

UUFEC Board of Trustees Minutes

(AWAITING APPROVAL)

2020-07-27

Attendees:

Officers:

President	Gil Brown
Vice President	Athena Riley
Treasurer	John Holt
Secretary	Sarah Albano
Past President	Josh Ashley

Members-at-large:

2020	Toni Pentecouteau
2020	Amy Weisberg
Ex Officio	Doak Mansfield

Guests: none

MINUTES

Review minutes from 06/29/2020

MOTIONS FROM THIS MEETING

- SEVERANCE PAY FOR CLEANING STAFF: The Board approves additional month severance pay for cleaning service. Approved unanimously.
- SOCIAL JUSTICE LIABILITY: The Board approves the request from Social Justice to have a designated monthly Social Justice recipient organization, made up mostly of previous recipients for 'Sharing the Plate on Sundays', and that donations should go straight to the organizations and not the church. The board also approves that these designated recipients be announced on UUFEF's various media platforms.
- COVID BUILDING USE LIABILITY FORM: The Board agreed to require all entrants to UUFEF to sign a Covid 19 waiver of liability 'sign-in' sheet for those that enter the building for legal liability. This will be Posted on our Facebook page and Enews as well as at the entrances to the building.

Minister's Report:

On call for emergencies

BOARD RESPONSE/INPUT:

TREASURER'S REPORT:

UUFEF is currently behind in our pledging. Some of the incoming pledges are residuals from last year. John has created a new line in Quickbooks called 'pledge overpayment' (since quickbooks doesn't know what to do with overpayments)

A few maintenance expenses are over budget, but John will take another look over that next month

Religious Services and Music over budget, but may have to do with payment cycles. John will look over that again.

PPP Loan application has been submitted to a new bank.

John will work on sending message/reminders to church members about sending pledges in.

BOARD RESPONSE/INPUT:

Athena suggested adding a new Zelle app payment option and that 'Donate Now' button be added to newsletter

STANDING COMMITTEE REPORTS

BUILDINGS AND GROUNDS; Chair: Julie Winfree, Liaison: Athena Riley

Building and Grounds Committee Report - July 26, 2020

Hello All.

A contract termination letter for custodial services was prepared and signed on July 24, 2020 effectively notifying Mr. Bildan Wilson that due to the COVID19 circumstances the church could no longer keep on custodial services and the services are to be terminated as of July 31, 2020. To my knowledge we paid Mr. Wilson an extra month payment as severance compensation. This move will save the church approximately \$600 a month.

Our landscaping company continues to mow and edge the grounds twice a month (every 2 weeks). The cost of the service is \$125 per mow (\$250 a month). I remain pleased with the quality of the service. In a discussion with John Holt regarding the UUFECC Budget challenges, John suggested the mowing services be reduced to monthly or maybe once every 3 weeks to reduce church expenses. With almost daily summer showers in the Niceville area, the grass tends to grow rapidly; and the twice monthly mow is just keeping our landscape in check and not appearing too ragged and seedy. Also, I am not positive that the landscaping company can work a once-every-3-week mow into their existing schedule. Furthermore, keep in mind that in the fall and winter months we do not require, use, or pay for landscaping services at the church. However, reducing the landscape frequency is a Board decision and I will contact the company with any changes once a determination has been made.

I have decided to hold off on any Cleanup events for the next few weeks due to the extreme heat we have been experiencing recently. The heat index can jump to near 100 degrees by 9 am in the past month and I worry for the well-being of any cleanup volunteers. Possibly we can have an early morning cleanup start time. I am thinking 7am to 10am on a Saturday in the not too distant future. I will perform an informal telephone/text/email survey to see if folks are willing to get up this early on a Saturday.

After a quick walk through of the Building and Grounds last Friday, I did not find any obvious issue with the building or the grounds.

-Julie

Separate Note: John would like board approval to give the additional 1 month severance pay.

BOARD RESPONSE/INPUT:

Leave lawn service as is.

Board approves additional month severance pay. John will have Julie contact Willie about returning the key.

