

**2022-8-23**

## **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
2023	Judy Byrne Riley

Minister      Reverend Ruth Vann Lillian

## **CHECK-IN, AGENDA REVIEW**

### **MINUTES\***

*7/18 Board minutes sent by Jane 8/20.*

BOARD RESPONSE/INPUT: Board accepted minutes as submitted.

### **MINISTER'S REPORT\***

*Report sent by Jane 8/20.*

Two Board votes are needed to “confirm” provisions in Rev. Ruth’s Board approved contract. It’s essentially documentation for the IRS & the UUA.

**First:** The Board needs to officially designate Rev. Ruth's choice of housing allowance: \$20,000.

*(This is something in the federal tax code specific to ministers. A portion of ministers total "Salary and Housing," amount, approved in the contract, is designated specifically for housing.)*  
*A vote to approve housing allowance needs to be recorded in the minutes.\**

**Second**, the UUA administers benefits programs for UU ministers and other congregational staff. For employees to participate, congregations maintain an "Employer Participation Agreement" (EPA) with the UUA. UUFE's EPA is out-of-date and is not consistent with retirement provisions in Rev Ruth's contract. Updating our EPA has no impact on the budget.  
*(Jane will screen share the document to highlight the changes.)*

A vote to approve the updated EPA needs to be recorded in the minutes.\*

#### **BOARD RESPONSE/INPUT:**

*Board approved a motion voted to approve a housing allowance of \$20,000 for Reverend Ruth. The Board voted to approve the updated EPA.*

### **UPDATE FROM THE PRESIDENT:**

What I've been up to:

- Worked with Ruth (with John H & UU Bay County President Bob G) to remedy issues with benefits coordinated with the UUA (insurance plans & retirement).
- Ongoing work with Chris to update minutes & committee pages, including, updating current COVID building use.
- Coordinating with leaders/volunteers (Worked with Janet C and Kathy R to launch Buildings & Grounds Committee; helping transfer Membership files and practices to Karen & Lisa; shared Board decisions regarding Share-the-Plate w RSC & office; informed Shar not to schedule second hour Oct 30).
- Ongoing coordinating/tracking of bids & expenditures vis a vis Endowment funds and coordination with Endowment Committee regarding June request (please see **old business #3**).

BOARD RESPONSE/INPUT:

### **TREASURERS REPORT:**

*sent by Jane 8/20, along with Banking & CD information.*

BOARD RESPONSE/INPUT:

### **STANDING COMMITTEE REPORTS**

#### ***BUILDINGS AND GROUNDS; co-chairs: Janet Chapman & Kathy Roniger (THANK YOU!)***

- Front door repairs: \$1,425.22 Left voucher for Marion for down payment of \$760.22  
*\*Note: Plan to identify this to be covered by the next approved endowment funds distribution.*
- Coffee urns/percolator -\$262.13 paid for by Kathy Roniger. Invoice sent to Marion for reimbursement.

- A/C in library - Janet getting estimate to replace with Bay Climate Control and Refrigeration in Niceville (they did the work on our A/C earlier this year). Will also obtain an exact quote for the remaining units to also be included in our endowment funds request.
- Keyless entry for back door. In work.
- Men's urinal: Judy will contact Willingham plumbing for estimate to repair.
- Estimate for replacement of four toilets, to include the children's toilet.
- Florida Power and Light recommendations to make our building more energy efficient. Judy has taken the lead on this and many of the recommendations are low to no cost. In work.
- Cleaning Service: Janet negotiated a reduced cleaning schedule with Maids in Action that will save us approx. \$240 per month. They will charge \$150 bi-weekly for a full cleaning, then \$50 for the alternate weeks just to clean the kitchen area. \$400 per month vs the \$640 we are currently paying for weekly service.

