

Prospect UCC Board Meeting  
September 17, 2023

Present: Meighan Pritchard, Patsy Severson, Ralph Cobb, Amy Miller

### **Trustee's report**

- The Trustees are actively monitoring the status of the pending roof repair and building operating expenses
- Developing an improved tracking method for Chase to monitor Facility Use Donations
- In process of planning the fall clean up day; looking into organizing a trip to the dump in connection with the clean up day that would also take left-over rummage sale items out of the church building
- The gas bill will go to actual monthly expenses in October (instead of flat billing).
- There will be continued investigation regarding the status of the oven- could be the pilot light doesn't work

### **Treasurer's report**

- Year-to-date pledges are greater than budget because some people have pre-paid their pledges. Other income is less than budget.
- Year-to-date expenses are just under \$8,000 more than year-to-date income.
- The budget has a monthly deficit of just under \$5,600
- Patsy moves that check signers for Prospect UCC be Patsy Severson (board treasurer), Suzanne Fry (church board member), Cora Trujillo (church member and immediate past church moderator)
  - Amy Miller seconds the motion
  - Motion carries (4 in favor, no objections, no abstentions)

### **Office Manager Report**

Chase is working in the office 5 day per week (M-F) to make sure mail is opened, folks can enter the facility, bills are paid, and the building is not vandalized.

### **Special Tasks**

- Created an online account with PSE so we can log-in and view usage etc more easily
- Communicated with Puget Sound Energy, and we will be off the payment plan and seeing regular usage bills starting in October 2023
- Continued monitoring and recording of the Gas Meter readings
- Ongoing advertising and donation coordination for Prospect's October Rummage Sale
- Published the September Newsletter
- Promotion of The Letter film screening
- Scheduled and met with a city representative for our elevator inspection – awaiting feedback from the city on whether there are any actions required on our part. Posted our Certificate of Conveyance Inspection in the elevator machine room.

- Scheduled and oversaw kitchen Hood Inspection (+ reported) as to be in compliance with the Fire Department
- Pledge maintenance + reporting
- Have not yet heard back from Fire Marshall about reclassifying our kitchen – I'll continue reaching out to them
- Fielded rental inquiries and managed reservation preparations for September

### **Office Equipment**

- Everything is working well at this time.

### **Office Supplies**

- Ordering restock of bulletin paper (multiple colors) in September. We also restocked our dish washing machine liquids.

### **Building Use**

- There were no building rentals in August, and currently 2 scheduled for September. We had 2 inquiries that didn't result in bookings.

Chase has been in communication with Be:Seattle, as it's been difficult to be sure they are up to date with their rental payments which would normally appear in the Facility Use Donation Section. They've replied and are in communication with their bank to confirm whether or not their payments are going through and he missed them, or if there has been some mix-up. Stacy helped track their payments up to June, and it appears there have historically been some months they double up and pay for multiple months.

### **Children and Families Position**

Patsy shared her edited version of a job description she received from Bellingham church and we discussed the opening description of our congregation.

- Missing "music" "environmental justice"
- Would there be a set schedule of when this person gives the message? Makes sense to have it on 2nd Sunday which is family friendly
- Concern about responsibilities in the job description being possible in 10 hours a week
  - Patsy will have them keep a timesheet so we know if their responsibilities are exceeding 10 hours/week
- Patsy will update the position description and send it out to board for review

### **Pastor**

- Zoom tri-church initiative: collaboration in on-line worship with Keystone UCC and St. Paul's on the last Sunday of each month
  - November 5th we are all invited to St. Paul's for in-person worship

- Meighan is meeting with All-Pilgrim's pastor about how we can support our UCC neighbor as they navigate how to proceed with their needed repairs

Where are we headed as a church?

- Fewer members
- Running a deficit budget (as expected and passed by congregation)
- How do we intentionally plan for growth or shrinking or closure?