

# UUFEC Board of Trustees Minutes

2023-02-26

## ATTENDEES:

## OFFICERS:

Miriam Williams - President  
Jennifer Doyle – Vice President  
Denny Lauer – Treasurer  
Secretary – Peggy Alexander  
Past President – Jane Park  
Member-at-large – Elizabeth Ashley  
Member Visit – Joshua Moore  
Minister – Ruth Vann Lillian

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## New Business

1. *E-votes to approve?*
2. *Expenditures Update*
3. *Sale of ribbon of land on east side of UUFEC property*
4. *Board Right Relations Agreement*

### **Motion passed**

5. *Review and way forward for 29 Jan meeting results*
6. *Consider tasking pledge drives to board/M-A-Ls for subsequent pledge drives*
7. *Consider sponsorship of Joshua Moore as ministerial aspirant*

### **Joshua Moore entered meeting briefly -explained aspiration to become a UU Minister, he left meeting - Motion passed for Congregational Sponsorship**

8. *Endowment Fund: where we are, income and expenses to date; what's left (Jane asked for an accounting; this is it)*
9. *A report/update on the sale of the ribbon of property; the process, the timing, etc.*
10. *A vote on the recommendation from the FC to have property sale funds go to Endowment (and not through the checking account at all); VOTE NEEDED*

### **Motion passed**

**Next Board Meetings: 26 March 2023; 30 April 2023; 29 May 2023; 25 Jun 2023; 30 Jul 2023; 27 Aug 2023; 24 Sep 2023; 29 Oct 2023; 26 Nov 2023; 17 Dec 2023**

## CHECK-IN, AGENDA REVIEW

**MINUTES**\*See attachment for 1) 14 Jan 23 minutes, and 2) 23 Jan 2023 minutes.

If you have revisions to suggest to secretary, **input them in bold red**, and return to [secretary@uufec.com](mailto:secretary@uufec.com) so Peggy may incorporate them.

#### BOARD RESPONSE/INPUT:

- 1) Accepted as amended
- 2) Accepted as revised

**Minutes accepted as revised/amended**

## MINISTER'S REPORT

UUFEC Minister's Report  
2023

Feb 26,

#### • Sunday Religious Services

- a. Prepared & preached Jan 1 and helped prep & led as Service Leader Jan 15 for Jane Park & Gil Brown
- b. Met with RSC Chair Jan 15
- c. Met with RSC Jan 17

#### • Pastoral Care & Presence

- a. Made 14 pastoral contacts in Jan (in-person, phone, zoom, social media)

#### • Religious Exploration & Spiritual Development

- a. Checked in with DRE on phone
- b. Announced and recruited for *The Shared Pulpit* adult RE class

#### • Congregational Life

- a. Met congregants at MLK Jr rally Jan 16
- b. Phone meeting with Com on Ministry Chair Jan 9
- c. Scheduled & announced UU 101 class for Feb 1
- d. Wedding consultation for staff member
- e. Advised member re the ministerial candidate process

#### • Administration

- a. Met 1-2x/week in-person or on phone with Office Administrator
- b. Reviewed weekly E-news, contributing "Rev. Ruth's Reflections" in Jan
- c. Attended & led portion of the Board Retreat Jan 14
- d. Met with Finance Com Jan 17
- e. Attended Board meeting Jan 22

#### • Serving the larger UU faith

- a. Serving as Advisor for a ministerial candidate
- b. Serving UUA Office of Church Staff Finance as a Compensation Consultant  
And met with supervisor on zoom Jan 30

#### Board Response/Input:

Request for UUFEC/ UUFEC board sponsor Joshua Moore for Aspirant in the ministerial formation process. Joshua Moore might be able to attend and make this request in person. Then he can leave before the vote. **Motion Passed**

## UPDATE FROM THE PRESIDENT:

What I've been up to:

- 1) Signed bank signatory documents
- 2) Confirmed new CoM member: Alex Faulkner
- 3) Confirmed board members to serve as 2023 Pledge Drive Committee

- o Let's consider making this an annual task led by board members-at-large
- 4) Ongoing work with Chris to update leadership pages, calendar and other website capabilities
  - 5) Ongoing coordination with members to help lead fundraising seminar
    - o Shari Horner Allen, "How to airbnb," anticipate in March as a second hour event.
    - o Fundraising capability during summer vacation season
  - 6) Building use: Where is this policy and what is the progress on the building use policy?
    - o Rev. Ruth, Judy BR and Bill. W.: where is the "access list" for new back door codes?
  - 7) Sent a cease and desist letter to Cathy Olson, who is still harassing volunteer leadership and staff. President is willing to take this to court and seek compensation for harassment, defamation of character of our minister. Minister advises caution; no one wants to escalate and aggravate a situation.
  - 8) Would like to start an initiative to solicit sponsorships from local businesses in exchange for recognition on key publications (weekly newsletters, website). I generally don't want to add to the Sunday programs, but that's a possibility as well.

