

Unitarian-Universalist Fellowship of Newark
January 13 ,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), Rachael Coffey, Jeff Ramberg

6:45- Opening Words – Chalice light – Peter

6:50 to 7:10– Jeff Ramberg – policy manuals

- Jeff shared that the Leadership Development Committee (LDC) is working on updating Policy Statements (aka: job descriptions) for each committee and team.
- LDC will need the board to approve the Policy Statements.
- LDC asked the board to approve the two draft Policy Statements for LDC and Social Justice.
- The board agreed to review and approve the Policy Statements at the next board meeting.

7:15 Approval December Board Minutes

- December minutes were unanimously approved.

7:10 to 7:25 – Peter – policy management – executive structure

- Peter spent time reviewing the lay leadership chart. There are many groups, committees, and teams. We need to have clarity on what the core executive groups are responsible for. We may need a better structure for our governance.
- Don mentioned that we should have a clear and compelling mission statement to drive our work.

7:25 to 7:45 – Bev – Executive structure and Management-

- The Board discussed the need for a full-time position to assist with day-to-day management of UUFN.
- Don will provide sample job descriptions.
- Glen agreed to review the mission at future board meetings and incorporate into the structure of our meetings.

- Bev agreed to review the job descriptions for a full-time role (operations, general management, church administration). We will involve a person from the Personnel Committee.

Old Business:

7:45 to 7:55 - Financial report – current status – investment question – retirement line item

- Glen reviewed the income and expenses as of end of December 2020.
- Glen review the financial position as of December 2020 compared to end of June 2020.
- UUFN is doing well fiscally.

7:55 to 8: Minister's Report

- Don saved his report to Dropbox.
- UU101 class is coming up on Sunday, January 24th.

Old Business:

8:00 to 8:10 -Capitol Improvement and Sound Report – Peter

- Next month we hope to have a recommendation and scope of work submitted to the board for the MacKinnon Ceiling.

8:10 to 8:15 -Congregational Meeting – Any item anyone wants to see on Agenda

- Minister's report will be early in the agenda.
- The meeting notice will be sent out 10 days in advance of the meeting (on 1/14).
- We will be voting on Ashley Cunha joining the Endowment Committee.
- We will also be voting on the grants from the Endowment Committee.
- We will make sure to mention that the Lay Leader's meeting will be held on February 7, 2021.
- We will approve the Congregational Meeting minutes from October 25th.

8:15 to 8:20 – Lay Leader Meeting – February 7th

- We will plan to discuss all the methods of communication, website, Breeze, etc.
- We will plan to answer questions on the budget.

8:20 to 8:30 – President Report – Facebook issue – Camera – UUA

8:30 to 8:40 – Anything Missed?

- February 14th will be the deadline for budget requests.

- Staff evaluations should be completed before the budget requests are completed.

8:40 to 8:45 – Closing Words – Peter

Next meeting – February 10 – Janet - words