

UUFEC Board of Trustees Minutes

2022-6-13

Attendees

Attendees:

Officers:

President	Jane Park
Vice president	Karen Lauer
Treasurer	John Holt, not present
Secretary	Linda Carson
Past President	Gil Brown

Members-at-large:

2022	Janet Chapman, not present
2023	Judy Byrne Riley

Minister Reverend Ruth Vann Lillian

RENEWAL OF REV. RUTH VANN LILLIANS CONTRACT*

Motion to renew Ruth's contract passed

CHECK-IN, AGENDA REVIEW

MINUTES*

5/16 Board minutes sent by Jane 6/10.

BOARD RESPONSE/INPUT: The minutes were approved as amended.

MINISTER'S REPORT

Sent by Jane with agenda 6/10

BOARD RESPONSE/INPUT: The Board discussed Ruth's report.

UPDATE FROM THE PRESIDENT:

What I've been up to:

- Submitted Rev. Ruth's evaluation to MFC
- Ongoing building coordinating.
- Working with Chris to update minutes & committee pages.
- Started work on leadership positions; I'd like to re-think how to have "committees" in the current environment. Relieving John H of Treasurer duties is paramount. I need help. Lots of help.
- Considering leading an informal informational "3rd hour" meeting. Thoughts?

BOARD RESPONSE/INPUT: No response

TREASURERS REPORT:

We are repaying the PPP loan we got from BBIF. The payback is \$13,499.92 and was sent today by Certified Mail. Because Rev. Doak was 60% of the loan and he left before the loan was paid out, we are not eligible for any reduction in the amount to be paid back.

Current balances are Checking: \$59,142

Savings: \$25,244

PPP Loan: -\$13,500

Total Available: \$70,886

Mortgage: \$25,242

BOARD RESPONSE/INPUT: None

STANDING COMMITTEE REPORTS

BUILDINGS AND GROUNDS; Chair: VACANT

Aesthetics meeting regularly— Janet C., Kathy R., & Jane P. Biggest focus in last month is making wish list for Endowment funds.

FYI – Jane is working to get herself off of this committee. Stay tuned!

Friendly reminder of charge, which can be revisited anytime:

<https://www.uufec.com/wordpress/wp-content/uploads/2018/01/Aesthetics-subcommittee-Charge.pdf>

BOARD RESPONSE/INPUT:

COMMUNICATIONS COMMITTEE; Chair: Vacant

BOARD RESPONSE/INPUT:

ENDOWMENT COMMITTEE: Chair: Josh Ashley

BOARD RESPONSE/INPUT:

FINANCE COMMITTEE: Chair: Judy Byrne Riley, ACTING chair.

The Finance Committee met on June 7, 2022, with all members present. (Judy Byrne Riley, John Holt, Trudie Griffen, Sandi Fowler, Bill White, Ruth Vann Lillian, Winky Sweet). Meeting began at 4:30 p.m.

- *Group reviewed John's presentation of the May financials and explained the Quick Book issues and solutions*
- *John, Ruth and Marion are finalizing a numerical system to be used in Quick Books that will prevent current errors and confusion.*
- *John explained that the Payroll Protection Plan loan UUFECE received must return over \$13,000. This is due to salary projections including Doak's salary (over 50% of the expected salary outgo), not anticipating that he would leave soon after the loan was received.*
- *There was a discussion about the future need for a loan to fund the ministry within the year, agreeing that rolling a new loan into the existing mortgage is best and that sooner is better than later, given the loss of market value of our portfolio*
- *Motion by Trudie, second by Sandi to request the BOD begin the process of requesting an additional \$40,000 from the Endowment passed unanimously. (From Jane: See old business #3)*
- *Agreed to request a Bylaw change, removing the term "audit" and inserting "Independent Financial Review" as suggested by Gail Fromeyer, our reviewer. (From Jane: See new business #3)*
- *Discussed hiring a firm to oversee Quick Book data and complete reports, understanding that "Data Input" will still be done in-house by Marion.*
- *Agreed to report to BOD that no financial bank information should be given out to a company. However, the names of businesses we work with for recommendations are adequate to share.*

Meeting adjourned at 5:50.

