

UUCSC Calendar

Revised April 2025

Regular Meetings:

- Board of Directors meet the last Wednesday of each month from 10:30 to 12:30 pm either in person or on Zoom
 - The Coordinating Council meets the 2nd Wednesday of Sept, Nov, Jan, March, May, from 1:00-2:30pm. (The vice-president currently chairs the meeting; other Board members are welcome)
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JULY

- New president or designee provides orientation for new Board members (if not done in June)
- Board appoints (or re-elects) 3 members to the Committee on Right Relations
- Congregational Admin submits Secretary of State's Annual Report
- Congregational Administrator submits the US Dept of Treasury *FinCEA (Financial Crimes Enforcement Agency) report of "beneficial ownership information."*
- Board meeting

AUGUST

- Review committee chairs. President requests that committees notify him/her if chairs have changed, as committees select their own chairs (if Bylaws change)
- Personnel Committee finalizes employee contracts; employee and President signs the contracts, files contract with Congregational Administrator
- Cong Administrator submits the semi-annual update of officers and membership list to UUA
- **When is the reporting for the Empower Retirement Plan due?**
- Wünder Academy of Metamorphosis takes place
- Board meeting
 - Schedule fall Board retreat (set goals for the upcoming year)

SEPTEMBER

- Board appoints committee chairs, if needed
- Planning for D4\$+ begins
- Coordinating Council meeting (2nd Wednesday, 1:00-2:30pm)
- Board president or designee requests Conflict of Interest forms to be signed from Board, Finance and Facilities Committees
- Board meeting

OCTOBER

- Clerk, in conjunction with the Membership and Finance committees, reviews inactive members and determines if an exit letter is warranted
- **Music and RE committee program goals are due to the Board**
- **Minister/staff supervisor reports that Music Director and DRE have set their personal goals. CA does not set personal goals.** The Minister reports to the Board that these have been completed.

- Board, Facilities and Finance committees sign annual Conflict of Interest form (return to Congregational Administer)
- D4\$+ fundraiser auction
- Wünder Revels of Samhain: (typically, the Sunday closest to Oct. 31)
- Holiday Fair planning begins
- Fire Drill
- Board meeting

NOVEMBER

- Path to Membership classes scheduled by the Membership Committee [great to have a Board member attend, not required]
- Coordinating Council meeting
- Board meeting
 - Chair for the stewardship campaign needs to be found (**Does Finance or the Board do this**)

DECEMBER

- Mail letters to inactive members (Clerk, Minister, and Membership committee)
- Holiday Fair
- Winter Solstice Spiral Labyrinth walk (On the afternoon of the winter solstice, usually Dec. 21)
- Christmas Eve concert [**if that will continue with our new MD**]
- Board meeting

JANUARY

- Nominating committee reviews terms of Board members to determine whose term is ending June 2026.
- Clerk determines the UUCSC membership figures for the UUA and **conducts Congregational Questionnaire (?)**
- Finance confirms with the Stewardship chair the dates of the campaign, typically around February 14-March 20 (UUA is now recommending 3-4 weeks)
- Coordinating Council meeting
 - Discuss Stewardship campaign
- Board meeting

FEBRUARY

- Nominating Committee begins looking for Board candidates
- Review Policy Handbook
- Wünder Revels of Imbolc: typically, the Sunday closest to Feb. 2
- Stewardship campaign begins.
- Semi-annual update of officers and membership list to UUA
- Board meeting

MARCH

- Minister / staff supervisor completes DRE, MD, and CA evaluations by March 21, signed and filed. The Minister reports to the Board (to be put in the Minutes) that these evals have been completed.
- Personnel Committee researches and proposes salary figures to Finance Committee
- Stewardship campaign ends

- Spring Equinox ritual and celebration: the Sunday closest to March 21
- Coordinating Council meeting
- Board meeting

APRIL

- Path to Membership classes [great to have a Board presence]
- Finance Committee finishes a draft annual budget and send to BOD for review
 - April BOD meeting discusses first draft budget
- Clerk contacts committee chairs for annual reports due in May for the Annual Meeting packet
- Personnel Committee submits DRE, MD, and CA contract proposals to the Board
- Minister notifies Board that staff evaluations have been completed (if hasn't happened yet)
 - Any unresolved issues are settled before the Annual Business Meeting
- Fire Drill
- Board meeting

MAY

- Wünder Revels of Beltane: the sunday closest to May 1st
- Board helps select two new Committee on Ministry members (process defined in the Bylaws)
- Finance Committee presents the budget to the Coordinating Council and congregation.
 - Finance revises budget, as needed, from comments from Coordinating Council and Congregation.
- Annual Business meeting reports due from
 - All committee chairs
 - Congregational and Finance Administrators
 - President, Minister
- CA mails annual meeting notices at least 13 days before the Annual meeting date in June (second Sunday), including all of the documents required by the bylaws.
- Recruit General Assembly delegates to represent UUCSC
- Coordinating Council meeting
 - Treasurer or designee presents budget for the next year
- Board meeting
 - Treasurer or designee presents budget for the next year
 - Board vote to approve budget or return to Finance for revision

JUNE

- Annual meeting held on the second Sunday of the month
 - Report from the Finance Committee and Nominating Committee
- Continue to recruit General Assembly delegates to represent UUCSC
- CA, with Clerk, sends the Congregational Elected Board and Staff packet to the UUA
- Treasurer, with clerk and office administrator, notifies bank of newly elected officers
- President or designee, with help from CA, prepares and updates packets for new Board members' orientation

- Past-president orients the new president, if possible, before the June Board meeting).
- Board meeting

NOTES:

1. Special Board meetings may be called by the president of the Board on an as-needed basis.
2. Special business meeting of the congregation may be called by the President, Vice President, a majority of the Board, or by twenty percent of the members of the Congregation, per the Bylaws.
3. Board retreats may be scheduled, as needed, by agreement of the Board