

# Prairie Unitarian Universalist Church

## Board Meeting Minutes

Wednesday, January 21, 2026

Attending: Reverend Chip Roush, Diane McMahan (President), Jan Spooner (Treasurer), Patty Wright (Trustee), Tom Heisler (Trustee), Katy Upperman (Administrator)

Minutes Recorded by Katy Upperman

- **Opening:** Reverend Chip Roush
- **December 17, 2025 Minutes Approved Unanimously**
- **Budget/Financial Update** - Jan Spooner, Treasurer: significant recovery in December finances, including a \$3,000 donation and incoming pledges. Diane provided an update on the endowment trustees and mentioned that Fidelity was chosen as the preferred platform. CD investments were reviewed, noting they earn approximately \$4,500 annually. Discussed the need to improve the member portal in Breeze to allow members to view their financial obligations more easily.
- **Committee Status Reports**
  - Finance Committee scheduled to meet at 9AM, Saturday, January 24th.
  - Pledge Drive - Begins March 1st. Various PUU members were discussed as possible Pledge Drive Chair.
  - Hospitality - Coffee Club's revival was discussed, as well as the possibility of equipping them with altar display materials.
  - Marketing - Discussed ordering new postcards and promoting upcoming events including the 3/1 "History of Hell" service and future drum circles. Discussed exploring opportunities at Parker Days and other community events for outreach.
- **Website Review** - Katy Upperman, Eric Gonzalez, and Jan Spooner will meet in February to discuss goals for updating and streamlining the website.
- **Youth Engagement Discussion** - Exploration of the possibility of organizing an OWL program for youth; noted challenges in finding suitable instructors and space, as well as if there are enough youth to warrant the effort at this time. Religious Education and childcare during services were discussed, as well as the importance of having two volunteers present with youth at all times.
- **Congregational Meeting** - May 3, 2026 - Ease and accuracy of voting was stressed, especially for virtual attendees. Katy Upperman will research Zoom's voting capabilities.
- **Member Retention** - Discussed implementing a buddy system to better welcome and retain new members.
- **Next Board Meeting - February 18, 2026, 6PM-8PM:** Review their annual goals at the next board meeting, focusing on nurturing spirituality, building connections, and supporting justice. Tom and Patty agree to meet in person rather than online.

### IDENTIFIED ACTION ITEMS:

- **Diane:** Approach Jenny Rodman and/or Marty Magers about heading up the pledge drive, with Tom handling bookkeeping.
- **Diane:** Ask Brenda Peterson to organize a "Bring a Friend to Church" day/event.
- **Diane:** Put together and distribute emergency altar display kits to the Coffee Club and inform them of the new altar setup responsibility.
- **Diane:** Order new postcards for marketing/pledge drive (end of month mailing).
- **Diane:** Update outreach events on the calendar as dates become available.
- **Diane:** Find and recruit a second RE (Religious Education) helper for Christina.
- **Diane:** Send a card or note to the Honchar family expressing support and letting them know the congregation is available if needed.
- **Diane:** Consider and plan for offering "Building Your Own Theology" or similar mini-courses to attract new and existing members, possibly as an alternative to traditional new member classes.
- **Diane:** Add review of annual goals and alignment of action items to the top of the next board meeting agenda.
- **Jan:** Organize a celebration event for Prairie Youth Camp closure and consider inviting former camp leaders/participants to encourage ongoing involvement.
- **Diane:** Inquire about scholarship opportunities for youth attending WUULF camp and report back to the group.
- **Diane:** Tell Renee to send out year-end (2023) and mid-year (2024) statements to members for tax/pledge purposes.
- **Katy:** Research and implement a solution for electronic/online voting for congregational meetings (including via Zoom or third-party apps), and coordinate with Diane.
- **Katy:** Check if Breeze can be configured to allow members to view their own pledge/donation status online and report back.
- **Katy:** Email Eric Gonzales to coordinate on website updates and set up a time to work together on website improvements.
- **Patty:** Check with Dina about serving as an endowment trustee.
- **Patty** (or assigned social justice team member): Look into the Parker Days community grant opportunity for the handyman service and determine what is needed to apply.
- **Jan:** Serve as acting membership chair until a permanent replacement is found.