

## UUFBR Board of Trustees Meeting February 27, 2020 Final Minutes

The meeting was called to order at 7:08 PM. Present in person were Carlton Devot, Linda Harmon, Barb Jensen, Patrick Larson, Paul Libert, Ron Lovell, Louis Merlin, Scott Mulder, Rev. Harris Riordan, Betty Tilton, Sandy Troiano, Rob Valdez and Carrie Viles. A quorum was present and acting throughout. Guests present were Elon Bateman, Mitch Major, Patricia Rogers, Robyn Stuart, John Tilton and Rick Troiano.

### **UUFBR.ORG website discussion**

Carrie started the meeting by calling Ron Roth to talk about working on UUFBR's web site. Ron knew that Carrie had contacted Vivial to discuss establishing an updated web site. He is interested in determining how he could work with it to make sure that a portion of this could be done internally. Carrie thought this was an excellent idea and they could have this conversation with Vivial. She will forward Vivial's proposal to the Board's Google Group address so new Board members can see it. Carrie asked if Ron wanted to update and modernize the web site, making it mobile friendly and adding search engine optimization words. Ron replied that this is part of it. He Has two goals for the site, to have a members section and a visitors section. He does not want to have to rely on a developer to maintain the site content. At Carrie's request, he agreed to send a proposal for working on the site to the Board's Google Group address and come to the next Board meeting to discuss it. Sandy inquired if Ron knows how to make accessible web sites. Ron responded that he could learn how to do this. He will include this in his research. Harris said whatever Ron wants to do is great as the web site needs so much help. Once the call ended, Ron Lovell volunteered that he has familiarized himself with what is on the site and is learning about using WordPress to edit the site. Sandy noted that WordPress is very difficult for low vision persons because it does not change the lines when the font is changed so enlarging the font will cause words to spill off the sides of monitors, requiring constant horizontal scrolling. Rick added that links and buttons need to be labeled for accessibility. Guidelines for accessibility can be found on the web. Louis questioned whether Ron Roth is proposing working on the site before or after Vivial updates it. Carrie replied that Ron had offered to work on the site previously but could not do so for various reasons. Many in the congregation have complained about the quality of the site. Vivial is a marketing company that Carrie had met at technology conferences. It would redesign UUFBR's site, reducing it from around 200 pages to about 20 to 30, host the site on its server, imbed search engine optimization words to make the site easier to find in a Google search and produce monthly content for social media. It would cost \$18,000 per year. Sandy queried whether Ron would charge for his work. Carrie replied that he would not and would do it on a voluntary basis. Carlton questioned if the site were using WordPress, Adobe or Java. He will talk to Ron about this.

### **Approval of Minutes from January, 2020 BOT Meeting**

Carrie next asked if there were a motion to approve the Minutes for the prior meeting. Paul so moved and Carlton seconded the motion. The motion passed unanimously.

