



Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda February 28, 2022 – 6:30 pm to 8:30 pm

1. [6:30 pm] Gathering and Meeting Preparation 10 min
 - a. Welcome, Call to Order, Quorum
 - b. Chalice Lighting and Reading
 - c. Board Covenant: *Inspired by our Unitarian Universalist principles, together we guide our congregation and its mission and vision with transparency, gratitude, and respect.*
 - d. Personal check-in
 - e. Confirm roles (timekeeper, gratitude notes) and any updates
 - f. Assign roles and confirm meeting agenda
2. [6:40 pm] Congregational Input 5 min
3. [6:45 pm] Consent Agenda 10 min
 - a. President's Report (Att. 1)
 - b. Minister & Staff Report (Att. 2)
 - c. Treasurer's Report (Att. 3)
 - d. Minutes of January 31, 2022 Board Meeting (Att. 4)
 - e. Fellowship Council Report (Att. 5)

Motion: *To approve the consent agenda*
4. [6:55 pm] Discussion/ Action items, Visioning 30 min
 - a. Discuss: *Unlocking the Power of Covenant*, Chapter 5

[7:25 pm] *Management and Facilities* 30 min

 - b. Update on Rental Agreement and Guidance

[7:55 pm] *Visioning* 5 min

 - c. Installation of Minister Ceremony update

[8:00 pm] *Leadership and Governance* 20 min

 - d. Policy on Hiring Childcare Providers (Att. 6)
 - Add exception with Board approval
 - Change age limit from 18 to 16
 - Take off age restriction all together

Motion: *Approve change to hiring Childcare Providers*
 - e. Developing leaders for UUFG –
 - Add a Trustee to Board from Social Justice so it has integration with Board
 - f. Reopening church – *Graph for COVID Guidance* (Att. 7)

Motion: *Approve COVID Guidance for operation*

continue

5. [8:15 pm] Wrap up 15 min
 - a. Emerging Concerns
 - b. Calendaring and Action Items
 - c. Gratitudes
 - d. Board Process - external observer
 - e. Personal Check-out
 - f. Next meeting March 28, 2022
6. [8:30 pm] Adjournment

PRESIDENT'S REPORT
February 28, 2022
UUFG Board

There have been a lot of activities going on this month. Several groups and individuals are asking about renting space. Alachua County Crisis Center facilitates law enforcement training in managing crisis situations and are asking if the training could be held at UUFG. In addition, the Aegis Institute would like to start a grade 9 class. We are currently negotiating with both groups. Many of the groups and individuals that rented from us in the past are ready to come back. The Rental Agreement has been updated and is almost ready for use. We are still following the COVID graph for reopening produced by Alachua county.

We are working on the Ministerial Installation for Rev Christe. It will be held on April 24. It will be held outside and include a reception afterwards. It is a celebration of the agreement between the Minister and the Congregation.

I am so glad we are meeting outside so we can be together.

In faith,

In faith,
Martha Soles
President
UUFG Board



Unitarian Universalist Fellowship of Gainesville

To: Board
From: Staff
Date: 2/24/2022
RE: Monthly Report for February 2022

Membership

Unchanged from last month, our database shows 156 members and 24 supporting friends.

Last year's membership in February was 158.

January Attendance

Sundays, January 2022 – Because of the Covid Omicron spike, we shifted to mainly online services on Sundays in January. On January 9, we held our service outdoors. One change with online services in January is incorporating choral music. Wearing masks, our choir contributed to services on January 9, 23 & 30. Attendance and clicks averaged around 136 per service. Our YouTube channel now has 169 subscribers.

Date	YouTube	In-Person Attendance	Total
1/2/2022	108	5	113
1/9/2022	92	50	142
1/16/2022	124	5	129
1/23/2022	127	19	146
1/30/2022	131	19	150

Sundays, January 2020 – Here were the reported “click numbers” for Facebook & YouTube. Average clicks per service is 234. We had 91 YouTube subscribers.

