

# UUFEC Board of Trustees Minutes

2022-5-16

## Attendees

### Attendees:

### Officers:

President	Jane Park
Vice president	Karen Lauer
Treasurer	John Holt
Secretary	Linda Carson
Past President	Gil Brown

### Members-at-large:

2022	Janet Chapman, not present
2023	Judy Byrne Riley

Minister      Reverend Ruth Vann Lillian

## CHECK-IN, AGENDA REVIEW

## MINUTES\*

*4/12 Board minutes sent by Jane 5/14.*

*4/24 Congregational meeting minutes sent by Jane with agenda, 5/14.*

BOARD RESPONSE/INPUT: Minutes approved as amended.

Meeting of 4/24 minutes APPROVED AS AMENDED

# MINISTER'S REPORT

*sent by Jane with agenda 5/14.*

BOARD RESPONSE/INPUT: Board briefly discussed the minister's report

## UPDATE FROM THE PRESIDENT:

What I've been up to:

- Ongoing coordinating with building volunteers, contracts & funding, including cleaning contract.
- Prepared for April 24 budget meeting, with special thanks to John & Karen.
- Helped coordinate 1<sup>st</sup> in-person PFLAG support group meeting in two years.
- **Turn to this in May or June:** We need to turn to filling leadership positions, possibly really re-thinking how to have "committees" in the current environment. Relieving John H of Treasurer duties is paramount. I need help. Lots of help.

BOARD RESPONSE/INPUT:

## TREASURERS REPORT:

*Time permitting and if received:*

*Review Year-end report from Finance committee & Treasurer John.*

BOARD RESPONSE/INPUT: No response

## STANDING COMMITTEE REPORTS

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

*Aesthetics meeting regularly— Janet C., Kathy R., & Jane P. Lots of ongoing progress: new front mat, new principle poster, got most books out of closet behind Cecile's seat, cleaned up bulletin board, working on plants. More plans in the works.*

*Thanks to Janet & Marion, we have cleaners! Maids in Action. Jane approved for \$8,320, more than \$6,500 in the approved budget. I assume that we will underspend in other areas, given the availability of endowment funds. More building items under old business, #2*

BOARD RESPONSE/INPUT: No response

### ***COMMUNICATIONS COMMITTEE; Chair: Vacant***

BOARD RESPONSE/INPUT:

### ***ENDOWMENT COMMITTEE: Chair: Josh Ashley***

BOARD RESPONSE/INPUT:

### ***FINANCE COMMITTEE: Chair: Vacant***

Reconstituted Committee members: Judy Byrne Riley' Sandi Fowler; Trudie Griffin; Winky Sweet' Bill White. Ex officio, John Holt & Ruth Vann Lillian.

Committee is working on report for the year ending April 30, 2022.

BOARD RESPONSE/INPUT: No response. Report accepted

**MEMBERSHIP COMMITTEE; Chair: open**

Latest count is 74. Four people joined on April 17. Four or so newcomers may be interested in joining.

BOARD RESPONSE/INPUT: Karen is considering co-chairing the committee.

**RELIGIOUS EXPLORATION COMMITTEE; Chair: Vacant; (Amy is lead volunteer)**

Jane will ask Sarah for brief update moving forward.

BOARD RESPONSE/INPUT:

**RELIGIOUS SERVICES COMMITTEE; Shar Farley Chair; Liaison \***

RSC has continued to meet once a month via Zoom. This month we met May 10 and plan to meet a second time, May 24 (also via Zoom)

Here is the action we have either scheduled and completed or plan to accomplish before end of June:

- Have successfully transitioned from virtual services (Beginning April 17) to in-person services.
- Working on creating a "Greeter Pool" from which to identify a coordinator who will make-up monthly or quarterly greeting schedules, [Revise/ update greeter instruction handout.](#)\*\*
- Identify and train a pool of members for service leaders. Rev. Ruth has already completed a first training session.
- Met to plan June and July Out of the Box Summer Worship Services. The committee was unanimous in agreeing upon the following:
  - June 26: service will be created and performed by members of the RSC. Amanda Piburn will be service leader. The common theme for all five services in July is "memory." The RSC members will demonstrate with various readings, poems and other info how rich this exploration can be.
  - July Services (3, 10, 17, 24, and 31) **RSC seeks the board's approval to hold Out of the Box Brunch Worship Services on the five consecutive July Sundays.\*** These services will be intergenerational with most of the worship elements (chalice lightings, offering, joys and concerns, etc.) except for the sermon/message. Tables and chairs will be set up at the rear of the sanctuary and members [would bring pot luck brunch finger food to share.](#)\*\* In place of the sermon members will have the opportunity to respond to questions drawn from a box that is passed along the table. that relate to their personal experiences with memory or memories. A table for the children would be available.
  - RSC will finalize the summer schedule via Zoom mtg. @2pm, May 24.
  - New RSC Chair: Shar has served as chair of RSV since June, 2019. She would like to step down the end of July and fill the vacancy of Adult RE, Second Hour Coordinator on August 1. She would remain on the RSC, but Amanda Piburn would assume the chair position. No final decision

