

Unitarian Universalist Fellowship of Newark
January 8, 2020
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), 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 Update from Nancy Erickson (Property) and Gerry Brunner (Finance)

- Update from Gerry:
 - Gerry sent a finance report prior to the board meeting.
 - Key conclusion about day-to-day maintenance and repair: recommend finding a company that can take care of the building instead of a UUFN committee member or chair person. Nancy has been looking for a property management company. A contract for a year at a time would be ideal. Would like board approval for hiring a professional company.
 - Capital Expenditures: The capital expenses/projects don't seem to comfortably fit within the purview of the property committee. Example: fixing the ceiling. Requesting help from board in how to deal with capital issues (which are listed in the report). The issue of capital budget is different from regular budget. We have approached a contractor for a proposal to fix the ceiling and create a plan. Recommendation to the board: we have should have a capital budget that exceeds one fiscal year. We also need leadership of this capital budget and projects. There is over \$100K in cash and cash equivalents... perhaps to use for the capital budget. Question for the board: what do we want to do with these funds?
 - Maybe two teams/committees instead of one: 1. Maintenance and Repair and 2. Capital Task Force (bigger items such as ceiling and roof).
 - Board agreed that hiring a qualified handyman (approx. 1 day per week) is a good idea. In agreement that the board should appoint a Capital Task Force to oversee larger projects (above \$2,000). And a new Maintenance and Repair Committee will oversee projects that are \$2,000 and under (and not handle anything that is a part of a Capital project/budget). Board will recruit UUFN members for a Capital Task Force.

7:20 Review/approve the December 11 minutes

- December minutes were unanimously approved.

7:22 Any concerns with Committee/Team Reports?

- Security Committee: Inquired about UUFN's Fiscal Control Policy. Glen will send the Board a copy of this policy for Board's review and approval at the February 2020 meeting. Glen will email the file to the board before February meeting.
- Lay Leadership document was updated.
- RE has had new families joining and we hope to see them return.

7:25 Report from the Treasurer: finances, P&L, Balance Sheet

- Board reviewed the November 2019 Financial Report.
- Our net income is positive and we have cash on hand to cover our bills.

7:40 **Old Business**

- Finance Committee - email all pledgers to confirm their receipt of pledge statements
 - Bookkeeper didn't start sending out monthly statements. After bookkeeper sends the Q2 statements by end of January, Glen will email pledgers to ask if they can confirm the receipt of the statement.
- Carol to work w/Membership on lapsed pledgers/removing members.
 - Carol talked to Diana. Prefers to wait until March to align with Stewardship focus. Carol agreed. Note that membership is a small team.
- Glen/bookkeeper to send Carol a report of open pledges from 6/30/19.
 - Glen will ask bookkeeper to send report of open pledges.
- Tara – IT task force
 - IT Task Force meeting scheduled for Wednesday, January 15th at 3pm at UUFN.
- Glen – UUFN credit card
 - Credit card is predicated on opening a new bank account, which is predicated on updating our incorporation documents to be updated. Glen updated and paid our incorporation with the state. Glen filed a DBA (Doing Business As) with the state. We are now Unitarian Universalist Fellowship of Newark, Inc. Doing Business As UUFN. Now that this is straightened out, we can go to TD Bank to open new account (Karen, Carol, and Glen need to be there in person). After bank account is set up, Glen will apply for a credit card.
- Anne/Carol follow-up – Property Committee (discussed previously with Gerry; Anne will follow up with Nancy E. on board discussion)

8:00 **New Business**

- Chief of Staff duties: computers, zoom account
 - Rev. Don asked about access to Office 365. Will add to IT Task Force Agenda for 1/15.

- Zoom account needs a credit card, so waiting on that to set up a Zoom account.
- Board went into Executive Session to discuss personnel issues.
- Any important committee/team issues?
 - Lay Leadership Chart was updated January 6 and needs to be added to the website.
 - A Lay Leader Council meeting needs to be scheduled for Spring. Carol will reach out to Rachael.
- Any additional items for the January 26 Winter Congregational Meeting?
 - Need to approve Fall Congregational Minutes (October 2020)
 - General Assembly.

8:30pm – Extinguish chalice, adjourn meeting

Next Board Meeting: February 12, 2020

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

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