

# MINUTES FROM UUFEC BOARD MEETING

10/25/2021

## Attendees:

### Officers:

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

### Members-at-large:

2021	Janet Chapman (not present)
2021	Amy Weisberg

Guests: none

## MOTIONS PASSED FROM TODAY'S MEETING:

COVID: THE BOARD VOTED TO KEEP THE CURRENT COVID POLICY AS IT IS.

COM: A MOTION WAS MADE AND PASSED THAT APPOINTED SHARI ALLEN ON THE COM

## MINUTES

*The minutes from the Sep 27, 2021 board meeting were amended in order to clarify some wording of the previously passed motions. The Board voted to approve the minutes as amended.*

## MINISTER'S REPORT

Reverent Ruth presented the ministers report and answered questions.

BOARD RESPONSE/INPUT:

## UPDATE FROM THE PRESIDENT:

President Jane gave a report with brief updates on status of the Building-further details below under Old Business

## TREASURERS REPORT:

John presented the treasurer's report. Overall, we are still doing well. Specifically, our pledge collections and our expenses are all doing well.

BOARD RESPONSE/INPUT:

## STANDING COMMITTEE REPORTS

***BUILDINGS AND GROUNDS; Chair: VACANT***

*(see discussion under Old Business below)*

BOARD RESPONSE/INPUT:

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

BOARD RESPONSE/INPUT:

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

*(see discussion under Old Business below)*

BOARD RESPONSE/INPUT:

***MEMBERSHIP COMMITTEE; 2020 Chair: open***

Jane provided the following: Latest count is **71**. Removed: Jan M., Jennifer C., Miriam L., Doak M., Nicola & Gene S.

BOARD RESPONSE/INPUT:

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

Jane and Amy informed the board that there was a great turnout at our 'Trunk-or-Treat' parking lot activity, with members of 8 households with children present and at least 5 households without children present.

BOARD RESPONSE/INPUT:

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

Shar submitted a report and a request to designate entities to receive share the plate offerings for the first quarter of 2022.

BOARD RESPONSE/INPUT:

The board will review information about youth village and if there are no concerns, then the board will assign youth village as the recipient organization for this support during Q1.

## OLD BUSINESS

**1. COVID Update:** Jane provided the following information on Covid:

**A. Revisit current policy\***

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

This packet continues to rely on 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; (3) indicators from last month's Board packet.

UU Reston Indicator/target	CURRENT (10/10-16)	Sept. Packet (9/12-9/18).
○ Target Daily new Cases: <b>≤ 1 per 100,000</b>	<b>10.2/100,000</b> (weekly total of 71.7/7 days)	55.4/100,000 daily new cases (weekly total of 388.1/7 days)
○ Target Test Positivity: <b>&lt; 3%</b>	<b>5.5%</b>	16.7%

<ul style="list-style-type: none"> <li>○ Target ICU beds occupancy by COVID patients: less than <b>50%</b>. *</li> <li><i>*note this indicator no longer appears on the UU Reston website</i></li> <li><i>*they also track infection rate, which is not in the weekly OC reports</i></li> </ul>	No numbers in this week's report. Last week (Oct 3-9) <b>16.7%</b> of ICU beds were occupied by COVID patients.	56.5%
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## B. Consider policies for indoor worship

Your president humbly suggests that we are not there yet, but we should very seriously start considering policies and procedures for indoor worship – remotely possible in December and less remotely possible in early 2022. As we know, things can change but preparing can't hurt.

I've shared a few links that I found useful. Some are a little dated, but the principles are still relevant.

- UUA covid guidance "home": <https://www.uua.org/pandemics/gathering-guidance>
- From there, I found these links particularly useful.
- Questions for leaders: <https://www.uua.org/pandemics/gathering-guidance/guiding-questions>
- Policies from Rockford, IL UUs:  
<https://docs.google.com/document/d/1rtP1QUxNvURY8la9IztWCwQgUvnbabwys3-ITsfZ7ag/edit>

Some questions: (I don't expect will answer these).

- Do we require masks of everyone? (UU Rockford suggests yes, until 70% in county are vaccinated, we are at 60%, 63% for ages 18+)
  - Do we require proof of vaccination? (UUA suggests not); If we choose to do that, how would it be implemented?
  - Do we require vaccinations for those working with children (UUA is supportive).
  - (How) do we prepare for a continuing virtual presence.
- Shall we appoint another committee to review the latest guidelines?

