

# UUFBR Board of Trustees Meeting

Minutes February 2022

Date: February 24, 2022

Time: 7:00 PM

## In Attendance:

### **Board Members:**

Louis Merlin  
Paul Libert  
Sandy Troiano  
Patrick Larson  
Barbara Messick  
Judy Keiser  
John Tilton  
Carole Stephens  
Bill Jensen

### **Guests:**

Reverend Harris  
Barb Jensen  
Rick Troiano  
Lynn Smith  
Betty Tilton  
Patricia Rogers

## Agenda Item 1: Called to Order 7:03 PM

Called to order by Sandy Troiano.

## Agenda Item 2: Approval of Minutes

**Barbara Messick moved that the Board approve the draft Board of Trustees minutes from the January 2022 meeting. Sandy Troiano seconded. The motion passed unanimously.**

**Sandy Troiano moved that the Board approve the draft annual congregational meeting minutes from the February 13<sup>th</sup>, 2022 meeting. Barbara Messick seconded. The motion passed unanimously.**

After discussion with the Board, Louis Merlin as Secretary decided that signed affidavits would be better stored in Google Drive in a password-protected format in order to protect the data security of Board members. He will change online minutes accordingly.

## Agenda Item 3: Election of Officers

**Sandy Troiano moved to make Judy Keiser copresident. Paul Libert seconded. The motion passed unanimously.**

**Sandy Troiano moved to make Louis Merlin secretary. Bill Jensen seconded. The motion passed unanimously.**

**Louis Merlin moved that we hold off nominating other positions until the UUFBR Congregational vote on the March Bylaws revision. Barbara Messick seconded. The motion passed unanimously.**

Until new officers are elected, current officers will continue to serve their term. Patricia Rogers pointed out that this was precedented when Ari Seigel was treasurer.

#### Agenda Item 4: New Board Issues

Louis Merlin announced that official Board of Trustees email communications should be sent to [uufbr-trustees@googlegroups.com](mailto:uufbr-trustees@googlegroups.com). This address is automatically disseminated to all current board members. It also creates a searchable and transparent record of board communications.

Sandy Troiano explained that all Board members have to sign a confidentiality agreement regarding personnel issues.

**Sandy Troiano moved that we to appoint Bill Jensen, Louis Merlin, Patrick Larson, John Tilton as signatories for UUFBR's bank accounts with Paradise Bank and that Paul Libert Treasurer and Robert Duchemin, Bookkeeper, are authorized to provide and receive information from Paradise Bank, either in written form, by telephone, or in person. Paul Libert seconded. The motion passed unanimously.**

Sandy Troiano introduced the planning of a Board retreat. Board retreat is planned for Saturday, March 26<sup>th</sup> 10 AM – 4 PM.

#### Agenda Item 5: Minister's Report

Reverend Harris Riordan asked how do we get people coming back to UUFBR? The board discussed this topic, but arrived at no definitive answer. We need to be prepared for hybrid services on an ongoing basis.

The Board needs to take ownership of summer services. UUFBR currently has no budget for summer services.

#### Agenda Item 6: VP-Facilities Report

Patrick Larson, VP, reported that drywall repairs in the Sanctuary are complete.

Powerline burial is still in a holding pattern.

He is seeking estimates from 4 companies on exterior painting.

**Paul Libert moved to create the IT Committee to create information technology policy and to appoint Louis Merlin as the Chair of the committee. Sandy Troiano seconded. The motion passed unanimously.**

Patricia Rogers provided an update from the flooring committee.

#### Agenda Item 7: Treasurer's Report

Paul Libert referred the Board to the distributed reports on UUFBR finances (attached).

#### Agenda Item 8: Finance Committee Report

Patricia Rogers reported that the Finance Committee met last Monday. They recommend that the ABD continue beyond March 6<sup>th</sup>.

There will be a Sunday Cottage ABD meeting after service this Sunday (2/27).

Finance Committee will meet on March 7<sup>th</sup> to decide how long the ABD will continue.

### Agenda Item 9: Annual Budget Drive Report

Paul Libert reported that UUFBR has received about \$87,000 in pledges from 25 pledging units to date. That's only 29% of pledging units from the current year. Average per pledging unit is \$3500. Our objective is \$227,000 in pledges including \$18,000 in new member contributions, which Bill Jensen is leading

### Agenda Item 10: Capital Campaign Report

Paul Libert reported that the Capital Campaign is no longer seeking additional pledges and has greatly exceeded its original funding goal.

