

## TUUCW Board Meeting Minutes

**Date:** February 3, 2026

**Time:** 7:05 p.m. – 8:58 p.m.

**Location:** Hybrid

### Attendees

#### Board & Minister:

Beth Cliff, Felicia Keeton (arrived 7:16 p.m.), Julyen Norman, Sari Bodi, Rev. Carlton, Jon Gage (online – left at 8 p.m.), Dayle Brownstein, Ravi Sankar (online), Mark Corcoran, Alexa Marshall (absent)

**Development Consultant committee:** Brian Lasher (joined online at 8:25 p.m. for the development discussion for 5-10 minutes)

#### Observers:

- Eileen Belmont
- Allison Smith

### Opening

- Meeting called to order and observer rules shared by Beth Cliff at 7:05 p.m.
- Reflection and chalice lighting by Sari
- Welcome and check-in

### Consent Agenda

- **Motion:** Approve minutes from 01/06/2025
- **Moved by:** Mark
- **Seconded by:** Dayle
- **Outcome:** Passed unanimously

### Minister's Report (Rev. Carlton)

No follow up discussion

### Treasurer's Report (Jon Gage)

Jon highlighted that our financials look good, pointing out the transition to a new insurance program is complete and thanked Steve Grathwohl because this will save us \$18k to \$20k. There will be a financial reforecast for our next meeting.

The Audit committee, which included Mark Corcoran and Steve Grathwohl, found report to be acceptable.

- **Motion:** Accept the audit report
- **Moved by:** Mark  
**Seconded by:** Julyen

**Discussion:** Mark questioned if he was officially approved to serve on the audit committee or if the Board must appoint him given the audit committee is independent and not appointed by the board. This will be researched before the next board meeting.

- **Outcome:** Passed unanimously (8-0)

Felicia and Jon to talk offline about refreshing a past financial quarterly snapshot for board and possibly member purposes.

## **Financial Handbook (Felicia Keeton) – delayed until next meeting**

### **Long-term Maintenance (Mark Cocoran)**

Mark provided some context on the scope of work for long-term maintenance vs operations. An Advisory Group has been recruited to help define requirements for long-term structural integrity to ensure both longevity and efficient use of related resources. Possible advisory group members include:

- Ben Chan, Operations Council
- David Raymond, contractor (asked but no feedback)
- Kevin Poole, contractor
- David Keeton, structural engineer
- Rob Laug, audio/visual
- Mark Corcoran, BOT representative

The advisory council, as discussed, can set up subcommittees for specific areas of work such as kitchen improvements.

- **Motion:** Approve the formation of the long-term facility maintenance advisory group
- **Moved by:** Felicia  
**Seconded by:** Dayle
- **Discussion:** Continued the idea of forming subcommittees of subject matter experts for certain maintenance areas (e.g., a subgroup of chefs for the kitchen).
- **Outcome:** Passed by majority (6:0) with 1 abstention

## **Operations Council (Rev Carlton)**

Rev. Carlton shared that the Ops Council work has slowed down due to Jim Cooper's recent health issues. Work on UU signage is in progress and there are upcoming conversations to clarify the relationship between Ops Council and administration (e.g., today Ruth and Angi get the alarm calls such as when the pipes froze and burst in the meeting house). In addition, what is a reasonable role and workload for a volunteer vs staff relative to circumstances like this.

Beth surfaced that with the Ops Council now operational, we must revisit their current versus envisioned role and how we are managing the other functional areas originally intended to be in scope for the Ops Council.

## **Linkage (Dayle Brownstein)**

There was discussion on what date to hold a Linkage board-member meeting given all of the other scheduled activities including Cupcakes with the COM, the proposed decision-making framework information session, and the senior minister selection committee timeline and related activities. Beth suggested that when we do decision making information session, scheduled for February 15<sup>th</sup>, we can share Dayle's outline and questions and gather member feedback on the best forum for a Linkage conversation. Another option is for each board member to individually get a pulse on what is on member's minds.

## **Stewardship (Rev. Carlton)**

Stewardship activities kick off on March 8<sup>th</sup> when a catered coffee hour is planned. The title of the campaign and sermon is **Get Set – Go!** The committee is recruiting potential canvassers, and the goal is to complete the campaign by Saturday April 25<sup>th</sup>, the day prior to voting on the candidate for the new senior minister position.

- Rev. Carlton invited all board members to participate in campaign training on Feb. 10<sup>th</sup> plus related activities.
- Beth recommended the dates get published asap and reminded board members we each have a responsibility to canvass.

