

UUFEC Board of Trustees Packet – 12/18/22

AGENDA

ITEM:
Check in and Agenda Review
Minutes from Nov. 29 (Jane sent 12/16)*
Minister's Report (No report)
Update from the President (see below)
Treasurer's Update (No report)
Committee Reports
Old Business: <i>1. Building Policy Fee Schedule (Table until January)</i> <i>2. Funding ministry & Strategic planning</i> <i>3. New Treasurer (Table until January)</i>
New Business <i>1. E-votes to approve?</i>
Next Board Meeting: Schedule over email?

*Item Requiring Vote or Decision

CHECK-IN, AGENDA REVIEW

MINUTES*

Minutes from the November 29 meeting were approved as submitted.

BOARD RESPONSE/INPUT:

MINISTER'S REPORT*

No Report.

BOARD RESPONSE/INPUT:

UPDATE FROM THE PRESIDENT:

What I've been up to:

- Ongoing work with Chris to update minutes & leadership pages.
- Building use: still working on policy.
- Social Justice: facilitated meeting with Ericka Faulkner & Ruth, see more under reports.

- Met with Finance chair Judy about canvass and other finance items.
- Facilitated second meeting with communications; see more under reports.
- No progress on Caring Committee.

BOARD RESPONSE/INPUT:

TREASURERS REPORT:

No report.

BOARD RESPONSE/INPUT:

STANDING COMMITTEE REPORTS

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

1. Harmony Room: John Holt reported a heating issue with the mini-split. Janet contacted Bay Area Climate and Control to come out to do a service call. Note: No issue found by BAC&C. The heating and cooling buttons on the remote are just hard to decipher!
2. Office Window Unit A/C: Bay Area Climate and Control will be replacing the existing window unit with a dual unit.
3. Front Door Repair. Completed the following on December 14th: Concealed overhead door closer to hold open, sealed sides and top, door sweeps added to top and bottom, and flush bolt lock and hookbolt face plate with seal installed.
4. Solar blinds. The measurements have been taken and samples received. Working with Blinds.com to finalize.
5. Wayside Pulpit sign. The new sign was placed and includes our Sunday service hours and “All Are Welcome”
6. Other Signage: A Handicapped entrance sign for the back entrance, and a sign directing visitors to the front door have been ordered and are ready to pick up. They will both need someone to install so we are still canvassing handymen. Jane passed along to us that new member Ericka Erickson is working on social justice and is also interested in signage for those with disabilities so we look forward to working with her.
7. Painting: We are now working with Elle Estes, who did the Phase 1 painting for our re-opening. The second bid she gave did not include the nursery, Piper room, or stage room, so she is re-working the estimate. This will likely bring us over the additional \$1,500 that was originally allocated, but we should be able to cover the difference from the \$20K.
8. Harmony room ceiling: We are still looking for someone to tackle this. We asked Elle but it is not something that she can do.
9. Pest Control: Kathy had Arrow come back out and we are hiring them to do our annual pest control, at \$500 per year. Their first treatment will be on 20 December. Eric Kirkpatrick, the technician who came out, said none of the products they use are toxic to people or pets.
10. Fence and pergola repair/replacement. Nothing has been heard from owner of adjacent house regarding fence removal or replacement, so we are putting that on hold for now. We have hired Gary Clark, Clark’s Coastal Construction, LLC, for remainder of work. Janet submitted the application for the building permit to the City of Valparaiso and as soon as that is received Gary

can begin work. The fence around the children's playground and the pergola will all be torn down and replaced with all new materials.

11. Lighting: Lighting is still needed for front walkway. This is a safety hazard for any meetings held at the church during the evening hours. Judy will get a bid from Metro electric.
12. Judy met Metro at the church to do some repair work to the existing outside security lights. Awaiting a report and total from her.
13. Aesthetics: Trying to find out why the two chairs ordered for the pulpit area have not been received (purchased from Amazon). The Christmas tree was put up and decorated and some additional Christmas décor was added around the church. Bulletin Boards: Lisa and Ella Farley have volunteered to update the boards, and also agreed to recover the children's table with a new tablecloth. Will touch base with her to see if this is still doable.
14. Buildings and Grounds Committee meeting. The B&G Dec meeting was held via Zoom on Thursday, Dec 1st. Bill White brought up the subject of the handicapped entrances (front and back). This is a large project and we plan to submit a request to the new board for approval from some of the remaining endowment funds. The next B&G meeting will be Jan 5th.

