

UUFEC Board of Trustees Meeting Minutes
September 30, 2019

Attendees:

Officers:

President	Gil Brown
Vice President	Julie Winfree
Treasurer	John Holt
Secretary	Rece Howley
Past President	Josh Ashley

Members-at-large:

2020	Toni Pentecouteau - absent
2019	Amanda Piburn
Ex Officio	Doak Mansfield

Guests: Jane Park

MINUTES

Review Minutes from 8/26/19

BOARD RESPONSE/INPUT: The 8/26/19 minutes were approved as distributed without objection.

Minister's Report:

PRESENTED BY REVEREND DOAK AT MEETING

BOARD RESPONSE/INPUT:

TREASURERS REPORT:

Formal report was unavailable due to technical difficulties. **John is working on fixing Quik Books.**

BOARD RESPONSE/INPUT:

STANDING COMMITTEE REPORTS

Buildings and Grounds; Chair: Julie Winfree, Liaison: same

In the month of September the following projects occurred at the church:

- Piper room AC unit was repaired by HVAC company
- John Drury discovered and repaired an internal toilet leak in men's room
- Paula Previte replaced light bulb in outdoor sconce
- Building was pressured washed professionally
- John Drury is purchasing microphone receiver/routing equipment to support the new mics

The aesthetics subcommittee has been busy. They continue to declutter, hung three member art pieces in the main hall and nearly finished putting up prints and plaques in the library. Thanks to Paula Previte for sprucing up the bulletin boards.

One item of concern is that the kitchen oven was accidentally left on when no one was left in the church. We are looking into possible installing an electrical power timer switch to prevent future accidental events.

BOARD RESPONSE/INPUT: none

Caring Committee; Chair Vacant: Liaison: Rece Howley

The Caring Committee didn't meet in Sep.

A Caring Committee member contacted a congregant to check on their well-being because they have been absent from the UU for a few weeks.

We have been working on a card to be placed in the pews to alert congregants of caring committee presence and availability. We need a new chairperson since Rece has resigned from the committee.

BOARD RESPONSE/INPUT: none

COM Committee; Chair: Jane Park: Liaison: Josh Ashley

We are continuing to work on the Minister's assessment.

We will be specifically asking for input from the Board officers and welcome feedback from anyone.

If anyone on the Board would like the assessment form, please contact me.

Jane

BOARD RESPONSE/INPUT: none

Communications Committee; Chair: Paula Previte; Liaison: Julie Winfree

Gil,

Here are a few things that our committee accomplished this month.

- Website is continually updated to include the "music and choir" section, some RE content and a few podcasts this month.
- Instagram account created. Waiting for volunteer to start using it.
- Facebook live video was successful! Thanks Josh Ashley!
- Met with T-shirt company. Waiting for their order form with new design to introduce to the Fellowship.
- Created 3 new facilities documents in order to propel rental of our building in conjunction with Buildings and Grounds Chair.
- Created 4 documents for new visitors' packet in conjunction with Membership Committee members.
- Created new template for name tags with new approved logo.
- Sent "Advertising through Action" campaign idea to Board President for consideration.

BOARD RESPONSE/INPUT: none

Finance Committee; Temporary Chair: Blake Farley; Liaison: Gil Brown

No Report

BOARD RESPONSE/INPUT: none

Membership Committee; Chair: Jane Park; Liaison: Toni Pentecouteau

We have 83 members now, up from 81 last month. Bill Campbell and Nate Smith joined in September. Both Bill and Nate have expressed interest in leading new groups.

One more person expressed interest in signing the book on Sunday (I am writing this Saturday), so we may be up to 84 by Monday night.

Shar has shared widely publicized and shared the updated list. Sometime in the next month or so, Shar & I plan to add BRIEF text to the roster list clarifying proper use of the list (e.g., no solicitations.) There are plenty of UU "member list guidelines" to draw from.

Under Shar's leadership, we are almost done with a new guest packet. Our awesome communications folks have helped spruce up the content.

Please give a big "Thank You" to Julie Winfree for her superb coordination of the greeter schedule for about a 1-1/2 years. She asked to step down from this responsibility and will continue to serve as a greeter. Thanks to the greeter team: Julie, Shar, Kathy & Bill White, Jan Mullins, Fred Boyer, Hank & Lynn Christen (and me). (and Toni — I think you, too?)

Shar and I are exploring starting some "non-Sunday" groups, based on areas of interest expressed by members.

I offered bylaw changes regarding membership and will share comments on John's draft revision before Monday night.

with gratitude,
Jane

EXECUTIVE SESSION: The board went into executive session at approximately 7:00 for the sole purpose of reviewing minutes from the July Executive Session Minutes. The minutes were approved without correction. Executive Session ended at approximately 7:05 pm.

BOARD RESPONSE/INPUT: none

Religious Exploration Committee; Chair: Amy Weisberg; Liaison: Toni Pentecouteau

Dear Board-

The RE Committee has been Busy. Highlights:

- 1) Our New DRE, Sophia Lopez, has secured solid teachers for the Harry Potter Curriculum (be sure to take a look at the most amazing room in the church!)
- 2) Sophia has also secured solid reliable teachers for supervising the nursery every Sunday
- 3) **We have a new RE Chair: Jan Mullins**
- 4) We have a camping trip planned for Sat, Nov 2nd.
- 5) We are looking at ways to reinvigorate the middle schoolers.