## **Development Consultant Update (Brian Lasher)**

Brian asked the board if we have any questions about the plan and other materials shared earlier. He encouraged participation in the upcoming Feb. 10<sup>th</sup> meeting. Beth suggested a small committee be formed to represent the congregation.

- **Motion:** Approve the Financial Development subcommittee to include Reverend Carlton, Brian Lasher, Sam Somashekars, Felicia Keeton and Sari Bodi
- **Moved by:** Beth  
**Seconded by:** Sari
- **Discussion:** Dayle asked, and it was agreed, that she can attend the committee meetings to gain a better understanding of the process.
- **Outcome:** Motion passed by majority (7-0).

## Website (Rev. Carlton)

There are continuing conversations and work regarding how to transition from the existing website to a new one. Ideally some members could be identified as have some experience in transitioning to a new, more modern website platform that might include things like integrations with other platforms like Realm. The next step is to understand alternatives, pros and cons.

## Governance: Decision Making After-Service Meeting (Beth Cliff)

Beth recapped the plan for February 15<sup>th</sup> where she and other board members will present the large-medium-small decision-making framework we want to pilot. By piloting it, we can confirm the strengths and weaknesses of this framework and how to optimize it based on the types of decisions we make. The session goal for the 15<sup>th</sup> is to make members aware and provide a forum to ask questions.

## First Parish Brewster Motion via Email (Beth Cliff)

**Background:** First Parish asked other Unitarian Universalist congregations, like ours, to support three proposals. [A copy of the original request](#) is in Dropbox.

On January 29<sup>th</sup>, Beth sent the board an email and motion recommending we only support the first of the three proposals. A [copy of that email](#) is in Dropbox. The proposal Beth suggested we support is this one:

- **MFC Policy Review:** Asks the UUA to create a task force to review Ministerial Fellowship Committee (MFC) policies for Interim and Developmental Ministries, whose roles differ substantially from Settled Ministries. Interim Ministries are expected to be a period of disequilibrium, and to address past areas of neglect and unproductive patterns.

- **Motion:** That at this time, we respectfully decline First Parish Brewster Unitarian Universalist's invitation, dated November 20, 2025, to support their proposals for UUA's 2026 GA as it relates to Transition ministers.
- **Moved by:** Beth  
**Seconded by:** Dayle (via email on Jan. 29)
- **Discussion:** Beth explained that we have a lot on our plate, and Brewster already has the 15 congregations for his purposes. We can participate as we wish at GA in June. Per our UUA spokesperson, to sign off on these principles means we'd really need to be "dead sure" that we feel strongly about this, and she didn't get that vibe from any of the Board members – this issue has been available for discussion since November, and no one has picked up on it. Ravi expressed interest in supporting Brewster congregation position, saying that he was in favor of encouraging congregations to engage the UUA to review processes they have, and trusting that Brewster had done their homework. He would like to show solidarity with a neighboring congregation.
- **Outcome:** Motion approved by majority (8:1)

## Executive Session

- Motions captured in a separate document

## Closing

- **Process read-out** by Julyen
- **Action item review** (see below)
- **Closing reading** by Ravi
- **Next meeting date** 2-24-26
- **Meeting adjourned** at 8:58 p.m.

- 
- **Action items:**
    - Beth to draft a letter to the congregation announcing the receipt of the Nancy J. Treadwell estate gift, request volunteers for a team to determine how to use the funds, and ask for input on the tone of the letter.
    - Finance/Board: Determine where the Treadwell gift funds will be held pending the congregation's decision on their use (e.g., endowment, operating fund, or other account).

- Beth: Look into the process for appointing members to the Audit Committee and resolve any questions about committee membership before the next meeting.
  - Mark: Convene the newly approved Long-term Maintenance Advisory Group, inform members of their role, and announce the group to the congregation.
  - Dayle: Distribute linkage/engagement questions as a handout at the decision-making meeting on February 15th and consider collecting feedback or preferences for future linkage sessions (Zoom vs. in-person).
  - Rev. Carlton: Review previous website/platform assessment work, define scope of website/platform update (including integration questions), and develop a plan for vendor selection and transition, with a focus on technical and marketing needs.
  - Board members: Participate as Stewardship campaign canvassers or in other roles for the upcoming stewardship/pledge campaign, as coordinated by Brian and the Development Team.
  - Board: Revisit the structure and responsibilities of the Operations Council in the spring, especially in light of the new minister's arrival and current volunteer/staff roles.
  - Felicia: Connect with Jon regarding the mock-up summary table for financial reporting and discuss offline for possible future use.
  - Board: Appoint additional members to the Audit Committee to ensure coverage and clarity on roles.
-