

**Big Moose Community Chapel
Annual Meeting – August 24, 2025
Minutes**

- A. Call to order** – The meeting was called to order by Clerk Miyako Schanely at 11:20 a.m.
- B. Qualification of voters and establishment of a quorum** – The Clerk read the section of the bylaws that specifies who is a member of the congregation and entitled to vote, and established by raising of hands that all present were qualified voters. A clipboard was passed around for the names of attendees. There were 41 members present.
- C. Election of presiding officer and two inspectors of election** – The Nominating Committee chair proposed Susan Taylor as presiding officer and Laura McSweeney and Steve Schanely as inspectors of election. These persons were unanimously approved to fill those roles.
- D. Proof of due notice of the meeting** – President Susan reported that a representative of the Nominating Committee read the required announcement on the two Sundays prior to the meeting as required in the by-laws.
- E. Reading of notice of the meeting** – John motioned to dispense with the reading of the notice in the interest of time. Linda seconded, and the motion carried.
- F. Approval of 2024 annual meeting minutes** – Kathryn motioned to approve the minutes of the 2024 annual meeting as presented. Jerry seconded, and the motion carried.

G. Reports of officers

- **President** – see Susan's notes
 - The Chapel has enjoyed an outstanding year. Our volunteers and committees have done phenomenal work – details appear in the committee reports available on the website.
 - Please think about how and where your talents can contribute. Two of our important vacancies for this next year are the Chair/Co-Chair of the Facilities committee and the Chapel Clerk. These and other volunteer opportunities can be for a term/duration that you define.
 - The medical emergency during worship last week was met with outstanding response from members of our chapel and first responders from the community. Reflection on our response noted that our actions were appropriate but that we could use some supplies. We now have an updated first aid kit, warming blanket, ice packs and hot packs. They are stored by the AED box in the side room, and a landline phone is available on the windowsill next to the minister's closet if needed for outgoing emergency calls.
 - Today's meeting includes several important items: voting in the new class of trustees, calling the minister, and consideration of proposed updates to our bylaws.

- o It has been an honor to be entrusted with the running of the business of this Chapel, to include Weston's first three years as minister here and the growth we have enjoyed. Kathryn Orbanek is nominated to serve as the next president, bringing lifelong love of the chapel and the community, as well as many wonderful ideas.

Meeting attendees gave a standing ovation recognizing Susan's leadership over the past three years.

- Vice President – Kathryn Orbanek thanked Susan for serving as President the past three years. On behalf of the chapel and the Trustees, Kathryn presented a gift (stone lamp) at the annual Trustee and Committee Chair social the previous evening.
- Treasurer – Treasurer Mark Mayer thanked Meridyth Burrows as bookkeeper. **Financial reports are available on the website for everyone to read.**
- Clerk – No additional items to report.

H. Committee Reports – Susan Taylor noted that in the interest of keeping this meeting to a manageable length, annual committee reports were gathered and posted on the Chapel website for review by trustees and members of the congregation prior to this meeting. Highlights will appear in the fall print and web newsletters. She opened the floor for questions, and none were offered.

I. Proposed changed to Bylaws

Dan provided a brief overview of the proposed changes to the Bylaws. For everyone's convenience, these proposed changes have been posted on the chapel website for review prior to the meeting.

1. Remove requirement to elect auditor: Kathryn motioned to approve, Steve seconded. Motion carried unanimously.
2. Delegation of Trustee authority: Committees operate within scope of authority as detailed in the Handbook. Trustees annually approve list of committees. Linda motioned to approve, Sara seconded. Motion carried with one dissension.
3. Remove "signed the Bond of Union" from the definition of membership and remove language regarding voting by proxy for calling the minister: Mark motioned to approve, Laura seconded. Motion carried with one dissension.
4. Reducing the minimum number of Trustees to 15, reducing the minimum for each nominated "class" to 5, adding attendance requirement, and redefining Trustee quorum to 2/3 of the roster:
 - a. Larry motioned, Dick seconded.
 - b. Discussion: Suggestion was made to modify verbiage to "no fewer than 15 and no greater than 21" in order to maintain the cap of 21. John motioned to approve; Steve seconded. Motion carried unanimously.
 - c. Dick motioned to approve the approved amendment with the modification above. Larry seconded, and the motion carried unanimously.

J. Old Business

None

K. Nomination and election of Trustees and Clerk –

- The nominating committee presented its slate and distributed paper ballots. Trustees elected to the class of 2028 by majority vote are Bill Burrows, Betsy Hadden, Larry Schunck, Bill Locke, Jerry Rutherford, Elaine Nelson, Susan Rimato. There is no nominee for Clerk.
- Susan thanked the departing Trustees (Joanne Carey, Loretta Lepkowski, Terry McSweeney, Laura Rankin) and welcomed the Trustees elected to their first term (Elaine Nelson and Susan Rimato).

L. Calling of the Summer Minister – The Worship Committee gathered feedback from the congregation and reviewed that feedback with Weston. The committee recommended calling Rev. Dr. Weston Williams as the Chapel's summer minister in 2026 and prepared paper ballots. The vote was unanimous in favor of calling Rev. Williams for 2026. Weston thanked the congregation.

M. New Business

- Dick reminded everyone that our 100th Anniversary is approaching in a few years, and we need to start planning early.
- Next year is the 100th anniversary of the congregation coming together as a body. The following year is the 75th anniversary of the manse.

N. Adjournment – Martha Widdicombe motioned to adjourn, and Phyllis seconded. The meeting was adjourned at 12:12 p.m.