Unitarian Universalist Church West
Board of Trustees
Meeting Agenda

Thursday, September 24 – 6:30 PM
Zoom Link: https://us02web.zoom.us/j/97338727438?pwd=Ow6C61xonIImTGgcu3yyGC7z0wWgxf.1

1. **Meeting Opening** **6:30**
    a. Establish quorum – *5 Board Members*
    b. Chalice Reading (Deb)
    c. Check in
    d. Modifications to agenda
    e. Read Board Covenant (in turns)
    f. Acknowledgment of online guests and Open Member input - *Bylaws section V.E.2. Each Member may attend and speak before any meeting of the Board, committee or task force established by the Board, except properly called closed meetings. Each Member's speaking time under this provision is limited to three minutes, unless extended by majority vote of the body.*
2. **Discussion Items** **6:45**
    a. Safety & Security Committee* (20 min)
    b. Minister Report* (15 min)
    c. How to read and understand financial reports (15 min)
    d. Stewardship Committee Recruitment (40 min)
3. **Consent Items *+** **8:15**
    a. Minutes: August 2026 meeting *+
    b. Membership record: accept membership changes for September*+
    c. Treasurer's Report for August*+
    d. Church Administrator Report September*
    e. Exec Team Minutes September*
    f. Updates to the Emergency Operation Procedures (EOP)*+
4. **Updates** **8:20**
    a. Board Calendar
        - Leadership Retreat & Potluck 9/26/26
    b. Board Presence for October (Mark)
    c. Special Recognitions (Natalie)
5. **Check Out** **8:25**
6. **Adjourn +** **8:30**

*Accompanying document(s) +Vote required

Board Goals

a. Governance/Role discernment/Board Education/Minister & Board Relationship
b. Vision Discernment
c. UUCW Meets the Moment - TABLED

Board Big Tasks

a. Initiate Capital Campaign
b. Initiate Campus Master Plan
c. Initiate East Property Task Force
d. Complete Sign Project
e. Reactivate Committee on Shared Ministry
f. Reactivate Personnel
g. Board Anti-Racism Training
h. Create a Vision Statement
i. Fundraising

UUCW COVENANT OF THE BOARD OF TRUSTEES

To carry out our responsibilities, we the members of the Unitarian Universalist Church West Board of Trustees, make these promises to each other about how we act and interact, so that we may do the important work of governance with honor and integrity. We covenant:

- To work together in common purpose to promote the mission and vision of the congregation
- To commit ourselves to the building of Beloved Community, knowing it is the 'secret sauce', by using the lenses of anti-racism and undoing white supremacy culture to counter systemic oppression.
- To constructively inspire and challenge each other to be our best selves…encouraging spiritual and personal growth, holding each other in high esteem and trust, and treating each other with kindness
- To listen actively and deeply to each other with curiosity, speak directly and authentically to each other, so that we may 'disagree well'
- To support leadership at all levels, respecting the work undertaken by each committee, team, taskforce, staff person and/or minister
- To maintain open-mindedness and a willingness to grow, to learn and to be changed
- To make Board processes transparent—ensuring actions and decisions of the Board are communicated to members openly and intentionally and welcoming any who wish to attend board meetings
- To come to meetings prepared and energized to do the work of the Board
- To stay connected to, and actively involved in, the life of the church community, seeking to hear and understand the varied points of view within the congregation, and acting as ambassadors for UUCW to all who enter
- To take responsibility for Board decisions, supporting the group process outside board meetings by speaking with 'one voice'

If our covenant is broken, we agree to acknowledge and resolve it quickly with kindness, that we might 'forgive ourselves and each other, and begin again in love.'*

Board Approved 10/24/2023

UUCW Mission Statement

Grounded in love, UUCW is a joyful community committed to spiritual growth, inclusion, and justice.

Grounded in love
"Love is the power that holds us together and is at the center of our shared values", calling us to live with compassion. We are transformed by love and rest in the assurance of its presence.

Joyful community
We intentionally "cultivate a spirit of gratitude and hope." Our joyful community is enlivened by caring for one another and nurturing right relations in a spirit of cooperation. Joy comes from a sense of belonging and being seen, and from our lives being nourished through communal activities, meaningful worship, and spiritual growth.

Spiritual growth
Spiritual growth is the foundation of our participation in congregational life. Together we discern our place in the world through a free and responsible search for truth and meaning. We experience life in terms of relationships -- with ourselves, each other, the natural world and with all which lies beyond us.

