UUCSC Board of Directors Meeting
October 15, 2026

Present: President Amber Collins, VP Cathy Soloman, Treasurer Karen Ellsworth, Clerk Donna Caldwell, Directors Chris Johnson, April Ruedaflores

Absent: Bill Jones

Call to Order: 10:00 am by Amber Collins

MOTION: Cathy moves to ratify the September minutes, seconded by Chris. PASSED with those who were not present abstaining from the vote.

MOTION: Chris moves to accept the Treasurer's report and the OA report, seconded by Apri. PASSED unanimously.
Reports Appended

Treasurer's report - As noted in the report, follow-up was needed to arrange purchase of memorial leaves for the tree in the sanctuary. Lura has found what was needed. The Finance Committee is drafting a policy for the Board to review that wil include who is in charge of this and what the minimum donation will be.

OLD BUSINESS

Scholarship for the URI Center for Nonviolence and Peace Studies – the Board is requesting that the Finance Committee add to next year's budget funds for a scholarship to this Center. Amber will draft a suggested method for selecting who will receive this scholarship.

Key Codes – notice has been provided that the key codes will be changing – a 30-day notice date will be selected for this change to occur mid-November.

Fundraising – Amber has been meeting with Betsy Dalton to help coordinate fundraising efforts. Fundraising ideas were generated at a previous meeting post-service that was open to the congregation. Amber will lead an effort following this Sunday's service to help identify which ideas have the most interest, including people who may want to help organize the event.

Nancy Dean Visibility Art Proposal – the condo board has approved the plan as has Barbara Nowicki. It may be installed before the end of the year.

Ministerial Search/Worship Support – The Worship Committee has requested input on the number of services per month to be conducted by UU ministers – the Board proposed two. There is funding for this purpose. Coverage has been identified for other needs such as weddings or funerals.

NEW BUSINESS

Membership – Donna Caldwell, as Clerk, will be meeting with Mary Finnegan (Chair) and Val Follett from Membership to identify members who may be in need of outreach and/or a letter concerning their membership status (with a goal of identifying our number of active members).

Coordinating Council – Cathy shared that the Council held a very successful meeting on October 1st that included effective coordination and problem-solving. Minutes were provided to the Board. The next meeting will be held on 12/10 at 10 am via zoom.

Legislative Ministry Forum – Cathy reported that this year's forum provided an opportunity to coordinate with and learn from other UU congregations about what Social Justice Actions they are involved in through breakout sessions on Democracy, Immigration, LGTBQ issues, Environmental Issues and the devastating events in Gaza. Going forward this may give us new opportunities with which to get involved.

Adjourned 11:25.

Respectfully submitted,

Donna Caldwell, Clerk

Unitarian Universalist Congregation of South County

Treasurer's Report

for the October 15, 2026 UUCSC Board of Directors meeting

Budget

The actual income and expenses for this fiscal year, as of October 1, are attached. Income exceeded expenses by more than $7,000 because of a very significant donation made by a long-time member. Jeff Berry, the Collector, reported to the Finance Committee last week that he is receiving pledges at the rate anticipated. He projects total pledge income of $223,874. To date, he has received $66,748.

Check reimbursement requests and credit card recording reports

As I mentioned last month, we now require anyone requesting reimbursement for a church related purpose, and anyone who uses a congregation credit card, to fill out a form with the information our accountant needs to correctly record the expenditure. The purpose of the forms is to eliminate the need for the treasurer or Finance Committee chair to meet with our accountant to review and correct spending details. As you can see from reviewing the budget details, we have started to use the account numbers in the new chart of accounts. The forms used to record reimbursement requests and credit card use have been revised to show the new account numbers. The forms are now also available in a PDF version that can be filled in on a computer.

The Memorial Leaf tree

As you know, Sally Barney recently led an effort to collect money for a memorial leaf for the late Dave Crockett. The collection was successful, but her questions about how to order the leaf have not been answered because it seems nobody knows the answers. There is nothing on our website about this program, and I was unable to locate any written policy that identifies the person or group responsible for the program or establishes the minimum donation required. Further investigation disclosed that although we have had the memorial tree on the wall in the sanctuary for a number of years, nobody is presently in charge of it. During the past several years, a number of people have donated money and requested memorial leaves for family members or friends, but none of those leaves have been placed on the tree. The Finance Committee discussed this situation at its meeting last week, and decided that we should have: 1) a written policy adopted by the Board that says who is in charge and what the minimum donation is; 2) a page on the website that describes the program; 3) a form that can be completed to request a leaf, and 4) a person willing to take responsibility for ordering the leaves and placing them on the tree. The committee is working on all of this— including finding a volunteer to take charge— and will report to the Board on it in Nov.

Respectfully submitted,

Karen Ellsworth, UUCSC Treasurer

Monthly Review of Administrative Tasks Performed by Lura Lauf

Board Meeting: October 15, 2026

Main Tasks:

Correspondence: phone, Gmail, Yahoo

Order of Service: large print and standard: communicate with leader of current week's service, type and format documents, upload to newsletter and website, print, update spreadsheet, add inserts on request

Newsletter: add entries, events, and photos; format; reference previous issues as needed; send test by noon Wednesdays; make corrections from feedback; schedule final on Thursday afternoon

Advertising: send ad to Westerly Sun by noon, Tuesdays

Financial Documentation and Reimbursements: fill out reimbursement requests, communicate with Karen, Susan and Ame; scan bills and bank statements to Ame and Karen, ask questions as needed; add pledges and donations to the safe for Jeff

File/retrieve documents

Board: meetings- print agenda, review past month's work for board review, add minutes to newsletter, website, and bulletin board

Communications: answer unknown questions by researching files (both digital and hard copy) and communicating with members who might be of help

Add new members to Breeze, water plant, run virus protection program, print music for Ami, reserve rooms for meetings, record attendance for services

Additional Tasks:

Recorded new outgoing voicemail message

Organized bookshelves

PIN code: Updated User Spreadsheet, learned lock programming and retrieval procedures

Read tutorials on computer programs as needed

Updated user/owner/payment for software and recurring charges