



## USCL Board of Trustees Meeting Minutes

March 23, 2025

Zoom Link: 177-417-886 Passcode: 601744

PLEASE MUTE CELL PHONES

**Board Members:** Jeff Benoit – Yes, Jane Cloos – Yes, Tom Cody – Yes, Janet Cortright – Yes, Jill Denning – Yes, Sharon Ketchum (non-voting) – Yes, Donnette Pinkerton – Yes, Chrissie Shearer – No

**Leadership Team:** Jerry Podany - No (Facility Grounds Team), Jeff Benoit – Yes (Admin Team), Nanette Podany - No & Chris McEnhill - No (Hospitality), Sue Winkelstern - No (Design), Jeff English - No (Celebration), Donnette Pinkerton – Yes (Education), Maggie Bishop – No, Lisa Haston- No (OSAT), Kathy Assiff– No (Diversity & Inclusion), Greg Denning – No (Tech Team), Danielle McMahon – No (Ombudsman)

**Call to Order: 12:04 pm**

**Jeff Benoit**

**Opening Prayer**

**Rev. Sharon Ketchum**

**Mission Statement**

**Jeff Benoit**

*Our Vision: A world powerfully transformed through the shared spiritual awakening of all humanity.*

*Our Mission Advancing the Unity movement that calls us to awaken to our oneness with God, each other, and all creation.*

**Introductions (Check-ins)**

**Approval of the Agenda with Revisions**

**Motion by Jane Cloos to approve the updated agenda.**

**Second by Jane Cloos**

**Voted Yes by All Board Members Present**

**Approval of Minutes Dated February 23, 2025**

**Motion by Jane Cloos to approve the minutes as written.**

**Second by Tom Cody**

**Voted Yes by All Board Members Present**

**d. Nomination of Board Officers**

**Motion by Jeff Benoit to keep the current slate of Board Officers, Chrissie Shearer – President, Jeff Benoit – Vice President, Jane Cloos – Treasurer, Jill Dening – Secretary**

**Second by Tom Cody**

**Voted Yes, All Board Members Present**

**Consent Agenda**

I.	Outreach Social Team	No Report, No Action	Maggie Bishop & Lisa Haston
II.	Education Team	No Report, No Action	Donnette Pinkerton
III.	Celebration Team	No Report, No Action	Jeff English
IV.	Hospitality Team	Report, No Action	Nan Podany & Chris McEnhill
V.	Administration Team	Report, Action Requested	Jeff Benoit
VI.	Facility Grounds Team	Report, No Action	Jerry Podany
VII.	Design Team	Report, No Action	Sue Winkelstern
VIII.	Youth and Family Team		<i>Currently Inactive</i>
<b>IX.</b>	<b>Nominating Team</b>	<b>Work Complete – Reported at January Meeting</b>	
X.	Inclusion/Diversity Team	Report, No Action	Kathy Assiff
XI.	Tech Team	Report, No Action	Greg Dening
XII.	Ombudsman	No Report, No Action	Danielle McMahon

**New Business - Board Only Items**

**Minister's Report**

**Rev. Sharon Ketchum**

- a. **360 Review of Minister/Board** – Ongoing, each board member will complete their review independently.
- b. **360 Review by Congregation** – 360 Review presented to the Congregation during the Annual Meeting with a target completion date by April 6, 2025.
- c. **Annual General Meeting** – Board discussed Danielle's comments regarding how the Facility Team's contributions impact the Rental Team's marketing of the property which is taken into consideration when quoting a price with prospective renters. It was also noted that the Facility Team does have budgetary consideration for lawn mowers and other miscellaneous items.
- d. **Nomination of Board Officers** – Moved to the beginning of the meeting.
- e. **Office Staff** – The Board reviewed the proposed job descriptions for Office Administrator, Sunday Assistant, and Bookkeeping. There was a discussion regarding how these positions align with USCL's Bylaws and Jane noted that the Administration Team will be developing a procedure to perform a quarterly audit.
- f. **Policy on Bringing Child to Work** – Brief board discussion with decision to review final policy via E-Vote before the April 27, 2025, Bi-Annual Leadership Meeting.

