

**2022-10-17**

## **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\***

*9/20 Board minutes sent by Jane 10/15.*

BOARD RESPONSE/INPUT: Minutes approved as amended.

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

*Report sent by Jane 10/15.*

*BOARD RESPONSE/INPUT: John and Ruth will meet to review personnel procedures.*

## **UPDATE FROM THE PRESIDENT:**

What I've been up to:

- Submitted UUA Employment Participation Plan (approved by board in Aug.). Deadline is Nov 15, so we have time if any issues arise. Please see suggested E-vote, New business #3.
- Prep/coordination for 10/30 congregational meeting
- Ongoing work with Chris to update minutes & leadership pages.
- Ongoing coordination with leaders/volunteers, including
  - Building use: I with followed up with Kathy White & Amy Weisberg about their building use requests approved by Board (10-20 speaker and Tai chi class, starting in January 2023); Met with Amy to review potential building use policies (See old business #2).
  - Got two names for Oct 30 ballot for Endowment committee candidates. See old business #1.
  - Lisa & Ella Farley agreed to update/decorate bulletin boards; Working with Ericka Faulkner about revitalizing social justice; will reach out to Rachel M. about fun food & fellowship type thing. Expect to have update on Caring by next month.

BOARD RESPONSE/INPUT: No response

## **TREASURERS REPORT:**

*Coming separately.*

BOARD RESPONSE/INPUT: No response

## **STANDING COMMITTEE REPORTS**

### ***BUILDINGS AND GROUNDS; co-chairs: Janet Chapman & Kathy Roniger***

- Door work completed: Judy Byrne Riley facilitated the replacement and repair of several building doors. Big thank you to Judy!
  - Basement door and back door: Replaced
  - Nursery door: Panic hardware added
  - Front door: Secure bolt added
- Back door: The new keypad is in place, with a temporary code of 1295. Programming will be done to issue separate codes as needed. Bill White will assist Judy to accomplish. A master list will be kept in the office.
- The big front door repair will take place on December 14<sup>th</sup>, according to the company.
- Building Use Procedures: A calendar is now in the office for those wishing to schedule the building for non-UUFEC functions. An old building usage request form is on our website and will be modified. (*note from Jane: pls see old business #2, I'm a little confused based on last month's meeting. All good – we will figure it out and move forward*)
- Florida Power and Light energy saving recommendations:
  - Handyman Dave Babel has already installed timers on the water fountains and water heater.

- Blackout curtains: Janet had Home Depot come out and do measurements for solar blinds. They are going to send out some samples to choose from.
- Vent in basement door still being considered.
- Our Fall grounds cleanup to be on Saturday morning, 22 Oct, with 5 Nov being a back-up rain date. Weather should be nice, so hoping for a good turnout.
- Kathy will reach out to Dave Babel to schedule a start date so we can ensure the necessary prep work is covered. Kathy has been in communication with Dave and apparently he is fairly busy with other jobs. This is the remaining room painting that was not done: i.e., Nursery, RE, stage room, library, harmony room, and kitchen. We may need to consider using the other painters if Dave is unable to get to our building soon.
- Harmony room ceiling: Kathy is still working with Dave for estimate of materials, and what type of repair he recommends.
- Pest Control: Rev Ruth identified a cockroach problem in her office. Janet purchased some bait traps and they have been placed throughout the sanctuary. Kathy obtained bids from several companies and we are going to go with Arrow, at \$500 per year. There are numerous ant piles in the children's playground area that we will ask them to address.
- Signage: Judy recommended that a Handicapped entrance sign, and a sign directing visitors to the front door be purchased. In work.
- Fence repair/replacement: No progress to date. Fence companies are difficult to pin down! Bill White is contacting Waste Management to see if they can do a bulk pickup of the parking lot wood fencing that has fallen down.
- Aesthetics: Loveseat for Rev Ruth's office, two chairs for sanctuary stage, wall décor (two cathedral style mirrors) for sanctuary, and the solar blinds, new mats for the front entry and back door, casters for the lectern.
- Buildings and Grounds Committee meeting: A monthly Zoom meeting is scheduled for the first Thursday of each month at 6:30. The first B&G meeting was held on 6 Oct. A copy of the agenda is attached. Next meeting will be Nov 3<sup>rd</sup>.
- Volunteer Signup List: Posted on middle bulletin board in the sanctuary.
- Bulletin Boards: Lisa and Ella Farley have volunteered to update the boards. Janet will ask if they will also do the children's table.

BOARD RESPONSE/INPUT: Short discussion recommending that outdated current wayside pulpit info be removed and replaced with simple message "Service 10am Sunday."