BOARD RESPONSE/INPUT:

**COMMUNICATIONS COMMITTEE; Chair: Vacant**

BOARD RESPONSE/INPUT:

**ENDOWMENT COMMITTEE: Chair: Josh Ashley**

*Endowment Committee met. Minutes sent separately by Jane 8/20.*

*Two main outcomes: (1) took a **provisional** vote in support of \$30K for capital improvements to be allocated from the Endowment Fund, in response to the Board's 6/13 request; and (2) requests that the Board take any action needed to confirm that Endowment Committee membership is in compliance with our bylaws and congregational votes. Please see **old business 3.A***

BOARD RESPONSE/INPUT:

**FINANCE COMMITTEE: Chair: Judy Byrne Riley, Acting chair.**

*Details of UUFC Finance meeting, 8/10/22:*

*All members present: John Holt, Treasurer, Judy Byrne Riley, Interim Chair, Members: Sandi Fowler, Trudie Griffin, Bill White, Winky Sweet, Ruth Vann Lillian.*

- Passed bylaw change. (**Note from Jane:** Please see old business #2).
- Received detailed report from Treasurer. Two months ago, the correctness/useability of the Quick Books for UUFC was at 1-2%. At this meeting, John gave the Treasurer's Report a 70-80%. There are still details to be worked out. They, John and the Bookkeeper, will not "close out the year" as would be normal, given the number of issues still to be resolved. Lengthy discussion by all committee on the issues, the solutions and the timing.
- Discussion on the Endowment, how much has been actually deposited in the UU checking and what was left. While the amount request and agreed was \$80K, the two deposits total \$60K at this time. The understanding is that there is still an \$18K+ check, making the total received from Endowment less than the \$80K. The difference is the fee collected by the broker. Highly recommend that Sandi Fowler be appointed (reappointed?) to the Endowment Committee as a liaison between Endowment and Finance.
- Discussion on the existing CDs and the timing of when they will be cashed. Decided to hold off selling for today, they are all on a month-to-month payout since they have all expired. Cash flow in

November will determine timing of cashing out, but all will need to be cashed out before end of year.

- Set up Sunday after service for members to get training on Sunday Deposit process.
- Discussion of financial needs after CDs are expended and income does not yet support our minister.
- Set up a date in November for a full day workshop on Finances and the Future of UUFEF. Decisions will include a loan, refinancing, cashflow, expected income, etc. JBR will bring lunch.
- Next meetings: Sept. 14, Oct. 11, Nov. 3 (Workshop not a regular meeting).

#### BOARD RESPONSE/INPUT:

#### **MEMBERSHIP COMMITTEE; 2020 Chair: Karen Lauer & Lisa Farley, co-chairs**

Since the opening of the church on Easter Sunday, we have had 23 newcomers. On Sunday, August 21, 2022, we will have 9 adults join the church in a special Joining Ceremony.

New members will be:

- Joshua Moore & Rachael Burt, children: Lorelei & Shia
- Linda Ryer
- Ericka & Alex Faulkner, baby: Evie
- Melissa & Alex Hallett, children: Claire & Sam
- Sam & Julia Phillips

During the ceremony, the new members will be given a swag bag of goodies from the church, a Newcomer's Packet giving UUFEF info, UU history, pledge form and a welcome flower.

A new Membership box has been purchased for the Visitor cards new people fill out. Tracking down all the cards and info has been a challenge since we opened so Membership requests these cards not be removed from the church. A consolidated list has been created in Excel and posted in Google docs. This will be updated weekly.

A Newcomer's event that includes the Board, RE staff, minister and those joining the church in August is being held by the membership committee. This is a start to nurture new members and give them an opportunity to get to know the church leadership in a casual, social atmosphere.

Future plans include:

- Newcomers will be contacted as close to their visit as possible
- Orientations will be scheduled quarterly
- Joining ceremonies will be incorporated in Sunday services as needed
- Follow up group discussions will be scheduled when possible

#### BOARD RESPONSE/INPUT:

**NOMINATING COMMITTEE**, Past-president Gil Brown, Chair; Janet Chapman, out-going member-at-large; & Sandi Fowler (*approved by the Board in July, consistent with bylaws, 7-11*).