Inclusion
We are a welcoming, multigenerational congregation, diverse in culture, experience, and belief, celebrating the "inherent dignity and worthiness" of all people. We commit to empower and enhance "everyone's participation, especially those with historically marginalized identities." When each person flourishes, our community flourishes.

Justice
"We work to create a diverse multicultural Beloved Community where all thrive. We commit to dismantling racism, white supremacy culture, and all forms of systemic oppression. We support the use of inclusive and transparent democratic processes to make decisions." We work to secure the rights of marginalized individuals and groups. We covenant to protect the Earth and all living things in the interdependent web of all existence.

Quoted text comes directly from the UUA's proposed revision of Article II, Section C.

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- To work together in common purpose to advance (embody, live into) the mission of the congregation.
- To come to meetings prepared and energized to do the work of the Board.
- To commit ourselves to the building of Beloved Community, , by using the lenses of anti-racism and undoing white supremacy culture to counter systemic oppression.
- To constructively inspire and challenge each other to be our best selves…encouraging spiritual and personal growth, holding each other in high esteem and trust, and treating each other with .respect and dignity.
- To listen actively and deeply to each other with curiosity, speak directly and authentically to each other, so that we may 'disagree well' and act with honesty and integrity.
- To maintain open-mindedness and a willingness to grow, to learn and to be changed.
- To stay connected to, and actively involved in, the life of the church community, seeking to hear and understand the varied points of view within the congregation, and acting as ambassadors for UUCW to all who enter
- To support leadership at all levels, respecting the work undertaken by each committee, team, taskforce, staff person and/or minister
- To make Board processes transparent—ensuring actions and decisions of the Board are communicated to members openly and intentionally and welcoming any who wish to attend board meetings

- To take responsibility for Board decisions, supporting the group process outside board meetings by speaking with ‘one voice’

If our covenant is broken, we agree to acknowledge and resolve it in a timely manner, treating those involved with dignity and respect , that we might ‘forgive ourselves and each other, and begin again in trust and love.’*

Unitarian Universalist Church West
Board of Trustees
Meeting Minutes
Thursday, August 27, 2026

1. Meeting Opening

Meeting Called to Order at 6:35 pm

Mary Nordhagen (President) Presiding

A. Established Quorum -6 Board members present
   1. **Present**: Jen Luken, Mary Nordhagen, Almuth Soffee, Vicki Banville, Natalie Fleury, Leslie Peterson, Mark Steinberg, Jill Braithwaite, Deb Stephens
   2. **Absent**: Nick Clark, Shawn Kalloway
B. Chalice Reading: Jen Luken on behalf of Nick Clark
C. Check In
D. Modifications to the agenda: Closed session added at 8:15
E. Board Covenant – read together
F. F. Acknowledgement of Online Guests and Open Member input (no guests)

2. Discussion Items:

A. Vote on New Board Member: Motion to appoint Polly Ellington to take vacant Board seat. Natalie Fleury Second Mark Steinberg Unanimous vote.

B. Minister's Report: (Rev. Jill) – Working with Dave on adult ed offerings which is a focus for Jill this year. Also interested in standing up a monthly potluck on a particular Friday night with rotating hosts by different church groups. Also attended the UU Music Conference with Ruben and got some great ideas. Staffing issues are at the forefront with Kelly's retirement. A letter to the congregation went out in the E-News today.

C. Board's Role in the Church: Touched on during the retreat. Something we should be thinking about more intentionally with the shared governance model. There are different narratives that grow up around the Board and we can look to different resources to engage and discern the role.

Different experiences influence people's perception of what a Board is meant to do. For example some people see the board is something they need to approach to get permission.

Rev. Jill then showed the Board ways to engage with the UUA Leader Lab resources:

Duties of a Board read aloud to provide context.

Discussed stewardship and that fiduciary duty isn't a part of that in this resource.

Stewardship covers the building, the grounds, and the people.

Discussed the duty of care and what is and isn't representing specific constituencies. Some settings seem to encourage people to see the Board member as a depository of information and we need to avoid triangulation.

Suggest that Board members have people email Board@uucw.org with issues that should be a question for the Board. Consider what is confidential and what keeps you as a member of the Board in covenant with the Board.