Date	Facebook	YouTube	Total
01/03/2021	260	43	303
01/10/2021	176	59	235
01/17/2021	158	58	216
01/24/2021	170	42	212
01/31/2021	168	37	205

Attendance

01/02/2022	Sunday Service - online		108
01/02/2022	Sunday Service - worship team		5
01/02/2022	Coffee Hour		
01/04/2022	UU Elders	H Arata	3
01/04/2022	Worship Team	L Stewart	5
01/04/2022	Morning Meditation	P Turner	8
01/06/2022	CUUPS	A MoonOak	6
01/06/2021	Vigil for Democracy	A Primack	75
01/06/2022	Choir Rehearsal	D Nirenberg	10
01/08/2022	Buildings & Grounds Work Morning	M Roberts	
01/08/2022	Friends of the Courtyard	P Caren	7
01/09/2022	Sunday Service - online		92
01/09/2022	Sunday Service – in person		50
01/09/2022	Coffee Hour		
01/11/2022	Morning Meditation	P Turner	8
01/11/2022	Fellowship Council	D DePuydt	8
01/12/2022	Picketing for Democracy	A Primack	15
01/13/2022	RELATE	L Stewart	3
01/13/2022	UUFG Men's Lunch Group	T Bullock	5
01/13/2022	Choir Rehearsal	D Nirenberg	12
01/15/2022	UU Book Club	M Soles	
01/15/2022	Popcorn & a Movie	M Bahr	8
01/16/2022	Sunday Service - online		124
01/16/2022	Sunday Service - worship team		5
01/16/2022	Congregational Meeting		36
01/16/2022	Literati Book Club	L Stewart	9
01/18/2022	Meditation	P Turner	8
01/19/2022	Weekly Menu Planning	M Anthony	
01/20/2022	CUUPS	A MoonOak	6
01/20/2022	Choir Rehearsal	D Nirenberg	12
01/23/2022	Sunday Service - online		127
01/23/2022	Sunday Service - worship team & choir		19
01/23/2022	Coffee Hour		
01/23/2022	Social Justice Circle	M Bahr	8
01/24/2022	Morning Meditation	P Turner	8
01/24/2022	Widening the Circle of Concern	C Lunsford	2
01/27/2022	Weekly Menu Planning	M Anthony	
01/27/2022	Choir Rehearsal	D Nirenberg	13
01/30/2022	Sunday Service - online		131
01/30/2022	Sunday Service - worship team & choir		19
01/30/2022	Coffee Hour		
01/31/2022	Governing Board		7

Miscellaneous Office

Rentals

We generally cancelled rentals in January, with the exception of the Gainesville City Election and our violin teacher, who used one classroom with door and windows open during agreeable weather. We also honored a contract with Life Line Screening for their use of our Phillips Social Hall on February 2.

In February, we began the larger process of opening our campus to more renters. These will include the Gainesville Bridge Club, Paynes Prairie Chapter of the Florida Native Plant Society, Gainesville Handweavers, Planned Parenthood and several other possible organizations. These organizations have not yet officially scheduled upcoming events, but Cam is in dialogue with them.

Cam met with Jordan Key and Jason Johnson of The Aegis Institute to discuss their potentially using our facilities beginning next fall to open a private school, beginning with one class of 9th graders. Based on that conversation, Rev. Christe will meet with them on Wednesday, March 2.

Other possible renters include Hannah Dykehouse of the Alachua County Crisis Center about our providing space for police training for a week in April. She is looking for free space at other locations, but we may be a backup location. We've also been approached by Do Art, located in Thornbrook Shopping Center. They are also looking for a backup location for a spring break camp and summer camp if they are denied permission to hold their camps at Thornbrook. They are also potentially interested in an afterschool daycare space next fall.

