

6:45 – preboard meeting discussion regarding employee benefits

– Carol Boncelet, Mary Cannon

- Reviewing benefits and what to offer and not offer
- Minister compensation types is negotiated
- Window for contract with UUA ends Jan 1
- Continuing with retirement plan exposes fellowship to risk of non-compliance when responsibilities change between employees and Minister

### **UUFN November 10, 2021 Board Minutes**

#### **Mackinnon Hall, in-person, 7:00pm**

Present: John Pesek (member-at-large), Bev LaRock (past-president), Alan Coffey (Finance Committee), Pat Field (Treasurer), Rev. Don Garrett (minister), Janet Louise (President), Pam Baumbach (Secretary), Mary Cannon (Personnel Committee) Andrea Harding (DRE)

7:08 – Lighting of chalice & reading – Bev LaRock

7:09 – Check-in – Members present

7:14 - Timekeeper – John Pesek

7:17 – Minutes approval – Pam Baumbach

With following updates; changes “agenda” to “minutes” , add reports that were submitted during meeting, John Pesek motioned to accept minutes with changes, unanimous

7:22 - Fellowship Hall report, Dated October 10, 2021 – Karen Barker available for questions. (See attached)

- Here is the report the committee was tasked with doing
- What does the fellowship want to do with it
- Should we survey the congregation to see what they want
- Should it be rolled into the capital campaign

- Per Janet Louise, the board should discuss this
- Does the committee have a recommendation – not within the scope of the committee
- Is the committee willing to perform the survey (Karen would, cannot commit others)
- Karen Barker will put together a sample survey and bring to board to review the questions
- Alan Coffey – What was the imagined use? Nothing specific.
- There are solutions for moisture and mold, and renovation would improve heating

7:32 – At-Large Report – John Pesek

- Updated Leader Report to reflect that not all items apply to everyone (see attached)
- Could send as an emailed checklist
- Checklist fine tuned

7:43 – Hiring Committee representative would like to withdrawal offering retirement savings.

Pat Field Motioned to withdraw from the UUA retirement plan

7:45 – Mary Cannon

Personnel committee

UUA organization's health plan withdraw motion John Pesek motion,

Pam Baumbach made the motion that the personnel committee will include offering full time employees a benefit of healthcare insurance coverage, paid at 80% of healthcare premiums. Passes unanimously.

– Leidy Diana's resignation

8:08 - DRE report/activities/eating in MacKinnon Hall/use of kitchen - Andrea Harding – See attached

8:18 - Program Coordinator/Calendar Coordinator/Fellowship Committee/Dessert Reception, December 17 – Rachael Coffey

- Racheal needs to give the program director email password to Glen Schmiesing
- Rachael is appointed to the Fellowship Committee
- Glen Schmiesing is temporary calendar coordinator until the office administrator is hired
- Program coordinator position has been eliminated and duties are disbursed to other entities

Discussion on food in the building to be tabled until there is a conversation with the Fellowship Committee chair, meanwhile food is allowed in the building.

8:34 - Leadership Development report – status of unfilled offices – Deb Morris (See attached report)

8:36 - Minister's report/Pastoral Care/new hours/Tech Impact (Robert Odle, Rachael Coffey, Tery Griffin) – Rev. Don Garrett (See attached report)

- Pastoral care email will be in Connections

8:41 - Treasurer's Report – Pat Field

- Still working on getting useful reports from Chris
- Profit & Loss for the month is attached, summation of bank account

8:42 - Finance Committee report – Alan Coffey

- Working with Chris Duvilla
- Capital Campaign, how can we get money \$100K loan, \$200K CC, \$100K savings
- May get review to set beginning for future audits

8:45 - Prep for congregational meeting/quorum not needed/no voting/sense of support – Janet Louise

8:47 - Capital Campaign – Janet Arneson

- Fritz Getze, Janet Louise, Janet Arneson, Tara Wheeler, Stefani Thomas, Pat Field
- Goal at \$250K (leaning toward \$300K)
- Some potential lead donors

- No specific recognition, total thank you.

