

**Unitarian Universalist Fellowship of Newark**  
**October 9, 2019**  
**Board of Directors – Meeting Minutes**

In attendance:

Carol Boncelet (President), Rev. Don Garrett, Anne Green (Member-at-Large), Merry Ostheimer (Member-at-Large), Tara Wheeler (Secretary), Gerry Brunner (Finance Committee Chair, Visitor), Beverly La Rock (incoming President-Elect)

Not present:

Karen Barker (Past-President), Glen Schmiesing (Treasurer)

6:45 Time for congregants to address the Board

1. No friends or members joined the board tonight.

7:00 Light chalice and opening words

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

7:10 Vote to appoint Beverly La Rock to the Board, President-Elect

2. Beverly La Rock was unanimously approved.

7: 11 Review/approve the September 11 minutes

3. September minutes were unanimously approved.

7:12 Review/approve Consent Agenda (or remove items and discuss them)

4. Consent Agenda was unanimously approved.

7:15 Minister's Report

1. Reviewed report and discussed technology needs.

2. The UUFN Tech Soup Account approved, for discounted access to software. Rev. Garrett will download MS office suite to the minister's computer.

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

1. Gerry Brunner filled in for Glen Schmiesing and gave the Financial Report.

2. Board reviewed P&L vs. Actual, July – August 2019.

3. UUFN received many upfront pledges at the beginning of the year, resulting in larger actual vs. budget in the income category.

4. Bookkeeper has followed up with outstanding pledges from 18-19 and 17-18; some outstanding pledges have been received as a result of this outreach.
5. Board unanimously approved writing off pledges from 16-17 and older.
6. We are in good fiscal shape and we are working on building up reserves for the future.
7. There are a lot of unbudgeted costs falling under Property, including roof and ceiling. This will need to be addressed in the near future.

#### 7:35 **Old Business**

1. Communicating with our committees/teams
1. Pat Wisnewski manages email addresses and lists. He can be emailed at: [admin@uufn.org](mailto:admin@uufn.org).
2. Board members will be emailing committee/team liaisons to let them know to please email Pat Wisnewski to add committee/team members to the group email address.
3. All committee and team chairs need to know to contact [admin@uufn.org](mailto:admin@uufn.org) with any email concerns/issues. If you need help with people on committees receiving emails, please contact Pat.
4. Reminder that there are 8 required groups in terms of monthly updates to the board.
5. Working with Membership on lapsed pledgers/removing members
6. Carol will follow up with these members. This will happen after the bookkeeper finishes outreach.
7. UUFN website – Board minutes
8. August 2019 minutes are on the website.
9. Tara still needs to review 2018-19 year of board meeting minutes to verify that they are posted to the website. If needed, we will reorganize links to be more user-friendly.
10. After Sunday's meeting, the approved May 2019 Congregational Minutes will be posted to website.
11. UUFN discussion of 8<sup>th</sup> principle
12. Board decided to have a fellowship-wide discussion on the proposed 8th principle by the end of this fiscal year. Board will request a lay-lead meeting to take place. Carol will connect with Keisha MacMillian to suggest that she coordinate this informational discussion (not as a service) at UUFN.
13. Board's progress on Long Range Plan implementation
14. To be further reviewed at a future meeting (once Karen Barker returns). Bev and Karen will review the Board's progress on Long Range Plan and report back at next meeting.
15. Feedback from teams: Kitchen, Memorial Garden, Hospitality, Endowment
16. Anne contacted cleaners and issue has been resolved.
17. Anne will suggest that Memorial Garden rock be quoted carefully; once pricing is confirmed, group will need to put in a budget request for 2020-2021 fiscal year.
18. Hospitality has a new chair, Pam Baumbach.
19. Endowment group was not receiving emails at the UUFN email address. This issue was recently identified. There are funds to be applied for. Carol will work with Endowment to have someone present application process at Sunday's meeting. Application deadline is November 15, 2019.

#### 8:00 **New Business**

1. Chief of Staff duties: computers, credit cards, zoom account

1. We do not have a Chief of Staff. Currently, some issues that normally would be handled by a Chief of Staff are being handled by the Board and SRST.
  2. Credit Cards: Glen is working on getting a UUFN credit card.
  3. Tara will conduct a technology status report and needs assessment to guide tech decisions at UUFN going forward.
  4. Zoom account will be purchased by the new UUFN credit card once it arrives. It will be an office expense.
  5. Tara will schedule an overview on Dropbox for the board at 6pm on December 11<sup>th</sup>. We will also plan to test the Zoom account. Food can be ordered.
2. Any important committee/team issues?
    1. None identified that weren't on the consent agenda.
  3. Any items for the President's Message at Sunday's Congregational meeting?
    1. None that weren't already discussed.

8:30pm – Extinguish chalice, adjourn meeting

**Next Board Meeting: November 13, 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. 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)