Jeff Leigh (presiding), Brian Mason (ex-officio), Karen Scharpf, Brian Stezenski-Williams

Absent: None

Call to Order: 6:33 pm by Presiding officer, Jeff Leigh, President

I. Agenda Consent and Repair

- Add Brian Mason to “To Attend”
- Brian M requested to add “Potential Action for Parking Lot” to item to New Business.
- Motion by Brian SW to approve; second by Dawn; motion carried unanimously

II. Consent Agenda

- September Minutes, Financial Report, Minister’s Report
- Motion by Brian SW to approve; seconded by Ingrid
- Discussion regarding the Financial Report. Randy reported we are in good shape financially.
- Minister’s Report:
 - Nothing in addition to add to the written report.
 - Discussion regarding the parking lot
- Consent agenda approved unanimously.

OLD BUSINESS

III. 1848 Campaign Update

- Brian SW reported:
 - i. Brian SW will have a draft letter ready for the Board to look at and approve by the end of the week, and get it sent out next week to get the campaign rolling.
 - ii. Brian SW proposed 1-2 listening sessions in November around the budget, and how people decide what to give. The goal is to define our vision for the next 3-5 years and beyond.
 - iii. Discussion regarding the role of the Board in the campaign

IV. Strategic Planning

- Annual Meeting scheduled for 8 Dec
- We are well on our way; Jeff reported that next year this time we should be in good shape organizationally

V. Minister's Financial Manual Update

- Brian M will send the current version via email to the Board for consideration prior to vote for final approval at the November meeting.
- Discussion
- Brian will be working with Incredible Bank to make Randy an official signer.

VI. Conflict Resolution Committee (CRC) Working Group Report

- Discussion

NEW BUSINESS

VII. Parking Lot:

- Brian SW made a motion to approve the proposed work; Kara seconded; motion approved unanimously.

VIII. First Reading of 2025 Budget

- Discussion
- The budget will be brought back to the Board for approval at the November meeting

IX. Brainstorming potential new Board Member Nominations

- Request from Dawn for suggestions to the Board
- Discussion

X. Discussion of Implementation of the Disruptive Persons Policy

- Role call vote to into closed session; unanimous agreement; moved to closed session at 7:45.
- Discussion of a Disruptive Persons Case
- Vote to return to open session at 8:11 PM
- Board Decision / Action: Jeff will send out an email regarding our availability to meet with the people involved in the Disruptive Person's Policy to initiate a listening session with the involved parties.

Adjournment: Unanimous vote to adjourn at 8:11 PM.

End of Minutes

Agenda
First UU Wausau
Board of Trustees Meeting
November 19, 2024

To Attend: Ashenbrenner, Clark-Zavadoski, Greenwood, Hall, Jefferson, Leigh (Presiding),
Mason (ex officio), Scharpf, Stezenski-Williams

Call to Order: 6:30 pm

Agenda Consent and Repair

Consent Agenda:

October Minutes

Financial Report

Minister's Report

Old Business (For Action):

Change of the Name of the Conflict Resolution Committee to Conflict Transformation
Team

Approval of the 2025 Budget

Approval of Financial Procedures Manual

New Business (Information):

Annual Meeting Preparation

Setting Priorities

Forward Campaign Update

Personnel Committee Reform

Board Development

Adjournment: 8:00 pm

End of Agenda

**Minutes
First UU Wausau
Board of Trustees Meeting
November 19, 2024**

To Attend: Ashenbrenner, Greenwood, Hall, Jefferson, Leigh (Presiding), Mason (ex officio), Scharpf, Stezenski-Williams

Absent: Clark-Zavadoski

Call to Order: 6:33 pm by Presiding Officer Jeff Leigh

I. Agenda Consent and Repair

II. Consent Agenda:

- a. October Minutes: Recommended change made; removed a comment from the last item.
- b. Financial Report: Randy summarized his written report.
- c. Minister's Report: Brian M summarized his report. Discussion.
- d. Dawn moved to approve, Karen seconded the motion unanimous approval

Old Business:

- III. Committee Name Change:** The Conflict Resolution Committee has requested a name change to Conflict Transformation Team. Jean moved to approve the change; Dawn seconded the motion; motion approved unanimously.

IV. Approval of the 2025 Budget:

- a. Kara motioned to approve; Dawn seconded.
- b. Discussion
- c. Unanimous approval

V. Approval of Financial Procedures Manuel:

- a. Dawn motioned to approve; Kara seconded; approved unanimously.

New Business:

VI. Annual Meeting Preparation:

- a. Jeff reported he's still waiting on a few reports, but should be able to get everything out by 10 days prior to the meeting.

VII. Setting Priorities:

- a. Forward Campaign Update
- b. Personnel Committee Reform
- c. Board Development
- d. Property Committee

Adjournment: 8:32 pm by Presiding Officer

Agenda
First UU Wausau
Board of Trustees Meeting
December 17, 2024

To Attend: Ashenbrenner, Clark-Zavadoski, Greenwood, Hall, Jefferson, Leigh (Presiding),
Mason (ex officio), Scharpf, Stezenski-Williams

Call to Order: 6:30 pm

Agenda Consent and Repair

Consent Agenda:

November Minutes

Annual Meeting Minutes

Financial Report

Minister's Report

New Business (Informational):

Query Members on Board Positions for 2025

Old Business (For Action):

Setting Priorities

Capital Improvements

Stewardship Campaign Update

Personnel Committee Reform

Board Development

Adjournment: 8:00 pm

End of Agenda