

**Unitarian Universalist Fellowship of Newark**  
**September 11, 2019**  
**Board of Directors – Meeting Minutes**

6:45 Time for congregants to address the Board

No friends or members joined the board at this time.

7:00 Light chalice and opening words

7:05 Check-in: Any big news? How are you?

7:10 Review/approve the August 14 minutes

August Minutes were approved by consensus.

Note: Merry's email for UUFN board communications need to be updated with new email address.

7:15 Minister's Report (in the future, the written report will be part of the consent agenda)

- Board reviewed the Minister's report.
- Identified a need for software to be downloaded to the Minister's computer (Microsoft Suite: Word, Excel, PowerPoint). Next steps: Josh and Tara Wheeler will review computer and specs from Glen Schmiesing. They will provide an update and plan for software installation afterwards.
- Also identified a need for a UUFN credit card. Carol will follow up with Finance to start the process for getting a credit card.

7:20 Report from the Treasurer: finances, P&L, Balance Sheet

- We are currently with M&T Bank and shopping for a new bank.
- Our bookkeeper is cleaning up pledges from last year and verifying what is owed/outstanding. Some pledges were set up as EFT and bookkeeper is also verifying that these are still functioning.
- Glen finished adapting the one-page financial report to match the handouts by category at the Lay Leaders meeting.
- A meeting with the Endowment Fund team to take place the week of September 16<sup>th</sup>. Glen now has access to the past two years of endowment fund statements.
- Mallard is holding an unmanaged cash account for UUFN. Carol will work with Finance to request that this cash account become a managed account.
- Pledge statements are currently being mailed out by our bookkeeper. Statements will indicate the pledge made and balance owed.
- There is currently approximately \$50K in outstanding pledges for 2018. Carol will email Jerry Brunner (chair of Finance committee) to receive a list of all outstanding pledges.

- Glen did not have the July budget vs. actual statements at the time of this meeting. Next month (October), Board plans to review both July and August statements. Jerry Brunner can send to the board in absence of Glen (since Glen will be out of the country next month).
- UUFN pledges from three or more years ago have been written off. Carol requested a list of the people who have outstanding pledges from 3 or more years ago. Bookkeeper can provide this list. Carol plans to send a letter to people on this list to inquire about UUFN membership status and intention to fulfill any unpaid pledges.

#### 7:45 **Old Business**

- Hand out final: Board Policy on Committees & Teams (as revised at last meeting)
- Hand out final: 2019/2020 Lay Leadership chart (as revised during/after last meeting).
- Rev. Garrett's onboarding
  - We will move ahead with setting up Rev. Garrett's computer (downloading MS Suite). Josh and Tara Wheeler to assist with this.
- Zoom account
  - Next Step: Once we get a UUFN credit card, Leidy can sign up for the Zoom account for UUFN. It can be covered by the following budget category: "Administrative Budget: Office Supplies & Miscellaneous"
- Communicating with our committees/teams
  - Board members will reach out to Committees/Teams (using the Chair Report Template) the forth week of the month, in preparation for the following month's board meeting.
  - Board members will send the reports to Carol the first week of each month. Carol will compile into one document for the Consent agenda.
- Working with Membership on lapsed pledgers/removing members
  - After we receive the list of unpaid pledges, the Finance committee will need to share it with Membership, so they are aware of unpaid pledges from members.
- UUFN website – Board minutes
  - Tara will email John Pesek to add August minutes to the website.
  - Next Step: Tara will review the status of 2018 minutes on website, will find digital copies, and send to John for inclusion on the website.
- Board's progress on Long Range Plan implementation
  - Karen updated areas that Board can assist with. Karen will share the document with the Board (via email) after the meeting.

#### 8:20 **New Business**

- Feedback from Sept. 8 Lay Leadership Council (and next steps)
  - Next meeting is in December. We'd like to have more dialogue at that meeting.
  - Seemed to get positive feedback, especially on the budget.
- Any important committee/team issues?
  - Kitchen needs to be cleaned more thoroughly and often. Anne will email Leidy so she can follow up with our cleaning company.

- Memorial Garden Committee would like a rock and to put it in the woods. Board suggests including this in the budget request for next year (2020).
- Hospitality currently does not have a chair.
- Congregational meeting – October 13
  - Minutes will be needed this date.
  - Karen will make sure LDC is there.
  - Congregation will vote on Anne Green as Member-at-Large and the minutes from the May 2019 meeting.
  - Glen will provide the year-end financial statements/report (Jerry will present if Glen cannot attend meeting).
  - There is a plan to discuss the process to apply for Endowment Grants. Endowment group will be asked if they can be on the agenda.
  - Carol will send out notice about the meeting on 9/23.

8:50pm – Extinguish chalice, adjourn meeting

**Next Board Meeting: October 9, 2019**

**2019/2020 Board Goals:** as defined in the Long Range Plan (2019 Report).

**2019/2020 Important Dates for the Board:** Board Meetings every 2<sup>nd</sup> Wednesday at 6:45pm, Sun. September 29 (Connect and Serve Event), Sun. October 13 (Fall Congregation Meeting), Sun. January 26 (Winter Congregation Meeting), Sun. May 17 (Spring Congregation Meeting)

**Opening Words:** October (Anne), November (Karen), December (Tara), January (Glen), February (Don), March (Carol), April (Tara), May (Anne), June (Karen)