Minutes - Meeting BUU Board of Trustees
July 14, 2026, 4–5:30 pm

Board Attendance: Mary Arrigoni, Beth Dingman, Diana King, Jim Lund, Sheila Glover, Denise Lund-Smith
Guests: Jermaine Lowe, Larry Parker Susan Ammons, Kathy Creten, Kathy Clark, Martha House
Meeting Chair: Mary Meeting Scribe: Diana

Meeting recap

The meeting was the first official board meeting of 2026-27 BUU Board of Trustees. It was held in person at BUU and via Zoom. Mary welcomed everyone and shared challenges with board continuity due to summer absences. The treasurer's report was summarized, showing total liquid assets of $1.7 million, fixed assets of $700,000, liabilities of $39,000, revenues at 91% of budget, expenditures at 88%, and a year-end deficit of $23,648, partially offset by endowment funds. Beth reported on committee chairs staying on and the lack of a finance committee. Kathy Creten updated on Buildings and Grounds, including progress on the kitchen hot water heater, electrical work, AED battery, chair disposal, Jesus's pay increase, custodial hours, and ongoing mice issues. The board discussed supervision of staff in the absence of a minister, agreeing that Jermaine would be supervised by the board president or their designee and Jesus by Building and Grounds or their designee. The Board considered a short-term task force with Reverend Sam to determine next steps following the Connections project. The group debated volunteer waivers versus insurance for volunteers doing work on the building, with mixed opinions. They discussed the possibility of a board retreat in the fall. Membership, worship planning, and leadership development were raised as topics for future attention. In the post-meeting, they adjusted the meeting schedule to avoid conflict with Coordinating Council in August.

ACTION ITEMS

BUU

- Call the insurance company to find out the cost of adding liability coverage for volunteers.
- Inform Reverend Sam about the board's interest in a retreat and discuss potential dates (early November suggested).
- Approach Kathy Clark (and possibly others) about serving on the Finance Committee.

Beth

- With the three board members who attended Connections (Beth, Jim, Diana) plus the Stowells and Judy Sullivan form a short-term task force to discuss with Reverend Sam the next steps for the congregation.
- Discuss with the Coordinating Council the possibility of changing their meeting date to accommodate the board's schedule.

Building & Grounds (Kathy Creten, Chair)

- Research options for addressing the ongoing mice problem, including the possibility of hiring an exterminator.
- Determine who within B&G will supervise the custodian (Jesus) and bring a recommendation to the board.
- Review and update the custodian's job description and workload.

- Susan Ammons (or on-site contact): Coordinate with the thrift shop or White Elephant to remove excess chairs from the library and conference room.
- With Deb Mitchell, begin preliminary work on the business office upgrade, based on measurements provided by Susan.

Summary

President and Treasurer Updates

Mary reported challenges forming a board with only two members present and suggested considering different timing for officer elections. The group discussed a new resolution team composed of Jennifer, Michael Stoll, and Beth, though they haven't settled on a name yet. As Interim Treasurer, Diana presented the treasurer's report compiled by Charlie Golec. The report showed total liquid assets of $1.7 million, with revenue at 91% of budget and expenditures at 88% of budget, resulting in a deficit of $23,648 that was offset by a $24,500 transfer from the endowment fund. The meeting also touched on the need to address the finance committee position, with Mary mentioning she had not yet spoken to Kathy Clark about this role. Diana has spoken with Deb Mitchell about recruiting for a Finance Committee.

Buildings & Grounds and Facilities Management

Kathy provided updates on building and grounds matters, including electrical work in the kitchen scheduled for completion by Cordero Electric on the 17th, and discussed the need to address surplus chairs through either White Elephant or a local thrift shop. . The building and grounds committee will determine who from B&G will supervise the custodian at their next meeting. Regarding mice issues in the building, the board decided that the building and grounds committee should research control options. B&G is discussing plans for office upgrades, with Deb Mitchell set to lead the project.

BUU Staff Updates

The 2025-26 Board approved a 5% cost of living raise starting July 1st for all employees. Nancy is processing the paperwork

Connections Task Force Planning

Mary proposed forming a team including board members and staff to continue work with Reverend Sam on the connections project. The group discussed creating a smaller task force to determine future directions for the congregation, focusing on three key areas: community, spirituality, and social justice. Beth agreed to coordinate with Reverend Sam and other board members to form this short-term task force, which will not be an ongoing committee but will provide recommendations for moving forward.

Volunteer Insurance and Waivers Discussion

The meeting also addressed insurance coverage for volunteers, with Mary reporting that while the current policy doesn't cover volunteers, a volunteer waiver could be implemented as an alternative solution. The board discussed implementing volunteer waivers versus extending insurance coverage to volunteers. Jim expressed concerns about the waiver approach being unwieldy and unclear about its purpose, while Mary and Beth supported exploring both options, with Mary agreeing to contact the insurance company about costs. Kathy shared that waivers are standard practice in other organizations she's involved with. She clarified that Richard was specifically restricted from using a chainsaw due to safety concerns, which led to his resignation. The group agreed to discuss insurance costs at the next meeting.

Board Retreat Planning Discussion

The board discussed planning a retreat. Lorelei shared her positive experiences from previous retreats which helped her get to know colleagues better and address practical considerations. The group agreed to plan a retreat for early November, though they noted Denise would only be able to participate partially by Zoom due to her mid-December return.

Membership and Leadership Updates

Jim raised concerns about membership resources and future planning, leading to a discussion about leadership development and committee structures. The group agreed to explore creating an ad hoc committee with Reverend Sam to address leadership development and membership growth. Martha confirmed that Reverend Tina is willing to serve as minister on call for pastoral care needs.

Staff Supervision and Compensation Structure

The group discussed supervision structures for staff positions, agreeing that Jermaine would report to the board president or designee, while the custodian would report to the building and grounds chair or their designee. The group agreed that building and grounds expenses should primarily come from the regular budget rather than endowment funds, though endowment funds could be used for specific approved projects.

Meeting Schedule Adjustment Discussion

The group discussed changing their meeting schedule due to conflicts with the coordinating council's meetings. They agreed to move the next meeting from August 11th to August 18th, with Beth offering to discuss with the coordinating council about shifting their schedule to align with the board meetings. The group also considered a long-term solution of meeting on the second Tuesday after the coordinating council's second Wednesday, which would avoid holiday conflicts but require coordination with the council's schedule.