**COMMUNICATIONS COMMITTEE; Chair: Vacant**

BOARD RESPONSE/INPUT:

**ENDOWMENT COMMITTEE: Chair: Josh Ashley**

*No report. Please see Old business #1.*

BOARD RESPONSE/INPUT: No report

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

The Committee on October 12. All members were in attendance with Rev. Ruth on Zoom.

- Discussion about the CDs; one has been cashed, in lieu of selling stock, since the market is so low now. This “borrowing” will be tracked by the Treasurer, since at some point it will need to be “paid back.”
- Discussed the Financial Report. We still need a Cash Flow retail, since some pledgers paid a full year at the beginning of the year.
- Discussed the continuing problems with Quickbooks. There is still much to be clarified, fixed, moved, etc.
- Approved Ruth hiring the new Administrator next week, giving her two weeks with Marion. And Marion can work on the QB issues. Money is available from the Bookkeeper line, since we did not hire until later in the year. Will be \$250±
- Discussed the Policies and Procedures of Voucher Approval. JBR will receive from John a list of the line-item budget with the existing balance. She will then meet with the main committee chairs and explain the importance of adding the VOUCHER number corresponding with the BUDGET.
- We will put envelopes and pens/pencils at each pew in the hymnbook holder. This is for cash that is for Pledge (all) or the charity (all). JBR will write up a notice for announcements when the envelopes are installed.
- Next meeting will be our workshop on November 3. There will be detailed discussions and forward planning.

BOARD RESPONSE/INPUT: Report received

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

- New visitors keep coming through our doors each Sunday and our members are doing a wonderful job of welcoming them to our fellowship. On September 22<sup>nd</sup>, Rev. Ruth held an online UU101 class for those who missed the last one and those newer to UU FEC since the last class.
- On October 2<sup>nd</sup> the committee (Lisa Farley, Denny Lauer, Peggy Alexander, Karen Lauer & Rev. Ruth Vann Lillian) met on Zoom to discuss tasks and activities for the next few months. Denny Lauer is completing sign ups for Greeters through the end of the year. Peggy Alexander will make welcoming phone calls to new visitors. Lisa Farley will post the Visitors List on a Google drive and take the lead in membership duties through mid-November while Karen Lauer is away.
- Another joining ceremony will be scheduled later in the fall. Lisa Farley will inventory items for packets & swag bags
- Lars Runar passed away leaving our membership count to 76. Quorum for the Annual meeting will be 19 members present.

BOARD RESPONSE/INPUT: Report received

***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*).

- No report (*report included in October packet was from September packet*)

BOARD RESPONSE/INPUT: No response.

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

*Report from DRE Sarah Ford:*

- We have started childcare during Second Hour. Melanie rearranged the stage room so that the kids have play stations where they can hang out and play. We are having free time during second hour in the stage room.
- Have had a nice variety of lessons with 'Love Will Guide Us' curriculum. Everyone seems to be getting into the groove of the new format. We have excellent RE volunteers that have been contributed substantially to the program. A highlight was Denny bringing in his fossils to share with the kids while they were learning about using science to understand the world around them.
- Working on hiring Nia for part time help. Unfortunately, Melanie has resigned.

BOARD RESPONSE/INPUT: Ruth clarified status of Nia Madrigal who is not at this time a staff member.

***RELIGIOUS SERVICES COMMITTEE; Amanda Piburn, chair***

- Last RSC meeting was Sept 20, still on Zoom.
- Guardian ad Litem speaker was well-received. At least 2 people signed up as potential volunteers for the program.
- Register to Vote table has also been successful, registering voters new to our area. October 16 service is about voting.
- Next intergenerational service is Oct 30, with Claire Hallett and her mom coordinating with Sarah Ford and Ruth. Costumes requested! Trick or treat charity recipient under discussion.
- November intergenerational is November 20, introducing Guest at Your Table. Amy and Sarah are in charge. Guest at Your Table boxes will be collected in January.
- December intergenerational service will be Amy's No Practice Christmas Pageant on December 11. There is no special choir program this year. (Speaking of choir, we are meeting regularly and will begin sitting in the "choir loft" area October 9. Special music is being performed again by the choir, with solos, duets, etc.)
- We are planning an ARTS theme for all of February. Speakers and special events such as an exhibit of member art are being considered.
- We've received a few surveys back with guest speaker suggestions. Amanda is following up.

BOARD RESPONSE/INPUT: Received report.

