

# UUFEC Board of Trustees: Minutes 11-29-2022

2022-11-29

## Attendees

### Officers:

President	Jane Park
Vice president	Karen Lauer
Treasurer	John Holt Not present
Secretary	Linda Carson
Past President	Gil Brown
Peggy Alexander, incoming Secretary	

### Members-at-large:

2022	Janet Chapman
2023	Judy Byrne Riley Not present

Minister Reverend Ruth Vann Lillian

\*Item Requiring Vote or Decision

## CHECK-IN, AGENDA REVIEW

## MINUTES\*

*10/17 Board minutes sent by Jane 11/26.*

BOARD RESPONSE/INPUT: Board approved minutes as submitted

## MINISTER'S REPORT\*

*Report sent by Jane 11/26.*

*BOARD RESPONSE/INPUT: The Board discussed the policy of the DRE being absent from the fellowship for a period of time, a professional standard of the Liberal Religious Educators Directors Association, the professional associations for UU DREs.*

## **UPDATE FROM THE PRESIDENT:**

What I've been up to:

- Confirmed UUA receipt and acceptance of UUA Employment Participation Plan (approved by board in Aug.).
- Prep/coordination for 10/30 congregational meeting
- Ongoing work with Chris to update minutes & leadership pages.
- Ongoing coordination with leaders/volunteers, including
  - Facilitated communication to process donation from the estate of Lars Runar.
  - Building use: still working on policy. Thanks to Judy for providing feedback on "fee scheduled" shared at last meeting. After consulting with Janet, Kathy & Judy, I approved building use by Sophia Lopez for three meetings of girl scout troop, while regular building undergoes repairs. After consulting with Rev. Ruth, created "access list" for new back door codes with Judy BR and Bill. W.
  - Met with Ericka Faulkner about revitalizing social justice; be on the lookout for an E-news announcement soon.
  - See update under communications. Committee met!
  - Exchanged emails with Rachel M. about expanded kitchen committee/snack organizing. Fun food & fellowship type thing on hold for the moment.
  - No progress on Caring by next month. Stay tuned.

BOARD RESPONSE/INPUT: Approved received

## **TREASURERS REPORT:**

*Coming separately. John is effectively resigning as Treasurer the date of this meeting, Nov. 29. (See New Business #4). THANK YOU, JOHN, FOR ALL YOUR SERVICE.*

BOARD RESPONSE/INPUT: Treasurer's report received

## **STANDING COMMITTEE REPORTS**

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

- Harmony Room: Heating issue with mini-split. Heater not working. Janet contacted Bay Area Climate and Control to come out to do a service call.
- Office: Window unit A/C only cools. Bay Area Climate and Control will be giving us an estimate to replace the existing window unit with a dual unit.
- The big front door repair will take place on December 14<sup>th</sup>, according to the company.
- Solar blinds. The measurements have been taken and samples received. New blinds for nursery, RE, and Harmony room to be ordered. Other rooms may be done also, depending on the total cost.

- Wayside Pulpit sign: New sign with Sunday service hours has been ordered.
- Painting: Dave Babel had put in a bid, but has not yet started. Kathy is working with him to schedule a start date so we can ensure the necessary prep work is covered. 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 roach problem in her office and other activity in the entry way, hall storage closet, and kitchen has been noted. Janet purchased some bait traps and they have been placed throughout the sanctuary and appear to be working. Kathy obtained bids from several companies and we are planning 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. They do offer environmentally friendly products.
- Signage: Judy recommended that a Handicapped entrance sign, and a sign directing visitors to the front door be purchased. In work.
- Building closing checklists were added to the front and back doors to help with the past issues of the building being left open.
- Fence repair/replacement: We now have three quotes. We will likely replace the children's fence and the pergola. Will ask the final contractor to haul away the fallen down fencing (Waste Management does not haul wood or any type of construction debris). Janet wrote letter to owner of the neighboring house advising them that we are considering replacing the fence, but no reply has been received to date. The house appears to be vacant presently. Best case scenario would be if the house sold and new owners tore it down and put up new fencing!
- Lighting: Lighting is needed for front walkway. This is a safety hazard for any meetings held at the church during the evening hours. Judy will contact Metro electric to get a bid.
- Aesthetics: Two chairs will be purchased for Rev Ruth's office (loveseat would be too large), two new chairs for pulpit area were ordered, wall décor (two cathedral style mirrors) for sanctuary have been hung, new mats for the front entry and back door were purchased, casters for the lectern still need to be purchased, new plants for front entry (one donated by Janet, and one purchased).
- Buildings and Grounds Committee meeting: A monthly Zoom meeting is scheduled for the first Thursday of each month at 6:30. The B&G Nov meeting was not held. The next meeting will be Dec 1st.
- Volunteer Signup List: Posted on middle bulletin board in the sanctuary. No volunteers yet!
- 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.