Mailings & Communications

With assistance Vic & Martha Harrell, we sent out the January Touchstones journals. Cam sent out anniversary letters to all members who have joined the Fellowship in February. He continues creating the PDF agendas and attachments for the board that we email to the congregation. He created weekly Gazettes and Chalice Connections as well as other MailChimp campaigns to advertise Fellowship-related events.

The new website went online. Cam has begun posting service and event announcements and other updates on the website. We still need to figure out how to create a "members section" and decide how we are going to manage our listservs and email addresses, which remain on our original server.

Finance

Cam reconciled bank accounts, paid bills, etc.

Safety Committee

Our Safety Committee met in January via Zoom with Rev. Christe and again following a useful February 16 meeting with City of Gainesville Police Department's Public Crime Prevention Coordinator to discuss how best to prepare for and manage civil disturbances.

Certification

We completed the membership and financial certification process with the UUA.

Facilities

Bowen Landscape performed some pruning of our courtyard to help prepare the plants for our March dedication.

Marilyn Roberts has been in contact with JAM Construction. We do not have a firm date from JAM, but we are on their list and we hope to have the sidewalk and fire circle work done by mid-March.

Office Help

Liz Stewart has continued volunteering time in the office to assist with a variety of tasks. She helped prepare our Common Room, which is now ready for small group use as Covid protocols allow. She has also assisted Rev. Christie in documenting music use in our service recordings.

Possible tasks suitable for volunteer assistance include:

Touchstone Journal – printing, envelope stuffing, mailing

Anniversary and other letters – printing, mailing, etc.

Facebook – updating events Assess value of promoting online services or other events.

Rental assistance – meeting with vendors on weekends, checking on the Fellowship.

Updating our website with the latest events.

Zoom hosting

Director of LifeSpan Faith Development

As Heather prepares for her departure from UUFG, she has begun the process of cleaning classrooms and her office. With the help of volunteers, she plans to give the spaces some well-deserved attention since they've been sitting empty for nearly two years. She also plan to put together a series of packets and folders to enable a smooth transition for my replacement. I want to be sure that any new information or policy regarding safety is passed along in an organized and cohesive way.

Please be aware that at this time, due to Covid and a substantially decreased attendance of families, there is no functioning CYREC Steering Committee. This committee was vital to Heather's own onboarding and she recommends giving priority to reforming this body as UUFG prepares to welcome a new religious educator.

There is no plan for a return to structured RE classes at this time. Until we have a better idea of the needs of the remaining UUFG families, we cannot realistically plan for our curriculum needs. We would also need to recruit several volunteer teachers in order to facilitate any classes. For the time being, Heather and Katie Hagan are offering casual childcare on the playground for UUFG families during Sunday Service. We will need to hire additional childcare staff if attendance picks up.

