

UUFEC Board of Trustees Meeting Minutes

January 21, 2019

Attendees:

Officers:

President	Gil Brown
Vice President	Julie Winfree
Treasurer	John Holt
Secretary	Rece Howley
Past President	Josh Ashley (Absent)

Members-at-large:

2020	Toni Pentecouteau
2019	Amanda Piburn
Ex Officio	Doak Mansfield

Quorum: Yes

Guests: Jane Park on behalf of the COM & Membership

Call to Order: Gil called the meeting to order at 6:29 pm.

SELECTION OF 2019 TREASURER

THE BOARD VOTED unanimously for John Holt to be our 2019 treasurer

HOUSE KEEPING PROCESSES FOR 2019 BOARD

- Approval of Minutes Electronically

- In 2018, The Board policy was to have the Secretary send minutes to President. The President reviewed, edited and then sent out to the Board electronically. The board members reviewed and submitted corrections electronically (Clicking 'Reply All' so all board members could see and if necessary, comment on proposed corrections) and approved minutes electronically, all prior to the next board meeting. ***BOARD APPROVED UNANIMOUSLY to continue this policy for the 2019 board.
- Special Relaxed Roberts Rules of Order
 - In 2018, the Board agreed to adhere to the Special Relaxed Roberts Rules of Order. . *** Use of Special Relaxed Robert's Rules of Order motion by John Holt passed unanimously. 11th edition pages 487-488
- Schedules of Board Agenda Submissions, and Process. In 2018, the Board President attempted to follow this schedule:
 1. On Thurs, eleven days prior to the usual board meeting, notices are sent to Enews and wick to announce upcoming meeting and invite any agenda items or concerns, mentioning the deadline for additional agenda items is five days prior to the board meeting.
 2. On Saturday, nine days before the board meeting, liaisons should email to committee chairs to ask for committee reports by Wednesday (five days before the board meeting)
 3. Wednesday, five days prior to the board meeting is the deadline for agenda additions and for committee reports
 4. On Thursday, four days prior to the Board meeting, The President sends out notice to Enews and wick to announce upcoming meeting.
 5. On late Friday or early Saturday, prior to the Board meeting, the president compiles the board packet and emails it out to Board
 6. On the 3rd Monday of each month at 6:32 pm is the Board meeting, lasting approximately 2 hours.
 7. In the week following the board meeting, I will attempt to send out the President's corner update.

COVENANT OF RIGHT RELATIONS

In 2018, the board followed **the attached** covenant of right relations.

***THE 2019 BOARD unanimously approved the 2018 Covenant of Right Relations.

SELECTION OF LIAISONS FOR COMMITTEES

The board approved the following assignments of chairs and liaisons:

<u>Committee:</u>	<u>Chairs</u>	<u>Liaisons</u>
Caring Committee:	Rece	Amanda
COM:	Jane	Josh
Communications:	unassigned*	Julie
Endowment:	Josh	Josh

Facilities:	unassigned*	
Finance:	unassigned	John Holt
Membership:	Jane	Toni
Religious Services:	Brian	Amanda
RE:	Amy Weisburg	Toni
Social Justice:	Abigail	Rece

(UPDATE: in the 2 weeks after the meeting and before submitting these minutes, Julie Winfree has agreed to chair Facilities and will serve as liaison. Paula Previte has agreed to chair Communications)

MINUTES

Minutes from 12/30/18 were approved as presented.

Minister's Report:

Presented at meeting.

BOARD RESPONSE/INPUT: Paint project was good for team building – Toni.

Board list is updated – Jane.

TREASURERS REPORT:

BOARD RESPONSE/INPUT: We are at 83% of where we should be financially - Gil. There will be 10% of pledges that we won't get – Doak. We have funds in the bank for the budget. It's a special fund to support ministry – Jane. It's off putting to keep harping about money - Toni. The collection is part of the ritual – Doak. Make requests for funds multifaceted. Don't give facts and figures to guests – Gil. We could put the percentage in the Wick - Rece. It could get lost in the Wick - Julie. Give personal perspective on why they value this Fellowship - Gil. Lisa wants to get playground equipment. The board should know about restricted funds - Doak. Fundraisers don't need to be approved by board - Gil. There should be some accounting for these funds – Holt. We should be rid of the mortgage by next year - Gil.

