

## UUFBR Board Meeting August 22, 2024

### Minutes

7:04 Gathering: Chalice Lighting /Opening Words (Howard), Check-in (Lynn), Vibe-checker (Claire), Time-minder (Patrick)

At 7:13 Rajeev called the meeting to order, determined there was a quorum, and welcomed guests and visitors.

1. Approval of Minutes of previous meeting (7/25/24): hearing no objection, the minutes were approved; the word “draft” will be deleted.

#### 2. Reports

- a. Co-presidents’ report (Rajeev)- Saturday meetings (6 weeks of them) went as expected with good participation, and are being discontinued. There is more to do but did create pastoral care team, program planning team, stewardship team (need co-lead with Nancy Hutter). Worship team is doing well and has good plans. Ministry search team has new energy and members. United in Spirit team has been formed to continue the healing post-Article II. Rev Kathy sendoff plans are in progress. Pastoral Care Team has made a good start: Rev Harris signed covenant, Care Team spoke with her re: memorial service in September.
- b. Minister’s Report-Rev Kathy: Care Team is doing a great job with new tasks. Transition tasks: she’s shared confidential personnel folder. Interim Minister Appraisal needs to be finalized.  
Personnel: Ruth’s review will need to be done in February; Rev Kathy will provide her comments now, to be incorporated into that review.  
Tech aspects of departure: She will discuss with Patrick her Google Drive files and email user account.
- c. Administrative Reports/Action items
  - i. Treasurer:
    1. Needs pro forma approval of change to UUA Retirement Plan-restatement for 2025 to comply with Federal law. **Motion** was made by Bill and seconded by Howard to approve change, using the sample resolution given by UUA. Discussion: Rev Kathy confirmed that once a congregation enters benefit system, we’re bound as long as the congregation exists. All ministers must receive contributions to retirement system

from Day 1 of employment. At UUFBR, only Ruth is in pension system currently. With no further discussion, **motion passed unanimously.**

2. We have enough money. There are two open questions:
  - a. Louise Malusis's legacy gift: 1/3 will be deposited into the operating budget in the year received, 1/3 will be contributed to the capital campaign, 1/3 is for the Board to decide. We anticipate receiving the funds within a year, and we will not count those funds when planning.
  - b. In February we will need to find a replacement treasurer. Discussion: Carole raised need to update and publish new policies. Judy to undertake publishing current version.
- ii. Finance Committee: no report: reserve until new Finance Committee is constituted.
- iii. VP-Facilities: Patrick: no action items. Donna Musial may be willing to help out with fire closet issue. Patrick is not handling candle issue; Rev Kathy bought and donated remote control candle.
- iv. Sharex- Betty and John: all is going well. Partners already working on 2025 agreements. 2 violin concerts coming up. Polling went well, though with 5 machines Rockberger is crowded. Suggestion to move back to Osias needs approval by Bd of Elections, so outcome not certain. Bylaws task Sharex for elections; Tiltens are happy to handle it.
- d. Program Committees and Groups/Action items-no reports

### 3. Old Business

- a. Contract Minister search: Sandy sent Rev Al Boyce email e: lack of eligibility, with no reply from him; emailed Rev Alexa Fraser who raised portal updates, will stay in touch. Betty and Sandy are working on portal, will email Alexa once that's done. See later discussion of portal.
  - i. Minister salary for search: Sandy proposed that Board discuss compensation and whether base salary listed on portal needs to be increased. After a lively discussion (which included points about very high housing costs in Boca, unknown minister preferences about housing, and need to negotiate with candidates, need for "abundance" thinking and offering attractive package), **motion was**

made by Howard and seconded by Rick to increase base salary to \$90,400. With no further discussion, **motion passed unanimously.**

- ii. Rev K requested and received approval to stay in contact re: hiring interim minister, with her personal email address. Sandy reported that portal should mention how we handle controversies like Article II, and she and Betty are working on supplying content. Gratitude expressed to Sandy and Betty. Discussion of importance of portal as first impressions, with salary as most important point and a congregational record that outlines strengths and challenges. The Search Committee will make sure true picture is portrayed.

b. Covenant with Minister Emerita: already covered.

4. After a short Breath Break, we moved on to New Business:

a. Care Team Charge: Claire reported that UUA ethics guidelines are incorporated in the draft submitted.

- Summary: Care Team will be a bridge between requests and community resources til an appropriate minister is hired. They will listen, give referrals, meet and communicate regularly, inform people about referral agencies and create list of resources.
- Members: Marilyn (needs identified in worship services), Diane (lead), Mary (text and listening), Claire (Board liaison).
- Plan: Board gives charge, introduces Care Team in worship service September 1, informs congregation of need to honor boundaries and limit of personal liability of Care Team members for actions taken.
- Discussion of liability risk: Rev K noted Board's due diligence includes managing expectations of congregation. D&O liability coverage is only for officers and trustees. People assume the risk in usual course of events. Best way to insulate Care Team against liability is to notify public by email signatures, at ceremony, in Unicorn, on website. Communications with congregants need to include disclaimer language with limited relationship/faith-based care.

**Motion was** made by Claire and seconded by Rick to form and charge Care Team – with no further discussion, **motion passed unanimously.**

b. Retirement Plan Form: Claire noted that form needs name of contact, which changes with volunteers; she asked for and received confirmation that Ruth should insert name of current treasurer (Bill) and her own name as administrative assistant on form.

- c. Continuity for Rev Kathy's emails: Patrick described procedure for forwarding all new emails to Ruth and sending message to sender to direct questions to website, and confirmed that user account will remain confidential whether it is archived or deleted.
- d. Proposed UUFBR response to UUA Action of Immediate Witness in support of Palestine, and proposed freedom of conscience group: Carole asked for confirmation that these are still pending for Board consideration. Discussion: put on future meeting agenda of future meeting? Need more information to make a decision? Make a decision now? What guidelines should we use in making a decision? **Motion** was made by Carole and seconded by Claire to table discussion of proposed freedom of conscience group and place on September agenda. With no further discussion, **motion passed** with one opposed, no abstentions. **Motion was** made by Carole and seconded by Howard to table discussion of proposed UUFBR response to the UUA AIW. With no further discussion, **motion passed** with one opposed, no abstentions.

5. At 8:55 a Motion to Adjourn was made and passed and we did a brief check out.

Respectfully submitted,

Judy Keiser

UUFBR Secretary