Rev. Jill spent some time explaining triangulation. Discussed how to respond – "I'm not comfortable talking about this without X in the room." "Should we go together to have a conversation with X." Also discussed that one person shouldn't respond on behalf of the Board without the Board being engaged.

What are pitfalls the Board should be aware of? Things we are tempted to do and maybe shouldn't do. Making sure Board members are redirecting issues that aren't Board issues to the appropriate person or group. Things that end up at the Board because some didn't like a decision made by a committee or a staff member need to be dealt with respectfully and redirected.

Discussed that Board charged task forces have different roles and the charges often dictate the authority the committee or task force has versus what requires Board approval. For example sale of real estate requires a congregational vote.

SIDEBAR: Question came up about what dollar amount the Campus Master Plan can spend on a consultant and whether there's a limitation.

There's a challenge between transparency and speaking with one voice.

The Board is elected by the congregation and the Board is accountable to the congregation. That's part of why the Board Packet and agenda being available ahead of time is important and why the open Board member aspect is also important.

Mary Nordhagen hopes to have more connection and reporting to the Board for those committees and task forces that the Board has charged and for the standing committees of the congregation. More dialogue – not in the interest of micromanaging but in the interest of staying progress and accountability.

D. Rev. Jill and the Board then engaged with the Ministerial Agreement.

Section 1.1 – Intent that the Congregation acts through the Board in covenant with the minister.

1.2.1 We are in covenant, and the Minister must act in accordance with the UUMA Guidelines for the Conduct of Ministry.

1.2.2 – What the minister provides - what Jill is called here to do.

1.2.3 What the Congregation agrees to do – expression of shared ministry. Live out the Congregation's mission and vision.

1.2.4 The Board remains in covenant with the Minister and holds the congregation to behavior that is respectful of the Minister and of the office and consistent with UU values.

1.2.6 Monitoring and Nurturing the Health of the Ministry

1.2.7 Anti-Racism

1.2.8 Ongoing Dialogue - The Board and Minister are accountable to shared values

Action Item: We will engage with the 2.0 Section as part of developing the assessment process for 2026-2027.

Question about if there's a complaint in Member to Member – and what doesn't need to necessarily need a response.

And long-term Board members should be aware that we move quickly and don't provide appropriate context for newer members and newer members should feel free to ask us to slow down when needed.

E. Priorities – There is a list in this month's Board packet. Need to intentionally engage with Campus Master Plan, Sale of East Property, and those things that are intertwined. Took off "Initiate" from Campus Master Plan and removed "Complete Sign Project."

Remaining Board Big Tasks

a. Initiate Capital Campaign
b. Monitor campus master plan
c. Monitor East Property Task Force
d. Reactive Committee on shared ministry
e. Board anti-racism training
f. Create a vision statement
g. Fundraising
h. Long term strategic plan

Some see that two priorities - Long Term Strategic Plan and Vision – have all the other priorities stemming from them.

ACTION ITEM: Next meeting will include an hour for the priorities discussion.

Will discuss Board participation in Auction via email

3. **Consent Items*+**
    a. Minutes July 2026 meeting *+
    b. Membership record: accept membership changes for Aug*+
    c. Treasurer's report for July*+
    d. Church Administrator's report August

Mark Steinberg moved and Deb Stevens seconded and Board voted unanimously on consent items.

4. **Board Updates**

Board recognition to Kelly for retirement and Dave Cicero for the Peace Camp. Mark will check with Dave on who else supported the camp in a counselor role. August, Petra and Evelyn. Rita Piper and Scott Piper will be taking on Dinners in the Home, so there will be a recognition there too. Thank you to Eva and Mike McCrossin too.

Natalie Fleury moved that we go into closed session. Jen seconded. Unanimous agreement. Board went into closed session to discuss staffing.

Meeting adjourned at 8:44 pm

Motion to adjourn Natalie Fleury; Second Mark Steinberg; unanimously approved.