### Agenda Item 11: Sharex Committee Report

John Tilton reported Sharex partners are struggling with the requirement to wear masks at all times. Harris Riordan said that the masking standard is conversation and consent, not necessarily requirement.

### Agenda Item 12: Religious Education Building Rental

Patricia Rogers reported that negotiations with the realtor over the contract terms is ongoing. The realtor's commission will be contingent upon approval of the lease by the Board and that the City of Boca permits the tenant to reside in the space.

### Agenda Item 13: Membership Committee Report

Carole Stephens reported that the Membership Committee does not currently have a leader. The scope of the committee includes welcoming new members, connecting with current members, providing greeters, and caring committee work. Sharon Drew is leading the caring committee work.

Conversations for the Curious and Sharing from the Heart programs have been implemented. Conversations for the Curious is an discussions about Unitarian Universalism held monthly and open to all led by Harris after Sunday service. Sharing from the Heart is when an assortment of members talk about what UUFBR means to them as part of Sunday service.

### Agenda Item 14: Religious Education Council Report

Louis Merlin says RE Council would like to offer child care starting in April.

They also plan to offer Our Whole Live (OWL) human sexuality education for young teens in September.

### Agenda Item 15: Interim Minister Search Committee Report

Betty Tilton reported that the Interim Minister Search Committee is compiling a package to distribute to Interim Minister candidates via the UUA.

### Agenda Item 16: Landscape Committee

No report.

### Agenda Item 17: Healing Justice Report

Rick Troiano reported that this Sunday from 2-4 there will be a walk starting at the Ebenezer Church around Pearl City. The committee is looking to establish a mission and vision.

## Old Business

### Agenda Item: Revised Bylaws Proposal

Draft Bylaws amendments have been circulated to the Congregation by mail and by email.

We will hold a Town Hall on the proposed Bylaw amendments March 6<sup>th</sup> after service.

**Sandy Troiano moved that we have a special Congregational Meeting on the proposed Bylaw revisions after service on March 20<sup>th</sup>. Paul Libert seconded. The motion passed unanimously.**

### Agenda Item: Annual Report

UUFBR must publish its annual report by March 13<sup>th</sup>.

### Agenda Item: St. Andrews

Paul Libert represented the board as a visitor last week.

### Agenda Item: Silent Auction

Patricia Rogers reported that Sharon Drew volunteered to be part of this effort. She also reported on the idea of a continual silent auction. The committee is seeking handmade and personalized items for donation.

## New Business

The Board will next meet on Wednesday, March 23<sup>rd</sup> at 7:00 PM.

### **Board Welcome during Service**

March 6 Louis

March 13 Judy

March 20 Bill

March 27 Carole

There being no other business, the meeting adjourned at 9:07 PM

Respectfully submitted,  
Louis Merlin

## UUFBR Board Meeting February 24, 2022

### Agenda

1. Call to order; Determination of Quorum
2. Approval of Minutes and emergency affidavit
3. Election of Officers
  - a. Co-President
  - b. Secretary
  - c. Hold on others until March meeting
4. New Board issues
  - a. Board communications
  - b. Confidentiality agreements
  - c. Bank account signatories
  - d. Retreat
5. Minister's report
6. VP-Facilities report
  - a. Fire alarm for Sanctuary
  - b. Mold remediation
  - c. New flooring
  - d. Powerline dumpster status
7. Treasurer's report
8. Finance committee report
9. ABD
10. Capital Campaign report
11. Sharex Committee report
  - a. AA groups and Sanctuary mask requirement
12. RE building rental
13. Membership Committee report
14. RE Council report
15. Interim Minister committee report
16. Landscape Committee report
17. Healing Justice Committee report
18. Old business
  - a. Town hall and special congregational meeting for by-law amendments discussion and approval
  - b. Annual report
  - c. Discord report
  - d. Reaching out to St. Andrew's community
  - e. Silent Auction
19. New business, if any
20. Additional items as time allows
21. Date for next meeting
22. Welcome volunteers
23. Adjournment – target on/before 9:00 PM



