

UUCGT BOARD TO-DO LIST(S)

WHO	WHAT	WHEN	PROGRESS	NOTES
	<u>From July 17, 2019</u>			
Board	Fill open position on Policy (Tom and Judy)	July	Have ad ready to place in Flash and Beacon. If no takers will go door-to-door.	Will report back in August, hopefully complete by Sept.
All	Set up mtg with Tony Wilgus about Healthy congregations	July	<b>Done</b> – but this will be an ongoing process	Barb & MaryAnne will give monthly updates
Barb	Meet with LDC	July	Not done yet, but need to discuss at what point LDC should become involved	B & MA will meet with new Interim to get input and help = ongoing
Barb	Find another member for the Safe Cong. Response team	July	<b>Done</b> – old members agreed to stay on until transition	
	<u><b>AUGUST TO-DO LIST</b></u>			
Pat	Will do opening remarks for mtg	August		Pat was sick so will do them next month
Judy	Will look into international Partner Church Program	August	Done but taken off the August agenda	Decided to not pursue
SJC	Will look into possible courses of action to help with the Immigration crises at the southern border	October	DONE	
Finance Com	Will look into re-evaluating the Treasurer position and/or how to best handle our accounting processes using existing	November	Mike working on this – says maybe by November	Precipitated by Kay Sturgeon's impending move out of state.

	personnel, congregants or farming some out to pros			
ALL	Recommendations of congregants for the Staff Resources comm	August	DONE	
Karl	Get more info from Facilities on security/panic button devices	August	Push to next month	
MaryAnne	Get more info on contract vs. employee for Music Dir or get it settled in your committee and get an ad out.	August	DONE	
	<b>September To-Do List (9/18/19)</b>			
Pat	Opening Remarks		Done – Pat Light	
Karl	Get more info from Facilities on security/panic button devices	SEPT	Was pushed from August	Got report from Dave an Price, will form Task force
Judy, Joan Sheard	Weapon Free Zone	Oct – Nov	Ongoing	May be part of safe cong. policy
Mary Ann & Rev Cathy	Quilt or other gift for Chava	Sept	In process	
Barb & MaryAnn	Healthy congregations	On-going	Update by Cathy	
Judy, Tom & Rev. Cathy	Welcoming Congregations	On-going	Will be part of our Nov. 2 <sup>nd</sup> meeting	
Barb	Thank you card for Jolene (pianist)	Sept	done	
All	Appreciate someone in Cong every month	On-going	.	
Judy	Set up liaison with Benzie UU	Sept	Done	
	<b>OCTOBER TO-DO LIST (10/16/19)</b>			
	Opening remarks	Oct	Were not assigned	

Karl	Security system	Oct – Nov	Dave is following up. Will update	
Judy, Joan	Weapon Free Zone	Oct	Will give update	
MaryAnn	Quilt for Chava	Oct	Will give update	
Barb & Mary Ann & Cathy	Healthy Congregations	Oct	Will give update	
Barb	Thank you card	Oct	Send one to Chris Lautz	
Cathy	John Ort Award	Oct	Write up some criteria	We nominate someone
Judy	Benzie UU Board meet	Oct	Will update	
	<b>November TO-DO LIST (11/20/19)</b>			
Barb	Opening remarks	Nov		
SJ – Emmy Lou	Update on Immigration assistance	NOV	Delayed from October as they needed more time	
Judy	Update on Weapon free project	Nov		
Cathy	Update on Immigration service/fundraiser/concert plans	Nov		Planned for sometime in Spring
Tom – Judy	Policy changes; committee chair /member	Jan	Needs research	
Judy	Will do outline for Safe Cong Comm	Nov	Need to get this committee up and running – Judy will facilitate	Judy and Pat are board members for this comm.
Mike	Finance recommendations for the Board Treasurer position/accountant	Nov		
Karl	Will get update from security company for total building monitor	NOV		
Judy/Tom	Start a draft of the Staff Resources manual		Could take several months = we can write it up and	

			submit to the SR committee for edits	
Mary Anne Barb	Update on quilt for Chava Thank you card for Chris Lautz	Nov		
	<b>DECEMBER TO DO LIST (12/18/19)</b>			
Mary Anne	Opening Remarks	Dec		
SJ comm	Welcoming Congregation	No date given		Judy will give Emmy Lou existing research
Tom	Governance & Ministry	DEC	Move to Jan.	Tom will be working on this
Pat	Quilt for Chava	DEC	Done	Cathy will put out some cards for congregants to sign, Pat will coordinate with cong care and quilters to deliver
Barb	Thank you card for Price	DEC	Done	Setting up the video equip
Karl	Update on security system	DEC	Done	
Cathy & All	How do we select a Search Comm	DEC	Done	Read the Settlement doc that Cathy send to us
Tom	Update committee chair policy & send to Susan (friend/member)	DEC	Done	Must go in our 'official' P & P manual on the website.
	<b>JANUARY TO DO LIST</b>			
Pat	Opening remarks	JAN		
Tom	Governance & Ministry	JAN		
Barb	Thank you card for Amanda & Bill	JAN	For the holiday trees	
Mike & Karl	Finance comm. Vote about web design	JAN	Extra \$ for Jolyn for tech work	Done
Cathy/Judy	Weapon Free – survey of cong.	JAN	Jolyn is helping with this	
MaryAnne/Karl	Building use policy for music groups	JAN	How should we charge them? & can there be exceptions, what are they?	

Emmy Lou	Welcoming Congregation		Judy will email her about this	
	<b>February To Do List</b>			
Pat	Opening Words	Feb	Complete	
Cathy/Judy	Weapon Free Policy	Feb	Follow up with Jolynn for the survey	on agenda today
Tom	Craft changes to Governance Policies	On-going	Remove wording that is inconsistent	on agenda today
Mike	Look at minister's job description	Feb	Make sure it is consistent with contract and proposed governance structure	on agenda today
Tom & Judy	Work on proposed by-law changes for annual meeting	Feb-May	Spiritual leader to Minister	on agenda today
Judy	Work with Benzie UU and Susan to get Benzie P & P in main manual	Feb	A few typos then give to Susan	Move to April
ALL	<b>Get Pledges in before pledge drive</b>	NOW		Near Complete
ALL	<b>Get interim evaluation back to Mike</b>	29 <sup>th</sup>		Complete, final approval today
	<b>March 2020</b>			
Karl/Mike	Include new security system in Budget	2020		Move to April
Mary Anne	Opening Words	March 18		