Unitarian Universalist Fellowship - Gainesville FL							Over/Under YTD	Annual Budget	Annual Budget Remaining
Treasurer's Report as of January 2022 for General Fund									
Thursday, February 10, 2022									
Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD				
		January							
Income									
Income to General Fund									
Sustaining Gifts-Members & Friends									
4.100.030	Current Years Pledges	11,890.76	23,000.00	117,807.61	161,000.00	(43,192.39)	276,000.00	158,192.39	
4.100.050	Sunday Collect/Unidentified G	751.60	1,250.00	5,723.53	6,250.00	(526.47)	12,500.00	6,776.47	
	Total Sustaining Gifts-Members & Friends	\$12,642.36	\$24,250.00	\$123,531.14	\$167,250.00	(\$43,718.86)	\$288,500.00	\$164,968.86	
Miscellaneous Income									
4.100.210	Rental Income	546.89	1,667.00	1,226.89	3,334.00	(2,107.11)	11,667.00	10,440.11	
4.100.300	Special Activities-Auction	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00	
4.100.330	Interest	2.58	6.00	30.59	42.00	(11.41)	72.00	41.41	
4.100.430	Book Cart Income	0.00	0.00	0.00	333.00	(333.00)	1,000.00	1,000.00	
	Total Miscellaneous Income	\$549.47	\$1,673.00	\$1,257.48	\$3,709.00	(\$2,451.52)	\$27,739.00	\$26,481.52	
	Total Income to General Fund	\$13,191.83	\$25,923.00	\$124,788.62	\$170,959.00	(\$46,170.38)	\$316,239.00	\$191,450.38	
	Total Income	\$13,191.83	\$25,923.00	\$124,788.62	\$170,959.00	(\$46,170.38)	\$316,239.00	\$191,450.38	
Expense									
Expenses from General Fund									
Programs									
5.100.110	Membership	0.00	67.00	22.38	469.00	(446.62)	800.00	777.62	
5.100.120	UU Leadership	0.00	50.00	440.61*	350.00	90.61	600.00	159.39	
5.100.130	Social Justice	158.06	108.00	812.35*	756.00	56.35	1,300.00	487.65	
5.100.140	RELATE	0.00	25.00	0.00	175.00	(175.00)	300.00	300.00	
5.100.150	CUUPS	0.00	0.00	0.00	250.00	(250.00)	250.00	250.00	
5.100.240	RE Program Activities	0.00	250.00	1,071.85	1,750.00	(678.15)	3,000.00	1,928.15	
5.100.270	Background Checks	156.45		156.45					
5.100.280	Hospitality Budgeted	0.00	50.00	7.00	250.00	(243.00)	500.00	493.00	
5.100.310	Worship - Sunday Services	439.93	333.00	1,246.42	2,581.00	(1,334.58)	4,500.00	3,253.58	
5.100.320	Music Program	0.00	167.00	1,855.24*	1,169.00	686.24	2,000.00	144.76	
5.100.410	Canvass Expenses	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
5.100.420	Fundraising Expenses	0.00	0.00	0.00	1,300.00	(1,300.00)	1,300.00	1,300.00	
5.100.430	Book Cart Expense	0.00	0.00	0.00	500.00	(500.00)	1,000.00	1,000.00	
	Total Programs	\$754.44	\$1,050.00	\$5,612.30	\$9,550.00	(\$4,094.15)	\$16,550.00	\$11,094.15	
Administration & Operational Support									
5.100.010	Board Discretionary Funds	0.00	25.00	0.00	175.00	(175.00)	300.00	300.00	
5.100.020	Pastoral Care Expense	0.00	17.00	0.00	119.00	(119.00)	200.00	200.00	
5.100.030	Contributions to Reserves	416.67	417.00	2,916.69	2,919.00	(2.31)	5,000.00	2,083.31	
5.100.520	Denominational Dues	0.00	1,372.00	8,231.46	9,604.00	(1,372.54)	16,463.00	8,231.54	
5.100.525	Insurance	1,147.55	1,167.00	8,892.33*	8,169.00	723.33	14,000.00	5,107.67	
5.100.530	Office Expense	780.88	583.00	3,721.74	4,081.00	(359.26)	7,000.00	3,278.26	
5.100.540	Bookkeeper	125.00	208.00	1,000.00	1,456.00	(456.00)	2,500.00	1,500.00	
5.100.545	Telephone & Internet	479.50	661.00	3,761.53	4,627.00	(865.47)	7,935.00	4,173.47	
5.100.550	Utilities - Electricity & Water	1,187.03	1,333.00	8,331.77	9,331.00	(999.23)	16,000.00	7,668.23	
5.100.560	Waste Disposal	163.46	189.00	1,115.63	1,275.00	(159.37)	2,220.00	1,104.37	
5.100.570	Custodial Service	770.00	770.00	5,390.00	5,390.00	0.00	9,240.00	3,850.00	
5.100.572	Custodial Supplies	0.00	63.00	115.06	441.00	(325.94)	750.00	634.94	
5.100.575	Facilities Maintenance	1,526.23	833.00	8,115.62*	5,831.00	2,284.62	10,000.00	1,884.38	
5.100.580	Backflow and Fire Suppression	60.00	30.00	2,453.62*	960.00	1,493.62	3,409.00	955.38	
5.100.583	Security & Safety	0.00	125.00	384.60	875.00	(490.40)	1,504.00	1,119.40	
5.100.585	Pest Control	0.00	75.00	400.00	925.00	(525.00)	1,300.00	900.00	
5.100.595	VANCO and Bank Fees	117.82	140.00	900.30	980.00	(79.70)	1,680.00	779.70	
	Total Administration & Operational Support	\$6,774.14	\$8,008.00	\$55,730.35	\$57,158.00	(\$1,427.65)	\$99,501.00	\$43,770.65	
Compensation & Related Expenses									
5.100.610	Ministers Salary	1,539.33	1,539.00	10,775.31*	10,773.00	2.31	18,472.00	7,696.69	
5.100.620	Ministers Housing Allowance	4,000.00	4,000.00	28,000.00	28,000.00	0.00	48,000.00	20,000.00	

