

UUFBR Board of Trustees Meeting

Minutes March 2022

Date: March 23, 2022

Time: 7:00 PM

In Attendance:

Board Members:

Louis Merlin

Paul Libert

Sandy Troiano

Patrick Larson

Barbara Messick

Carole Stephens

John Tilton

Bill Jensen

Judith Keiser

Guests:

Reverend Harris Riordan

Rick Troiano

Celia Hirsh

Patricia Rogers

Agenda Item 1: Chalice Lighting

Judy Keiser shared a reading from Brene Brown.

Agenda Item 2: Called to Order 7:03 PM

Called to order by Judy Keiser at 7:03 PM.

Agenda Item 3: Approval of Minutes

Judy Keiser noted a variety of revisions to the minutes which were accepted.

Paul Libert made a motion for approval of the minutes as amended. Barbara Messick seconded. The motion passed unanimously.

Agenda Item 4: Completion of Board

After consultation of co-Presidents and others, Judy Keiser clarified that abstentions do not constitute no votes and are not counted in the total. Only 2/3 of the Yes/No votes cast from people present at a duly called meeting must be yeses to pass a motion to amend the Bylaws.

Contingent on the necessary Bylaws revisions being approved at the upcoming continuation of the special Congregational meeting on Sunday, March 27th, the board voted on the following officers:

Sandy Troiano moved to elect Paul Libert as treasurer. Barbara Messick seconded. The motion passed unanimously.

Sandy Troiano moved to elect Patrick Larson as VP facilities. Paul Libert seconded. The motion passed unanimously.

Louis Merlin moved to elect Sandy Troiano as co-President. Patrick Larson seconded. The motion passed unanimously.

Agenda Item 5: Minister's Report

Harris Riordan mentioned that there is no minister's report for March 2022.

Agenda Item 6: Officer's Reports

Judy Keiser reported on the structure of the upcoming Board Retreat on Saturday, March 26th. The Board Retreat is only open to board members and the minister.

Judy Keiser requested that we place the insurance policies in Google Drive.

Patrick Larson asked the board if we should replace the gas stove with an electric stove. Harris noted that cooking large-style dinners works better on the gas stove.

Paul Libert noted that the monthly income and expense statement, balance sheet, and capital campaign reports were distributed to the board for consideration. He noted that we went from \$100,000 in our operating bank account in February 2021 to approximately \$35,000 in February 2022. UUFBR does not have a lot of cushion this year. We must watch cash flow carefully. We have less than a month of liquidity.

Agenda Item 7: Committee Reports

1) Finance Committee

Patricia Rogers noted that the Finance Committee issued a recommended budget, based upon the anticipated ABD campaign pledges, for the Board to consider. A new proposed budget from the Finance Committee is attached to these minutes.

Patricia also noted that the Finance Committee would like to take a look at a 5-year plan and consider other mechanisms for raising money, including possibly renting the building for events.

2) Annual Budget Drive Committee

Paul Libert reported that we have \$160,951 in pledges and a member has asked to move another \$21,000 from the capital campaign to the operating budget, for a total of \$182,000 in pledges for FY 2023. 67 out of 91 pledging units have pledged. 12 pledging units from last year will not pledge again this year, mostly because of moving away.

3) RE building Rental Committee

Patricia Rogers noted that we have engaged a realtor to attempt to rent the RE building. Judy Keiser asked to be able to review any proposed contracts for building rental as soon as a prospective tenant was found.

4) IT Committee

No report given.

5) Sharex Committee (John)

John Tilton reported that our biggest opportunity would be rental of the RE Building. Paul Libert noted that we have \$35,000 budgeted for Sharex. This projection is based on current tenants.

6) Membership Committee

No report given this meeting.

7) RE council (Louis)

No report given this meeting.

8) Interim Minister committee (Betty)

No report given this meeting.

9) Landscape Committee (Celia)

No report given this meeting.

10) Healing Justice Committee

No report given this meeting.

11) Legacy Group

No report given this meeting.

