

UUFEC Board of Trustees Minutes

2021-12-27

Attendees:

Officers:

President	Jane Park
Vice President	Athena Riley (not present)
Treasurer	John Holt
Secretary	Sarah Albano
Past President	Gil Brown
Minister	Reverend Ruth Vann Lillian

Members-at-large:

2021	Janet Chapman
2021	Amy Weisberg

Guests: none

MINUTES

BOARD RESPONSE/INPUT:

The minutes were approved as amended.

MINISTER'S REPORT:

Sent Dec. 24 & 26.

BOARD RESPONSE/INPUT:

TREASURERS REPORT:

We are under budget on expenditures since the church is closed.

BOARD RESPONSE/INPUT: We will create a reminder for people to pledge, since pledges are under what is normal.

UPDATE FROM THE PRESIDENT:

Gil and I developed a more thorough COVID policy and incorporated feedback from Athena. Please see Old Business #1.B We've made a lot of progress on the building, with huge help from: Marion, Sheena, Amy, John H., Gil, Athena, Judy, Janet & Sarah. Please see below, under Old Business #2.

I met with Ruth to review Job descriptions.

I am, finally, turning to some leadership positions. I will let you know when there are real updates.

STANDING COMMITTEE REPORTS

BUILDINGS AND GROUNDS; Chair: VACANT

Update to old note: we have new fire extinguishers, thanks to Hank Christen & Marion.

BOARD RESPONSE/INPUT:

COMMUNICATIONS COMMITTEE; Chair: Vacant; 2020 Liaison: Sarah Albano

BOARD RESPONSE/INPUT:

ENDOWMENT COMMITTEE; Chair: Josh Ashley (and 2020 Liaison); John H.

BOARD RESPONSE/INPUT: (will discuss building under Old Business #2)

MEMBERSHIP COMMITTEE; 2020 Chair: open

Latest count is 71. No change from November.

BOARD RESPONSE/INPUT:

RELIGIOUS EXPLORATION COMMITTEE; Chair: Vacant; 2020 Liaison: Amy Weisberg;

Please see new job descriptions, new business #1. Other going-away updates?

RELIGIOUS SERVICES COMMITTEE; Shar Farley Chair; Liaison: Amy Weisberg;

Last month, the Board approved moving forward with Share the Plate Reminder as follows:

January: Youth Village; February: Healing Paws for Warriors; March: One Hopeful Place. The RSC shifted this for a few reasons, especially my huge delay in relaying this to Shar, plus the RSC's desire to have speakers from the organization for each month, where possible.

The proposed **new schedule** is:

January, will be Sharing and Caring; February, Youth Village; March, Healing Paws for Warriors; April, One Hopeful Place.

I told Shar to proceed with January and that we would get back to her for the rest.

Can we approve or amend this schedule and might we suggest PFLAG Niceville for May?

BOARD RESPONSE/INPUT:

The board approves the proposed new schedule, and PFLAG for May, by consensus.

OLD BUSINESS

1. COVID Update:

A. Revisit current policy*

<https://www.uufec.com/wordpress/wp-content/uploads/2021/08/UUFEC-COVID-building-use-policies8.23.21.pdf>

This packet updates data using the COVID guidelines in UU Church in Reston, VA, which includes "safe targets" for holding **indoor in-person worship**. (see: <https://www.uureston.org/covid>). This table shows: (1) UU Reston's recommended targets; (2) current Okaloosa County indicators (as of Dec. 11); (3) indicators from last month's Board packet. By CDC Guidelines, Okaloosa had moved from a brief stay in the "moderate" risk category and now is back in the "substantial" risk category. (CDC has four risk levels: "low," "moderate," "substantial" and "high").

UU Reston Indicator/target	CURRENT (12/5-12/11)	Nov. (11/7-13)
○ Target Daily new Cases: ≤ 1 per 100,000	8.5/100,000 (weekly total of 59.6/7 days)	6.5/100,000 (weekly total of 45.5/7 days)
○ Target Test Positivity: < 3%	5.2%	4.3%
○ Target ICU beds occupancy by COVID patients: less than 50% . * <i>*note this indicator no longer appears on the UU Reston website *they also track infection rate, which is not in the weekly OC reports</i>	This figure is no longer provided. Overall reasons for hospitalization and ER visits are much less dominated by respiratory diagnoses.	Last figure was 16.7% for Oct 3-9 of ICU beds were occupied by COVID patients.

- Any recommended **changes** to current building use policy?*
- possibly set up a 'quarantine' room for parents with children under 2.

can possibly separate the nursery totally separated from rest of congregation

B. Consider for "new normal" protocols for in-person activities*

Please review the draft policy sent Dec. 24 & 26.

As noted in my 12/24 email: I'd like to proceed as follows: 1) discuss substance of new protocols; 2) review for clarity/edits (hoping to get ahead of time); 3) Identify next steps.

What are we ready to approve?

Amy moves to pass new normal protocols. 5 in favor. 1 abstention

John suggested we have a point of contact to call if something happens to the building (break in, etc). Gil will follow through with contacting members that live close by.

2. Building: Updates on building & next steps

A. Endowment Committee

Regarding issue of Bank not having up to date information on the Endowment committee treasurer: Marion agreed to research procedures for updating signatories with the Bank. No progress since November.

B. Repairs & Upgrades

The AC/heating is fixed and was much less expensive and complicated than we expected! Sheena's boyfriend's company did a great job and we got a discount. (Thanks to Amy for meeting them and Sarah for recommending & contacting them).

Sheena was very happy to help us through the next steps on the building repairs, vetting companies, etc. She and I plan to chat in early January about next steps.

**Estimates posted on Jane's google drive:

https://drive.google.com/drive/folders/14CPkU_s39FSbedUrT10ONB5T6xsTMpit?usp=sharing

Board Input/Concerns: Reverend Ruth suggested that we hire someone to take over streaming services

LOCKS: We are low on keys and could get more. Both Marion and Sheena (separately) recommended that we replace locks with a code system. Sheena was happy to spearhead this. I shy away from change, but the two of them are so knowledgeable and helpful. So, I am inclined to do what they say. I will ask them to proceed, making sure they walk Ruth and me through the details. Not sure this is a Board decision?, but I do welcome any input.

Board Input/Concerns: The Board agreed to explore changing locks to combo locks

The Board agreed to consider moving the crash bar from the back door to the RE door near the Piper Room

Reverend Ruth suggested that we hire someone to take over streaming services

C. Cleaning

Special thanks to Marion, who worked with me to make a three-part cleaning process. (and thanks to John H for providing the old cleaning contract. We worked from that).

1. Deep cleaners, (Casalimpia, recommended by Athena) will do the moldy closets, bathrooms, pews, baseboards and a few more items.
2. There's a big long list of tasks for a church work party.
Thank you to Janet and Gil who are spearheading the work party. Stay tuned.
3. Upholstery/carpet cleaners in late January.
Thanks to Judy BR for recommending and meeting the cleaners at church.

D. Need employees: outdoor maintenance and indoor cleaning.

- If Casalimpia works out for deep cleaning, we may hire them as permanent cleaners.
- Still need to identify outdoor maintenance

NEW BUSINESS

1. Job descriptions for DRE & Nursery Coordinator, send 12/24 & 12/26*

Board Response:

The Board approved the job descriptions

The Board approved hiring Both a DRE and Nursery Coordinator

The Board approved a salary range for these positions based on UUA min to medium salary recommendations.

2. Prepare for participation in MLK parade?

Next Board Meeting: TBD by new Board in January.

If we continue with last Monday of month, we are looking at January 22.