STANDING COMMITTEE REPORTS

Caring Committee; Rece Howley: Liaison: Amanda Piburn

The Caring Committee members recently helped congregants in the following ways:

- * Visited them at their homes.
- * Kept in touch by phone
- * Helped a congregant with an estate sale.
- * Helped a congregant with electronics.
- * Made funeral/Celebration of Life arrangements and executed the event.

BOARD RESPONSE/INPUT: We will probably get a new Chair for this committee. Rece will stay on the committee for guidance – Gil.

COM Committee; Chair: Kathy Geronimo; Liaison: Josh Ashley

The COM held its first meeting of 2019 on January 17, with all three members attending: Chair, Jane Park and Diane Gibson and Blake Farley. Doak was unable to attend.

We clarified the role and responsibility of the COM and discussed the congregational "Safety Conversation" scheduled for 2nd hour March 31 (5th Sunday).

As I shared at the Board's December meeting, we will likely be asking Board Members to help with small group facilitation. I will be at the Board meeting Monday to get clarity on any Board initiatives related to safety. Many thanks. Jane

BOARD RESPONSE/INPUT: See Facilities section for discussion on safety.

Communications Committee; Chair: None; Liaison: Julie Winfree

Communications is without an official chair or committee. Marion is doing the day to day maintenance of the E news. John Holt is working on the Logo(s).

BOARD RESPONSE/INPUT: The board is making progress on building this committee.

Facilities / Buildings & Grounds Committee; Chair: Julie Winfrey; Liaison:

1. Our insurance provider inspection (July 2018) identified two policy discrepancies. a. No central burglar alarm system. Consequently, I have deleted; as expense of door/window sensors; motion detectors, cameras, etc. exceeds risk. (however, Board may decide this is a priority and reinstate). Also, b."excessive foliage and vines.... contribute to a fire hazard". I have submitted compliance photographs and will monitor growth of Carolina Jasmine. For additional information, contact Wendi at Niceville Insurance. (729-2131)

2. Julie Ann Winfree completed a comprehensive paint project of total sanctuary and entry on 12 January. Many volunteers contributed hundreds of man-hours. Material cost was approximately \$650. (?) One big "Atta Girl"!

3. Jan Mullins has maintained/replanted petunias and other enhancements by the front door. Another: "Atta Girl!".

4. All playground equipment has been removed.

5. On 8 January, all electrical power ceased in our UUFEC office. (minus one wall outlet) Brent Construction (electrician) validated that circuit breaker protection was still viable. However, additional trouble-shooting by John Holt, Bill White and John Drury have failed to identify a cause or solution. (Brent Smith fears it might be squirrel damage in the ceiling) Modest steps have been attempted to discourage varmints. Indeed, soffit remediation is a concern.

6. The current chair has resigned after 13 years. Effective date is 28 January 2019.

In Peace:

Fred Boyer, Chair, Building & Grounds

SELECTION OF JULIE WINFREE AS NEW FACILITIES CHAIR- DISCUSSION

BOARD RESPONSE/INPUT: There are complications with having an alarm system. We'll get advice on inexpensive security measures from the insurance inspection - Holt. John will look for a junction box regarding the power failure in the office. There is an open circuit. Our wiring is very old - Holt. There will be further deterioration with our electrical system - Doak. Julie knows a couple of good electrical companies. Hank Christen is a nationwide expert in mitigation. He's done several churches. He did a walk through of our building with John Holt. There are some safety issues. COM should get a copy of the safety report - Gil. We are working on getting a handicap accessible door.

Finance Committee; Chair: Elisabeth Ashley; Liaison: John Holt

To be presented at meeting.

BOARD RESPONSE/INPUT: There is no official report – Holt. We need a theme for canvass. Gil is trying to get a co-chair for the canvass.

Membership Committee; Chair: Jane Park; Liaison: Amanda Piburn

We currently have 81 members, down from 83 in November.

Five names were removed.

-Two people passed away (Inge Wuerth & Jack Tweedle)

-Two people have joined a UU congregation in another state and asked to be taken off the list (Stephanie and Will Marshall).

