

UUSJ EC Meeting Notes: October 14, 2021 at 11 AM ET

Present: Charlotte Jones-Carroll, Mariano Vera, Chloe Emily Ockey, Beyssa Buil, Pablo DeJesus

- Chalice Lighting - Charlotte
- Check In – All

Updates:

- Financial:
  - Mariano and Charlotte have SunTrust access now
  - Mariano – \$3000 in donations so far for October
  - Full 990 to be done – extension has been filed, have until March. Though UUSJ could do a 990-EZ, the full 990 allows us to clarify advocacy vs lobbying in what we do.
  - Searching for a volunteer CPA to help file 990s in the future
- Nov 7 - SJ Awards:
  - Ticket income likely will show up as “Individual Donations” in our bank account. Need to track separately to understand how much we earn from this event.
  - Board members task: Introduce yourself, mention one or two things you’re excited about with UUSJ, announce winner or other task as assigned by Pablo
- Whistleblower Policy: Charlotte shared a draft of possible policy
  - Who should they report to? Draft proposes Board chair or vice chair (need two). Pablo wonders if ED has a role if issue is complaints between volunteers. Charlotte clarified that Whistleblower policy is narrowly applied, mainly anyone (trustee, staff, contractor, volunteer) who is not abiding by UUSJ policies. For more general complaints (including sexual harassment), we still need to develop Human Resources policies. Beyssa floated the idea of a chaplain for the Board to turn to.
  - Further thoughts on whistleblower policy can be discussed in November EC meeting
- Potential Income Shortfall
  - We’re not applying for a new UUSJ grant - \$12000 out
  - Event income – aiming for \$12000 but not likely to meet that goal
  - Membership committee has pulled back from congregational outreach, working on letter update. Beyssa updated EC that Membership is developing a two-step approach where donations can be encouraged first, and covenantal commitments at a second stage, which should help our income line item.
- Annual Report
  - Pablo is ready to approve, looking to get it “out the door” on Saturday
  - PDF Format available electronically, not in hard copy, covering two years
- ED Workplan Updates:
  - Slowly but surely pulling it together!
  - Aiming to have a more concise document
- UUSJ Grant Update:

- Rev. Peggy introduced Pablo to some people who might help with outreach to new partners
- Pablo hopes to lean into midpoint progress report in the next few weeks
- Pablo has a few other partner leads to cultivate and follow up on
- Consent Agenda
  - What topics do we think should be on the consent agenda?
  - Mariano agrees with Treasurers report not being on it.

Next Meeting: November 10<sup>th</sup> at 11 AM ET