## **The Minister's Report – Action Item: Service Animals**

Harris was then given the floor for her Minister's Report. She had only one action item. There had been a dog fight in the building so Harris advised the congregation that UUFBR would only allow working dogs in the facility. She then learned that the dogs involved in the fight were both working dogs. She is therefore proposing a revised policy that would only allow service animals on the premises subject to certain conditions. Sandy volunteered that Rick and she had investigated this issue and, while she thought what Harris had written was very good, she had a few suggestions based on the ADA, including the animals to be limited to dogs and miniature horses, requiring that they be harnessed, leashed or tethered unless to do so would interfere with the service they were to perform, that vests are not required and that the owner may be asked what service the animal is to perform. She would also like to include a requirement that the animals be kept off the furniture. Harris said she would be happy to make those changes which are minor. Robyn offered copies of summaries of ADA provisions to the Board. Carlton inquired about the difference between a service animal and an emotional support animal. Sandy responded that service animals need to be certified that they have been trained. The summaries Robyn provided described what constitutes a service animal, where service animals must be allowed, what control must be maintained over service animals and what types of questions may be asked of service animal owners. These were in line with what Sandy had said. Louis thought it was legitimate to ask what type of service a service animal provides. Robyn said her dog wears a vest containing a window in which she has placed a certificate which states her illness even though UUFBR is not allowed to ask her this. Harris noted that UUFBR really wants to welcome all service animals but she does not want dog fights. Linda commented that the dogs were not under the control of their owners and that this is a recurring problem at UUFBR. Sandy again ventured the changes required to make the policy comply with the ADA. Harris would like to require service dogs to wear vests even though the ADA does not provide for it but Sandy said this would be a violation of the ADA. Harris wanted the policy changes so she would have the ground to insist on them but Linda said she could already do so pursuant to the ADA. Ron agreed that, if owners do not maintain control of their animals, they can be asked to leave. Betty noted that a woman had called the office this week who has a serious heart condition. She would like to come to UUFBR with her service dog. Betty asked what service the dog provides. The woman responded that, if her symptoms start, her dog will push her to the ground to lay down. The woman asked if there is a special place in the sanctuary where people sit with their service dogs. Sandy replied that a special place could be made for her if she would like but UUFBR cannot segregate people with service dogs. Harris added that she can bring her dog and sit anywhere she would like. Ron suggested leaving the discussion and coming back with a clean proposal at the next Board meeting. Barb asked if therapy animals need to be allowed. Patricia replied that they cannot be barred from housing units under the Federal Housing Act but may be barred from public places. Harris explained that, in order to change a policy, the Board must recommend the change, send it to the congregation for comments during the ensuing thirty days, then vote on it at the next Board meeting following this review and comment period. Harris proposed that she send an amended version of the changes to Board members via email and ask them to vote by reply email so she can put it in the March Unicorn. Linda had one additional change, She would like to delete any reference to uncontrolled dogs being a danger to people who are unsteady on their feet as owners might use this as an out if people are seated while the

dogs should be controlled in all instances. At Carrie's request, Harris read a rough draft of the proposed revised policy. Robyn asked that people not approach her dog when the dog is working.

**Harris said this was getting too detailed for the meeting and she would work on rewriting the policy.**

### **The Intern's Report**

Scott had nothing to add to the report Scott had emailed everyone.

### **The RE Report**

There were no comments on the RE report which had also been emailed.

### **The Facilities Report**

Barb had nothing to report about the facilities.

### **The Membership Report**

Betty then gave the Membership Committee report. There will be a luncheon to honor all who have volunteered. The date has not been set for this but it will probably occur during the third or fourth week of March after the Flea market. The New Member Sunday celebration will take place in April. People who became members between February 2019 and January 2020 will be recognized and given roses.

### **The Treasurer's Report**

Then the Board turned to the Treasurer's report. Paul has distributed the balance sheet and expense statement as of January 31. He asked if there were any questions. Carrie told him that she really liked the speech he gave at the annual congregational meeting. Louis said he would appreciate some help in understanding the budget. Paul responded that a revised budget would need to be done. The Finance Committee meets the third Monday of every month and he urged Board members to attend the March meeting. The Finance Committee will need to come up with a revised budget at that meeting which it will propose to the Board and which the Board, with whatever changes it determines, must present to the congregation at the March 29 congregational meeting. Harris explained that the ABD will end on March 8. At that time the total amount of pledges will be known. The Finance Committee will use that to turn the dream budget into a realistic budget which it will present to the Board. Louis had some questions but suggested he raise them with Paul at another time so as not to take up Board time. However, Carrie urged him to raise a few in case others had the same ones. Louis inquired when the fiscal year starts, Paul replied it starts on April first so the year to date column currently covers ten months. Louis asked that, in the pledge column, does it show that \$129,000 was expected but only \$109,000 has been received and Paul responded that this is correct. All amounts in parentheses represent shortfalls. Paul added that Elon

and he would be happy to review the financial statements with any Board member, especially the new ones. At the time of Sunday's congregational meeting, there was only about \$7,600 in the operating bank account but money has started to come in and the balance is now over \$20,000. Pledge statements went out at the end of last month; they go out quarterly. Paul is watching cash right now. At Elon's suggestion, Paul would like to create a prepaid pledge liability account to record pledged money that is received before the end of the prior fiscal year. He was told to do this; it does not require Board action. A member inquired whether he could transfer appreciated securities as his pledge. This can definitely be done. The person holds the securities in a Vanguard account. UUFBR also has a Vanguard account but it is used for the Endowment Funds. UUFBR cannot establish another separate Vanguard account because its tax payer ID number is used on the existing account. UUFBR can establish a brokerage account with TD Ameritrade having no fees or minimum deposit amount.