Respectfully Submitted, Judy Byrne Riley

BOARD RESPONSE/INPUT: Board briefly discussed the report

MEMBERSHIP COMMITTEE; 2020 Chair: Karen Lauer & Lisa Farley are new co-chairs!!

Latest count is 74. Four people joined on April 17. Four or so newcomers may be interested in joining. Ruth is leading another new UU for us and Panama City and we keep getting enthusiastic visitors!

BOARD RESPONSE/INPUT: Board briefly discussed the report

RELIGIOUS EXPLORATION; DRE STAFF report (No RE Chair, Amy is lead volunteer)

DRE Report for April/May 2022.

- Recruited volunteers and created a working schedule for RE program
- Developed Summer curriculum and chose a curriculum to implement for back to school
- Welcomed new and 'old' families to the program; got basic information on every child in attendance
- Sanitized nursery
- Interviewed candidate for RE assistant position
- Met with Rev Ruth to discuss RE logistics and plans
- Met with Sophia to get her input on her DRE experience
- Chose and read books when asked for TFAA

Upcoming Agenda:

- Create an RE table that allows parents to sign their children in and out
- Start to implement plans for playground (also spray for bugs and cleanup playground area)
- Hire RE assistant
- Continue to develop curriculum as needed
- Assist with service at Lincoln Park 7/31
- Split up and organize RE program based on developmental needs of children involved (Assistant DRE will focus on younger children, and I will focus on older children)

BOARD RESPONSE/INPUT: The Board read the report

RELIGIOUS SERVICES COMMITTEE; Shar Farley Chair; Liaison

Here are the Actions of the RSC since May 13, 2022

- Revised Summer Services that comply with recent Board Covid Policies:
Out of the Box Summer Services (Six beginning June 26 – July 31) Please note that the titles and descriptions given are working titles. The committee meets June 14 (Zoom @2pm) to finalize formats & titles. All services with the exception of July 31 will meet in the sanctuary. Any activities, including the serving of refreshments will be outdoors. (Times for July 31 TBA)
June 26 “Getting Out of the Box: T-Shirt Sunday” Amanda Piburn leads the way into a summer of exploring personal expressions of spirituality in our daily lives. Wear a T-Shirt this Sunday that has special meaning for you. Wearing your heart on your chest for all to see, tells us what’s important to you!
July 3 – “A Patriotic Trivial Game & Other Interactive Fun” Think you know what July 4th is all about? You may learn some less known facts about our Independence Day. Join us for this interactive service that all ages will enjoy.
July 10 – “Taoist Daily Spiritual Practices” Amy Weisberg shares her daily spiritual practices, based upon Taoist traditions and practices.
July 17 – “Mind, Body and Spirit” Bill Campbell, Buddhistarian, takes us on an exploration of what a balanced life of mind, body and spirit might look like.

July 24 – “Cleaning the Litter Box as a Religious Experience” Shar Farley demonstrates how even unpleasant daily tasks can become spiritual practices if performed for the benefit of those you love.

“Spirituality Under the Sun” Everyone is invited to a UUFEF family picnic in Lincoln Park, Valparaiso to celebrate the end of our church year and usher in the fall. Pack your own picnic lunch, bathing suit and folding chair and get ready for lunch and an afternoon of fellowship and fun.

- New RSC Chair – Shar Farley announces her resignation as RSC chair, effective July 31, 2022. Amanda Piburn, long term UUFEF choir and RSC member will assume the chair on August 1, 2022. Shar will remain on the RSC, but will resume her pre-COVID position as coordinator of Adult Exploration. As coordinator she will be responsible for programming of Second Hour Adult RE and training of Second Hour facilitators. She hopes to get the small groups and their leaders in place by September 3, 2022.
- Rev. Ruth led a training session last month for two new comers, Joshua Moore and Rachael Burt (both awaiting to become new members) . Both of these enthusiastic young people have or will have made their SL debuts by June 19th. The Moores have two children, Shua and Lorelei, who have participated in the lighting and extinguishing of the chalices.
- In-person services that started April 17 have been experiencing very good attendance. Several new families as well as older newcomers are among those attending regularly. Virtual views have also been strong: 119 views on Facebook (May 29) and 81 views the previous Sunday. Many thanks to John Holt, Josh Ashley and Ed Farley for their tech work!
- Walk-by Pulpit – **Could someone change that sign and also change the message on the office phone.*** A member told me that it still read, “Virtual Services only.” (***bold added by Jane***)

BOARD RESPONSE/INPUT: Judy volunteered to solicit idea for new sign. Jane volunteered to remove current sign.