12) Creation of new IT committee

No report given this meeting.

Agenda Item 8: Unfinished Business

No unfinished business from prior meetings.

Agenda Item 9: New Business

1) Adoption of proposed FY 2022-2023 budget

Patricia Rogers reported that the Finance Committee did adopt a balanced budget with significant cuts (approximately \$50,000) from the original proposed budget. She noted that the budget year starts on April 1st. However, the current budget can continue until a new budget is adopted. The proposed budget from the Finance Committee is attached to these minutes.

Louis Merlin moved to approve the budget proposed by the Finance Committee. Bill Jensen seconded.

The board had an extensive discussion about whether it would be appropriate or not to ask donors to shift monies from the Capital Campaign to the Annual Budget Drive but took no vote on the issue.

Sandy Troiano made a motion to have a special Board meeting to discuss the budget and further moved to table the prior motion. Bill Jensen seconded. The motion passed unanimously.

Agenda Item 10: Worship Welcome Schedule

April 3 Barbara

April 10 Paul

April 17 Sandy
April 24 Carole

Agenda Item 11: St Andrews' Visit Schedule

St. Andrew's April visit will be Barbara Messick and Emil Kessler.

Sandy Troiano moved to adjourn. Barbara Messick seconded. The motion passed unanimously.

Next Monthly Board Meeting Date:
Thursday, April 28th at 7:00 PM

There being no other business, the meeting adjourned at 9:29 PM

Respectfully submitted,
Louis Merlin

UUFBR Board Meeting March 23, 2022

Draft Agenda dated 3-23-2022 JLK

6:45: get on early to connect and check in briefly

7:00 meeting start

- 1) Chalice lighting and opening inspiration
- 2) Call to order; Determination of Quorum; Welcome to guests and visitors
- 3) Approval of Minutes
- 4) Completion of Board:
 - a) bylaws amendments – recessed congregational meeting
 - b) election of Copresident and VP/Facilities
- 5) Minister's Report
- 6) Officers' Reports:
 - a) Co-presidents
 - b) Vice President/Facilities (Patrick)
 - c) Treasurer (Paul)
- 7) Committee reports on matters requiring immediate action:
 - a) Finance Committee (Patricia)
 - b) ABD Committee
 - c) RE building Rental Committee
 - d) IT Committee
 - e) Sharex Committee (John)
 - f) Membership Committee
 - g) RE council (Louis)
 - h) Interim Minister committee (Betty)
 - i) Landscape Committee (Celia)
 - j) Healing Justice Committee
 - k) Legacy Group
 - l) Creation of new IT committee
- 8) Unfinished business:
- 9) New Business:
 - a) Adoption of proposed FY 2022-2023 budget
 - b) Proposal by Barry Silver for benefit concert for Ukraine
 - c) Summer services
 - d) Parliamentary procedure
- 10) Worship Welcome schedule of volunteers for April 3/10/17/24
- 11) Next board meeting date: April 28, 2022
- 12) Adjournment and extinguishment of chalice – target on/before 9:00 PM

Attached please find the proposed operating budget for FY 2023, as recommended by the Finance Committee.

As you are aware, the Finance Committee set an ambitious goal for the ABD Campaign, with a pledge objective of about \$208,000. It also recommended a congregational challenge of \$18,000 for new members.

The ABD Committee has reached out to the UUFBR membership and friends, for pledges and gifts. After approximately two months of emails, calls, and personal conversations, the total anticipated pledge income is \$172,530. At this time, the ABD Co-Chairs do not believe additional efforts will result in significant more pledge amounts.