Unitarian Universalist Church West
Membership Record September 17, 2026

Total as of August 23, 2026	292
New Members	0
Transfer back to Membership	0
Resigned	0
Deaths	1
Moved to Associate Status	0
Total as of September 17, 2026	291

New Members

Transfer back to Membership

Resignations

Transfer to Associate Member Status

Deaths

Don Newbauer 7/17/2026

Sep 22	284	Sep 23	267	Sep 24*	267	Sep 25	292	Sep 26	291
Oct 22	282	Oct 23	269	Oct 24	265	Oct 25	292	Oct 26	
Nov 22	285	Nov 23	269	Nov 24	268	Nov 25	290	Nov 26	
Dec 22	287	Dec 23	276	Dec 24	270	Dec 25	290	Dec 26	
Jan 23	287	Jan 24	276	Jan 25	271	Jan 26	289	Jan 27	
Feb 23	287	Feb 24	279	Feb 25	282	Feb 26	293	Feb 27	
Mar 23	289	Mar 24	280	Mar 25	281	Mar 26	293	Mar 27	
Apr 23	285	Apr 24	277	Apr 25	281	Apr 26	290	Apr 27	
May 23	286	May 24	277	May 25	281	May 26	293	May 27	
Jun 23	289	Jun 24	280	Jun 25	292	Jun 26	292	Jun 27	
Jul 23	288	Jul 24	281	Jul 25	292	Jul 26	292	Jul 27	
Aug 23*	268	Aug 24	281	Aug 25	292	Aug 26	292	Aug 27	

*Month in which Membership Committee transferred Members to Associate Status Revised 9/4/26

Notes to August 2026 Treasurer's Report
September 19, 2026

Operating Fund Income

- Contribution income for August is **$29,248**. Total income for the month is **$50,363**.
- Split the Plate income for the month of August is **$1,338**.
- Total income for August is **$413** below budget. Year to date total income is **$4,142** above budget.

Operating Fund Expenses

- Property expense is **$3,379** above budget, year to date.
- Personnel expense is **$6,733** below budget, year to date.
- Operating/program expense is **$11,630** below budget year to date.

- Year to date, total income of $**242,611** exceeds expense of **$210,694** for a net surplus of $**31,917**.

Unitarian Universalist Church West - Brookfield WI
Balance Sheet as of August 31, 2026

Sunday, September 20, 2026

Account #	Account Name	YTD Balance	Previous Year Balance	Amount Diff YTD
Assets				
1.030.000	Paypal Account	0	0	0
1.040.000	Johnson Bank MMF	51,712	51,529	182
1.040.001	Johnson Bank CD	136,224	129,092	7,132
1.100.000	Waterstone Bank Checking	19,948	43,223	(23,275)
1.100.001	Waterstone Bank MMF	89,368	162,068	(72,700)
	Total Assets	**$297,253**	**$385,913**	**($88,660)**
Liabilities				
2.000.000	*Accounts Payable/Vendors*	0	0	0
2.050.000	Payroll Liabilities	0	0	0
2.100.000	Reserve for Auction	0	0	0
2.300.000	Reserve for Audit	4,350	2,850	1,500
2.550.000	Advanced Payment of Pledges	0	0	0
2.800.000	DF-Minister's Sabbatical Fund	32,602	28,902	3,700
2.900.100	DF-Minister's Discretionary Fund	0	0	0
	Total Liabilities	**$36,952**	**$31,752**	**$5,200**
Fund Balance				
3.000.000	Operating Fund	234,610	309,597	(74,987)
3.020.000	Maintenance Reserve Fund	37,166	34,166	3,000
3.030.000	Unemployment Compensation Balance	2,000	1,500	500
3.050.000	DF-Music Program Fund	0	(1,522)	1,522
3.060.000	Minister Discretionary: Avail	4,724	6,091	(1,366)
3.090.000	DF-Adult Enrichment Fund Fund	1,656	864	792
3.110.000	DF-YRUU - Anonoymous Fund	3,332	3,048	283
3.120.000	DF-Performing Arts Series Balance	0	0	0
3.130.000	DF-Membership Activity Fund	0	0	0
3.140.000	DF-Minister's Make a Difference Fund Balance	9,174	7,736	1,438
3.160.000	DF-Special Events Fund	517	877	(360)
3.170.000	General Endowment Fund	239	(1,564)	1,804
3.180.000	DF-West of Fifty	0	0	0
3.190.000	Social Action Endowment Fund	10,301	12,101	(1,800)
3.195.000	BLM2WUU Fund Balance	414	414	0
3.200.000	DF-Nicaragua Brigade	1,172	3,285	(2,113)
3.210.000	DF-Earth Ministry	438	438	0
3.220.000	Special Donations	55,504	78,077	(22,572)
3.230.000	Build 2020 Capital Campaign Deficit	(120,950)	(120,950)	0
3.231.000	Pre-Capital Campaign Fund Balance	20,000	20,000	0
3.999.999	Suspense Fund	0	0	0
	Total Fund Balance	**$260,300**	**$354,161**	**($93,860)**
	Total Liabilities and Fund Balance	**$297,253**	**$385,913**	**($88,660)**

If the accounts in the subtotals have changed or if ledger (marked with "*") and subsidiary account attributes have changed, Previous YTD totals may not represent a valid comparison.