COM Committee; Chair: Jane Park; Liaison: Josh Ashley**BOARD RESPONSE/INPUT:**

COMMUNICATIONS COMMITTEE; Chair: Steve Dixon; Liaison: Sarah Albano

Communications Team is functioning well. Through the efforts of several of the members of the congregation, full Sunday services have been created.

Weekly Virtual Coffee Hour holds steady with about four or five people regularly showing up.

BOARD RESPONSE/INPUT:

ENDOWMENT COMMITTEE; Chair and Liaison: Josh Ashley

BOARD RESPONSE/INPUT:

FINANCE COMMITTEE; Temporary Chair: Blake Farley; Liaison: John Holt

BOARD RESPONSE/INPUT:

MEMBERSHIP COMMITTEE; Chair: Jane Park; Liaison: Toni Pentecouteau

BOARD RESPONSE/INPUT:

RELIGIOUS EXPLORATION COMMITTEE; Chair: Jan Mullins; Liaison: Amy Weisberg;

None

BOARD RESPONSE/INPUT:

RELIGIOUS SERVICES COMMITTEE; Brian O'Connell Chair; Liaison: Amy Weisberg;

This month we completed streaming four weekly services that expanded its content to include:

- Prerecorded: Words of Welcome, Chalice lightings, a Time for All Ages, Prayer/Meditation Message from a UU Minister, and two musical videos. These additions have increased the length of the services to about 30 - 40 minutes.
- Contacted 5 UU Ministers of larger UU congregation for permission to stream their virtual sermons on our UU website and Facebook page.
- Coordinated with the Announce team, DRE and RE Committee and Communications Team to produce and publicize the services on the UUFEF media.
- Researched and vetted speakers from other UU congregations for month of August (5 services) as well as the sermon titles.

More volunteers from the Fellowship are needed to train others on computer technology required for a virtual service, assist with recording worship elements, and to assist with researching UU ministers and lay people to speak in October or until the Board can contract with another minister later this year,

Shar Farley

REQUEST:

The Reverend Carl Gregg, UU minister at the UU Congregation of Frederick (Maryland) has generously given the UUFEF permission to stream any of his sermons that we use at UUFEF. The only favor he asked was to give a donation per sermon used, to his Congregation, the amount to be determined by our Fellowship. We are streaming two of his sermons this month.

We used Jim Scott's pandemic lyrics for "We Gather Together, He asks for a "love" donation.

As we continue to stream services, requests of this nature will continue. RSC is asking that the Board approve the amounts and number of the donations for this fiscal year.

-Shar

BOARD RESPONSE/INPUT:

We will give her the treasurer's report for the Religious Services committee to see how much money she has. The board trusts the amount the RSC decides to donate to the Frederick congregation.

Separate Note from Shar: She has turned in resignation to me effective 9/30/20.

Dear Gil,

I regret having to write this email, but I feel I cannot continue serving as chair of RSC. When I volunteered for the position, I was eager and really didn't realize how much more difficult it would be to stream four/five weekly services every month. I am finding that the hours to perform this task require many more than is reasonable for a volunteer.

Today I emailed Announce the complete schedule of speakers and sermon titles for the month of August. I will also find speakers for September. My resignation will be effective September 30.

I do have a recommendation for the Board to consider. It is that the board hires a temporary, part time Director of Religious Services. That individual would be responsible for the duties of the religious services as well as coordinating the work of the RSC with the Announce team to produce the final services. This position would end when a part time professional ministry is contracted. I might add that I would not apply for the position.

If this is an option the board wishes to explore further, I would be happy to develop a job description that would detail the main duties, skills and experience desired for the job.

I regret that my age and health does not permit me to fulfill this commitment. I am appreciative of those who have lent their support to RSC.

Shar

BOARD RESPONSE/INPUT:

We will look into minister from Texas' proposal to provide sermons. Josh says he will be willing to help with video editing once he gets a new laptop.

AD HOC COMMITTEE REPORTS:

CARING COMMITTEE; Chair Vacant: Liaison: Rece Howley

The Caring Committee has been indirectly informed of a serious illness of one of our members. We reached out to that member but have not heard back. They may wish to remain confidential.