## BOARD RESPONSE:

The Board voted to keep the current Covid policy as it is.

Gil and Jane and Ruth agreed to arrange a meeting with Athena and Franklin, to meet and discuss this further and present some options at the next Board meeting.

The board concluded that it would not be possible that UUFEC could open before Jan 1, due to work involved with removing the rodent infestation, electrical repairs and AC repairs.

**2. Updates on building:** Jane provided the following information on Building repairs and renovations and funding from the Endowment Committee:

### A. Update from the Endowment Committee

Admin problems

Jane identified a few irregularities with the Endowment committee:

- Some of the current members have extended their terms on the committee (due to Covid)

- The Endowment Committee hasn't identified replacement members for the Board to approve.
- The Endowment Committee treasurer hasn't been clearly identified, thereby delaying our ability to secure funds from the Endowment Committee, which we ultimately anticipate using for building renovations.

### **B. Building Projects:**

Jane has posted several estimates on her google drive:

[https://drive.google.com/drive/folders/14CPkU\\_s39FSbedUrT10ONB5T6xsTMpit?usp=sharing](https://drive.google.com/drive/folders/14CPkU_s39FSbedUrT10ONB5T6xsTMpit?usp=sharing)

Most urgent:

- Infestation update.
- Rewiring: Judy Byrne Riley looking for a vendor
- AC: waiting to hear back from company that installed our AC.

Additional work: \*\*see estimates/quotes on Jane's google drive

- o -Relatively small expenses as Rev. Ruth settles into her office.
- o -I have the following work estimates from John Drury
  - replacing the Casement Windows: (nearly \$19K) (see Jane google drive) \*\*
  - replacing front doors: fixing loud crack and having door close totally (would not involve any improvement of mobility accessibility), about \$700.\*\*
  - improving accessibility at back door, looks like \$800 – quote needs review. \*\*
- o Waiting on quote from Jean Paul Pentecouteau to implement major mobility accessibility plan developed in 2019 (ramp, etc.)
- o Received a fence quote from Bill White.\*\*
- o Received a welcome/safety mat for outside front doors from Janet.
- o Received estimate from Amy & Sophia for playground.\*\*

### **BOARD RESPONSE:**

The board members will review Jane's google drive, give feedback to Jane and will have a more formal discussion at the next board meeting.

**C. Need employees:** outdoor maintenance and indoor cleaning.

UUFEC needs to find an indoor cleaning service. Jane has an old scope of work from John H. The Rileys have a cleaner to recommend.

### **3. Leadership:**

A MOTION WAS MADE AND PASSED THAT APPROVED SHARI ALLEN TO BE ON THE COM

4. Fall Congregational Meeting: quorum 18 people: 11am Sunday, same link as Sunday Service.

Agenda:

- Welcome (Jane)
- UUFEC updates: building, finance, in-person activity update and more! (Jane)
- Election of New Officers: Overview and Vote (Gil)
- Adjournment

5. Offers in memory of Fred Boyer.

THIS TOPIC WAS TABLED FOR FUTURE DISCUSSION

## **NEW BUSINESS – next page**

1. Check signatures: (From Jane):

Jane reported being unable to locate a UUFEC policy regarding number of signatures that are required for each check. Our current practice is to require two signatures on every check. At this time, Rev. Ruth is experiencing delays in receiving some checks. Jane suggested revisiting the 2015 finance policies at some point.

For now, Jane suggests we clarify UUFEC's check-signing policy. Jane did a little searching and found a few related UU congregational policies that she found.

One allows a single signer for any check up to \$3,000 (Westport, CT) and two others gives a cut-off of \$2,500 (Brewster, MA & Fairfax, VA).

Omaha provides for the following:

- The Minister has exclusive approval authority for Ministerial Professional Expenses and the Minister's Discretionary Fund.

### **BOARD RESPONSE:**

After thorough discussion, the Board agreed that in the future, UUFEC will reimburse Ruth's expenses via electronic funds transfers. This is in keeping with our current finance policies and procedures, and will resolve the issues that Ruth was having with delays in payments.

## **Next Board Meeting: Monday, November 22.**