

UUFN Board Minutes (Approved at 3/9/22 meeting) - taken by Rachael Coffey

Attendees: Janet Louise (President), Bev LaRock (Past-President), Rachael Coffey (President-elect), Pat Field (Treasurer), Rev. Don Garrett (Minister), John Pesek (Member-at-Large), Amani Chamberlin (Member-at-Large), Alan Coffey

Bring your own meal – pre-Board social time

Open Mic (none present)

Opening words – Janet Louise

Timekeeper – Bev LaRock

Approve January minutes (see attached)

Minutes approved as corrected (Janet will send corrections to Pam)

Treasurer & Finance Committee report – Pat Field & Alan Coffey

- Annual Report to UUA - Linda completed this report in February
- Some money is still to be moved to the TD Checking Account.
Capital Campaign so far delivered \$117,000, promised is 200,000+ (Capital Campaign meets on Friday)
- Goal - 100,000 loan (flexible amount), 100,000 cash reserves, 300,000 promised Target \$450,000
- Bookkeeper contract evaluation - Alan Coffey & Pam Baumbach asked the bookkeeper for a “typical” non-profit set of “books”. Bookkeeper is going to give reports to Alan & Pam by 2/15. What does the Bookkeeper contract say we can expect? Pat & Alan are going to explore the contract and service level agreements (ex. What is the expected response time to emails? What is the contract? Etc.)
- Change Bylaws to remove the requirement of an audit? Pursue change to a “review of the books”? Is this necessary?

Budget discussion

- Alan Coffey showed the rough draft budget
- Rachael suggested that we budget money for the Youth Trip since we consistently get Endowment funds this is a regular expense. Can we budget this?
- Rough budget estimates - if not given numbers by committees/teams Finance Committee added a 5% increase over last year’s budget.
- The Board needs to have a special Budget meeting. Janet Louise will call this meeting.
- Pat mentioned that we could invite the Bookkeeper to a BOD meeting (he is evidently willing to do this). We proposed that after Alan & Pam see his reports/recommendations that we ask him to come to a BOD meeting to educate the board.

- Alan will “clean up” the numbers again and resend it to BOD.

RE - Andrea asked permission to buy a BLM flag and to install a Little Library. BOD said Andrea is responsible for her budget and does not need permission to spend them. Discussion about whether we need to employ the Take a Stand Policy to fly the flag. We reviewed the Taking a Stand Policy (found in the Policy Book in the BoardRoom). Amani will discuss with Andrea taking the first step in the Taking a Stand Process.

Job Descriptions – Janet Louise

Jeff found 2016 job descriptions. Janet will distribute the descriptions to BOD members. Members review and update as needed.

At-Large Reports – John Pesek (Social Justice, Welcoming Congregation Team, Green Sanctuary, Worship, Helping Hands)

- Chalice Circle - Rachael will send Chalice Circle materials to members and friends and ask if they want to continue to receive the materials. We will evaluate whether to continue with Soul Matters at the end of the fiscal year. Andrea should be asked if she uses this material, Don said he/worship doesn't use it much.
- Amani Chamberlin (mentioned as a new MAL he is just getting up and running and has nothing to report this month.)
- Linda will be sending a monthly reminder to all committees/teams to ask for an update for the BOD meeting or if they need to have the BOD address something.

Worship Needs Help Discussion – Janet Louise & Rachael Coffey

- We discussed the meeting Janet, Rachael, and Bev had with Nancy Plummer and Marie Laberge. Nancy Plummer will be stepping off the Worship Committee at the end of June and expressed that the Worship Committee is exhausted and needs help. We proposed sending a survey asking the congregation to step up and help the Worship Committee. The Board gave full support of sending email and survey seeking. Rachael will send a letter (composed by Janet, Rachael, and Bev) with the survey.

Minister's Report – Rev. Don

Discussion on when we can come back in person - Don said the decision to have in person services is dependent upon the UUA/CDC. The Board asked Don to make clear the specifics of the COVID rates that will allow return to in-person services. We would like to have information to share with the congregation.

Closing words – Janet Louise

Meeting adjourned at 9:24

Next meeting March 9, 2022

Opening and closing words -