

UUFEC Board of Trustees Meeting Minutes

March 18, 2019

Attendance:

Officers:

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

Members-at-large:

2019	Amanda Piburn
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Ex Officio	Doak Mansfield
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Absent:	Toni Pentecouteau
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Review/Approve Minutes from 2/18/19.

BOARD RESPONSE/INPUT: The minutes from the 2/18/19 meeting were approved as distributed without objection.

Minister's Report:

Minister's Report No. 8

March 18, 2019

Reaction to start-up workshop consultation with Rev. Kenn Hurto, March 2 by adjustment to 'on-off' scheduling as ½ Minister: 'On' second week (Monday-Sunday and 3rd Sunday worship/speaking) and fourth week (Monday-Sunday and 1st Sunday worship/speaking) plus pastoral care needs, Board meetings, and other occasional needs and times.

- Sunday Service(s):
March 3: Assisted guest minister Rev. Kenn Hurto
March 17: 'Questions for the Minister'
- Administration & Congregation Interaction
Ongoing monthly leadership meeting with President and Vice-President. Very helpful.
Friday meet-ups/collaboration with Marion
- Pastoral Care: 3 contacts
- Community:
PFLAG Start up Planning
- UUA: UUFBC (Panama City) Guest speaking Feb 24, 2019
- Programs:
March 2, 2019 Spring consultation with Rev Kenn Hurto ministry start up.
- Facilities:
Front entrance remodel design (with ADA specs) underway (Jean-Paul, Julie, & Doak)
- Building & Grounds Committee Meeting
- Communications
Social Media presence and activities (UUFEC Facebook Page)
- COM
Ongoing consultations monthly.

Together – Doak
The Rev. Dr. Doak Mansfield

BOARD RESPONSE/INPUT: There was an inquiry about Doak's visit to Panama City. There was decent attendance and attendees had a good time.

TREASURERS REPORT:

See Attachments #1 and #2

Review and approve the Budget for the coming 2019-2020 year*

BOARD RESPONSE/INPUT: We are at 87% of where we should be for the budget. Investing in a Certificate of Deposit was discussed. Gil will contact UUA to clarify what we owe them for 2020 fair share budget. We have 34 pledges as of now. Gil and Julie will plan for a capital building campaign later in the year. Building and grounds improvement will get \$3500 budgeted. RE Staffing will be increased to ~\$3500 to \$4000. The budget was reviewed and will be formally approved at the next meeting.

STANDING COMMITTEE REPORTS

Caring Committee; Rece Howley: Liaison: Rece Howley

The Caring Committee has nothing to report this month.

BOARD RESPONSE/INPUT: An inquiry was made of Belvedere in Bluewater Bay and they said that Daisy Horn is not a resident.

COM Committee; Chair: Jane Park: Liaison: Josh Ashley

In accordance with Doak's contract and the COM charge in the bylaws, we are preparing to conduct an assessment of Rev. Doak starting in August, after he has been here for one year.

President Gil requested our input in the idea of a Safety Officer.

We support the idea. If we are having church volunteers do this (as opposed to paying someone), we recommend rotating the position to avoid burn-out. We also recommend a clear role description and adequate training. (and we expect you have already thought of these things.)

We remain very interested in supporting efforts to enhance congregational Safety. "Safety" involves a huge range of topics, from reducing risk of violent external threats to creating a safe space for personal sharing in UUFEF programs. The recent safety assessment by Hank Christen has been shared with the COM.

We have been discussing how to support right relations and understand from Doak that the Board has also discussed this.

We have started reviewing UUFEF's Safe Congregation policy, issued in 2012, which needs updating (for example, we are not doing some of the things the policy says that we are doing).

REQUEST: Please let us know how we can help enhance safety at UUFEF. It seems like both the Board and COM are interested in this area and can have critical and distinct roles. We are excited to hear the Board is working on these areas and want to support and not duplicate your leadership.