Committee on Ministry: Shari Allen, Josh Ashley, Hank Christen, Denny Lauer, & Amy Weisberg
No report. See old Business #4.

BOARD RESPONSE/INPUT:

OLD BUSINESS

1. Review Board Operating Procedures:

I have attached our Covenant and revised Robert’s Rules, approved in January. There has been a little, understandable confusion about motions, etc.

2. COVID Update:

Review of building-related COVID policies*

At our April meeting, we affirmed the following policies.

- Face masks strongly encouraged for worship.
- Face masks required for singing.
- Vaccinations required for all staff and any volunteers working with children.

- No shared food and drink indoors.

Any revision to these current policies? * The Board recommended face masks strongly encouraged for singing not required. Jane will inform Shar.

3. BUILDING: Updates & next steps

A. Repairs & Upgrades— Jane will send updated information on Saturday, 6/10

Reminder: At our May meeting the Board agreed to make an additional request to the endowment committee at this June meeting. We agreed we would take a month to gather additional ideas to formulate a request that most accurately reflects projects plans.

I will send additional information to give us as much detailed information as possible.

Gil moves to approve \$700 FROM THE ENDOWMENT FUND for keyless entry. Motion passes. Gil moves that this Board requests \$40,000. from the endowment committee for building improvements and that the Board would prioritize specific projects at a later time. Motion passed.

B. Paid help: outdoor maintenance and indoor cleaning. – **DONE! Just an FYI.** No action needed.

- “Maids in Action” have started!
- Turns out we still have outdoor maintenance.

4. Time permitting: follow up on COM report shared at May meeting. About congregational vision, strengthening our ministry.

We agreed action is not required of the entire Board. Jane & Gil agreed to work with COM on visioning activities.

NEW BUSINESS

1. Scheduling:

- July Board meeting July 18th Monday

2. Identifying volunteer to close on Sundays. *(not addressed)*

3. Time Permitting: **Fall voting meeting**

- Set date: Shall we continue with last possible Sunday? October 30***Board approved October 30 for Fall Voting Meeting.**
- Consider bylaw change to bylaw 8-4, substituting an “Independent Financial Review” for the audit. *(tabled to a later meeting)*
 - A financial review will be done at the end of the calendar year to correspond with the new term of the treasurer. If there is a change in the treasurer position at any other time of year, a review will be done at that time also. An audit must be done every five years. A member of the Finance Committee must not conduct the review or audit.
- Friendly reminder: Nominating committee generally starts its work in August or so.

Committee members: Past-president Gil Brown, Chair; out-going member-at-large, Janet Chapman; and “a non-Board member proposed by the president and approved by the Board” (See bylaws, article 7-11); In practice we have always approved whomever the chair can get to volunteer.

Positions: *Board of Trustees:* president, vice president, secretary, and member-at-large; *AND Endowment Committee members:* At our fall 2018 congregational voting meeting (minutes available on-line), the following people were elected: Karen Lauer (for term ending in 2020), John Holt (for term ending in 2021), Josh Ashley (for term ending in 2022), Rece Howley (for term ending in 2023). We have not held an election since 2018, casualty of the pandemic.

4. Any e-votes to pre-approve?

Friendly reminder of bylaw provisions that govern e-votes, Article 4.5:

Special votes, using telephonic or electronic means in place of a Board meeting of the Board or Trustees, may be requested by the chair at Board meetings, if there is unanimous agreement to so vote by all Board members present. Results of a special vote will be reported in the minutes of the next regular Board meeting.

Next Board Meeting: TBD July 18 Monday 6:30 pm