Unitarian Universalist Church West - Brookfield WI
Treasurer's Report as of August 2026 for Operating Fund

Sunday, September 20, 2026 9:09 AM

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget	Over/Under YTD+(-)
Income							
4.020.000	Contribution Income 2026/2027	29,248	41,519	149,159	166,076	498,224	(16,916)
4.030.000	Non-Pledge Income 2026/2027	2,754	708	3,978	2,832	8,500	1,146
4.040.000	Contribution Income Prior Year	1,100	0	54,330	35,365	35,365	18,965
4.080.000	Split the Plate - Gross	1,338	2,154	5,613	8,616	25,847	(3,002)
4.100.000	Rental Income	2,414	2,479	4,514	9,916	29,750	(5,401)
4.120.000	Fund Raising	0	0	0	0	25,000	0
4.140.000	Coffee Service	(353)	0	(268)	0	0	(268)
4.150.000	Interest Income	4,862	708	5,578	2,832	8,500	2,746
4.160.000	Miscellaneous Income	0	208	1,705	832	2,500	873
4.500.000	Endowment Fund Grant	9,000	3,000	18,000	12,000	36,000	6,000
	Total Income	**$50,363**	**$50,776**	**$242,611**	**$238,469**	**$669,686**	**$4,142**
Expenses							
Property Expense							
5.010.000	Payments on Mortgage	1,907	1,907	7,628	7,628	22,884	0
5.020.100	Electric Utility	1,179	821	3,772	3,284	9,855	488
5.020.200	Gas Utility	28	609	624	2,436	7,311	(1,811)
5.020.300	Telephone/Internet	452	521	1,062	2,084	6,246	(1,021)
5.020.400	Water/Sewer	0	103	281	412	1,239	(130)
5.030.000	Property Insurance	0	1,261	0	5,044	15,134	(5,044)
5.040.000	Campus-Operations	5,819	2,277	9,391	9,108	27,324	283
5.040.100	Campus-Repairs	9,296	875	9,296	3,500	10,500	5,796
5.040.201	Elevator Maintenance	0	0	0	0	7,038	0
5.040.300	Technology Expense	0	167	3,187	668	2,000	2,519
5.040.400	Web-Based Software	261	598	1,456	2,392	7,173	(935)
5.040.411	Local Live	0	400	4,750	1,600	4,800	3,150
5.050.000	Maintenance Reserve	0	0	0	0	3,000	0
5.070.000	Cleaning Supplies	64	117	551	468	1,400	83
	Total Property	**$19,010**	**$9,656**	**$42,003**	**$38,624**	**$125,904**	**$3,379**
Personnel Expense							
	Total Personnel	**$39,702**	**$40,336**	**$154,610**	**$161,344**	**$488,328**	**($6,733)**
Program Expense							
5.200.000	Religious Education Expenses	0	292	233	1,168	3,500	(934)
5.200.100	RE Summer Camp	597	0	(2)	750	750	(752)
5.300.000	Split the Plate to Charities	956	1,042	956	4,168	12,500	(3,211)
5.370.000	Office	1,063	429	2,105	1,716	5,150	389
5.380.000	Postage	0	125	0	500	1,500	(500)
5.400.000	Communications/Marketing	0	42	0	168	500	(168)
5.410.000	Stewardship	0	92	0	368	1,100	(368)
5.420.000	Music Operating Expense	0	125	505	500	1,500	5
5.421.000	Special Music	350	199	1,050	796	2,385	254
5.440.000	Worship Ministry	416	400	1,301	1,600	4,800	(298)
5.450.000	Personnel Committee	0	21	0	84	250	(84)
5.450.100	Social Action	0	83	320	332	1,000	(11)
5.460.000	Membership	0	50	0	200	600	(200)
5.500.000	Board of Trustees	0	42	36	168	500	(131)
5.510.000	MICAH/SOPHIA	0	92	0	368	1,100	(368)
5.510.100	Anti-Racism Committee	0	167	0	668	2,000	(668)
5.520.000	UUA/MidAmerica	0	2,133	6,337	8,532	25,350	(2,194)
5.560.000	Miscellaneous Expense	0	42	(500)	168	500	(668)
5.560.100	Bank/Broker Charges	141	167	612	668	2,000	(55)