**Motion for Action:** Carrie moved that the Board empower the Treasurer to open a brokerage account with TD Ameritrade on behalf of UUFBR for use for the operating budget. Sandy seconded the motion. **The motion passed unanimously.** In response to a query from Patrick, Paul said UUFBR would sell the securities and put the proceeds in a money market account. It can then either leave them in the money market account or move them to UUFBR's checking account.

### **The ABD Report**

Carrie then turned to Patricia for an update on the ABD. Three cottage meetings have been held. They were generally successful and she thought one of the reasons for this was that the invitees were people the hosts individually knew and personally invited. The committee is having a little trouble getting people to come to other meetings. Announcements have been made during services. So far 44 individuals have pledged a total of \$79,400 which is 33.5% of the proposed pledge total. The average increase is 25% over the prior year but this is not the mean. A committee meeting will be scheduled for early next week to talk about what to do next. A logical step would be to send letters with pledge cards and brochures to everyone who has not yet pledged. The committee needs volunteers to make phone calls. Patricia felt the ABD does not need to be limited to the winter months. If someone pledged last June but has not pledged since, that person could be approached next June to be asked if he or she would like to pledge again after a year. Paul felt the 25% increase was very impressive and Carrie agreed.

### **Sharing the plate Split**

Paul announced that he is now in favor of returning the split in the Share The Plate revenue to 50/50. He saw how divisive the issue was at the annual congregational meeting. The amount of money at stake is not worth the conflict, especially at a time when the congregation needs to be united.

### **Communication of Financial Status to the Congregation**

Ron said he had not heard about financial matters or stewardship before. He believes the Board needs to make a concerted effort to provide feedback to the entire congregation on a regular basis both about

how the ABD is doing now and about how pledges are being paid throughout the year. Sandy Proposed that the congregational town hall meetings be continued every month or other month at which both financial and non-financial issues could be raised. Harris thought that was a good idea. She mentioned that the Unicorn contains a Treasurer's Corner as well.

### **Board of Trustees 2020-2021 Organization and Election of Officers**

The Board then turned to the transition to new officers. Linda and Rob were thanked and applauded for their service. Carrie encouraged Linda to run the Silent Auction as she does such a fantastic job. Linda said about \$11,600 has been raised in the auction so far this year and some more may come as there are still events going on. Everyone found this amazing. Carrie told Rob it had been an honor and pleasure, and such a learning experience, to have served on Boards with him. They were each given a bottle of Champaign and one was reserved for Donna Musial, the other person leaving the Board, who was not able to attend the meeting. Carrie gave a great thank you to Donna, saying she was a fantastic President this year. Linda and Rob then left the meeting.

The following new officers were then unanimously elected:

Treasurer – Paul, nominated by Carrie and seconded by Louis

Co-President – Sandy, nominated by Betty and seconded by Paul

Co-President – Ron, nominated by Barb and seconded by Betty

VP-Facilities – Patrick, nominated by Barb and seconded by Sandy

Secretary – Barb, nominated by Paul and seconded by Carrie

Paul thanked Carrie for the job she had done as Co-President, saying she had gone above and beyond, and deserves to be acknowledged. Everyone cheered and applauded.

### **Orientation of BOT members**

Harris then distributed a packet of materials to the Board members. The first sheet contained the Confidentiality Agreement required under the Board's Policies and Procedures. Each Board member signed and returned to Harris. The next document in the packet lists the deadlines for various publications. Sandy mentioned that, as Secretary, she prepares the Board Corner section for the Unicorn and is always late because Board meetings occur after the Unicorn deadline. She has discussed this with Gail Larkin, the Administrative Assistant, and Gail has given her a pass on this because Gail believes this is very important. The next sheet in the packet lists the names and email addresses for Board and committee members. Sandy thought the remaining terms for Carrie and Betty on the Board were incorrect and Harris said she would double check this. The next document is what Harris called her

Memory Dump. It contains things Harris knows and people need to learn for when she retires. This is followed by a current Directory. Gail will email an upcoming new one to Board members. The final documents are the By-laws and the Policies and Procedures. All of the material in the packet can be found on UUFBR's web site.

Harris also had new member packets for the new Board members. On the third Sunday of the month when the membership book is opened, a Board member is supposed to be on the pulpit welcoming people to sign the book and review the new member packet with them. This is the first time new members are reminded that everybody participates financially and are given pledge cards. At some point the Board should probably review what is in the packet.