The Nominating committee (Gil, Janet, and Sandi), along with Reverend Ruth, all met virtually on Thurs Aug 18<sup>th</sup>.

We identified and discussed, several qualified candidates for each of the 4 board positions that need to be filled (President, Vice president, Secretary and one at-large position).

We will be reaching out to these potential candidates to create a slate of candidates to present to the board and eventually to the congregation.

We will also be advertising on the Enews and during Sunday mornings, the opportunity for interested persons to run for the board.

We'll keep president Jane posted of our progress with this work.

**Note from Jane:** *In previous packets, I erroneously stated that the Nominating committee is charged with identifying Endowment committee nominees. That is incorrect. The Endowment Committee recommends a list of members to the Board, and the Board presents its recommendations from that list to the congregation for a vote. We will discuss under **Endowment Committee membership** under **old Business #3**.*

BOARD RESPONSE/INPUT:

**RELIGIOUS EXPLORATION: DRE STAFF report (No RE Chair)**

*Jane sent as separate file, 8/20*

BOARD RESPONSE/INPUT:

**RELIGIOUS SERVICES COMMITTEE; Shar Farley Chair; Amanda Piburn will be chair Aug. 1**

- Amanda and Ruth are meeting Aug 22 to make plans for the coming church year. I'll send Jane an update if anything important comes up that day.
- Speakers are scheduled for most services through the end of the year.
- RSC recommends cancelling the Dec 25 service. We will have Amy's "no practice nativity play" earlier in December and Ruth will be holding an Eve Eve service. She will not be here on Christmas Day, which is a Sunday. We understand that perhaps something should be scheduled for those who live alone, but no RSC members will be available that day and we anticipate low attendance. Amanda will discuss this with Ruth for her opinion on the 22<sup>nd</sup>.
- Our 2 new pianists are a great success. With them filling in when Cecile is not here, we won't need to pay for videos.
- 2<sup>nd</sup> Hour will begin in September. We have a problem with lack of air conditioning so meeting rooms are currently limited. Amanda, Shar, Cecile, and Ruth will be meeting to plan using some 2<sup>nd</sup> Hour dates for choir rehearsals, especially on days Ruth is with us.
- RSC is concerned about the lack of an online service in recent weeks. Hopefully this will be worked out soon. The online present draws newcomers!
- During our last Out of the Box Sunday, the small group discussions brought up a few things that might interest the Board.
  - More contemporary music was very much liked by the younger families and newcomers.
  - Getting children more involved in the services (chalice lighting, Joys and Concerns) was appreciated. Ruth will try to make one of her Sundays intergenerational each month. This will use contemporary music, and rearrange the OOS so children are present to participate in Joys and Concerns. (It was decided to not always have children present for Joys and Concerns since adult topics are often discussed.)
  - Tremendous interest in 2<sup>nd</sup> Hour was expressed by newcomers.

BOARD RESPONSE/INPUT:

**Second hour/Adult Religious Education, Shar Farley, Coordinator**

**Organizational Meeting for Resuming Adult Second Hour** was held on August 7 following the first hour worship service. Seventeen members/newcomers attended the meeting.

**Second Hour Start Date:** September 4. (See attached September calendar. **NB from Jane: not in packet**)

**New Groups Starting in September:** Pagan Pathways (Trudie Griffin, primary facilitator); Reflections by Brother Toby (Jane Park, primary facilitator) & Unquiet Meditations (Shar Farley, primary facilitator).

**Other Groups Resuming:** TED TALKS (Josh Ashley), Extra, Extra (Rec Howley) Buddhists (Bill Campbell, primary facilitator). Porch Swing (assorted facilitators)

**Scheduling Restrictions:** Due to limited meeting rooms this year for adult RE "Free thinkers, Friendly" has not yet been scheduled. (We have two new members volunteering to lead it). Porch Swing will only meet two Sundays of the month, down from four Sunday because of this limited meeting space. A meeting is scheduled for August 21 (after the service) with Rev. Ruth, Cecile, Amanda, and myself to discuss the scheduling issues.