9:10 - Closing words – Bev LaRock

UUFN – Fellowship Hall Task Force - Update for the Board  
October 13, 2021

Our original idea was to have three different possible scenarios: the first one would be that we did the majority of the work ourselves and keep the expenses way down (follow in the footsteps of our Founders!). The second was that we would hire people to do some of the work and we would do some of the work. The third was that we would hire an outside company to do the full renovation.

The first idea would only work if we had a member or two who understand building and all that would be involved, and could manage the project. In addition, we would need a good-sized team of member volunteers who would be available on a regular basis to do the work. Sadly, given the constraints of Covid and our aging membership, we don't see this as a viable possibility.

The other two options involved finding contractors. We had no idea this would be as difficult as it was. We eventually got three different contractors to come and meet us to look at Fellowship Hall. Two of the contractors never got back to us at all. The third contractor made us an offer that for \$5,000 they would further study Fellowship Hall and give us an accurate estimate. If we then contracted with them for the work, they would put half of that \$5,000 back into what we paid them for the work. When we asked for a range that the final project could cost, they gave us the range of \$150K - \$200K. To knock the property down completely, they estimated \$50K. They indicated that these were their best guesses at that point in time, based on what they knew and had seen.

We then went back to the drawing board to try to find other contractors. Pat Wisniewski had contacted Nowland Associates, Inc. the company that built MacKinnon Hall for us back in the 90s, when we were first looking at the ceiling issues in MacKinnon, and Jeff Nowland, who now runs the company for his father, met Pat at UUFN to examine the MacKinnon ceiling with him. Because Pat had a good relationship with Jeff Nowland, we contacted them about Fellowship Hall.

Pat Wisniewski met Jeff Nowland and his associate, Val Troiani, thoroughly went over the structure and dimensions etc. of Fellowship Hall. Val Troiani came back a second time and Leidy let him in to Fellowship Hall to take further measurements.

We received their estimate recently for \$160,000 to fully restore fellowship hall. This estimate is not firm because we would have to tell them certain things like what kind of trim do we want on the windows etc.

This is much more than we had expected it to be and it is certainly much higher than what it would be if we did the work ourselves.

The board and the congregation will have to decide on our next steps. Do we have the people power to do this ourselves? Can this be part of the capital campaign? What ultimately does UUFN want to do with Fellowship Hall? We see three choices: leave it as is, tear it down, or renovate it for future use for UUFN members and the community.

Should our next step be surveying the congregation about what option members prefer to pursue?

Respectfully submitted,  
Fellowship Hall Task Force  
Karen Barker  
Tara Wheeler  
Pat Wisniewski  
Josh Wheeler

Report to the Board from LDC 11/10/21

Attendees in October: D. Morris, B. LaRock, J. Luke, S. King, T. Griffin. Rev. Don Garrett joined us as well, and we found his presence moved the discussion along in a productive way, was helpful in seeing the bigger picture, and good for morale.

LDC is prepared to conduct the quorum count for the congregational meeting on Nov. 14 if needed. Deb Morris and Jane Luke will be in person, and Susan King and Tery Griffin will be online.

LDC strives to keep the lay leaders chart up to date, but more outreach is needed to verify contacts. We are updating the lay leaders chart and will upload that to the UUFN website shortly, but will send out the long version to the Board as well.

Two asks were made for Board positions, but both declined.

Debra Morris  
11/10//21



Basic question: Personnel Committee seeks to modify the Personnel Policy regarding the UUFN contribution to health insurance for staff working 30 hours or more a week.

## **UUFN Health Insurance Agreement**

UUFN participates in the UUA Health Insurance Plan so we can offer health insurance to eligible staff—anyone who works 750 hours or more a year. While we offer coverage to eligible staff, we have leeway in setting the amount we contribute to the cost of coverage.

Currently our Personnel Policy states that for employees who work 30 hours or more a week, we will pay 80 percent of the premium and 50 percent for family coverage. Otherwise, we contribute no funds.

The Personnel Committee has reviewed this and agreed that we need to modify this policy to reduce or eliminate our obligation at 30 hours.

As a small employer, UUFN is not legally obliged to provide any employee with health insurance. The agreement permits UUFN to set the level of coverage we choose. The agreement is valuable to UUFN so we can offer coverage to hourly staff and to any minister as part of a negotiated benefits package.