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Annual Budget	Over/Under YTD+(-)
5.560.200	Payroll Services	248	292	992	1,168	3,498	(176)
5.580.000	Library Committee	0	25	0	100	300	(100)
5.600.000	UUA Delegates	0	83	0	332	1,000	(332)
5.630.000	Adult RE/Well Spring	0	60	0	240	725	(240)
5.660.100	Lay Pastoral Care	0	42	0	168	500	(168)
5.660.200	Leadership	0	8	0	32	100	(32)
5.660.300	Audit Reserve	0	79	0	316	950	(316)
5.660.500	Art Task Force (ATF)	0	83	131	332	1,000	(200)
5.660.800	Recognition	0	25	0	100	300	(100)
	Total Program Expense	**$3,773**	**$6,240**	**$14,079**	**$25,710**	**$75,358**	**($11,630)**
	Total Expense	**$62,486**	**$56,232**	**$210,694**	**$225,678**	**$689,590**	**($14,983)**
	Difference	**($12,123)**	**($5,456)**	**$31,917**	**$12,791**	**($19,904)**	

Minister's Board report for September 2026
Rev. Jill Braithwaite – September 17, 2026

There might be the sense of fall in the air, but there's lots in bloom at UUCW, and the congregational program year is off to a great start. Committees and ministry teams are either re-starting after a summer break or continuing with renewed plans and goals for the year. Your staff and I are busily working on all we do to serve the congregation and on new plans and goals as well.

Speaking of which, I've been discerning about goals for my professional ministry this year, and here's what I have in mind.

Goals for the 2026-2027 church year:

- **Lead and execute a staff restructuring.** With Kelly's retirement effective September 18, 2026, I am taking this opportunity to discern about the staffing needs of the congregation as it exists today and for the future. Administrator Vicki Banville is assisting me on the initial steps in this work. Vicki brings information and ideas from her professional administrators association and from seminars with UUA Staffing Consultant Jan Gartner.

  I will be working with Leslie Peterson, Treasurer, and Mary Nordhagen, President of the Board, later in the process as we develop a plan to share with the Board. After that, we'll define a staff structure and position(s) and communicate with the congregation. Then it will be time to recruit, hire, and on-board any new hires.

- **Continue supporting and leading the ongoing shift to shared ministry model.** This encompasses the variety of ways I work to encourage and empower teams to lean into their leadership and accountability for their ministries and committee work. My work here involves a multiplicity of activities from ongoing conversations to the **Leadership Mini-Retreat and Potluck** I have planned for next week. It also includes supporting and collaborating with the Board in a variety of ways.

- **Work with DLRE Dave Cicero to expand adult faith formation opportunities and increase effectiveness of communication about**

them.

- **Oversee project to replace our current livestreaming service with in-house A/V and tech for livestreaming.**

I welcome any questions you have about these goals.

On the worship front, we kicked off the year with a lovely Water Communion service with a theme of radical welcome, an appropriate focus in this time when we typically have several newcomers every week. This year, I have planned out worship service themes through the first half of January, which eases planning for all worship leaders and teams. I've also had productive conversations with leaders from the Earth Spirit Team and the Worship Ministry Team about ways of evolving their work this year.

Regarding the Stewardship Committee: As some of you will recall, nearly all of the current Stewardship Committee will be leaving the group following the fundraising auction in November. Since this committee is responsible for the pledge drive and fundraising that brings in the vast majority of the funds that make UUCW what it is, I strongly urge the Board to proactively attend to this committee and ensure that it is fully functional in time for a spring pledge drive. Planning for that typically begins in December, with a pledge drive kickoff in late February.

Given the existential role of the Stewardship Committee, I have taken the liberty of planning an open call to a meeting about Stewardship at UUCW that will take place on October 11. Leslie Peterson, departing chair of the Stewardship Committee, and I will lead that 45-minute session. I am available to support the Board in your work on developing this Committee. You might find information here helpful: https://www.uua.org/leaderlab/training-role/stewardship-team/stewardship-team

Staffing: Kelly Bognar's last day prior to retirement was September 18. We had a nice celebration for her after the September 13 worship service. As is customary, 1) she has signed a covenant with me on behalf of the congregation that prescribes a year of no contact with staff, ministers, and congregants; 2) At the end of the year, if she wishes to re-connect she will reach out to the minister to co-create a new covenant with behavioral guidelines about discussing church business and the like.