Bottom line - lots of enthusiasm for the resumption of Second Hour.

**Committee on Ministry:** Hank Christen, Denny Lauer, & Amy Weisberg

*No report. **NB:** Ruth worked with the COM to pare back from five members (as needed for her UU fellowship requirements) to three (as called for in our bylaws). Shari Allen & Josh Ashley are no longer on the Committee.*

BOARD RESPONSE/INPUT:

## OLD BUSINESS

### 1. COVID Update:

#### Review of building-related COVID policies\*

At our July meeting, we voted to support the following policies.

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

*(NB: shared food and drink indoors is now allowed).*

Any revision to these current policies?\*(No action taken)

#### • **BYLAW CHANGE:\***

Bylaw change recommended by the Finance Committee to Section 8.4.

If the Board approves, this would be included on agenda of Oct. 30 congregational 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~~ Independent Financial Review must be done every five years. A member of the Finance Committee must not conduct the review or audit.*

The board approved a motion to place this bylaw revision before the congregation at the October 30 meeting.

#### • **ENDOWMENT COMMITTEE & FUNDS:**

2.a Confirming endowment membership\*

*Background: For lots of reasons, we generally we have not kept up with assuring that Endowment Committee membership stayed current. A big exception was at our fall 2018 congregational voting meeting (minutes available on-line), when the following people were elected:*

<ul style="list-style-type: none"><li>• Karen Lauer (for term ending in 2020)</li><li>• John Holt (for term ending in 2021)</li></ul>	<ul style="list-style-type: none"><li>• Josh Ashley (for term ending in 2022)</li><li>• Rece Howley (for term ending in 2023)</li></ul>
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*An election was not needed in 2019 and we have not held an election since then, another casualty of the pandemic. Karen and John's terms have expired. At its Aug 10 meeting, the Endowment Committee recommended that the Board to appoint Karen Lauer & Sandi Fowler to serve as interim Endowment Committee members to fill these vacancies. The bylaws permit the Board to take this action.*

*A vote is needed\** Gil made a motion to appoint Sandy Fowler and Karen Lauer as provisional members until the next meeting. Judy seconded it. Motion carried. Judy made a motion to sell the one year cd. The Board approved the sale of one year CD.

*Jane also suggests that we ask the Endowment Committee for its approval to place Karen & Sandi's names before for a "regular" term at the October 30 meeting. This is also consistent with our bylaws. FYI. We also need to work with Endowment to identify a third person to replace Josh, whose term expires this year. Jane will follow up with the Committee.*

3.b approving capital improvement projects for Endowment Funds\*

*Jane has updated the excel file and uploaded relevant documentation to the google drive.*

*I expect something is a bit off with bids to **repair/replace AC** units.*

*The Board approved using endowment funds to approve four expenditures*

*Please review carefully here:*

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

*The Board passed a motion to entrust \$20,000 in building improvements from the Endowment Fund to the Buildings and Grounds committee.*

*Please note I moved some documentation to the "completed building work" folder:*

[https://drive.google.com/drive/folders/1VaePEQu77q\\_YA2UMo-zCiwTzdg9HLL1y?usp=sharing](https://drive.google.com/drive/folders/1VaePEQu77q_YA2UMo-zCiwTzdg9HLL1y?usp=sharing)

## NEW BUSINESS

- Sharing building space

Amy Weisberg requested permission to use the building for a Tai Chi class. The class would start in January and probably meet weekly for two hours.

Normally this would be referred to the Buildings and Grounds, but Janet & Kathy requested that the Board consider this.

We have an old building use policy somewhere. Before the pandemic, Jean Paul Pentecouteau led a fencing class. We requested a donation but did not charge anything.

Jane suggests a short board conversation about this and then delegating this request to an hoc committee (*Jane can lead*), charged with creating an agreement, adapting the old building form as needed, consistent with any requirements from the Board.

The Board agreed to delegate the two building use requests to Jane.

- 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: Tuesday September 20**