

Meeting of UUFBR Board of Trustees

Thursday, June 27, 2024

Minutes

6:30-7:15 Adaptive Leadership training

Chalice Lighting/Opening Words (Carole), Check-in (none), Vibe-checker (Patrick), Time-minder (Howard)

Present: Copresident Rajeev Arora, copresident Claire Smith, Secretary Judith Keiser, Treasurer Bill Jensen, VP Facilities Patrick Larson, trustees at large Carole Stephens, Howard Prentice, Rick Troiano, and Lynn Smith.

Guests: Patricia Rogers, Mitch Major, Erich Landstrom, Alison Rognas, Betty Tilton, John Tilton, and Celia Hirsch

Rajeev called the meeting to order at 7:23, declared a quorum and welcomed guests.

1. Approval of minutes of previous meetings: May 23 Board of Trustees minutes: hearing no objections, chair declared minutes approved. May 19 Congregational meeting: hearing no objections, chair declared minutes approved.
2. Reports:
  - a. Co-presidents' report by Rajeev: lots of things are happening at the Fellowship, including the resignation of Finance Committee members.
  - b. Minister's Report: Rev Kathy highlighted some points:
    - John Smith will no longer be our community minister.
    - Salary survey has been handled, working on transition checklist and SOP's.
    - Final interim ministry appraisal is due soon (in two weeks, before Rev Kathy goes on vacation). Minister, Board and Transitions Team will have to complete it.
    - Expressed gratitude to Celia for undertaking the continued history of the Fellowship. Suggestion to call Mary Cadwell. Carole will send Celia Mary's number.
  - c. Administrative Reports/Action items:
    - i. Treasurer: Bill reported that numbers are stable. There's more income in May than planned, and expenses were higher too. Close to being on target per budget. Bill is aware of issues with Finance Committee members; is sorry to see them resign. He will need to confer before taking action/moving forward.
    - ii. Finance Committee NB: we are still waiting for EOY 2023-24 report. Report by Patricia Rogers, who noted that Finance Committee's actions end with filing of end of year report. Patricia wrote a memorandum that speaks for itself. Mitch echoed Patricia's feelings. Rajeev thanked them for their years of work.
    - iii. VP-Facilities- Patrick gave written report, with updates on ongoing projects.
      - Looking for tree pruners, starting with past providers.
      - Question was raised about pending candle issue. Discussion of issues with open flames, effect on fire alarm system, availability of electric no-flame tapers and remote controls for no-flame candles. Action: Patrick is authorized to proceed using no-flame candles.
      - Discussion of costs of rental of lift/scaffolding and who's responsible for bearing the cost. Patrick to pursue with vendor.
    - iv. Sharex: Betty and John Tilton asked whether CUUPS-related drumming group must carry separate insurance (as external Sharex partners do). Discussion about best practices, risks, role of CUUPS as UUFBR chapter of UUA-sanctioned group, difference between activities directly related to our Fellowship (worship services, game night, CUUPS events), and those conducted by external groups, not directly related to our Fellowship, recommendation that all policies should be consistent across all groups of each type,

and all activities at the Fellowship should align with our mission, marketing and recruitment aspects of all events and activities at the Fellowship, insurance questions and purpose (to protect our asset). Suggestion was made to research other congregations' practices before voting. Motion made by Rajeev/seconded by Lynn, that CUUPS events are sanctioned UUFBR events and do not need a SHAREX agreement: Motion passed with no further discussion. Rajeev reminded CUUPS and all groups to follow protocols: check if space is free, make it clear that all donations go to UUFBR. Suggestion was made to double insurance coverage. Rajeev will ask Ruth to check cost.

- d. Program Committees and Groups/Action items: no oral reports.
3. Breath Break
  4. Old Business:
    - a. Program Planning Council: See minister's written report. Need coordinator – Rev Kathy will work on this, and will dovetail with Saturday discussion group.
    - b. Contract minister search: Rajeev reported that decision was reached not to pursue independent candidate. Interest was expressed by Betty and Sharon in joining search team. Betty spoke with Robert about lack of regular meeting schedule. Betty will talk to Robert to move things forward. Rajeev will also make sure Sharon and Robert speak.
    - c. Native tribe name usage: Carole requested help to re-start last year's project to create accurate tribal lands acknowledgment. The process involved creating, internally approving statement and getting input from the appropriate indigenous group. A question was raised about correct order of steps. Motion made by Carole and seconded by Claire that congregation move forward in pursuing naming of the tribe on whose land we sit. Motion passed with no further discussion.
  5. 8:15 New Business
    - a. No-smoking sign(s) for Handicap Restroom: Carole noted that on a past Sunday the disabled restroom smelled like cigarette smoke. Recommendation to follow smokefree premises policy and put a sign up to guide visitors. Patrick agreed to ask Ruth to order signs for building.
    - b. Update from insurance agent re Drumming Group: addressed above.
    - c. Review of Fundraising Policy: It was noted that our policies are our guardrails for keeping on track legally (especially useful after Rev Kathy leaves). We must either follow policies or rewrite them to avoid being sued. Several upcoming events, including the spaghetti supper scheduled for July 28 and the craft fair, raise questions about whether groups are complying with fundraising guidelines.

Discussion: Board needs to remind affinity and committees of bylaws and policies and procedures to comply with IRS (restriction on charging for tickets instead of accepting donations) and policies (rule that artists must share proceeds of sales with Fellowship). It does need to comply with our policies, and be clear about purpose for project, budget, and goal. Can coordinate fundraising through program planning council, and use Marybeth Kugler for help getting permits. Suggestion by Rev Kathy to discontinue practice of earmarking restricted funds. Better practice: each group submits budget line items in advance of budget year, and submit reimbursement forms during the year.

Actions: Spaghetti dinner planners should change language on flier. CUUPS group should review ad for conformity with Policies and IRS. Rajeev will discuss policies at Saturday meeting agenda.
    - d. Proposed changes to credit card, debit card, and online banking: Bill notes we need guidelines, FC reviewed policy and recommended against using debit cards. Bill recommends not using policies to restrict use of debit cards, which are being used to pay electronically for FP, similar to ACH payments. Motion made by Bill and seconded by Carole to adopt policy presented by Bill. Discussion: Patrick noted need for better system with online access to accounts and passwords for future treatment. Discussion of fundraising procedures and timing, and suggestion to use

- church credit card to buy supplies because donors can't deduct entire cost of items bought with personal funds. Motion to adopt the policy as presented by Bill passed.
- e. Ratify emergency action without a meeting to appoint delegates to GA: Motion made by Judy and seconded by Patrick: motion passed with no further discussion.
  - f. Establishment of year-round Stewardship Team: Rajeev requested volunteers, and Nancy Hutter, Sandy and Patricia volunteered. Need to give scope and goals to the founding group. Board to give direction, create charter.
  - g. Good of the Order information: Bit Shaw Barrie Byron's mom) died yesterday.
6. Adjournment: By motion made by Rick and seconded by Patrick, the meeting was adjourned at 9:09.

Date for next meeting: July 25, 2024

Respectfully submitted,

Judith Keiser, Secretary

Board of Trustees