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

- Second Hour continues to go well. Judging by the service counts, about 3/4 of the first hour service attendees stay for second hour. Average attendance per group is eight to ten people.
- The two new groups (Reflections by Brother Toby and Unquiet Meditations) that debuted in September and October appear to be well received.
- The Buddharians has also attracted some of our newer members, who have expressed interest in having a meditation group. Bill Campbell, facilitator, is exploring ways we might implement this group. More about this in November,
- Alex Faulkner, a new member, will be our new facilitator for Free Thinkers, Friendly that meets for the first time this year on October 16. Alex Hamlett, another new member will be our back-up facilitator for this group. Ruth will follow up about clarifying description for second hour groups

*BOARD RESPONSE/INPUT: Suggestion that content/focus of "Reflections by Brother Toby" be clarified. Ruth will follow up with Shar.*

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

- The UUFE COM will meet October 18. Jane requested they get back to the Board about COM member terms by our November meeting to put us back in compliance with the bylaws. This is another area where we got behind/off during the pandemic and we adapted our usual terms to facilitate Rev. Ruth's UU fellowship process during the first year of her ministry.

BOARD RESPONSE/INPUT: No response

## OLD BUSINESS

### 1. ENDOWMENT COMMITTEE TERMS\*

Next year's endowment membership:

The Board needs to approve candidates recommended by the Endowment committee to place on the Oct 30 ballot.

Jane received approval from all four Endowment committee members to place following people to be placed on the Oct 30 ballot:

- Karen Lauer, for term ending 2025
- Sandi Fowler, for term ending 2026

Note: Rece Howley's term ends in 2023.

This leaves us short one person, starting in January (when Josh steps off). The Board has the authority to appoint an interim member for the term ending in 2024. That person would serve until next fall's voting meeting.

Any ideas?

*Please note: this action is separate from Board action at our August meeting to approve interim members until the 10/30 meeting. I know it gets confusing!*

**\*Judy** moves that we place Karen Lauer and Sandy Fowler on the October 30th ballot. John seconded. The motion passes.

- BUILDING USE POLICY: clarifying process & consideration of categories and fees:

*Background/reminder: at our last meeting, we reviewed two requests for building use:*

- *Kathy White for an event about human trafficking (10/20)*
- *Amy Weisberg for a tai chi class, starting in January – two-hour class, once a week, Wednesdays, back of sanctuary.*
- *NEW: Shar let me know there is interest in a longer Buddhist/meditation session outside of Sunday/second hour and Bill Campbell is willing to lead.*

*Normally this falls to building and grounds. Our policy is ANCIENT. Janet & Kathy requested that the Board to take this on. Amy & I reviewed several UU building use policies.*

**QUESTION:** *Who is taking responsibility for updating building use policy & procedures (e.g., request sheet)*

Working from my understanding of our last meeting, I created this table for your consideration. There is lots of good energy here. We just need to be coordinated.

Event category	Fees	examples
<ul style="list-style-type: none"> <li>• UU FEC sponsored event or events organized by individual members: including rites of passage, parties, or other approved event</li> </ul>	<i>Free</i>	Member Weddings & Memorial services Ron Z concert
B. Non-profit groups and government agencies where no admission fees, vendor fees, membership fees and/or donations are requested or received	<i>Free</i> <i>Consider “HeLP”, heat light and power donation, but not required.</i>	PFLAG Support groups
C. Non-profit or not-for-profit groups whose events or meetings may involve admission fees, vendor fees, membership fees and/or donations	\$20.00 per use	Oct 20 event/OC commission on status of women
D. Businesses, private individuals, or groups which may involve admission fees, vendor fees, membership fees and/or donations	Sanctuary only fee: \$250. If kitchen used for food and drink service, an additional fee of \$100.	Paying concert?
E. Rental of space for personal events including rites of passage, parties, or other approved event: Non members	Sanctuary only fee: \$250. If kitchen used for food and drink service, an additional fee of \$100.	

The Board briefly discussed proposed fees and agreed that individual members would follow up by email.

## NEW BUSINESS

1. Review draft agenda for Oct 30 meeting  
Jane sent this with Agenda on Oct 15.  
No comments on Agenda.

2. Confirming next steps on estate of Lars Runar.  
Jane & Judy will follow up on identifying contacts for estate lawyer.

3. Any e-votes to pre-approve?\*

Jane suggests we consider an e-vote in the **small chance** we need to approve a change in the UUA Employer Participation Agreement.

*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.

\*The Board approved an e-vote for this purpose, if needed.

**Next Board Meeting: Nov. 14, 15, or 28, 29?**

**(Jane & Gil out of town Nov 19-24, Thanksgiving is Nov. 24)**

**November Board Meeting November 29th Tuesday**

Simple dinner meeting December?