-One local person asked to be removed from the list (Nik Dudley). Shar had a long, very friendly, "check-in" conversation with him. There were no issues with church, just changes in life circumstances.

Three former members have reactivated their membership:

-Hank & Lynn Christen

-Miriam Lavandier

For now, your chair is not undertaking any bold new initiatives, but just trying to shore up basic

membership functions.

Shar and I updated the roster, which was completed January 15. As part of the update, Shar and I identified members whom we have not seen and don't know their status. We shared this list with Doak, who is reaching out to them.

We've had a lot of visitors! I aim to lead a new UU class in mid-February/early March.

One day, I may even try to form a real Membership Committee.

As we head into canvass season, I would like to get clarity on the process by which we handle pledging and membership. I have submitted a summary of the process for the Board's review and consideration [SEE ATTACHED], as well as the relevant section of our bylaws.

With gratitude for your service on the board! Best, Jane

BOARD RESPONSE/INPUT: The Board approved the proposed policy on membership as submitted by Membership chair, Jane Park. John Holt will bring non disclosure forms to the board.

Religious Exploration Committee; Chair: Amy Weisberg; Liaison: Jan Mullins

No Report submitted

BOARD RESPONSE/INPUT: None

Religious Services Committee; Brian O'Connell Chair; Liaison:

RS Committee Report:

- Service Leader training went well on 5 Jan. 14 attendees (I think)
- Upcoming guest speakers:
 - 27 Jan: Rev Monk
 - 10 Feb: "Chocolate Communion" (Amanda Piburn)
 - 24 Feb: Swami J

BOARD RESPONSE/INPUT:

Social Justice Committee: Abigail Riegenbach Chair; Liaison: Gil

No report submitted

BOARD RESPONSE/INPUT: Fund raising for Bay County disaster relief was discussed. The possibility of setting up a "Go Fund Me" account was raised.

Endowment Committee: Chair and Liaison: Josh

No report submitted

BOARD RESPONSE/INPUT: Committee by laws need to be changed – John Holt

AD HOC COMMITTEE REPORTS:

Growth Team:

Last Meeting held on Friday, Aug 24. Not scheduling new one until we have our new minister workshop

BOARD RESPONSE/INPUT: None

Bylaws Committee: *Previous Members were Julie Winfree, John Holt, and Brian O'Connell.*

No Report Submitted

Suggested changes to bylaws:

- Inclusion of the endowment committee amendments into regular bylaws with mention in 7-1 as a standing committee*
- reducing the number of members in our Endowment committee and the duration of their terms*
- clarification of which board chooses the new COM position for the new years*
- clarification of who membership committee can delete from membership list*
- clarification of who doesn't need to meet pledge requirement for membership*
- under 1-3, last few words should state we are members of the "Southern Region.." not mid-south district*
- need to spell out in bylaws that members can "quit membership" without board approval, ie people who ask to quit or people who die, don't need board approval to be removed from membership list.*

BOARD RESPONSE/INPUT: John Holt agreed to keep working on this for the coming year.

CALENDAR UPDATE

<http://www.uufec.com/wordpress/calendar/uufec-calendar/>

Our Calendar highlights and helps coordinate upcoming UUFEC events.

Micah Krider keeps the calendar up to date

OLD BUSINESS

Ministerial Start Up Workshop

Christine Purcell is in communication with us and will be working on arranging this.

Connecting with and Supporting UU Fellowship of Bay County

Gil is in communication with President Ken Sizemore and will make an announcement to request funding of UUFBC

NEW BUSINESS

UUA Congregational poll for Congregational Certification.

***The Board voted to not have this item on the UUA General Assembly agenda.

Next Board Meeting: Feb 18, 6:32 PM

Selected Attachments:

2018 and 2019 UUFEC Board of Trustees Covenant of Right Relations

"Covenant" is Latin for "come together" and means a "solemn agreement" or "promise" from the heart" regarding a course of action between parties.

In the spirit of right relations, the board covenants to:

Listen compassionately, speak respectfully, and take responsibility for our actions and feelings.

Communicate with kindness, tact and support.

Deal directly with others, if possible, to resolve conflict.

Strive to stay in relationship through conflict. Assume that others have positive intent and the best interests of our Fellowship at heart.