### **Signature Authority and Bank Authorization for new Board**

Harris asked if there were new signature cards for UUFBR's bank account. Paul, as Treasurer, is not a signatory. The bank will not talk to him about the account for this reason but there are times when he needs to talk to the bank. **Paul moved to appoint Ron Lovell, Sandra Troiano, Patrick Larson and Barbara Jensen as signatories for UUFBR's bank accounts with Paradise Bank. Additionally, the Board authorizes its Treasurer, Paul Libert, and its bookkeeper, Robert Duchemin, to provide and receive information to and from Paradise Bank, either in written form, by telephone or in person. Sandy seconded the motion. The motion passed unanimously.** Sandy will provide Paul with a Secretary's Certificate attesting to the adoption of the motion to take to the bank.

### **New BOT members added to UUFBR BOARD Google Group**

Harris noted that new Board members need to join the Board's Google Group. Betty said she will add them into the group. She asked for permission from the new Co-Presidents to administer the group and remove the retired Board members and add the new ones. Permission was swiftly granted.

### **BOARD RETREAT, 2020**

Harris said the last thing the Board needed to do was to schedule the Board retreat. Patrick asked what the retreat is and whether it is urgent. Harris replied that, while it is not urgent, it should take place as soon as it can as it is a time for Board members to get to know each other. Harris usually gives a report about her goals for the year and the Board reviews what happened last year and comes up with goals and ways of measuring those goals for the year ahead. After discussing possible dates, **the Board scheduled the retreat for Sunday, March 22, at 12:30 PM. Barb volunteered to hold the retreat at her house and the Board gratefully accepted her offer.**

### **SHAREX Contract, Updated and to be re-signed by users**

Sandy then asked the Board to consider the draft Sharex contract she had prepared and Betty had sent to Board members. The contract would have an exhibit, also sent to Board members, which provides rules for the Sharex partners. The contract provides minimal protections for UUFBR which should not

overwhelm the Sharex partners. Not all of the provisions need to be used; if a security deposit is not wanted, a 0 can be put in the amount line. Paul moved to approve the contract and Carrie seconded the motion. The motion passed unanimously. Sandy said she would revise the section in the rules dealing with dogs to reflect the policy the Board will adopt for service animals. Louis inquired why the refundable deposit of \$100 was so small. Sandy replied that it was to cover cleaning cost if the tenant left the premises a mess. Barb noted that one tenant, a summer camp for handicapped children, did a lot more than \$100 in damages. Sandy advised that the amount of a security deposit could be determined based on the tenant. She suggested the Board approve the parameters of the contract. It will be subject to negotiations. She **moved that the Board approve John Tilton as head of the Sharex Committee and empower him to work within the parameters of the contract approved by the Board to negotiate and execute Sharex contracts on behalf of UUFBR. Louis seconded the motion. Everybody voted in favor of the motion except Carlton who abstained. The motion carried.**

#### **Finance Committee Chair appointed**

**Paul would like Bill Jensen to be appointed head of the Finance Committee. He said the Co-Presidents are to appoint committee heads after consulting with the Board. Sandy asked if anyone had any discussion or comments about appointing Bill. No one did. Ron and Sandy appointed Bill.**

#### **By-Laws Committee Chair appointed**

Paul then brought up the By-laws Committee. Sandy stated that a By-Laws Committee had been authorized at the January Board meeting. Sandy had been appointed the head of this committee and knew about half a dozen people who would like to serve on it. Paul said Sandy would do a good job heading the committee. There being no other discussion, Ron appointed Sandy to continue as the committee head and agreed to participate as a member of the By-Laws Committee

### **BOT Greeter and Welcome Schedule**

The Board next considered greeters for the March Sunday services. After discussion, the following was decided:

March 1:	Welcome – Sandy	Greeter table – Betty
March 8:	Welcome – Louis	Greeter table – Seyril Siegel
March 15:	Welcome – Ron	Greeter table – Paul
March 22:	Welcome – Carrie	Greeter table – Patrick
March 29:	Welcome – Betty	Greeter table – Louis

Harris reminded the Board that the **membership book would be open on March 15**. Either the person who does the Welcome or who is the Greeter that day needs to be at the pulpit in case anyone wants to sign the book. *Ron and Paul acknowledge this, and both agreed to be present.*

### **Adjournment**

Carrie then moved to adjourn the meeting, Sandy seconded the motion and it was unanimously approved. The meeting ended at 8:47 PM.