

UUCD Board of Trustees Meeting  
25 March 2025

Meeting Opened: 5:05

Board Members Present: Sarah Monahan, Kathleen Culhane, Russ Mattson, Troy Abfalter, David Broadwell, Blanche Ebert, Claudia Faith

Others Present: Maggie Myers, Public Health; Louise Levy, Indoor Garden Chair; Amy G.S.A. Brooks, Minister; Kathy Stinnett, Congregational Administrator; Rosemary Kasmatka, Treasurer

Chalice Lighting: Sarah Monahan,; “We meet as members of a spiritual community . . .“

Louise was recognized to speak: Introduced as chair of the indoor garden committee.

She explained her concern. She was notified late Saturday afternoon that a member had had to leave a meeting the day before because of fumes and dust in the garden area. When she stopped in at the building, she was shocked and appalled and angry at what she found. Scaffolding reached into a skylight where work had been underway to sand and refinish the wood damaged by moisture. Louise called Barb Montee and left a message with her. She considered ways to stop the project until there was more discussion. She called Russ Mattson as leader of Program Committee to see if he knew of the project. . . Concern included lack of covering of the plants and other parts of the area at some time during the work. Louise then sent an email to the members of the Board, feeling this was the best next step.

She has expectations as a congregant and member of the committee, regarding communication that were not fulfilled as she had expected. She remembers seeing Barb pointing to the ceiling and in conversation with another after the service the preceding Sunday, but did not think more of it and left.

She expressed concern that safety should have been better dealt with. There should have been signage warning of the danger of the signs.

She was shocked that there was no covering on the plants and other surfaces.

Timing was a concern and question. She wondered why this had not been scheduled for a time when circulation could have been enhanced.

Discussion commenced.

- There was much discussion. Some was related to the steps that led to the initiation of the project. Some was related to deficiencies in the way the project was carried out, especially related to safety, ventilation, and the impact on the garden plants. Some was related to Louise not having been consulted prior to initiating the project and failure to communicate in general.
- Note: The work was finished and scaffolding removed by the afternoon of Tuesday, March 25th.

[Note: A special Board meeting was held on Wednesday evening, April 9th, to further discuss the issue, especially communication, and ways to move forward with better oversight of such projects. Following further conversation with Louise, she has come to feel comfortable returning to care for the garden. We are very glad that she has.]

UUCD Board of Trustees Meeting  
25 March 2025

Maggie Myers: Part of St. Louis County public health team, focusing on substance use prevention, recovery and treatment. Her task is to connect people with resources they need with regard to substance abuse.

To speak about an opportunity . . . To have our UUCD as a Naloxone Access Point.

The effort is to expand Narcan / Naloxone availability. These nasal sprays can halt drug overdose effects if given in time.

These work for adults and children

They are safe and available over the counter. The cost is \$45 per box, enough for one emergency.

There are also generic medication kits that include injectable medication with supportive supplies. The price is \$19 for the kits.

Maggie, for the county, is looking for partners to spread the word about Narcan / Naloxone and make them more available for the community.

UUCD would have a supply and be identified to the community as a point of availability to those who might need it.

It would also be good for us to host training - (like a forum).

We would be listed as a contact point - hours for availability and phone number for information would be made known to the public. The idea is that people could pick up the Narcan treatment here to keep for use in another situation and another place.

Maggie can send further information for the Board to consider.

Maggie left a kit to have with our first aid kit.

Check-ins:

Troy - Thank you for the Friday night game night.

Kathleen - not well, so glad she's remote - noted that she lost a son to an overdose, so is especially supportive of the Naloxone effort.

Approval of last month's minutes:

Russ made the motion. - Blanche seconded. - no discussion - Motion carried

Claudia - Asked about the nominating committee putting forward a candidate for president of the Board.

The By-Laws lay out the timing.

Candidates for next year should be a topic for April's Board meeting.

[The Nomination Committee is to submit its candidates for the Board and Board President sixty days prior to the Annual Membership Meeting. This was

## UUCD Board of Trustees Meeting

25 March 2025

accomplished with the notice of candidates and process for petition of other candidates made to the Membership through the April 11th CONNECT.]

Blanche - nominees for the Board have been chosen - but no recommendations for the president. She suggested share ideas with her and David, as

Secretary.

[After the Board meeting, Blanche arranged a dinner meeting at Linda Powless's home for Thursday, April 3rd. Board members and others were encouraged to attend to discuss possibilities for nominees for the president position. Blanche Ebert was chosen as the Board President candidate.]

Consent agenda: Administrator's Report, Minister's Report (just submitted to folder), DRE Report, Program Council Minutes, Finance Council Minutes.

