

Unitarian-Universalist Fellowship of Newark  
December 9 ,2020  
Board of Directors – Meeting Minutes

In Attendance: Beverly La Rock (President), Janet Louise (President-Elect), Carol Boncelet (Past President), Rev. Don Garrett, Peter Hartranft (Member-at-Large), Merry Ostheimer (Member-at-Large), Tara Wheeler (Secretary), Glen Schmiesing (Treasurer)

6:45 Time for congregants to address the Board or check in

- Rachael Coffey joined the board.

7:00 Light chalice and opening words – Don

7:05 Check In – Timekeeper starts

7:15 Approval November Board Minutes

- November minutes were approved with one amendment.

7:25 Questions or discussion about Committee Reports – Merry and Peter. Membership Report

- Make sure team meetings on Sunday happen after 12pm.
- A discussion took place about the need for each committee and team to review job descriptions and include the need to liaise and communicate with other relevant committees and teams.
- The board plans to review and approve the committee and team job descriptions at a future meeting.
- The day care is going to close for a little over a week at the end of December.
- We did receive four endowment grant applications.
- Tara will work with Leidy to make sure the office manager is storing updated usernames and passwords for our communications / digital accounts.

Old Business:

7:40 - Capitol Improvement Project Update – Peter

- Dave Athey is the project leader; he plans to send out a request for proposals to vendors to evaluate what the scope of our project is related to ceiling, sound, etc. This will likely go out in January 2021.

7:45 – Financial Report – Glen

- The board discussed the methods of tracking pledge income in the year-to-date financials. Glen will check with the bookkeeper about how we are tracking pledges as income. Janet and Tara will join the next Finance committee meeting with the Finance committee on Thursday, December 17<sup>th</sup>.

7:55 – Minister’s Report – Any highlights

- Don met with more committees this past month – membership, the A/V team about MacKinnon Hall upgrades. Don would like to do an offering during the Christmas Eve service for the Ministerial discretionary fund. The board agreed.

New Business:

8:00 - Team/Committee Policies – None from Jeff to review

8:00 – Congregational Meeting – Topic Suggestions

- The chair of the endowment committee will give an update on the Endowment Grants at the Congregational meeting.

8:15 – Lay Leader Meeting will be scheduled for Sunday, February 7<sup>th</sup>, 2021. Rachael will publicize this to the committee chairs. We will plan for an update from Communications (website, social media, breeze, calendar), a Discussion about how Committees and Teams should be working together.

8:30 – Strategic Planning – Peter

- The board agreed to meet at a separate time and date to focus on strategic planning.
- Bev will reach out to UUA to find out about training and meeting moderation resources.

8:45 – Other

- Bev would like to start a weekly “Tea with the President” meeting. Rachael can help with setting up this weekly meeting.

Next Board Meeting: January 13 – Don does opening and closing words