BOARD RESPONSE/INPUT: Report received

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

Jane convened meeting with Peggy A., Josh A. & Joshua M. & Rev. Ruth in attendance. Discussed ideas for FB page, brochure, internal communication software & outreach to

community. Next meeting is Dec. 8. (announcement in E-News). I plan to drop off after that let it fly on its own.

BOARD RESPONSE/INPUT: Report received

**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: No response

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

- The meeting was called to order by Chair Judy Byrne Riley
- All members (8) were present with Ruth on Zoom. This included Treasurer John Holt and members Bill White, Sandi Fowler, Trudie Griffin, Ed Farley, Elizabeth Ashley and Winky Sweet.
- It was announced that Treasurer John Holt has resigned, in a “quiet quitting mode.” He will continue to finalize our QB info but will exit when that is complete, or sooner if it is not completed soon.
- Members welcomed Bookkeeper Harry Holmes and asked questions about his background, his impression of the work being done.
- Following lunch, members discussed Cash Flow, specific QuickBooks issues, and the Financial Position report.
- Discussion by members on the timing of cashing the CDs.
- Discussion of the Endowment dollars, how they are accounted for in the P and L and timing on the final \$20,000 deposit.
- To assure that our minister will continue to be in this position and given that the funds collected to pay for the Ministerial Package will run out in the Spring, the need for a Refinancing of the church was discussed. *From Jane: Please see New Business #2*
  - It was decided that a Line of Credit in the amount of \$140,000 would be the best approach. JBR will contact our lending bank and begin that process. Other banks will also be contacted.
  - Committee agreed unanimously on the \$140,000 amount after discussions of lower amounts.
  - Once funds are secured they will be drawn only as needed, thus not incurring interest on the entire amount, only the balance drawn.
  - UUFEC can only do this once, guaranteeing our Minister for an additional two years. Pledges and donations must increase by the third year to replace this borrowed amount.
  - Ruth noted that “new pledgers” will not donate at the same level as older, more invested members. It is about a 3:1 ratio needed.
- Since all bills to be paid must have a Voucher with a Budget line-item number, monthly bills that are known, expected, and regular will have a pre-signed voucher in the file, one for each month. This includes Utilities, Cleaner, Bookkeeper, Cable, etc.

- A new member, Elizabeth Ashley will work with John on the issues in the Financial Position Statement. That will simultaneously fix those items in the Budget, and Cash Flow report.
- As in the past, it is expected that this group will be critical as the Canvassing for Pledges begins for the 2023-24 year. All members need to work on this, only as they'd like. Other church members can also be part of that Canvassing Committee.
- This group will also complete the recommended Budget for that year.
- JBR has begun contacting Committee Chairs about their expenditures vs budgeted amounts for the 2022-23 year. She will also ask all chairs to let her/the committee know their Budget Request for the 2023-24 year.

BOARD RESPONSE/INPUT: Report received

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

Added-11/28: New visitors with requests for nametags are continuing – a very promising sign of growth. They are: Rebekah Lam, Ryan Cardwell, Karen Dishner, Joanne Louissant, Erika Burkhardt, Susan Brock and Jurel Brock. In addition, those visiting in November are: Lana Jenkins, Alan Brents and Alyssa O'Driscoll.

One new member, Meg McDaniel, was welcomed in a joining ceremony on November 7<sup>th</sup>. Because of travel by all members of the committee, there was no Membership Committee meeting in November.

BOARD RESPONSE/INPUT: Report received

***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: No response

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

*No report.*

BOARD RESPONSE/INPUT: No response

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

- Monthly intergenerational services continue to go well. Amy Weisberg had many children participating in the Guest at Your Table service. Boxes were given out, and the Share the Plate partner for December will also be Guest at Your Table. All money must be in January 8.
- Beginning Nov 28, we'll have a sign-up for a Christmas Day service or brunch, with the understanding that some of those signing up will be responsible for setting up/cleaning

up. No committee members are available to help that day, nor do we have a minister or pianist, but we can assist those who will be present with the planning.