has been made at this date, but Shar and Amanda are currently in discussion to see how this transition would work for both of them.

**\*\*Jane's emphasis:**

- Grateful for RSC attention to greeters. Traditionally this has been a function of membership.
- Need to confirm consistency with food policy.

**BOARD RESPONSE/INPUT:**

*Jane will inform Shar about continuing our policy of not allowing sharing of food indoors.*

***FINAL CANVASS REPORT; Denny Lauer, 2022 lead:***

Of the 53 Pledge Units (70 members), 45 pledges (62 members) have been received, an 85% response. The Budget's Pledge Goal is \$75,000 and the Pledge Drive Goal was set at \$82,500, 10% over the Budgeted Goal. At this time, \$89,170 has been pledged. A letter was sent to the 6 non-pledging members asking them to send in their pledge or if they wish to drop their membership, explaining a pledge, at any level, is required. A response is asked for NLT June 17th. After that date, a list of those who haven't pledged will be given to the Board for consideration of dropping membership as has been done previously.

**BOARD RESPONSE/INPUT: THANK YOU DENNY**

***Committee on Ministry: Appreciative Inquiry report, sent by Jane with agenda 5/14.***

*Shari Allen, Hank Christen, Denny Lauer, Amy Weisberg, & Josh Ashley*

**BOARD RESPONSE/INPUT:** Jane will solicit input from Board members after this meeting.

## **OLD BUSINESS**

### **1. COVID Update:**

Review of building-related COVID policies\*

At our April meeting, we reviewed the following policies.

- Face masks **required** for worship.
- Face masks required for singing.
- Vaccinations required for all staff and any volunteers working with children.
- No shared food and drink indoors.

The Board changed face mask requirement for worship from "required" "strongly encourage" and anticipates sustaining these policies until September.

Any revision to these current policies? \*

*Note: Jane assumed we can open our building to community use, as long as users agree to policy. **The Board can discuss** if there are concerns about that. (no concerns were raised).*

### **2. BUILDING: Updates & next steps**

#### **A. Repairs & Upgrades**

**\*\*documents on Jane's google drive, updated 5/14, including updated excel sheet:**

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

Most recent updates:

- Completed pressure washing.
- Electricity work complete; Judy and John will review.
- AV Training needed to be re-scheduled.

Additional items:

About \$20K left in endowment funds. See updated excel sheet on google drive.

Shall we request additional funds from the endowment committee? \*\*

*The Board agreed a new request is warranted and agreed to place this on the June agenda.*

- Doors – see quote obtained by Judy, attached to Jane’s 5/14 email and on google drive:
  - New Basement door – (recommended by pest control company)
  - Nursery door repair
  - Front door/repair (issues include difficulty to open, noise & energy inefficiency and MORE)
  - Back door/accessibility
  - New locks (discussed, but not on list, decision her has implications, mostly for back door)

Judy moved to accept the ANCHOR DOOR proposal to repair and replace doors for a total of \$6,208 and to use Endowment funds for this expense. The motion passed.

- Playground

John moved to approve Endowment funds not to exceed \$6,000 for the RE playground. The Motion passed.

- Fence
- Painting (we have bids for painting more rooms)
- Replace (ugly) casement windows
- **New carpeting** will likely come up soon.

**B. Paid help:** outdoor maintenance and indoor cleaning.

- Thanks to Janet C and Marion, we have hired “Maids in Action”.
- Still need to identify outdoor maintenance.

## NEW BUSINESS

1. Board Review of Reverend Ruth for UUA Ministerial fellowship process: The Board completed its review of Reverend Ruth's review in Executive session
2. Scheduling: June Board meeting
3. Any e-votes to pre-approve? *None approved.*

**Next Board Meeting: Monday June 13**