

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 | Done – 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 | Done – old members agreed to stay on until transition | |
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| | <u>AUGUST TO-DO LIST</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 personnel, congregants or farming some out to pros | November | Mike working on this – says maybe by November | Precipitated by Kay Sturgeon's impending move out of state. |
| 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 | |
| | <u>September To-Do List (9/18/19)</u> | | | |
| Pat | Opening Remarks | | Done – Pat Light | |

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| 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 nd 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 | |
| | OCTOBER TO-DO LIST (10/16/19) | | | |
| | 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 | |
| | November TO-DO LIST (11/20/19) | | | |
| 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. |

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| 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 | Update on quilt for Chava | Nov | | |
| Barb | Thank you card for Chris Lautz | | | |
| | DECEMBER TO DO LIST (12/18/19) | | | |
| 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. |
| | JANUARY TO DO LIST | | | |
| 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 | |
| | February To Do List | | | |
| Pat | Opening Words | Feb | | |

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| Cathy/Judy | Weapon Free Policy | Feb | Follow up with Jolynn for the survey | |
| Tom | Craft changes to Governance Policies | On-going | Remove wording that is inconsistent | |
| Mike | Look at minister's job description | Feb | Make sure it is consistent with contract and proposed governance structure | |
| Tom & Judy | Work on proposed by-law changes for annual meeting | Feb- May | Spiritual leader to Minister | |
| Judy | Work with Benzie UU and Susan to get Benzie P & P in main manual | Feb | A few typos then give to Susan | |
| ALL | Get Pledges in before pledge drive | NOW | | |
| ALL | Get interim evaluation back to Mike | 29 th | | |
| | March 2020 | | | |
| Karl/Mike | Include new security system in Budget | 2020 | | |
| Mary Anne | Opening words | March 18 | | |
| | April 2020 | | | |
| Tom | Opening words | April 15 | | |
| Judy | Defer SCRT to April | April 15 | Already in your packet from March meeting | |
| All | Review pay for all employees | April 15 | Only approved this for one month – must revisit each month | |
| Tom | Defer Governance model to April | April 15 | Was on March agenda | |
| All (Cathy set up) | Join April 1 st Zoom board mtg | April 1 | Ongoing meetings every 2 weeks during virus emergency | |
| Judy | Will learn check writing software | April | As soon as Glenda can train | |