

Unitarian-Universalist Fellowship of Newark
February 10 ,2021
Board of Directors – Meeting Agenda

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), John Pesek, Rachael Coffey

6:45 – Open to Congregants for questions and concerns

Membership:

- Diana Guinup joined the board to share updates to the Life Member Policy.
- The board unanimously approved the updated Life Member Policy.
- Diana will email the updated policy to Bev, Tara, and Leidy; the electronic policy will be shared in our board Dropbox folder and Leidy will make sure it is printed and placed in the binder in the office.
- Bev will work with Leidy to locate the most up to date policies and place electronic versions of them on Dropbox.

Property / Ceiling Task Force:

- Dave Athey joined the board to discuss the ceiling proposal.
- The group began working together in the summer and worked on a request for proposals for the scope of work for the ceiling project. We heard back from 4 of 6 firms that they planned to submit, but we only ended up receiving a proposal from one firm.
- The project is broader than just the ceiling: water pipes, sprinkler system, air circulation and the acoustics and the sound system are all a part of the consideration as we move forward.
- Dave Athey recommended that the board accept the proposal, as amended with terms agreeable to UUFN. This initial step does not include construction or implementation.
- The board unanimously approved moving forward with the proposal from Cooperson Associates.
- The board unanimously approved the Worship team to move forward with the audio/visual project that will cost no more than \$2,000 with Spinnaker Solutions.

7:30 – Tara - Approve January Board Minutes

- The January 2021 minutes were unanimously approved.

7:40 - Glenn – Financial – UUA opportunity

- We could join DANA for \$17/month. The benefit for joining is that board members could join their workshops. The board decided not to join this year, but to keep this in mind for future boards and leaders at UUFN in future years.

- The December 2020 financials are our most recent financials at hand and since those were shared in detail at the January Congregational meeting, there was not an updated financial report to review this month.

7:55 – Beverly – Update on Personnel, Update on camera - Task Force for reopening?
 Read document I sent before Board meeting- Task Force for Fellowship Hall? Certify
 8th Principle Task Force

- Personnel – Bev recently met with Mary Canon about personnel. Personnel files are being reviewed by Bev, Janet, and Mary Canon. They will be updated and saved electronically. The board had a discussion about using a consistent format for SRSTs to use for staff evaluations. UUA has a sample personnel policy online; Tara will send it to Bev and Janet to use as a sample for the work with the personnel policy.
- Security Camera – It has been a challenge to get someone to install a security camera in a timely manner. Companies have long lead times to come out. We will get it installed as soon as we are able to.
- Reopening – the board will assign a task force to determine how to reopen.
- The plans for updating the building will need budget allocations in the future; the board asked Glen to work with the Finance committee to put forth a suggestion on how to pay for future work that may cost approximately \$200K.
- 8th Principle Task Force has come together and would like to share a proposal with the board about moving forward to educate the congregation about the 8th principal. The board will discuss when more information is available.

8:30 – Don - Minister's Report

- Don is continuing with Saturday rehearsals, Worship, Board meetings, Zoom meetings with the President, work on the audio/visual system, and UU 101 Class to name a few.
- Wrote and rehearsed puppet show skit for Mardi Gras party coming up on Friday, 2/12.
- The board agreed to have Don open a separate bank account for the minister's discretionary fund.

8:40 Janet – closing words and extinguish chalice