

Unitarian Universalist Fellowship of Newark
November 13, 2019
Board of Directors – Meeting Minutes

In attendance:

Carol Boncelet (President), Rev. Don Garrett, Anne Green (Member-at-Large), Tara Wheeler (Secretary), Karen Barker (Past-President), Glen Schmiesing (Treasurer) Beverly La Rock (incoming President-Elect)

Not present:

Merry Ostheimer (Member-at-Large) Note: Merry joined toward the end of the meeting, by phone.

6:45 Time for congregants to address the Board

- 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 Review/approve the October 9 minutes

- October minutes were unanimously approved.

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

- Consent Agenda unanimously approved.

7:15 Report from the Treasurer: finances, P&L, Balance Sheet

- Board reviewed balance sheet and statement of receipts and expenses as of October 31, 2019.
- Board decided to separate out cash assets into “cash” (M&T) and “investments” (TDA) going forward.
- Finance Committee will present numbers at December 1 Lay Leader meeting.
- Going forward, bookkeeper will plan to send monthly pledge statements. Action item: Finance committee will email all pledgers asking to confirm that they’ve received a pledge statement since September 2019. If pledgers haven’t received a statement, bookkeeper will check in on status of statements.

7:35 **Old Business**

- Communicating with our committees/teams
 - December 1 meeting, Board will reiterate importance of using the form for monthly reports.
- Working with Membership on lapsed pledgers/removing members
 - Glen will ask bookkeeper to send Carol report of anyone who is not paid up through June 30, 2019. Carol will work with membership to contact people with outstanding pledges.
- UUFN website – Board minutes
 - Tara will locate Board Meeting minutes from January – May 2018 and will send to Communications for posting to the website.
 - May 2019 Congregational minutes still need to be posted to website. Tara will email Communications.

- UUFN discussion of proposed 8th principle
 - o Carol will follow up on what was stated in October 2019 minutes.
- Board's progress on Long Range Plan implementation
 - o Karen shared status on board's involvement with the Long Range Action Plan. Board reviewed status of each Goal and Strategy in the plan.
- Feedback from teams: Memorial Garden, Endowment
 - o Anne will discuss with Memorial Garden, as per notes from October board meeting. Noting that budget requests for the following year should be submitted in early March.
 - o Endowment has application up on the website; deadline for endowment grants is Friday, 11/15.

8:10 **New Business**

- Chief of Staff duties: computers, credit cards, zoom account
 - o Rev. Garrett was able to download Microsoft Office Suite to the minister's computer.
 - o Board recommends a short-term task force to get together to discuss technology needs across all computers and make a recommendation for cloud storage, digital backups, and updates to UUFN staff computers. Glen will ask Leidy to coordinate a meeting to include: Leidy, Don, George, Glen, Alan C., and Pat W.
 - o Still need to request credit card for UUFN; Zoom account is waiting on the UUFN credit card.
- Any important committee/team issues?
 - o Don will be taking a week off in February 2019.
 - o Personnel Committee, being a Committee, needs to hold regular meetings and take minutes. Board will request that the committee start regular meetings in January. There is a personnel toolbox at UUA (online). We might need to have another chair. Theda, past chair, may be willing to attend meetings going forward. Bev will find out who is on this committee.
 - o Kitchen: Potlucks and kitchen duties will be discussed at the December 1 Lay Leader meeting. Kitchen and potluck duties are currently falling to a few. UUFN needs to find a way to support potlucks with volunteers so that this tradition can continue into 2020.
 - o Property: Anne will attend the next Property meeting. Board agreed that they may submit minutes going forward in lieu of the monthly form.

8:30pm – Extinguish chalice, adjourn meeting

Meeting was adjourned.

Next Board Meeting: 6:45pm December 11, 2019 (informal tech training first at 6pm)

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

2019/2020 Important Dates for the Board: Board Meetings every 2nd Wednesday at 6:45pm, Sun. December 1 (Lay Leader Council meeting), Sun. January 26 (Winter Congregation Meeting), Sun. May 17 (Spring Congregation Meeting)

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