

**Unitarian Universalist Fellowship of Newark**  
**December 11, 2019**  
**Board of Directors – Meeting Agenda**

In attendance:

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

Not present: n/a

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 November 13 minutes

November minutes were unanimously approved.

7:12 Any concerns with Committee/Team Reports?

- Board reviewed updated Lay Leadership Chart (dated December 2019) and one edit that needs to be made: highlight and include asterisk next to “Safety/Security”
- January Board files will be uploaded to Dropbox Board folder for review by the Board.

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

- Finance committee is still reviewing November financials; Board will review November financials at the January 2020 Board meeting.

7:35 **Old Business**

- Finance Committee - email all pledgers to confirm their receipt of pledge statements
  - Glen will work with Finance Committee to send an email to all Members and Friends asking if anyone who has pledged has not received a pledge statement to contact the Treasurer and/or Bookkeeper. Goal is to make sure all pledgers have received statements.
- Carol to work with Membership on lapsed pledgers/removing members.
  - Carol will complete this task before the next Board meeting.
- Glen/bookkeeper to send Carol a report of open pledges from 6/30/19.
  - Glen to follow up with Gerry to send the report as soon as possible.
- Tara follow-up - Board and May 2019 Congregational meeting minutes onto website
  - Done
- Carol follow-up - UUFN discussion of proposed 8<sup>th</sup> principle

- Carol talked to two UUFN members and encouraged them to work together to host a discussion on the 8<sup>th</sup> Principal with the congregation.
- Anne follow-up – Memorial Garden
  - Email was sent by Anne to Barb Jezl to encourage her to get a quote (inclusive of labor).
- Glen follow-up – IT task force
  - Tara will coordinate a meeting in early/mid January (ideally on a Wednesday when Don is on site)
- Glen – UUFN credit card
  - Corporate registration expired due to not paying/registering our institution since 2014. First, Glen is paying registration fees to get up to date, then will re-register, then we can apply for a credit card. We should be reincorporated by March 2020. Hoping that the credit card can be applied for in January 2020 after we are reincorporated.
- Carol/Bev follow-up – Personnel Committee
  - We have a new chair: Mary Canon. Carol, Bev, and Mary met today (12/11) to discuss next steps for this Committee.
- Anne/Carol follow-up – Property
  - Idea: break Property into two groups
  - Property is doing a lot; there's a big workload on a few people. Goal is to find ways to share the workload among more UUFN/team members.
  - Action Item: Leidy's SRST team will work with Leidy to understand the monthly/ongoing operational tasks that she is doing within her allotted 3hours/week dedicated to Property.

**8:10 New Business**

- Chief of Staff duties: computers, zoom account
  - Still having issue with voicemails on certain extensions. This issue will be included in the tech task force discussion.
- Any important committee/team issues?
  - Long-Range Planning Team would like to encourage attendance at a training: Conflict Transformation in Congregations is being held on March 7<sup>th</sup> in Maryland. A certain number of spots are covered by grant funding.
- Selecting GA delegates
  - UUFN can have 3 Delegates (voting Delegates). According to bylaws, the Delegates must be selected by the Board: Glen, Bev, Carol.
  - 5 approved the three delegates. The three delegates abstained from voting. Glen, Carol, and Bev were approved as the three delegates to attend GA on behalf of UUFN.
- Any items for the January 26 Winter Congregational Meeting?
  - Congregation will vote on endowment grants at this meeting.
  - Congregation will vote to approve the Fall minutes.
  - We will mention the update to the Lay Leaders chart and will encourage volunteer involvement in teams and committees.
  - Financial update will include overview about pledges and the fact that reminders are supposed to be going out about pledge statements. Note that committees/teams will be encouraged to create budget requests for the 2020-2021 year by end of February.
  - Glen will include information in the January Connections (Connections items for January are due Dec. 15<sup>th</sup>).

- Will include Minister's update and update from RE.
- For February meeting: Board will discuss SRSTs current structure and function.

8:30pm – Extinguish chalice, adjourn meeting

**Next Board Meeting: 6:45pm January 8, 2020 .**

**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. January 26 (Winter Congregational Meeting), Sun. May 17 (Spring Congregational Meeting)

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