## VP Report – UUFBR meeting of Board of Trustees, February 24th, 2022

Patrick Larson

### Recent items, volunteer:

1. Celia Hirsch, Bill Jensen, Mary Wickensheimer, and Frank Murray continued the Tuesday work parties. Thank you!
2. Bill noticed a favorable spot to temporarily park the dumpster. The spot is behind a hedge at the SE corner of the building. Patrick laid pavers there to allow the dumpster to roll in and out of the spot.
  - a. From this spot, the FCC truck driver is able to swing the dumpster into position to be emptied, meaning we do not have to move the dumpster ourselves.
  - b. When the dumpster is tucked into this spot, the dumpster can only be partially seen from the street from the single vantage point of the exit driveway, and a person has to intentionally look due west at the SE corner of the building. Patrick's opinion is the dumpster is not easily noticed from the street.
  - c. Until the power lines are relocated underground, this is the status quo unless the city receives a complaint about the dumpster.
3. Patrick finished removing old ductwork and other debris from the Main attic. Between that and other sorting activities, we have filled the dumpster to capacity twice, and we have generated a decent pile of scrap metal. (The metal will be scheduled for pickup next week.)
4. Patrick replaced the light fixture in the All-Gender lavatory in the Main building. The old fixture had burned out all bulbs and required non-standard bulbs.
5. Patrick replaced the exhaust fan in the Women's lavatory in the Main building. The old fan had been broken for some time.
6. The Landscaping Committee completed the tree rings for the 4 Buttonwood trees in the front lawn.
  - a. This is a welcome aesthetic improvement and provides a functional buffer from grass-trimming equipment.
  - b. Norma took notice and sent a nice note, which was forwarded to the committee.
7. Patrick installed 6 new sprinkler heads around the monument sign and relocated 2 existing heads. This completed the reconfiguration needed to keep the grass watered while preventing staining of the sign.

### Recent items, hired:

1. J & R Restoration completed the drywall repairs in the Sanctuary north rooms and the Sanctuary SE closet. They are ready to be painted. The SE closet had a large vent that was used for a former air handler. The vent had previously been poorly sealed with a plastic sheet, but the vent allowed outside air incursion, which contributed to the humidity in the Sanctuary being higher than recommended.
2. FCC Environmental Services commenced trash and recycling service.
  - a. At present, due to the power lines, the dumpster and recycling totes are located at the south wall of the Main building.
  - b. Once the power lines are relocated, the dumpster will go to its designated enclosure.
  - c. We must decide where the recycling totes will ultimately reside.

3. Per the consensus at the prior BOT meeting, Mary added the SiteLock service to our UUFBR website (hosted at HostGator), and the SiteLock SMART scanner found and removed malware from our website.

#### Pending items:

1. **Power-Line Burial** – GO Electric is still in a holding pattern.
  - a. The supplier of the disconnect equipment says the equipment will not be available until April (same status as last month).
  - b. The conduit installed under the south drive appears to be too shallow at the exit point, but the contractor says this is due to the end of the curved conduit resting on the building. He intends to cut the conduit to length, straighten it, and dig under it to put it down to the proper depth.
2. **Fire-Alarm System for Main** – This project is held up.
  - a. We found out that we cannot obtain a permit for any new electrical work until the permit for the Power-Line Burial is closed. Since job estimates typically carry an expiration of 30 days, it would not be fruitful to obtain estimates for electrical work when it might take 2 months (or more) to get the existing permit closed.
  - b. Given the permit issue, Patrick estimates (optimistically) we can vote on a fire-alarm contract at the March BOT meeting, and the work could commence in April (assuming the existing permit closes in April.)
  - c. Patrick met with Caribbean Fire to finalize the specification. He is still awaiting feedback from the company regarding the Sanctuary portion of the specification. (The Sanctuary has high ceilings requiring engineering calculations.) This specification will be the basis for soliciting bids.
3. **Parking-Lot Lights** – This project is delayed. See item #2.
4. **Air Conditioning Units in RE building** – This project is delayed. See item #2.
5. **Exterior Painting for both buildings** – We are awaiting estimates from ProEdge Painters, Southern Sky Painting, and Bright Shield Painting Company.
6. **Flooring Replacement** – See report from Flooring Committee.
  - a. For this committee and for future projects, Patrick set up a dedicated email address for input from members. [Comments@uufbr.org](mailto:Comments@uufbr.org) is now up and running.
  - b. For the Flooring project specifically, emails sent to this address that include in the Subject line the keywords “**UUFBR Flooring**” are automatically forwarded to Seyril, the committee chair. Additional recipients can be added easily.
7. **Tree Pruning** – Celia and Patrick are meeting with the arborist from Bartlett Tree Experts on Monday. In preparation for this meeting, the Landscape Committee walked the whole property and inspected the many trees, hedges, and plants. In addition to the desired tree pruning:
  - a. We identified some smaller trees and plants that need to be removed and can be handled by volunteers.
  - b. We identified 3 larger trees (2 of which are dead) that should be removed by a tree company, but we perceive these to be of lower priority. The cost of removal will be high, and due to their locations, the trees do not appear to pose a danger. When we obtain bids for tree work, the removal of the large trees will be specified as a separate option in the scope of work.



