

## **Prairie Unitarian Universalist Church**

Board Meeting - March 18, 2026

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

Minutes Recorded by Katy Upperman

- **Opening/Blessing:** Reverend Chip
  
- **February 18, 2026 Minutes Approved Unanimously**
  
- **Budget/Financial Updates**
  - Review of financial updates, noting that Prairie is slightly ahead of budget with spending being slightly below, with particular savings in audio-visual costs thanks to Brian's volunteer work.
  - The budget for 2026-2027 will be created soon by the Finance Committee.
  - Pledge Drive progress: \$36,000 received so far. Agreement was reached to send an email reminder followed by phone calls made by Patty the following week to encourage responses before the end of March.
  - Discussed handling returned pledge envelopes and updating addresses in Breeze. Jan reported on several envelopes that needed to be resent.
  - Addressed possible updates to the Spirit of Life building rental agreement, with a proposal to increase the monthly rent to \$1,000 and offset it through personal pledging, though this requires further discussion by the Executive Board.
  - Jan reported that Teague Van Buren confirmed the fireplace room at the SOL Building would be completed by the needed date.
  
- **Breeze**
  - Discussed challenges with Breeze's address management system, particularly regarding family relationships, which Diane suggested should be addressed with Susan Reardon.
  - Discussed the potential use of Breeze for better tracking of financial information and managing church operations. Determined this may not be necessary for the current congregation size.
  - Agreed to explore training options to better understand Breeze's capabilities, particularly regarding financial tracking.
  
- **Outreach/Advertising**
  - Denver PRIDE will take place on June 28th. Katy will advertise in the newsletter as the date approaches.
  - Diane reported a 4% return rate on postcard mailings and the group considered whether to explore alternative marketing approaches like Google Ads or Farmer's Market presence.
  - Discussed the need to complete paperwork for Farmers Market participation, with Patty researching fees.
  - Confirmed a Habitat Interfaith Alliance build date for April 11th.

- Discussed challenges in securing a date for Parker Task Force food bank events due to limited availability.
- **Volunteer Coordination/Staffing**
  - Discussed confusion about volunteer responsibilities for upcoming parties—a picnic for campers and a party on April 5th welcoming Becky Roush. Jan and Diane clarified that there was some misunderstanding about which party Jan was volunteering for, and agreed to double-check with Joe Francis to ensure everyone was aware that they were helping with the correct events.
  - Addressed the need to create contracts for Katy (admin) and Iris (musician) with Jan volunteering to draft the contracts.
  - Jan clarified that Board Moderators should continue submitting attendance numbers to Katy to be added to the attendance tracking spreadsheet.
- **Membership**
  - Discussed the Membership Chair position, with Diane indicating that while no one has stepped up as leader, the current system with five team members and weekly communications is functioning adequately.
  - Reviewed Prairie's retention campaign, noting that while new members are staying, better tracking methods are needed for both new attendees and those who previously attended but haven't returned.
- **Events Ideas/Updates**
  - Agreed to remove Drum Circles from the calendar until further notice.
  - Agreed to include active shooter training resources in their newsletter, with Patty recommending the City of Houston's "Run, Hide, Fight" training video for review by Reverend Chip.
  - Discussed potentially offering free will writing services in spring, 2026.
  - A decision was made to table the pancake breakfast due to bandwidth constraints.
  - CUUPS group currently lacks interest; may revisit in the future.
  - WUULF is June 15-21; applications close mid-April.
- **RE/Youth Engagement**
  - Discussed the youth camp party, with Jan confirming she would discuss further with Joe Francis.
  - Diane shared that elementary education programs had limited recent activity, and mentioned potential collaboration with Columbine for an OWL training for 4th-6th graders the weekend of April 17th.
- **Next Board Meeting - April 23, 2026, 6PM-8PM**

#### **ACTION ITEMS:**

- **Jan:** Update Breeze with new addresses for returned pledge envelopes and prepare new envelopes for re-mailing, ensuring correct addresses are used.

- **Jan:** Touch base again with Joe Francis to clarify which party/event she is volunteering for.
- **Jan:** Work with Katy to create a new contract for Katy, incorporating her responsibilities and using her job description and list of responsibilities and a prototype from Indeed.com.
- **Jan:** Finalize and deliver the contract for Iris this week for signature.
- **Jan:** Send website/farmers market application information to Patty, and work together to complete necessary paperwork for farmers market/Southlands booth registration.
- **Tom:** Provide a status update on the organized water bottle outreach for farmers markets when ready.
- **Diane:** Draft email for pledge drive reminder and coordinate with Patty and Katie for distribution.
- **Diane:** Inform Christina about the possibility of having children write letters to nursing homes as a new activity.
- **Diane:** Add postcard mailing for new-to-area residents to outreach efforts this month.
- **Diane:** Look for previous email or information about free will writing class/organization and investigate the possibility of offering this service, including vetting the organization.
- **Chip:** Review the Run, Hide, Fight active shooter training video from City of Houston and determine how best to share this resource (e.g., via newsletter).
- **Katy:** Advertise Denver PRIDE.
- **Katy:** Investigate if Breeze can be configured to allow members to view their own pledge/financial status and report back on capabilities.
- **Katy:** cancel UU music subscription.
- **Katy:** Remove Drum Circle from the calendar.
- **Katy:** Update the order of service and calendar to include Pride March information and prompt for possible leadership/organizer.
- **Katy:** Investigate and, if possible, update the online pledge commitment form to allow recording of pledges without requiring immediate payment/automatic payment setup.
- **Patty:** Continue to check for available food bank volunteer dates and update when a date is secured.
- **All Board Members:** Ensure attendance numbers are reported to Katy when moderating services.