If conflicts cannot be resolved directly through those involved, engage with formal UUFEC procedures for conflict management.

Accept our responsibility to seek and provide information necessary to make well-informed decisions.

Follow an intentional process of decision-making that allows everyone a chance to be heard. Support Board decisions, once they have been made.

Bring to light concerns about things which threaten the health of our church. The health of the congregation as a whole is paramount.

Be clear about the assignments, responsibilities, and expectations we have of each other.

Fulfill our commitments, complete our tasks, admit our mistakes, praise each other's successes, and say "thank you."

Be respectful of each other's time.

Ask for help when needed and give help as able.

*Be conscious of the primary objectives of the fellowship,
Especially as they relate to the seven UU principles.*

Focus on constructive activity to address all important topics.

January 24, UUFEC, Board of Trustees Meeting Info on membership and pledging

UUFEC Bylaws excerpt ARTICLE 2. MEMBERSHIP AND VOTING

2-1 Membership in the UUFEC is open to all who are at least 14 years of age and have indicated to the Membership Committee their understanding of the Unitarian Universalist Principles, the UUFEC organization, and their interest in supporting and participating in UUFEC activities. Any youth member (ages 14 – 18), who has completed orientation instruction for membership in UUFEC, will enjoy all the privileges of membership except those prohibited by law. No test of creed, of faith, of national origin, of race, of gender, of gender expression, of sexual or affectional orientation, of physical or mental abilities, or other similar test shall be imposed as a condition of membership. Signing the official register formalizes one's membership status.

Members shall support the Fellowship by participating in the annual canvass drive and express through their annual written commitment their willingness to support the fiscal needs of UUFEC as well as the spirit of the Fellowship. A financial contribution shall be required to maintain membership unless the member indicates they have no income.

2-2 The right to vote at a meeting of the Fellowship is limited to those who have been members of UUFEC for at least 60 days immediately preceding the meeting.

2-3 A member who is voluntarily absent from the life of the Fellowship for a period of one year, is known to have established permanent residence outside of the area served by UUFEC, who cannot be contacted by the Fellowship, or who has not made a financial contribution of record, as required by paragraph 2-1, will be removed from the membership of the Fellowship. The Membership Committee will submit a recommended list of members to be dropped to the Board of Trustees for review and approval. The Membership Committee will act on the Board's approval and update the Membership List.

2-4 Membership in the UUFEC may be revoked by a vote of the Board of Trustees. A person whose membership is to be canceled will be notified by first class mail one month before any action is taken. This notification will include the reason(s) for the pending action. Voluntary withdrawal of membership may be made by written notice to the Board of Trustees.

CURRENT PROCESS FOR DEALING WITH PLEDGING & MEMBERSHIP:

1. The Pledge Drive team solicits pledges. My experience is that this involves multiple attempts to reach "non-responders" in the final weeks of the pledge drive.
2. If a member indicates that they cannot make any pledge, but wishes to maintain membership, I am assuming the canvass folks have a way to note that. I don't think Membership needs to know that someone's pledge is \$0.0.
3. At the end of the Pledge Drive (and after the April congregational budget meeting), the Pledge Drive chair sends the Membership Chair a list of members who did not pledge (for whatever reason, e.g., the pledge drive committee could not reach the member, the person said they would get back to the Pledge Drive Committee and did not).
4. Membership Chair sends a letter to people in this list, explaining that they would be removed from membership if they decided not to make some level of pledging (with a reminder that we always make exceptions for financial hardship). The letter includes the following: • a deadline (around the end of June) and a contact to whom to give pledge info; • instruction to contact Membership if they wish to be removed from membership; and • invitation to speak to the minister, if they have an issue that they would like to discuss.
5. The week after the deadline, a member of the Pledge Drive Team provides the Membership chair with a list of members who still have not pledged.
6. Membership Chair forwards these names to the Board in the July or August meeting to decide how to handle membership status of the "non-pledgers."
7. Based on the Board's decision, the Membership committee then distributes a new membership list by the end of August (60 days prior to the October Annual meeting), which is used to determine who is eligible to vote.

Please note the process used to be much more complicated, with multiple letters. Previous Membership leadership found that no one responded, so the process was simplified to one "post pledge drive notice."