

UUFBR Board Meeting October 24, 2024
Minutes

- Gathering: Chalice Lighting /Opening Words (Claire), Check-in (Claire) Vibe-checker (Bill), Time-minder (Patrick)
- Trustees Present: Copresidents Rajeev Arora and Claire Smith, VP Facilities Patrick Larson, Secretary Judy Keiser, Treasurer Bill Jensen, Lynn Smith, Howard Prentice, Carole Stephens
- Guests: Linda Prentice, Mitch Major, Sandy Troiano, Betty and John Tilton, Diane Garland

7:12 The meeting was called to order, it was determined that there was a quorum, and Rajeev welcomed guests.

Approval of Minutes of previous meeting (10/10/24): Discussion of language regarding music budget. No change needed to minutes. Without further objection, minutes were approved as presented.

Reports

1. Co-presidents' report-none: will report during executive session at end of meeting. Question about purpose of copresidents' report. Explained as a way to establish documentation of things the BOT talked about or decided between meetings that aren't covered by regular reports, and inform trustees about new projects not yet brought to trustees' attention.
2. Administrative Reports/Action items
 - a. Treasurer-Bill will send preliminary budget next week after reviewing with Robert, committee heads (especially Membership), Sharex and staff. Claire asked for input from all committee chairs. Need to understand past and proposed budgets to move forward with Annual Stewardship Campaign.
 - b. Finance Committee- N/A
 - c. VP-Facilities-
 - i. Painting RE bldg: waiting for more responses
 - ii. Sanctuary walls: waiting for one more bid. Patrick prefers to award several jobs to one company. Suggestion: use small job as test case.
 - iii. RE flooring: 3 bids received, in \$1,200-1,700 range. Preference for current cleaning crew, which gave middle bid. Last job to be done, after baseboard then walls. **Motion** made by Rajeev, seconded by

Claire, to choose Vanguard bid of \$1445. Hearing no objection, **motion passed.**

- iv. Parking signs: insurance company said we have some liability, and posting signs lowers liability risk. Carole shared wording recommended by sheriff's dept. Sheriff's office will provide free signs. Hearing no objection, Rajeev will go ahead with process to obtain free sheriff's signs.
 - v. Paving repair: needs congregational vote. If part of capital campaign, is already covered by prior approval. Discussion of tree roots and botanist perspectives, impact of cutting roots vs. removing trees, rules about replacing certain trees, current status of our trees, option to change footprint of paved area. Patrick will sketch ideas.
 - vi. Replacing baseboard: Patrick will get bids.
 - vii. Smith Room project: discussed lighting, blinds, sufficiency of consensus to move forward.
 - viii. Bathroom renovation: Aesthetics team will propose choices for congregational input re: design.
 - ix. Sanctuary acoustics: Patrick has reached out to acoustics firms. Discussion: not just echoes, sound system only works with headphones. Recommendation to have our bids reflect our values by preferring companies with socially responsible programs and policies. Raj will work with Rick and Carole to develop questions to ask applicants.
 - x. Fire Alarm closet: Alison did drawings. Howard Purl recommends special ducts.
- d. Sharex-HAF cancelled spring break camp due to low enrollment. Voting machines to be delivered October 28th; no need to close facility on Election Day.
- e. Program Committees and Groups/Action items: see below
3. Introduction of Program Planning Team:
- a. Linda Prentice described the goal of the Team, which is to put ideas into action that will bring new people in to take ownership and become more involved, to unite community with common goal to help us heal, and build community by our actions. Strategies: Lay out path of doing small things first, trying something new.
 - Recent activities: celebrations of life, Rev Kathy's farewell event, craft fair, Stone Soup.
 - Events coming up: auction, candlelight concert, continue to meet with team leaders, work on mission and vision across groups.

- Challenges: Communication is a problem – need alternative to email (Slack, Google Docs?), need for training, need to address stewardship, which is part of commitment, need outward focus with action, need trustees to model good behavior by being available to participate and support activities.
- Next steps: meeting to debrief stone soup event, monthly meetings to promote dialogue with different teams, plan more events.

4. Endowment Committee Report (*corrected to add language supplied by Mitch Major*): Sandy Troiano reported that vacancies have been filled with Sandy Troiano (chair, replacing Jim Smith on the committee), Frank Murray (secretary), Mitch Major (treasurer), and members Jacquie Velasquez (replacing Alison Rognas) and Emil Kessler (replacing Bob Schneider).

- a. Priorities: accountability from grant recipients, asking for information about how they used the money and what were the results. Example: BOT grants for outreach coordinator, matching funds for capital campaign.
- b. Quarterly report as of September 30: strategy to follow market, 75% stock, 25% bonds, low cost index funds. Cleary Fund: \$404k, loan frozen \$356k, total \$760k. Increase of \$55k this year. 1 donation \$50. Osias Fund (unforeseen emergencies): almost \$40k, increase of \$6k this year. Riordan Intern Minister Fund: almost \$20k. increase \$4k, donation \$1200 from Harris' retirement party. Total value almost \$820k. Vanguard portion: 8% annualized growth over 3 yrs. 10% annualized since inception February 2016). Distribution: Modified Harvard method: 13 quarters, unit value discarded from bylaws. Allocate 4-6%. Exclude nonperforming assets.
- c. Loan proposal: Committee is discussing idea to convert the loan from the Endowment to UUFBR to a gift. Will bring proposal to Board at November meeting, recognizing that it's a big decision, and intending to consult with trustees and then approach congregation to vote on proposal.

5. Old Business (after Breath Break)

- a. Right-sizing the Board: tabled
- b. Request for Action of Immediate Witness (AIW) statement and Freedom of Conscience (FOC) group: tabled
- c. Naming of room for Louise Malusis (Claire): after initial discussion of available rooms/other, tabled.

6. New Business:

- a. FY24-25 Staffing Plan (Rajeev): Job description for Administrator position was circulated, since we have money to support such a position. Looking for applicants (asking Fritz Aufdencamp, clergy group, Linda Prior).
- b. Proposal to use Share the Plate to pay PEACE dues: According to Mitch, we've been using STP, obligation stays open til whole amount of dues (\$1500) are paid. Consensus: approve request for STP to pay PEACE dues.
- c. Emergency Action Plan (Patrick): tabled.

At this time, the Board went into Executive Session.

The meeting was adjourned at 9:00 pm. The November meeting will be moved one week earlier to November 21 (need to publicize change).

Respectfully submitted,

Judy Keiser

Secretary