Unitarian Universalist Fellowship - Gainesville FL						Over/Under YTD	Annual Budget	Annual Budget Remaining
Treasurer's Report as of January 2022 for General Fund								
Thursday, February 10, 2022								
Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD			
		January						
5.100.630	Ministers, In Lieu of Self Employment Tax	423.76	424.00	2,966.32	2,968.00	(1.68)	5,088.00	2,121.68
5.100.640	Ministers Pension Fund	553.93	554.00	3,877.51	3,878.00	(0.49)	6,648.00	2,770.49
5.100.650	Ministers Health Insurance	371.98	811.00	1,984.21	5,677.00	(3,692.79)	9,730.00	7,745.79
5.100.670	Ministers Professional Expenses	1,152.63	554.00	4,888.92*	3,878.00	1,010.92	6,648.00	1,759.08
5.100.680	Contributions to Ministers Sabbatical Fund	575.00	575.00	4,025.00	4,025.00	0.00	6,900.00	2,875.00
5.100.710	Congregational Administrator Salary	2,804.48	3,038.00	21,779.24*	21,266.00	513.24	36,458.00	14,678.76
5.100.712	Congregational Administrator-Professional Expenses	0.00	304.00	100.00	2,128.00	(2,028.00)	3,648.00	3,548.00
5.100.720	Choir Director Salary	660.00	1,200.00	660.00	6,000.00	(5,340.00)	12,000.00	11,340.00
5.100.722	Music Director's Professional Expenses	0.00	120.00	0.00	600.00	(600.00)	1,200.00	1,200.00
5.100.725	Pianist/Accompanist - Payroll	594.16	920.00	5,821.86	6,440.00	(618.14)	11,034.00	5,212.14
5.100.728	Audiovisual Technician	502.50	455.00	3,378.75*	3,185.00	193.75	5,460.00	2,081.25
5.100.731	Director of RE Salary	1,516.80	1,642.00	11,828.60*	11,494.00	334.60	19,706.00	7,877.40
5.100.732	Director of Religious Education-Professional Exp.	0.00	164.00	0.00	1,148.00	(1,148.00)	1,968.00	1,968.00
5.100.740	Child Care	0.00	368.00	304.99	1,840.00	(1,535.01)	3,680.00	3,375.01
5.100.820	Staff Pensions	468.13	455.00	3,276.91*	3,185.00	91.91	5,462.00	2,185.09
5.100.910	Payroll Tax Expenses	464.97	500.00	3,346.38	3,460.00	(113.62)	5,960.00	2,613.62
	Total Compensation & Related Expenses	\$15,627.67	\$17,623.00	\$107,014.00	\$119,945.00	(\$12,931.00)	\$208,062.00	\$101,048.00
	Total Expenses from General Fund	\$23,156.25	\$26,681.00	\$168,356.65	\$186,653.00	(\$18,452.80)	\$324,113.00	\$155,912.80
	Total Expense	\$23,156.25	\$26,681.00	\$168,356.65	\$186,653.00	(\$18,452.80)	\$324,113.00	\$155,912.80
Difference								
* = Income/Expense exceeds amount budgeted to date								