I hired Azaria Holliday as a Temporary Office and Communications Assistant to help

with short term needs in those areas. They begin work on September 23 and will report to Vicki Banville.

Next month I'll share updates on our social justice and pastoral care ministries.

Grounded in love,
Rev. Jill

Church Administrator's Report
September 19, 2026

Maintenance Specialist – This position has been filled by Chad Robinson. Chad is experienced in maintenance and repair work. Chad has already begun working on the to do list and is doing a great job.

This month has been used to prepare the building for ingathering, working on a plan for taking on some of the communication tasks, continuing on various projects like policies and file organization, and being a support to groups in the congregation.

Minutes - UUCW Executive Team – – 5:30pm Wednesday, September 9

1. **Chalice Lighting (Deb)**
2. **Check in** – *Mary Nordhagen, President; Deb Stevens, Vice President; Leslie Peterson, Treasurer; Rev. Jill Braithwaite, Minister; Vicki Banville, Church Administrator*
3. **Agenda review –** *approved*

NOTE: Every item will be reviewed with an anti-racist lens.

4. **Next step for Bylaws –** *Mary will continue conversations with the Bylaws Committee and invite them to attend the October Board meeting.*
5. **Hensel Bequest –** *Completed. Remove from agenda.*
6. **Campus Projects –** *Campus Master Plan Task Force – Leslie will respond to the questions from the group. She will note that it is best practice to get three quotes. Group should provide any questions on funds or hiring a company to the Board for decision.*
7. **Maintenance Specialist –** *potential hire. Very experienced candidate.*
8. **Stewardship Committee –** *In October there will be a meeting open to anyone that wants to learn more about what the Stewardship Committee does and how they can help. Jill will create an Enews article and have the Exec Team review. Vicki will pull a new Skills and Interest list after the latest forms are entered. Board needs to take the lead on finding people to be on the Stewardship Team. Board agenda item 5-10min. Stewardship team will look at a previous charge for the committee so that new recruits will better understand what the team does.*
9. **Large Raffle Fundraiser –** *discussed the fundraiser. Need to find people to lead the raffle beginning in January. The raffle will be drawn by the end of April to stay in the current fiscal year.*
10. **Potential Board Agenda items**
    a. Covenant Update and Sign – *Natalie has the draft with updates.*
    b. Board EOP Training and Approval of changes – The updated EOP, the list of changes, a training video, and a couple other documents pulled out of the EOP will be sent out to the Board for review by the 17th at the latest. Safety team will have 15-20 minutes to take any questions and provide additional information. Board will understand their role in the EOP. Board will vote to accept the updated EOP.
    c. Campus Master-plan recommendation/contract
    d. Stewardship Recruitment
    e. Leslie presents information on how to understand the financials and what the Board should be looking at each month. This will include Endowment.

Next ET Meeting: October 14 at 4:30pm
Next Board meeting is: September 24

Meeting Leader Rotation:
September – Deb
October – Jill
November – Leslie
December - Vicki

UUCW Safety Training Event Cadence

(Subject to change)

	2027 & Odd Years	2028 & Even Years
January		
February	Emergency Response Orientation for Ushers, Greeters, Committee /Affinity Chairs	Emergency Response Orientation for Ushers, Greeters, Committee /Affinity Chairs
March		Severe Weather Talk Through at Service or eNews
April	Evacuation Training for ERT	
May	Fire Drill at Service	
June		
July		
August		
September	Board and Staff Emergency Response Orientation & EOP Updates at Board Meeting	Board and Staff Emergency Response Orientation & EOP Updates at Board Meeting
October	First Aid/CPR/AED Training w/Guest Speaker	Active Threat Guest Speaker & UUCW Protocols Training
November		
December		

The Emergency Response Team (ERT) is comprised of Board, Staff, Ushers, Greeters, and Safety and Security Committee.

The ERT is strongly encouraged to attend each of the training events: Evacuation, First Aid, and Active Threats/UUCW Protocols.

In addition to organizing the events listed above, the Safety and Security Committee will encourage safety awareness for the congregation through the newsletter and in the Community Room.

Plan as of 9.24.2026