

UUFN Board Minutes

January 12, 2021

MacKinnon Hall, In person & Zoom, 7pm

Attendees: Janet Louise (President), Bev LaRock (Past-President), Pat Field (Treasurer), Rev. Don Garrett (Minister), Racheal Coffey (Interim President-Elect), Armani (Thurman) Chamberlin (Interim Member-at-Large), Pam Baumbach (Secretary), John Pesek (Member-at-Large), Alan Coffey

6:00 – Bring your own meal – Board members & Minister sharing time together

6:45 – Open Mic for Congregants (no takers)

7:00 – Opening words – John Pesek

7:01 – Appoint John Pesek Timekeeper

7:02 – Welcome New Board Members: Rachael Coffey, President-Elect

Amani (Thurman) Chamberlin, Member-At-Large

- Janet Louise moves that we appoint Racheal Coffey as Acting President-Elect and Armani Chamberlin as Acting Member-At-Large. Seconded by Pat Field. Passes Unanimously.
- New Board members can vote as Board member immediately

7:10 – Approve December 8, 2021 Board minutes

- John Pesek – Friendly amendment to change “muddy” to “distract from” then moves to approve as amended. Bev LaRock seconded and motion passes unanimously.

7:12 – Treasurer’s/Finance Report – Pat Field & Alan Coffey

See Attached Report

- Review of Building Committee-Bldg Repairs
- Pat Field or Rachael Coffey will approve Building Committee expenses
- GSM inspected roof and no leak, but leaves accumulate and needs regular maintenance 2-4 times per year. Mike Hoffman volunteers to clear leaves regularly.
- Maintenance visits would have proactive checking of roof and save volunteer efforts for tasks not covered by outside vendors. Rachael Coffey will investigate cost and pursue.
- Mike Hoffman painting on a volunteer basis. Should accounting for in kind value to have accurate cost of maintenance.
- Budget does not include increase in minister amount. The increase was discussed with congregation just not integrated into Budget numbers.
- Does this count as a 5% overage of the budget that needs to be approved by the congregation or just a clerical update.
- Discussion of the “Investment Income”, Pat Field will research to verify the number.

7:40 – Capital Campaign Report – Janet Arenson

- Currently at \$217,000
- Board is pleased

7:42 – DRE Report – Andrea Harding

See Attached Report

- RE is not large gathers, can RE meet in Mackinnon on Sundays.
- Board shows support for DRE to have Sunday RE in person.
- Board should support Young Adults financially for GA

7:45 – At Large Report – permission forms for photographs – John Pesek

- Permission form for being seen online
- Pat Field – recommends we maintain everything in Breeze so them

Pat makes motion that we maintain media permission forms in Breeze. Rachael Coffey seconded and it passes unanimously.

Armani Chamberlin – wants to review the Leadership development chart. Deb Morris and Armani Chamberlin will meet offline to review chart.

8:05 Lay Leaders Report – Deb Morris

- Lay Leaders meeting had high attendance and productive.
- Committees need to start thinking about their 22-23 budget needs.

Budget Discussion:

- Budget process starting, committees can ask for money to work on mission
- Will need Budget numbers for committees with no representatives, Finance may suggest last year budget.
- Finance needs updated copy of Committee chart.
- February preliminary budget. March board will work on budget.
- Budget timeline template handed out.
- Board needs pledge campaign to complete the budget

8:15 – New Office Administrator – Linda Jablonski (onboarding 1/17/2022) - Rachael Coffey

- Establishing duty list, priorities, training
- Volunteers will continue to come for a while
- Schedule M-W-F 5 hours per day
- Mary Cannon excellent help in process

8:20 – Job Descriptions for Board members

- Received email from Jeffrey Ramberg to update our individual job description

8:18 – Fellowship Team update on activities- Rachael Coffey

- Had a second Sunday potluck (8-tables) – will try again when we reopen
- Even as President-Elect, she will continue as Fellowship Team leader
- Dessert reception – approximately 12 attendees, relaxed & enjoyed
- Auction this year???? Athey & Hoffmans thinking about it

8:28 – Splinters from the Board – Rachael Coffey

- Communications discussed reviving it in Connections.
- Can Board Agenda be published ahead of time

- Do we want to encourage people to observe and give feedback.

8:37 – Worship – Pam Baumbach

- Worship will remain on Zoom only through February, and continue to monitor Numbers
- Cannot change format to hybrid on a dime, need time to create service in different formats
- Need to coordinate with outside speakers.

8:38 – Minister's Report – Rev. Don Garrett

See attached report

8:42 – Random Comments – Janet Louise

- Congregational Meeting input for agenda – January
 - Board elections
 - Budget process
 - Reference standard list of winter items
 - Janet Louise and Rachael Coffey will work on sending out Thursday 1/13/2022
- electronic version of the board binder
 - Is there one
 - Jeff Ramberg may know
 - Online storage not settled – Racheal to follow up (Office Admin will be involved)
- Handyman has moved to Florida – need new one

8:49 – Opening & Closing words

- February – Janet Louise
- March – Pam Baumbach
- April – Rachael Coffey
- May - Amani Chamberlin
- June - Bev LaRock

8:51 – Closing Words – John Pesek