**Treasurer's Report**

Jane Cloos

Review of monthly financial report with discussion.

**Lake Trust Check Signatory Discussion and Motion**

Current Signers as of March 2, 2025:

- Sharon J. Ketchum
- Jessica R. Shelton
- Lucille Olson
- Christine Shearer
- Jill Dening
- Jane M. Cloos

**Motion by Jane Cloos to remove Lucille Olson and add Jeffery Benoit**

Second by Donnette Pinkerton

Voted Yes by All Board Members Present

**Old Business****Other Business****Bi-Annual USCL Board of Trustees & Leadership Council Action Items**

- Asphalt the Upper Parking Lot or Refurbish Decks?
- Camping Fundraiser Proceeds – Pole barn paint, then paint for the sanctuary.

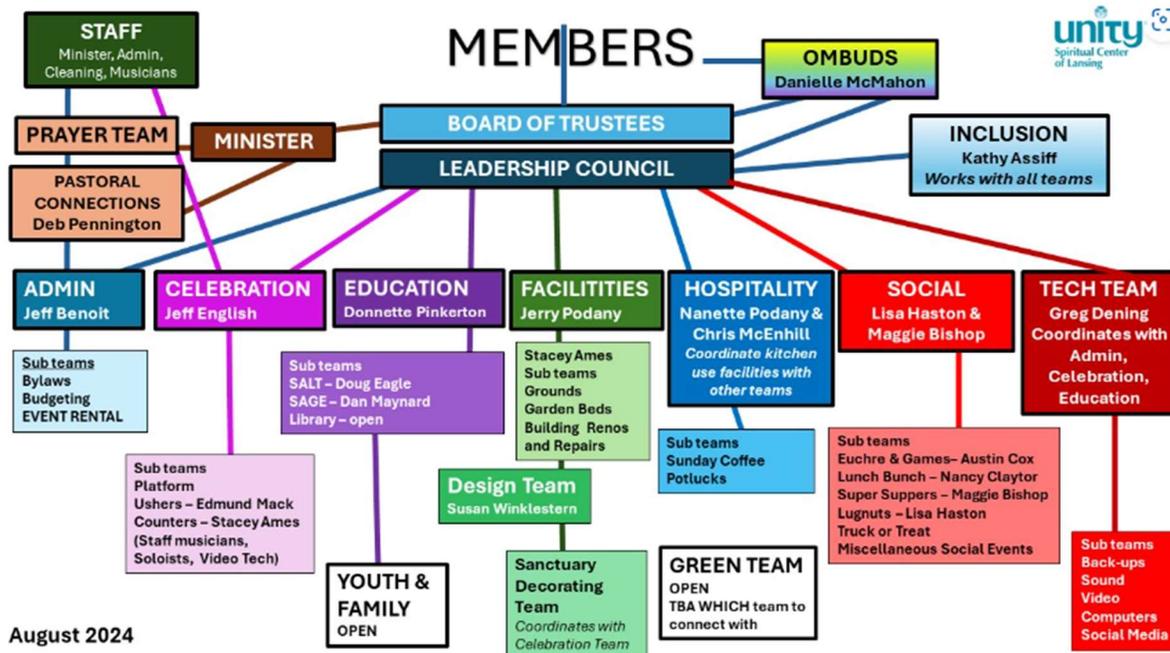
**Announcements**

- *Tentative Board of Trustees Installation Date – Sunday, April 6, 2025*
- *Bi-Annual USCL Board of Trustees & Leadership Council - April 27, 2025 & October 26, 2025*

**Check- Out****Closing Prayer**

**Meeting Adjourned at 1:56 pm**

**Respectfully submitted by Jill Dening, Secretary**



August 2024

## USCL's Leadership Council