BOARD RESPONSE/INPUT: Hank Christen offered to have safety training at the fellowship. Julie will coordinate with the COM on the ongoing development of UUFEF safety policy.

Communications Committee; Chair: Paula Previte; Liaison: Julie Winfree

- Met with the Director of Marketing from White Wilson. Finding ways to incorporate her ideas for our short and long term goals.
 - Developed consensus on updates for website. Will consolidate and send to webmaster this month.
 - Developing design for fellowship business cards. Will submit design for board review when complete.
 - Continuing the effort to get Doak's sermons recorded on audio and/or video.
- PAULA ALSO SUBMITTED 2 PROPOSED COMMUNICATIONS POLICIES FOR THE BOARD TO REVIEW AND APPROVE, ATTACHED SEPARATELY TO BE REVIEWED AT END OF TODAY'S MEETING TIME ALLOWING (ATTACHMENTS #7 AND #8)

BOARD RESPONSE/INPUT: Great praise for Paula. The Board agree to review these policies/procedures in greater detail and approve at our next Board Meeting.

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

Building and Grounds Committee Report for March 2019 BOT Mtg
March 2019 has been very busy and productive for the B&G Team.
March 5 held Committee meeting. At this meeting we began the process of developing an organizational structure in order to spread out the many duties and responsibilities of running our UUFEF B&G to its committee members. This is still a work in progress but we have tentatively decided that:

Chair Julie Ann Winfree will be responsible for routine operations including managing janitorial and landscaping contractors. Julie will also be the UUFEF emergency contact person identified at the front and rear entrances;
B&G maintenance will be handled by John Holt, John Drury, Bill White, and Jean-Paul Pentecoteau. This includes unforeseen repairs as well as general routine maintenance.

The Aesthetics subcommittee members are Jane Park, Sandi Fowler, Kathy Roniger and Julie Ann Winfree. They will be responsible for creating and maintaining a pleasant and welcoming atmosphere inside our fellowship.

Winky Sweet has volunteered to schedule and coordinate the use of our building and grounds.

Good news is that Fred has graciously agreed to continue to make the coffee on Sunday mornings. The board will be responsible for purchasing the coffee.

March 9 Spring Cleanup: Mucho thanks to Gil Brown, Joseph Trambley, Janet Chapman, John Drury, Denny

BOARD RESPONSE/INPUT: None

Finance Committee; Temporary Chair: Gil Brown; Liaison: Gil Brown

The Finance Committee met on March 10, 2019.

Gil serving as temporary chair.

Clarified membership

Working on Policies and Procedures

Reviewed Balance Sheet, and Bank Balances and approved the proposed Budget

Stewardship Drive reviewed.

Pledge target of \$80,000. We have a deficit budget. Funds in savings will cover this deficit.

Will recruit members of board and Finance Committee to make phone calls towards

the end of April.
Will work on teaching Finance members how to do the weekly counts.
Working on making MemInfo and Quickbooks data match
Will meet monthly until pressing issues addressed and settled.
Sandi Fowler going to review CD rates and see if we can improve our savings.

BOARD RESPONSE/INPUT: We have 4 volunteers to make pledge request phone calls. We need a list of people from the board and/or the finance committee to count money after the Sunday service.

Membership Committee; Chair: Jane Park; Liaison: Toni Pentecoteau

Membership:

No changes to the membership list. We continue to follow up with people whom we haven't heard from.

We are preparing for the UU Newcomer 2nd hour sessions in (March 17 & 24). In addition to announcements in the wick and E-news, we've sent special email invitations to 14 adults who have filled out a visitor card in the last several months (with 8 children among them).

Julie continues to organize the greeters and Jan continues to organize snacks.

Clarification that board approved Jane's previously presented protocol for membership and pledging

BOARD RESPONSE/INPUT: None

Religious Exploration Committee; Chair: Amy Weisberg; Liaison: Toni Pentecoteau

No report submitted. (GIL WILL REACH OUT TO AMY TO REQUEST REPORTS)

LISA DRE LAST DAY IS MAY 30.