- c. The hedges and bushes throughout the property need professional trimming, and we will first consult with our existing lawn contractor to get a price. (If the cost is above the \$1,000 level, we will seek multiple bids for this work.)

Action items:

1. **Per our discussion at last month's meeting, create the position of IT Officer?**
  - a. For reference, a preliminary list of things for the IT Officer and committee to address and oversee:
    - i. LastPass account or similar to manage passwords.
    - ii. Admin access, security policies, usage policies, contact info, billing info (if applicable) for –
      1. HostGator (UUFBR website etc)
      2. Comcast/Xfinity internet service provider
      3. Empower (email blasts etc.)
      4. Comcast Wi-Fi router (Main office)
      5. Linksys Wi-Fi router (Sanctuary)
      6. Netgear Wi-Fi router (RE building)
      7. Printer/scanner/copier in office
      8. Rain Bird Wi-Fi sprinkler controllers (2)
      9. Sanctuary Wi-Fi thermostat
    - iii. Policy/procedure for –
      1. Passwords
      2. Google Groups (Note: The present groups are not associated with our GWN account.)
      3. GWN accounts and email usage
      4. Documents stored on GWN
      5. Documents uploaded to website
      6. Signed documents
        - a. Contracts: Repository
        - b. Logistics: How to obtain multiple signatures?
        - c. Security: Shall signatures be redacted prior to posting on the web?
      7. Phishing emails sent to members (There have been ongoing phishing attempts in which the sender poses as Harris.)

### **1. SCHEDULING A BOARD RETREAT**

The Board Retreat has two functions, 1) to set the goals for the year and 2) to help the Board become a team that works together. This second objective is furthered by meeting in person. The numbers are going down. It is safe for vaccinated and boosted folks to gather in person. I hope your schedule will allow a Saturday on the patio.

### **2. COMING HOME/OPENING UP .**

The work on our building and grounds the building is moving forward, in the most exciting way. Thanks to Patrick, Bill J. Celia, Frank, Mary W. (and all else who have helped out.) And we are moving ahead on choosing the new floor. The numbers are coming down. Palm Beach is now in the middle of the high zone, getting closer to green each week.

And yet, folks are not rushing back in. The pandemic has become a habit. This spring we will need to encourage members and friends to break that habit, and find ways to reach out to new folks who may be ready for a place like UUFBR.

One strategy for this is to make a big deal out of our spring holidays. On April 10<sup>th</sup>, I will do a pot-luck Seder. On April 17<sup>th</sup> we will do an Easter Service, with the choir back. Easter will be intergenerational, no sermon, but a mix of stories, readings and music. I hope to follow up with some sort of celebration. We have a bunny costume, anyone want to be the Easter Bunny? On May 1<sup>st</sup> we will have our May Day Celebration. Hopefully by then the numbers will be such that we can dance the maypole, but if not we will have something on the labyrinth.

The RE council is trying to encourage families back and into UUFBR by offering Sunday Service as adult time for parents. Beginning in March they are arranging for child care during the services. We can support this effort by reinstating more of a coffee hour. As long as people are nervous about food service, we can continue to use packaged snacks, and individual ice teas and water, which up until now, I have provided and set out. It is a minimal effort. But for vaccinated and boosted folks it really is safe to have a cup of coffee, outside. Can we find folks who might want to take over this job, making it more than the minimum?

### **3. LOOKING AHEAD- SUMMER SERVICES**

It may feel early to you, but the time has come to put Summer services on everyone's radar. These services will run from June 19<sup>th</sup> through September 4. (This schedule could be adjusted once the interim is chosen. But for now it is better to plan for it all.) We will need one or two folks to take charge of this. I will happily begin the process of recruiting speakers, can provide resource material, and a generic slide show

for preachers to use. But after June I will not be there as support. WE need a working group or committee to shepherd this. I am taking names.

#### **4. LAST AND NOT LEAST.**

Thank you so much for the surprise at the end of the Annual Meeting. It means a great deal to me to be voted Minister Emerita. And the surprise, the words, the fact that you kept it a secret, was amazing. You could have knocked me over with a feather. My heart is so filled. I am grateful.