Therefore, at its February 21st meeting, the Finance Committee recommended the following adjustments to the budget:

- Reduce Pledges from \$208,000 to \$172,530
Cost: \$ (35,470)
- Reduce Congregational Challenge (pledges from new members) from \$18,000 to \$3,000
Cost:..... \$ (15,000)
- Transfer \$600 from Capital Improvement Fund and \$400 from Operating Expense Fund
Revenue: \$ 1,000
- Use \$7,000 from the restricted Music Fund to partially fund the Music Director.
Savings:..... \$ 7,000
- Reduce funds allocated for bookkeeping to \$8,000, and use an alternative service
Savings (includes benefits/taxes): \$ 8,470
- Fund a payroll service
Cost: \$(800)
- Eliminate funds for events
Savings: \$ 1,000
- Move weather stripping to Capital Budget, Painting
Savings: \$ 2,000

- Move landscaping to Capital Budget, landscaping
Savings:..... \$ 5,000
- Reduce membership expense from \$5,000 to \$1,000
Savings: \$ 4,000
- Reduce Religious Education from \$14,300 to \$3,000
Savings: \$ 11, 300
- Reduce UUA dues from \$12,000 to \$500
Savings: \$ 11,500

These changes provide a balanced budget of \$235,730.

The Committee did not assume any funds from leasing the RE Building. That process is at its beginning stages. The realtor anticipates that it could take a year to find a viable, legally acceptable tenant, and negotiate a lease.

The Committee discussed three alternatives before it voted to recommend this budget:

1. Recommend that the congregation adopt the budget with the changes proposed above (*accepted alternative*).
2. Conduct a Close the Gap campaign, with the objective of raising perhaps \$10,000 additional dollars. At that point, some of the proposed cuts could be restored.
3. Ask the congregation to transfer \$30,000 from the Capital Campaign fund to operating, with the agreement of donors, if appropriate. The Capital Campaign was much more successful than we expected. Currently, we have an estimated surplus of \$50,000 - \$65,000 more than we expect to need for projects identified in the White Paper (overages in projects programmed into estimates). The excess funds would offset the operating deficit for FY 2023.

The Board may wish to consider these alternatives in its discussion of the budget process.

Note that the fiscal year begins April 1, 2022. The current budget continues until approval of an FY 2023 budget. Congregational approval of a budget is required before it is effective.

None of these solutions addresses the long-term funding of UUFBR operations. A part of Finance Committee responsibilities is to develop a 5 year plan. This is an important function that the Finance Committee will address in the coming months

I thank those who attended the Finance Committee meeting for their suggestions and assistance.

Patricia Rogers

Chair, Finance Committee

VP Report – UUFBR meeting of Board of Trustees, March 23rd, 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 has been painting the rooms north of the Sanctuary, and we will start moving the tools and other items into the rooms shortly.
3. Patrick replaced the exhaust fans in the lavatories in the Main building. The old fan in the Women's room had been broken for some time, and the fan in the Men's room was too small for the size of the room. The old fans also had large gaps open to the attic.
4. Patrick replaced the doorknob to the All Gender lavatory. The old doorknob had broken in such a way that the door could not be opened. (Luckily nobody was trapped in the room!) The latch had to be cut out in order for the doorknob to be replaced.
5. The storage closet for the Memorial Garden formerly housed an air handler, and a large platform in the closet made it difficult to store tools and supplies there. Patrick removed the platform, and now the closet is much more usable.

Recent items, hired:

1. Caner Electrical finally obtained a permit for the replacement of the load center in the Main building.
 - a. The inspection was passed this morning, and the permit is closed.
2. Caner appears to have influence with an important person in the department. The general rule is, only one electrical permit can be open at a time. (This has been our ongoing problem because the power line project has been stalled.) Caner made an effort to get an exception. It took several weeks, but Caner was able to get it done.

Pending items:

1. **Power-Line Burial** – GO Electric is still in a holding pattern, and the equipment is expected to be available in April (same status as last month).
2. **Fire-Alarm System for Main** – This project is held up.
 - a. Although we have just learned (last night) that Caner Electrical has the influence to get a 2nd electrical permit when a 1st permit is still open, it is unlikely that other contractors would get this favor, so unless it was certain we would select this contractor, this new info does not change anything.
 - b. Since the anticipated completion month for the Power-Line Burial is approaching, I will now proceed to solicit estimates for the fire alarm.
3. **Parking-Lot Lights** – See item #2.
4. **Air Conditioning Units in RE building** – See item #2.
5. **Exterior Painting for both buildings** – We are await estimates from ProEdge Painters, Southern Sky Painting, and Bright Shield Painting Company, and All Around General Services.
6. **Tree Pruning** –
 - a. Celia and Patrick walked the property and tagged all trees with numbers so that the scope of work will be the same across proposals from different contractors.