That's it for now-
Gil and Jan

BOARD RESPONSE/INPUT: none

Religious Services Committee; Brian O'Connell Chair; Liaison: Amanda Piburn

No Report

BOARD RESPONSE/INPUT: none

Social Justice Committee: Chair: Abigail Riggerbach; Liaison: Julie Winfree

Gil,

This Fifth Sunday SJC collected money in order to supply feminine products for the girls of Okaloosa Academy in Fort Walton Beach. This was initiated by Toni P.

Abigail Riggerbach
Chair

BOARD RESPONSE/INPUT: Julie is the new liaison to this committee.

Endowment Committee: Chair and Liaison: Josh Ashley

To be presented at meeting

BOARD RESPONSE/INPUT: We need to find an easy way for people to leave money to UUFEC without having to go to the lawyer and change the estate plan or will. **Gil will ask attorney.**

AD HOC COMMITTEE REPORTS:

Nominating Committee: We don't have any candidates for president yet for the upcoming election.

BOARD RESPONSE/INPUT: Josh has reached out to numerous church members to ask them to serve as president, but none are interested. A discussion then ensued about alternatives to a traditional presidential

role. Gil is willing to help extensively with the new board president, including doing many of the presidential duties. Doak is willing to ask Judy BR again. Josh believes that once the presidential position is filled that the other openings will be easy to fill.

Growth Team Update:

Many individuals stepped up to agreeing to champion specific tasks at our last Growth meeting in August. Here is an update on those projects:

- Sarah: working on Landscaping the extra Land with the extension service-
 - o **Met with Master Gardner 2 weeks ago. Moving forward!**
- Josh / communications: Facebook Live streaming our sermons.
 - o **Doing really well with hundreds of people viewing UUFEC on line.**
- Abigail/Communications: hooking up UUFEC Instagram.
 - o **Making progress on this!**
- Sarah/Communications: UUFEC Snapchat
 - o
- Brian/Communications: Advertise on WFSW Panama City radio with UU Bay County- B
 - o ***This cost \$1300 with WUWF in 2018 for 6 months. No obvious new members resulted from this effort. We are now considering shared ad with UU Bay County on WFSW (would only cost \$600?). Paula points out that this would use the entire \$1200 communications budget. Paula would like to see our funds used for other things, like "going out into the community with our UU literature and UUFEC T-shirts on and handing out breakfast groceries on Thanksgiving morning to the underprivileged in our community (joint project with social justice?). The Board discussed this topic and will discuss it further when our finances are clearer- hopefully at the next meeting.***
- Gil/B&G group: Enhanced use of UUFEC for public events, clubs, etc.
 - o **Paula and Julie working on this**
- Jane/Communications: work on UUFEC Tag Line and T-shirts
 - o **Paula working on this**
- Shar/Membership: Enhance Visitor packet with information on 2nd hour groups.
 - o **Shar working on this**
- Jane/Membership: work on Small Group Gatherings outside of Sun AM.
 - o **Jane is Working on Christian UU Group small group gathering.**
- Jane/Board: lead a Mission Statement Building Process
 - o
- Abigail/Religious Services: Establish a Minority Group
 - o

BOARD RESPONSE/INPUT:

Bylaws Committee: Members: Julie Winfree, John Holt, and Brian O'Connell.

Discussion: John brought in a new bylaws document that had many proposed substantive and administrative changes. The most significant of these were the inclusion of the endowment resolution into our formal bylaws and an inclusion of the list of the various UUFEC committee's charges. All proposed changes were discussed in detail by the board and guest present, which took approximately 90 minutes. John will do a revised bylaws

document incorporating all of these recommendations and will email out to the board in the next week. The Board agreed to vote on these electronically and then distribute to the congregation prior to the Oct 27th congregational meeting.

October Congregational meeting:

- DATE: Oct 27th Second Hour
- AGENDA
 - o Opening – Gil Brown (President)
 - o Election of Endowment Committee Members – Josh Ashley (Past President)
 - o Election of Board of Trustee Officers- Josh Ashley
 - o Proposed Bylaws Revisions and Vote- Gil Brown
 - o Financial Statement- John Holt (Treasurer)
 - o Special Recognition – Gil Brown
 - o Election Results-Josh Ashley
 - o Closing

BOARD RESPONSE/INPUT:

OLD BUSINESS

Southern UU Leadership Immersion Experience:

Cancelled

Connection with Health Dept for UUFEC to be a Healthy Okaloosa Site.

Gil Working on this.

BOARD RESPONSE/INPUT:

NEW BUSINESS:

Ministerial Compensation: The board voted and agreed retroactively that Effective August 1, 2018, \$1600 of the minister's monthly compensation is designated as a housing allowance.

NEXT BOARD MEETING:

Last Monday in Oct on the 28th