

**Marquette Unitarian Universalist Congregation DRAFT**

Board of Trustees Minutes, Tuesday, 5-21-24 6:00 PM

Via Zoom

1. Called to order at 6:03 pm by Susan Urban

Attending: Susan Urban, Jill Malin, Martin Steindler, and Andrea Stader

Absent: None

Others Attending: Christie Wagner, Mary Maki

2. Opening words and Chalice Lighting by Susan Urban

3. Open Forum: Martin Steindler recommended that there should be Bonds on members that handle MUUC money and accounts. Martin also suggested looking into A surety Accounts. Jill said she plans to check into it.

4. Approval of Agenda: Moved by Martin Steindler, seconded by Andrea Stader. Motion approved.

5. Approval of 4-23-24 of BOT Meeting minutes with corrected changes, Moved by Martin Steindler, seconded by Susan Urban. Motion approved.

a. Treasurer's Report given by Jill Malin

Credits, Debits, and Balances for December

Incoming: \$2894.43. Outgoing: \$2872.96

Balances: \$1405.50 Checking

Jill reported on the various expenses that included, but not limited to, well pump repairs, unit storage, moving costs, deep cleaning costs, and legal fees.

b. Approval of Treasurer's Report: Martin Steindler made a motion to approve, seconded by Andrea Stader. Motion approved.

## 7. Old Business:

a. Status of the MUUC sign in front of the old building. Jill spoke to the buyer and they said they would save the skin of the sign when they make changes.

Susan continues to review and update the Website adding the approved BOT minutes meeting and newest Treasurer's Report. Susan also adds basic updates to events and upcoming Worship sessions.

b. The next regular Monthly BOT meeting will be June 18, 2024 at 6:00 pm EST via Zoom.

c. Service Schedule/Events and comments:

i. No scheduled services for the Sunday of Memorial Day.  
ii. June 9<sup>th</sup> triangle service Petoskey and Bay de Noc UU's.  
iii. June 16<sup>th</sup>, 10:00AM the MUUC Annual Meeting will take place at the Women's Federation Clubhouse. A ZOOM connection will be provided.

iv. Reverend Denise Tracy will continue to preach for us on the following dates this year: June 23<sup>rd</sup>, July 28<sup>th</sup>, and August 5<sup>th</sup>. Andrea will provide music for Reverend Denise Tracy, talk on the, "The Spiritual Emerson. Jill will run the ZOOM.

D. The Triple Congregation Retreat will take place on the Weekend of September 20-22 at Garden Grove Retreat.

## 8. New Business

### a. Budgeting for New Costs

1. Martin made a proposal by email that we hire Jill Malin as Treasurer and Office Administrator proposing hours and salary. Jill declined the proposed offer, as she is a full time employee and would not have time.
2. Susan proposed that we hire an Office Administrator that we hire an Office Administrator for the duties of the newsletter, update the webpage, respond to inquiries, monitor emails, be available on Sundays, put together an order of service, act as a liaison with presenters, do publicity through the internet and other materials such as flyers, and help put together a membership campaign.
3. Duties for the Office Administrator have been tabled until June. Moved by Susan Urban, seconded by Martin Steindler. Motion passed.
4. A Special Budget Meeting will be held on Tuesday, June 4<sup>th</sup>. The committee will have the charge of preparing and putting together a budget that suits the Congregations needs.

The meeting was adjourned at 7:01 pm EST. Susan Urban, seconded by Andrea Stader, made a motion.

Respectfully Submitted,

Andrea Stader