Note: The policy states it is applicable only to non-contract staff, excluding called ministers. Currently, the UUFN Personnel Policy applies only to hourly staff.

### **Recommended immediate solution:**

*Modify the policy to state that we contribute to the cost of health insurance only for staff working 40 hours. (We need to complete policy modifications by the date of hire of the new Office Administrator.)*

### **Longer term solution:**

Reduce or eliminate the level of contribution. This will require additional discussion and an amendment to the health insurance agreement and will involve UUA.

Currently, no employee will be impacted by any change to the policy.

## RE Report for Board Meeting – November 10, 2021

- The start to the year has been slow. We lost one family with two children but it was not due to RE. Two families who showed up this summer have not returned.
- Enrollment of children who are currently attending.
  - 2 Nursery
  - 3 Lower elementary
  - 6 Upper elementary
  - 4 youth group
  - 10 young adults.
- We have three paid providers, three volunteers and myself to staff classes. Sharon and I are the only ones scheduled every week. Hoping to get one or two more volunteers.
- Currently using one half of Walden for nursery and the other half for lower elementary so there can be just three adults across the two rooms if Upper Elementary goes to a different room with two adults.
- The schedule of 10:15-11:45 is working well. Parents are dropping children off in Walden and picking them up at the appropriate time. Kids and adults are wearing masks. I will continue to provide this care for the children and parents can make their own decisions what to do with their children after the 11:45 pick up time.
- How or whether the kitchen is used does not affect RE as we will not be in MacKinnon as a group (parent discretion). The Young Adults will be using MacKinnon for a Thanksgiving pot luck but we will not be using the kitchen at all.
- The lower elementary will be assembling 72 go bags for the food insecure the last week of November. At the request of Barb Ward, we are having a children's book drive for the Little Free Libraries. At the request of Guat Lian we are having a hand warmer drive for the Holiday baskets prepared by Hope Dining Room
- The RE program will be providing the service and Holiday Play on December 12<sup>th</sup> this year.
- Curriculum.
  - I have begun discussing "What is Religion for?" and "What are some major religions" with both elementary classes.
  - The upper Elementary will begin reading the first chapter of "#MeToo and You".
  - After the holidays lower elementary will each complete the "Love and Help" book at their own pace as they do not attend every week and are not always in sync.
  - Upper Elementary will study world religions with Curriculum adapted from "Building Bridges" in Tapestry of Faith