- b. Celia and Patrick met with the arborist from Bartlett Tree Experts. Bartlett provided a quote of \$6,770. This includes removal of some trees including a large oak at the south that is falling over.
- c. We await estimates from Castle Tree Art, Lumberjack Jake's South Florida Tree Service, and Tropical Tree and Landscape.

Action items:

1. **Shall we replace the gas stove with a smaller, electric stove?** These are just some talking points off the top of my head:
 - a. The gas stove is gigantic.
 - b. The gas stove, when in standby (with pilot lights lit), generates a lot of heat.
 - c. The gas stove is a commercial-grade unit, which is much more than we need, IMO.
 - d. The gas stove requires a fancy and expensive fire suppression system. (I am looking into whether the annual inspection/maintenance for electric would be less expensive.)
 - e. A gas stove is inherently more dangerous than an electric stove. Having a gas line at a property, especially a property that is unoccupied most of the time, is risky.
 - f. Cooking with gas is considered to have a larger carbon footprint than cooking with electricity.
 - g. We could probably sell the commercial-grade gas stove for more than a new electric stove would cost.

Summary of Membership Meeting – March, 2022 Scribe: Jennifer Ligeti

We are generating excellent ideas! I drafted a tentative plan for new visitor follow up. First, I want to share some info that Karen sent to me about what is currently being done:

"A formal letter used to go out to visitors, but they are not being sent now. When a form is turned in, the names are added to Constant Contact to receive two eblasts a week and the newsletter, and added to Empower. People that call or come by the office are also included in the CC blasts."

Tentative Visitor Follow-Up Plan:

1. Karen enters info from visitor forms into Empower on Monday (if possible) and notifies a membership point person (Carole?) that the info is in the system. **Karen - thank you so much for doing this piece!**
2. The point person logs in to Empower and views the data/runs a report of new visitors. The point person shares the data with the greeters team via email (Lynn, Marilyn, Jennifer, Ellen so far I think). The greeters team divide up the people and call them by Wednesday (if possible). If no phone number is given, they send a short personal email with a "So nice to meet you" theme instead.

Other ideas shared:

- 1) Taking a photo of people as they sign the book
- 2) Displaying photos of 6 new members in Osias so people can reach out to them
- 3) A getting to know you feature that highlights 3 and 3
Three new members
Three old members
Short non invasive bios
Names
Where from
UU how long
Special interest or talent or avocation
Brownies or cake ?
- 4) Having a business card with our website address to hand out to visitors on Sunday morning in case they haven't been to the site yet. Even though the site is not completely up to date, there is a lot of info there and we could encourage people to peruse it to get a sense of who we are and what we care about.
- 5) Karen has suggested that someone needs to go through the **incomplete data** people in empower and see if we can get/find email addresses for them so they can receive the eblasts and newsletter. **Karen** - Can a report of those people be easily generated? Maybe people whose email is blank? If we have an address and/or a phone number we can reach out that way, or someone on the team may know the person...
- 6) Karen shared this info which I thought was very promising: *"In the most recent eblast, I included visitors as far back as 2013, sending to 600 instead of the usual 300. I was surprised at how many opens there were. Lots of detailed info if someone wants to peruse the data"* **I would love to see a report of who opened this eblast so we can work with that data and do more personal outreach to those people.** I think a lot of people are re-imagining their lives right now as the Covid load lightens. It's a good time to reach out to people who are curious again about UUFBR. **Karen** - Is this something you can easily generate for the membership team?
- 7) In addition, Let's follow the old way for permanent name tags, which means we won't have those sign up forms unless a membership person fills it out.

--End--