BOARD RESPONSE/INPUT:

COMMUNICATIONS COMMITTEE; Chair: Vacant

Jane convened a second communication meeting. Only Peggy A attended with Ruth and me. Joshua M. followed up and is still interested. We reviewed Peggy's draft of an updated brochure. I will work with new president Miriam to keep this going.

BOARD RESPONSE/INPUT:

ENDOWMENT COMMITTEE: Chair: Josh Ashley

No report. New Board will need to make an Interim appointment for Endowment Committee member for the term ending in 2024. (E. Committee will need to make a recommendation to the Board for a "permanent" candidate for the fall 2023 congregational meeting).

BOARD RESPONSE/INPUT:

FINANCE COMMITTEE: Chair: Judy Byrne Riley, chair.

No report.

BOARD RESPONSE/INPUT:

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

No report.

BOARD RESPONSE/INPUT:

NOMINATING COMMITTEE, The 2022 committee has completed its work.

The 2023 committee will be: past-president Jane Park, Chair; Judy Byrne Riley, out-going member-at-large; and "a non-Board member proposed by the president* and approved by the Board," (see bylaws, section 7-11.) *2023 president is Miriam Williams.

Typically, we announce the nominating process at the annual April meeting.

BOARD RESPONSE/INPUT:

RELIGIOUS EXPLORATION: DRE STAFF report (No RE Chair)

No report.

BOARD RESPONSE/INPUT:

RELIGIOUS SERVICES COMMITTEE; Amanda Piburn, chair

- The only thing new is the Christmas Day service and NO potluck.
- FYI there's nothing alcoholic on Eve Eve. (That's a change for us!) Ruth said someone would have to stay right with it to ensure no one too young drank it, and that seemed an unnecessary complication. So we're going with hot cocoa and mulled cider. Plus cookies, of course!
- We're not having a December meeting, but will on January 17, 2pm on Zoom.

BOARD RESPONSE/INPUT:

Second hour/Adult Religious Education, Shar Farley, Coordinator

No report.

BOARD RESPONSE/INPUT:

Social Justice, Ericka Erickson, Jane Park, & Shar Farley, interested people (no chair at this time)

Ericka & Jane met over zoom with Ruth on Dec 13. Report from Jane:

- We agreed on a share the plate (STP) schedule for 2023 (no changes to recipients).
- We are focusing on organizing a UUFEC presence for the MLK march January 16.
- Other areas we will explore:
 - volunteer opportunities with each STP partner, with the goal of having periodic (4x/year?) UUFEC volunteer days
 - sustaining the food pantry & free library, started by John Drury (we're communicating with Bill & Kathy White, who contribute)
 - improving signage/communication for our support for people with disabilities, e.g., hearing devices, better doors (we're communicating with Janet & Kathy)

BOARD RESPONSE/INPUT:

COMMITTEE ON MINISTRY: Hank Christen, Denny Lauer, & Amy Weisberg

No report. (Meeting is today, Dec. 18)

BOARD RESPONSE/INPUT:

OLD BUSINESS

1. BUILDING USE POLICY: clarifying process & categories and fees. Tabled for now. No update.

2. Following up on FUNDING MINISTRY & STRATEGIC PLANNING:

Reminder & update. At our November meeting, the Board discussed the reality that our pledging level is well below what we need to support professional ministry (i.e., Rev. Ruth) at 75% time. Since the meeting, Rev. Ruth suggested* to me that she is thinking that continuing her ministry in the range of 25-50% time is feasible/desirable. (**Jane is trying to convey a spirit of flexibility and nothing being set in stone that I understood in our conversation*).

The Board focused on two responses:

- 1) to hold a congregational informational meeting to inform/ engage the congregation in reflection/brainstorming about our future, especially as it related to professional ministry; the board suggested Jan 29, a 5th Sunday; Jane is willing to lead this, if acceptable to all, and will need some help.
- 2) to engage in strategic planning, in part to move us from the month-to-month survival mode of Covid times and usual busy-ness. Ruth has suggested January 28 as a good day for a board retreat and time to focus on strategic planning

This is falling on the 2023 board. Only two 2022 board members are continuing (Jane & Judy). 2022 Board meeting suggested a general willingness to help out.

What can we decide on today, as we head into the holidays and transition to a new board?

3. Appointing a new treasure: Bylaw requirements:

5-1 To fill the treasurer position, the Finance Committee shall present at least one candidate to the Board before the Board's January meeting. The president shall appoint the treasurer with approval of the Board, at the January board meeting.

Table until January: At this time, we do not have a recommendation from the finance committee.

NEW BUSINESS

NONE?!

1. 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.

Jane says: **THANK YOU! THANK YOU! THANK YOU! THANK YOU!**