- The December intergenerational service is Dec 11, the no-practice Christmas Play.
- The Eve Eve service planning is underway, with plenty of carols and a drinks/cookies fellowship time afterwards.
- January and February services are scheduled, with both member and outside speakers: Joshua Moore on cults, Jane Park and Gil Brown on their Civil Rights Pilgrimage, Arnold Farley on humor, and Terry and Karen Prewitt, authors and poets, on the evolution of consciousness.
- Since the RSC spent so little in recent years, even after reopening, we are lowering our budget request by \$1000. This should still be sufficient for occasional outside speakers.
- Greeters requested we print more Orders of Service. We're happy to have so many attending services! Ericca has been notified.

**BOARD RESPONSE/INPUT:** The Board received the report

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

- Our adult second hour groups continue to draw good attendance. Free Thinkers, Friendly that debuted in October was especially popular. All the library seats were filled and Alex Faulkner and Erica Erickson tag-teamed the discussion on what atheism is all about.
- In November a new group, "Our Evolving UU Principles of Inclusion" debuted on November 13 and was led by Chris Larson. Of the eight attendees, three of them were first- or second-time visitors; the remaining attendees were members. The discussion that followed Chris' intro was very lively and reflected a true interest in how our UU principles are lived. The meeting frequency of this group is being discussed by Chris and Shar.
- Rev. Ruth volunteered to lead the Porch Swing on Nov. 13 (filling in for an absent facilitator.) I understand that her message on "Embracing Your Authentic Self" was also well received.
- Next month (December) there will be no adult second hour on December 25. Groups that normally meet on the 4th Sunday will either be rescheduled for another Sunday that month or cancelled if meeting rooms are not available.
- Second Hour is becoming very popular with new members and our visitors. The majority of the latter are not hesitant in choosing a second hour to visit. Feedback has been very positive.

*BOARD RESPONSE/INPUT: Second Hour report received*

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

- The UUFEC COM met Oct 18 and decided on term lengths to bring us into compliance with our bylaws:
  - Den Lauer will step off the end of 2022.

- Hank Christen will continue through 2023 and depart end of 2023
- Amy Weisberg will continue through 2024 and depart end of 2024.
- The Board, with Rev Vann Lillian's concurrence, will assign a new COM member to be added in Jan '23. (*from Jane: See new business #3*)
- Next meeting is December 18.

BOARD RESPONSE/INPUT: The Board received the report.

## OLD BUSINESS

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

Tabled for now. Jane has not updated the policy.

## NEW BUSINESS

For items #1 & #2: Thank you to Finance Chair Judy Byrne Riley, for putting this on the Board's agenda and providing the background information:

- Workers' Comp insurance\*

### Background:

Given the number of current employees UUFEC has employed, we must have WORKER'S COMP INSURANCE.

We have received a quote from Niceville Insurance, our carrier for our Building/Liability, Insurance. etc.

For "School-Professional Employees and Clerical," with the payroll we have of <\$80,000, the Premium is \$608. This includes Limited Liability for UUFEC, a cost of \$120.

John researched and got a quote through Quick Books of \$488 for the same coverage. The difference is the \$120 for Liability. This would cover UU if an employee finds UU at fault for an injury. If needed, this is very cheap protection.

***VOTE NEEDED: I recommend to the BOT that we purchase the \$608 policy from Niceville Insurance.*** If all agree, I will put that in place in December, unless Niceville Insurance recommends January 1.

Motion to move to approve made by Gil, seconded by Karen. All approved

- Line of Credit to fund professional ministry\*

### Background:

As the Finance Committee report will attest, our committee voted unanimously to begin the process of obtaining a **Line Of Credit for \$140,000**, covering Ministerial Contract costs for another two years. We recommended the LOC rather than a strict Mortgage so we do not entail interest cost on funds not needed, but needed over a period of time. With this goal, I have contacted THREE local banks: our mortgagee, First National Bank & Trust, Synovus, and Beachside Community Bank. Both are willing, but the single location of FWB makes Beachside difficult and I have deleted that bank. If there is a strong contact at another bank from a BOT member, I'd be willing to pursue one more. That would be all, however.

All of the banks will need basically the same information and I have begun gathering that data. Along with John, we will prepare the package and get it to the banks. We are not a gamble, with our equity in the property, our longevity of being in the community, and our solid, though low, continual income. In addition, our Endowment is an advantage and an asset.

***The Finance Committee recommends and I ask for a vote:*** *To begin pursuing a LOC loan for \$140,000 for the purpose of securing the services of a Minister for an additional two years.*

*The Board agreed to table the request for a vote. The Board would like to explore more options, including informing the congregation of our situation.*

- Brainstorming executive COM members.  
*Jane will walk us through this SHORT process.*
- Appointing a new treasure: Bylaw requirements:
  - 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.
- Any e-votes to pre-approve? No e-votes approved.

*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: December 18**