**Discussed and tabled**

- 9) Researched getting Microsoft Office 365 Business Premium as a gift to UUFEC, and to membership. Business version with information security features and training is \$240 a year, allows 300 users, 1 TB storage/user, and access to updated versions of every Microsoft Office program there is, plus Teams – an easy way for committees to work together, collaborate on documents in real time, and make it easy for anyone else to check in on project progress. With board consensus I will go ahead and purchase this for UUFEC, pledge to renew it for 2024, at which point, ideally it will have proven its worth and can be incorporated into operational budgets.

**Discussed and further research needed**

**TREASURERS REPORT:**

*Denny Lauer has been accepted as our new treasurer. Thank you for taking this on, Denny!*

See treasurer's report, attached to agenda email.

**BOARD RESPONSE/INPUT: 23-24 Budget Draft Approved – Motion Passed**

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

For the board's consideration for the additional \$10K of endowment funds that was approved, but not yet disbursed, the Building and Grounds committee submits the attached list of proposed projects. The last three line items are not as essential as the other listed items. However, the duct work does have some areas that will need to be patched or replaced soon. **Motion Passed**

Unfunded additional projects as of 24 Feb 2023					
Submitted by Janet Chapman					
	POC	Qty	Cost	Source or Provider	Completed
Repair non-working light sconce (front entry)	Judy		\$ 300.00	Metro?	N
Mailbox (replace existing)	Janet		\$ 250.00	Lowes or Home Depot	N
Larger screen TV	Judy		\$ 2,200.00		N
Handicap Access for front and back doors	Bill White	2	\$ 4,500.00		N
Night lighting for front area of bldg			\$		

(safety concern)	Judy	1	1,000.00	Metro?	N
Closing Arm for Nursery Door	Judy		\$ 300.00		N
Repair wood frame nursery door	Janet		\$ 150.00		N
Repair wood frame harmony room door	Janet		\$ 150.00		N
Replace three existing mini-split A/C units	Janet/Kathy	3	\$ -		N
Repair damaged A/C duct work	Marion		\$ 2,003.05	Bay Climate and Control	N
Stain pergola and fence	Janet		\$ 1,500.00		N
	<b>TOTAL</b>		<b>\$ 12,353.05</b>		

BOARD RESPONSE/INPUT: For the board's consideration for the additional \$10K of endowment funds that was approved, but not yet disbursed, the Building and Grounds committee submits this list of proposed projects. . **Motion Passed**

**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: **Linda Ryer has been asked**

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

A. Please see attached RE Endowment funding.

B. Also, from the Finance Committee for the Board agenda:

1. Presentation of the 23-24 Budget (Denny will present; sent to BOT)
3. Update on the sale of the Ribbon of Property (JBR)

BOARD RESPONSE/INPUT:

- a. the disposal of income from the sale of property of \$17,500 per FC meeting minutes
- b. Check signatures for bank
- c. Additional Credit card/change of name

## **OLD BUSINESS**

1. BUILDING USE POLICY: clarifying process & consideration of categories and fees:
2. Ensure we have a building use policy and rental policy in place. We have a fantastic building and property, ideally located, and if we put it judiciously to use, we can help finance UUFEC goals and dreams.
  - a. I want to be able to invite wedding and event coordinators, caterers, et al, to tour the facility NLT 15 March and present them with information about fees, rules, sample contracts, etc etc. be able to offer/recommend it to the right client. I want to be able to present this ASAP. I do not want to miss this opportunity for individuals to fundraise on behalf of UUFEC.

**Jane Park will look into this**

b. So, where is that contract?

**\*Motion passed to register Joshua Moore and Jennifer Doyle for General Assembly.  
Add \$1000 to leadership Training to come out of this years budget.**

## **NEW BUSINESS**

- 1) Discuss making Pledge Drive a task led annually by board members-at-large and facilitated by board members
  - a. Pledge drive is important! Should not be an ad hoc item thrown together and reinvented each year. This is not an accidental item. We can plan pledge drives and themes in advance without having to search for a member to lead this every year.
  - b. New board members can be cleared to start working this after election is done – get the binder, get acquainted with confidential pledge information; determine dates, present to January board meeting; divide and conquer.
  
- 2) Review paperwork for pledge drive. I will stuff this week.
  - a. Letter is written – see attached. Many thanks for reports and minister’s draft to keep me in the right lane!
  - b. I have purchased 4 cheesy green bowler hats for this year’s theme, and one clover crown to have five head items.
  - c. Still need to get 50 undermounted “I PLEDGED!” markers for members who get their pledge in, along with something to delineate “I pledged my 20%”
  - d. Be ready to call 10 people as needed
  - e. Let’s set the example and have our pledges in with the office before March. I will take the lead with my own, and PIF. Also, saves me from stuffing 5 envelopes or so.
  - f. Where is our thermometer/rainbow to mark the end of the drive?
  
3. Any e-votes to pre-approve?

**Board Members will help with Pledge Drive Judy and Jen can ask for money and Miriam will collect envelopes**

*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.