	Lead(s)	Additional Members		Lead(s)	Additional Members	
<b>Mission (John Pesek, Member-at-Large)</b>				<b>Support (vacant, Member-at-Large)</b>	vacant	
<b>We are a Community</b>				<b>Our Home/Buildings &amp; Grounds</b>		
Fellowship Team	Rachael Coffey			<b>Property Team</b>	vacant	
Second Sunday Potlucks Team	vacant			Landscape Team	Steve Bush	
Sinclair's Wednesday Coffee Get-together Team	Ann & Sandy Schriever			Memorial Garden Team	Barb Jezl	
4th Friday Games Team	Rachael Coffey & Glen Schmiesing			Campus Safety Team	vacant	
Bistro Team	Barb Hebner & family			Information Technology Team	Robert Odle	
Monthly Lunch Bunch Team	Barb Jezl			Network Administration	Alan Coffey	
Weekly Lunch Bunch Zoom Team	Barb Jezl			Email	Pat Wisniewski	
Book Bums Team	Ann & Sandy Schriever			Willa Road Child Care Center Liaison	Jan Arenson	
Women's Retreat Team	Rachael Coffey	Andrea Harding, Karen Barker		Rentals Team	Office Administrator (currently vacant Nov 2021)	
Ukulele Group Team	Jane Luke	Gail Bush, Karen Barker		Associations (i.e., UUA, CER, Delmarva Cluster) Team	Beth Rausch Kate Copeland?	
				Newcomers & Membership Team	Diana Guinnup Mary McMahon	
<b>Of Spiritual Seekers</b>				Hospitality Team	vacant	
Religious Education Team	L. Anderson	Andrea Harding, Paul & Mary Bauernschmidt, Julia van der Veur, & Ingrid Anderson		Kitchen Team	vacant	
Worship Team	Nancy Plummer & Marie Laberge	Pat Field, Pam Baumbach				
Ushers & Chairs	Sandy Schriever			<b>Management - Board Officers</b>		
Chalice Table Guild	Pat Field			President, Janet Louise		
Sound System	Jeff Ramberg, Glen Schmiesing			Long-Range Planning Team	Marie Laberge	
Assistive Listening	Joan Wheeler			Past-President	Beverly LaRock	
Special Music	Nancy Plummer			Leadership Development Centre	Debra Morris	Beverly LaRock, Jane Luke, Susan King, Tery Griffin
Worship Associates	Richard Field			<b>President-Elect</b>	vacant	
Choir & Pianist	vacant			<b>Parsonage Committee</b>	Mary Cannon	leaving June 20, 2022
Labyrinth Team	vacant			SRS Team for the Minister	Marie Laberge, Mary Ostheimer, Denise Hartfrant	
Zen Meditation Team	Pat & Richard Field			SRS Team for the Coordinator of Religious Education	Lois Hoffman, Alan Coffey	
Chalice Circles Team	John Pesek			Staff Resource & Support Team for Office-Administrator	Rachael Coffey, Mary Ostemer	
Women's Spirituality Team	Marie Laberge			Treasurer	Pat Field	
				<b>Endowment Committee</b>	Lois Hoffman	Kecia McMillan, Barbara Hebner, and Treasurer
<b>Inspired to promote a just &amp; compassionate world</b>				<b>Finance Committee</b>	Alan Coffey	Fritz Gerze, Dave Athey, Bob Benson
Social Justice Team	Paula Oraziotti			Stewardship Team	Stephanie Thomas	Carol Boncelet, Paul & Mary Bauernschmidt, Glen Schmiesing
Hope Dining Room Team	Guat-Lian Kreamer			Auction Team	Michael Hoffman	
Welcoming Congregation Team	Jan Owens			Grocery Cards Team	Debra Morris	
Green Sanctuary Team	vacant			Craft Sale Team	vacant	
Pastoral Care Team	Rev. Don Garrett	Jon Manchester, Nancy Erickson, Anne Feurer, Barb Jezl		Secretary	Pam Baumbach	
Helping Hands Team	Liz Carlisle, contact	Guat-Lian Kreamer		<b>Communications Team</b>	Pat Field & Rachael Coffey	Glen Schmiesing, Kate Copeland, Emily Van Vlack, Tery Griffin, Andrea Harding
Meals Team				Connections Team	Pat Field	
Memorials Team	Liz Carlisle			Update Team	Glen Schmiesing	
Rides Team	vacant			Social media Team	Emily Van Vlack, Kate Copeland	Andrea Harding, Jan Owens, Liza Grant (instagram), Tery Griffin (mostly for web)
				Website	Tery Griffin	John Pesek Joan Wheeler Kate Copeland (2 openings)

Program Coordinator **vacant** (Glen Schmiesing - calendar as of Nov 2021)

"Committees do the work of the Board; Teams do the work of the congregation."

Yellow highlighting denotes a committee or team that the Board expects to hear from monthly.

## **Minister's Report to the UUFN Board, November 10, 2021**

### Worship Services

10/24 – “What Is Church For”

### Meetings

SRST

Pastoral Care – discussing transition to new model, will skip meeting this month

Membership

Leadership Development

Worship – still continues weekly, with Saturday rehearsals at 2:30 pm

Many miscellaneous on-line calls & meetings as needed.

Several meetings with President Louise and others.

Several in-person counseling visits and pastoral care phone calls.

Continued DonSense column for “Connections”

Ordered backup fabric for window behind pulpit for streaming services.

Many conversations with Spinnaker re: AV installation & training.

Training continues. I am receiving detailed training which is then passed on to volunteers at Wednesday afternoon sessions & Saturday rehearsals & Sunday services.

Because of training, Friday hours have shifted to Saturday/Sunday, with appointments available both afternoons.

Scheduled meeting with TechImpact and interested parties to discern storage capabilities and other issues.

Producing the weekly Order of Service in Leidy's absence.