BOARD RESPONSE/INPUT:

GROWTH COMMITTEE

Growth Committee will be having an upcoming meeting on August 10, 2020

BOARD RESPONSE/INPUT:

SOCIAL JUSTICE COMMITTEE: Chair: Toni Penteacau; Liaison: Sarah Albano

Social Justice Committee

The SJC had two meetings in July: July 10 and 24.

The SJC would like to contribute to local organizations that are serving the needs of the community via education, aiding in paying utilities, housing, rent, and groceries. We have identified Caterpillar 2 Butterfly and Youth Village as the two organizations. In addition, Opportunity Place has reached out to individuals requesting help in providing a dinner to their 22-25 residents, and the SJC is going to participate in this project.

We are adding these two groups because we wanted to support local charities led by people of color. These chosen groups are from initial recommendations and phone calls to the organizations, for “due diligence”. These groups align with UU principles..

We are still supporting our other three local partners:

--Shelter House

--Niceville Sharing and Caring

--Opportunity Place

How will we send funds to these organizations?

The SJC is requesting UUFEC to modify Share the Plate for all the nonprofits we now give the Share the Plate collections to during the pandemic period. By highlighting one charity a month, introducing the congregation to each organization via video on Sunday and on the website, we feel this will make an impact and allow our congregation to participate in charities that speak to them. The congregation would be able to donate through FaceBook, UUFEC website or by mail. There is a platform called Zelle that does not charge a fee and could be used to donate. SunTrust offers this option.

-Toni

(DESCRIPTIONS OF THESE ORGANIZATIONS ARE IN A SEPARATE ATTACHMENT TO THE BOARD)

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CALENDAR UPDATE/IMPORTANT DATES

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

Our Calendar highlights and helps coordinate upcoming UUFEC events.

OLD BUSINESS

MINISTERIAL SEARCH COMMITTEE:

Stay tuned after upcoming Thursday meeting.

COVID BUILDING USE POLICY:

The Board voted electronically against any building use by small groups. We still face a different set of questions.

What policy can we create to address the following situations:

- People going in the building to do work (Marion, Shar, John, custodians, etc)?
- Members attending UUFEC outdoor events to simply use the bathrooms?
- Members needing to record messages for the Sunday Morning services?

How do we draw a line between this usage and small groups?

Athena suggested that we remind congregation via newsletter that the church is closed for group activities and to enter facilities at own risk. If you must enter building, follow CDC guidelines.

The Board agreed to require all entrants to UUFEC to sign a Covid 19 waiver of liability 'sign-in' sheet for those that enter the building for legal liability. This will be Posted on our Facebook page and enews as well as at the entrances to the building.

Athena will write up a document to this affect.

STRENGTHENING/BUILDING UUFEC COMMUNITY:

There are many ideas out there for strengthening our UUFEC Community. Some of them include:

- a. Strengthen the UUFEC Phone Tree
- b. Send out Hard Mail ('Snail Mail') items to all members and friends - strengthening their connection to UUFEC
- c. Virtual Gatherings:
 - i. Movies at UUFEC (Yay Athena and Franklin)
 - ii. Woman's group
 - iii. Grown-ish group
 - iv. Virtual Sunday Coffee hour (Yay Steve Dixon!)

- d. Enhance Website and FaceBook to Make it focused on UUFEC Virtual Identity
- e. Attach other items to Website to draw people in:
 - i. Words of Inspiration, Meditations, Video Links, Additional links and Connections
 - ii. Be more Connected with Church of Larger Fellowship and other UU groups, locally and nationally.
- f. Book Club
- g. Get some Second Hour Programs Avail on Zoom: Ted Talks; Buddhists; Green Sanctuary
- h. Dinners, Tai Chi, other UUFEC Out-door activities.
- i. Other thoughts and ideas?
- j. Many members are highly isolated at this time. UUFEC should play a critical role in staying connected with these people.
- k. Have a Task Manager to simply follow up with people on things they say they will do.

We can discuss these in greater detail at the Growth Meeting

NEW BUSINESS

Next Board Meeting: Next Board Meeting: Aug 31, 6:32 PM