

Unitarian Universalist Fellowship of Newark
March 11, 2020
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), Beverly La Rock (incoming President-Elect), Glen Schmiesing (Treasurer), Karen Barker (Past-President)

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 February 12 minutes

Minutes from February board meeting were unanimously approved with one edit to signers of the new bank account.

7:12 Any concerns with Committee/Team Reports?

- Nothing other than items listed below.

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

- Gerry Brunner resigned from the Finance Committee; no meeting occurred in February as a result.
- Board reviewed financial report through January 31, 2020.

7:25 **Old Business**

- TD Bank – new account: Glen, Karen, and Carol, and Tara will make an appointment to visit the TD bank to add Glen, Karen, and Carol as signers.
 - Credit Card: Glen will add the three staff people: Minister Don Garrett, Andrea and Leidy.
- Finance Committee –
 - It seems that most year-end statements went out in January, but we are still waiting for the bookkeeper to send out pledge statements.
 - The Board agreed to send an e-blast to the congregation asking for pledgers to confirm their receipt of pledge statements. If pledge statements have not been sent out, members/friends should email bookkeeper@uufn.org and treasurer@uufn.org. Glen will type up an email for Karen to send through Congregation Builder.
- Merry: Membership - re lapsed pledgers/removing members.
 - Dianna went through Friends first; deleted 9 inactive Friends.

- Next: Dianna will focus on Members after the Stewardship Campaign.
- We still have the issue of not having accurate records on members who have pledged, but not made payments on their pledges. Glen will work with Stewardship to update these records.
- Tara – IT task force: VOIP contract, managed IT support
 - Board reviewed VOIP contract from Tech Support once more; agreed to move forward with Carol signing the agreement this week.
 - Note: Cancel the long-distance MCI service once VOIP system is in place.
- Carol: Ceiling (Capital) Task Force
 - Still working on convening the Task Force. This will become Carol's project as Past-President.
- Lay Leader Council meeting
 - A few participants suggested to change the name of the meeting to clarify that all members are welcome to attend, not just lay leaders.
- Carol/Bev – SRST transition
 - There are pros and cons with this model.
 - The Board reviewed the current Policy related to SRSTs; several questions emerged. As a next step, the board agreed to review and update, as needed, the Staff Resource and Support Policy.

8:05 **New Business**

- Chief of Staff duties: is website issue resolved?
 - Yes.
- Safety Team –
 - Board discussed the MOU between UUFN and West Park Place Elementary School (WPPES) for the school to have shelter at UUFN in case of an emergency; reciprocally, WPPES will offer shelter to UUFN members in case of emergency. Carol will work on edits that the board discussed and will move the agreement forward between UUFN Safety Team and WPPES.
 - Pledge-apalooza will likely be cancelled due to COVID-19; Carol will be in communication with Mary B. about a cancellation.
- Any other important committee/team issues?
 - Property: We may want to consider adding a handyman/sexton service to next year's budget.

8:30pm – Extinguish chalice, adjourn meeting

Next Board Meeting: April 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 2nd Wednesday at 6:45pm, Sun. May 17 Spring Congregational Meeting

Opening Words: March (Carol), April (Anne), May (Tara), June (Karen)