BOARD RESPONSE/INPUT:

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

March report for RS Committee:

- Discussing ideas/methods to better standardize service leader procedures
 - Perhaps more training and feedback to individual SLs
- Calendar/upcoming guest speakers:
 - Mar 24: Mandy Goheen
 - Mar 31: T-shirt service (Gil and Jane)
 - Apr 14: Rev Lister
 - Apr 28: Bill Campbell

BOARD RESPONSE/INPUT: None

Social Justice Committee; Chair: Abigail Riggerbach; Liason: Rece Howley

No report submitted

BOARD RESPONSE/INPUT: None

Endowment Committee: Chair and Liaison: Josh Ashley

No report submitted

BOARD RESPONSE/INPUT: Meeting is scheduled for 3rd hour March 24, 2019.

AD HOC COMMITTEE REPORTS:

Growth Team:

Last Meeting held on Friday, Aug 24. Next will try to be scheduled after Board Retreat.

BOARD RESPONSE/INPUT: None

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

No Report Submitted

BOARD RESPONSE/INPUT: None

OLD BUSINESS

Hiring new DRE:

Review and approve the attached proposed Salary and Job Description and Proposed changes (Attachments #3, #4 and #5)

BOARD RESPONSE/INPUT: The DRE contract is for 912 hours per year. The difference between a religious coordinator vs educator was elucidated. The board approves the salary and job description. **John will write the salary contract.**

Selecting GA delegates:

GA will be in Spokane, WA from June 19-June 23.

UUFEC is probably allowed 2 delegates.

Abigail Riggerbach has been voted to be one of our delegates.

Any other interested persons?

Will continue to run announcement in Enews for now

UUFEC New Leader Award: See attached letter from 2018 (ATTACHMENT #6)

BOARD RESPONSE/INPUT: **The Board agreed to all of the following parameters regarding New Leader Awards:**

Qualifications:

Member of UUFEC.

New to UU, less than 2 years

Has taken on or expressed interest in some sort of leadership position at UUFEC

Amount of support. Last year it was \$400.

Timing of Award Presentation: at April Spring Congregational Meeting

Abigail Riggerbach

Paula Previte

Sarah Albano

Jenna Reeves

Ministerial Start Up Workshop-

Will review and discuss at Board Retreat.

NEW BUSINESS

Preparation for April Congregational Meeting

Agenda:

1. Celebrating The Past Year (PLEASE SEND ME ANY UU FEC PHOTOS YOU HAVE!)
2. Finance Review
3. Vote on the Budget
4. Endowment Report
5. Announcements

Elections for open Board Positions at the fall Congregational Meeting

Elections for open Endowment Position at the fall Congregational Meeting

Awards for New UU Leaders

Gil Will have the Power Point Slides available in rough format, available for review for our next Board Meeting

BOARD RESPONSE/INPUT: Board members will take lots of pictures of people working around the Fellowship. Have some finger food available on March 31, 2019 the fifth Sunday for a potluck Brunch

March 31st 2nd Hour

Have Committee Chairs Sitting at Tables with Brief Statements

Proposed Change in Timing of Committee Meetings and Future Board Meetings

Current Schedule:

- | | |
|-----------------|---|
| -First Sundays: | Religious Services, Communications |
| -Third Sundays: | Social Justice, Finance |
| -Unknown: | Caring, Facilities, Membership, Religious Exploration |
| -Exceptions: | COM (will continue to meet on other day); Board; Aesthetics |

BOARD RESPONSE/INPUT: There was much discussion about when to schedule these meetings. The normal time of the future Board meetings will be on the 4th Mondays, to allow committees more time to prepare monthly reports for the board.

Next Board Meeting AND Board Retreat

Date and time: April 13, 2019. The board meeting from 9 a.m. until 10 a.m. and Retreat from 10 a.m. until 2 p.m.

Location: UU FEC.