Amy would like to highlight something from Minister's Report. She expressed concern that as a non-citizen, a green card holder, there might be Congregational activities that might not be safe for Amy to participate in.

Kathy said to strike the word 'interview' from Administrator's report.

Kathleen made motion to accept. Claudia offered a second. - The motion carried.

### Upcoming Dates

- CONNECT deadline: Thursday morning
- Coffee and Strategy: Sat, Apr. 12
- Coffee with the Board: Sunday Apr. 20
- Next Board Meeting: Tuesday, Apr 22
- Finance Council - April 16th

### Oversight/Monitoring

#### Performance Reviews -

To happen in May.

For Amy to be conducted by Claudia and a member of Personnel Committee, Russ (Sarah if Russ not available.)

Personnel committee to meet on April 7th. - needs to identify member to review Amy.

For Kathy - Someone from Personnel Committee is needed.

For Rosemary - Since she is not an employee, but a volunteer, there is not a formal, By-Law specified process or identified reviewers. Suggestion is for her to sit down with those with whom she works (i.e. Kathy and Geiger) to discuss progress toward effectively performing her job.

UUCD Board of Trustees Meeting  
25 March 2025

Board Liaison to the Nursery School for the future needs to be identified by the June meeting. David has been serving in this capacity, but will be going off the Board in June.

The lease agreement with the nursery school for the next three years, commencing July 1st, 2025 was found acceptable by representatives of the University Nursery School and our liaison, David. A copy of the lease was in the Board Folder for review by Board Members for the meeting.

David noted that the only changes were rental fee increases at 3% per year (so not really a change) and notice of a stipulation that there be no smoking in or within proximity to the building.

The lease agreement was approved.

UUA Safer Congregations training - 6 segments - videos.

Amy has completed it.

Claudia has the format and work, but still needs to do it.

Program Council - Russ

Something that would be desirable is a continuous display that would show the activities occurring - an electronic display board.

Draft budget and priorities - Led by Rosemary.

Rosemary introduced the budget.

She ran through last year's budget, actual history, and draft budget as being worked out by Rosemary and Kathy in some detail.

Kathy noted that the custodian line is paying for custodian as well as what Kathy is paying our developing handyman, Peter Drachman.

Two related positions are under scrutiny - kitchen manager/hospitality.

Amy is communicating with the Personal Committee with information about the position.

Rosemary and Kathy have put this kitchen position in the draft budget

Pledge Drive:

Sarah is working to pull together all items for that.

Sarah asking for a pledge drive figure - \$300,000 seemed to be right.

With 125 pledging units, if every pledger \$200 per month - we would meet our goal.

Kathy - reminder of the finance council suggesting identification of need of donations specified for capital needs.

Goal is (Sarah's) to have the materials ready by April 1st.

UUCD Board of Trustees Meeting  
25 March 2025

Flooring of east wing floor - David had prepared a proposal and put it in the Board Folder prior to the meeting.

The east wing was not truly 'finished' when construction ended. Baseboards would help the appearance and help protect the bottoms of the walls. If baseboards are to be installed, it makes sense to put down an attractive flooring before adding them. We've received notice of a sale on Click Cinch Marmoleum panels from the Green Building Supply people from whom we have ordered the waterproof cork and underlayment. The Click Cinch Marmoleum is also waterproof and environmentally most friendly.

Need approval to go ahead to see about ordering needed components and proceed with putting the flooring down.

Advice to consult with the arts council, specifically Linda Powless, about color and all. Blanche asked that if the cost looks like it will exceed \$5,000, the Board will be notified and need to approve.

Sarah made motion to proceed. - Claudia seconded. - Motion passed.

[Since the Board meeting, there has been consultation with Linda Powless, Kathy Stinnett, and nursery school staff. From the discussion the feeling came to be that it makes sense to put the Marmoleum flooring down in the hall entry that includes the coat rack, as well. This addition increases the square footage needed by more than 200 sq.ft. A color/pattern was selected: "Surprising Storm." The Marmoleum 'Click Cinch' panels and underlayment were ordered for \$4,714.78 and have been received. Chuck Koenig has given an estimate for 200' of baseboard at \$1.00 a foot. Adding entry way increased coverage and estimate projected in the proposal. We should come in under that estimate.]

Kathy brought our attention to something we should know about our Occupancy Limits. This came as a result of a routine inspection by the Fire Department.

Occupancy limits: 200 for social hall; 150 for sanctuary; Whole building about 400... .

We may be hosting the interfaith pride service - so need to consider this.

Do not want to be in violation of fire code . . .

Maybe have an overflow area.

Identification of additional parking for such an event is another thing to consider.

Meeting adjourned at 7:00.

Minutes prepared by David Broadwell; Secretary of the Board of Trustees

UUCD Board of Trustees Meeting  
25 March 2025