* = Income/Expense exceeds amount budgeted to date

						Unitarian Universalist Fellowship - Gainesville FL			
						Budget Variance Report			
						January 2022			
Account #	Account Name								
Income									
Income to General Fund									
Sustaining Gifts-Members & Friends									
4.100.030	Current Years Pledges				YTD Pledges are significantly less than budgeted.				
4.100.050	Sunday Collect/Unidentified G				Under budget due to few in person services.				
	Total Sustaining Gifts-Members & Friends								
Miscellaneous Income									
4.100.210	Rental Income				Under budget due to Covid restrictions.				
4.100.300	Special Activities-Auction								
4.100.330	Interest								
4.100.430	Book Cart Income				Under budget due to Covid restrictions.				
	Total Miscellaneous Income								
	Total Income to General Fund								
	Total Income								
Expense									
Expenses from General Fund									
Programs									
5.100.110	Membership								
5.100.120	UU Leadership				Over budget, primarily due to purchas of the Power of Covenant books.				
5.100.130	Social Justice								
5.100.240	RE Program Activities								
5.100.270	Background Checks								
5.100.280	Hospitality Budgeted								
5.100.310	Sunday Services								
5.100.320	Music Program				In September, a prospective Music Director held a weekend program with the Choir and Pianist. Expenses incurred in Nov- interviewing choir director				
5.100.410	Canvass Expenses								
5.100.420	Fundraising Expenses								
	Total Programs								
Administration & Operational Support									
5.100.010	Board Discretionary Funds								
5.100.020	Pastoral Care Expense								
5.100.030	Contributions to Reserves								
5.100.520	Denominational Dues								
5.100.525	Insurance				Cost is higher than projected.				
5.100.530	Office Expense								
5.100.540	Bookkeeper								
5.100.542	Audiovisual Contractor								
5.100.545	Telephone & Internet								
5.100.550	Utilities - Electricity								
5.100.560	Waste Disposal								
5.100.570	Custodial Service								
5.100.572	Custodial Supplies								
5.100.575	Facilities Maintenance				Over budget as shed was re-wired & carpet in the fellowship hall was cleaned and LED lights and sensor installed. Also, broken amp was replaced in Sept. in addition to regular mainenance. Nov - thermostat replaced in sanctuary and shelving installed in common room. Shelves installed in Common Room, outlets installed in Sound Room & light sensors installed in breezeway. Jan - an air scrubber was installed in choir room and light bulbs were purchased.				

[illegible]

Unitarian Universalist Fellowship - Gainesville FL						
Consolidated Fund Activity Report for January 2022						
Tuesday, February 15, 2022						
Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	47,337.39	13,191.83	23,156.25	0.00	37,372.97
3.100.301	Ministers Discretionary Pass Through Fund	4,243.05	715.00	3,725.60	0.00	1,232.45
	Balance					
3.100.321	Minister's Sabbatical Fund Balance	17,282.58	0.00	0.00	575.00	17,857.58
3.202.100	Music Support Fund	1,777.28	0.00	0.00	0.00	1,777.28
3.203.110	Memory Garden Fund	1,947.11	0.00	0.00	0.00	1,947.11
3.203.120	Courtyard Fund Balance	7,854.52	0.00	2,730.00	0.00	5,124.52
3.204.110	Book Cart Fund	10.00	0.00	0.00	0.00	10.00
3.206.100	Foundation Grants					
3.206.130	Front Sign Repair Fund (Grant) Balance	533.06	0.00	0.00	0.00	533.06
3.206.131	Office Furniture Replacement Fund (Grant) Balance	28.01	0.00	0.00	0.00	28.01
3.206.133	Fire Circle Renovation Fund Balance	755.00	0.00	0.00	0.00	755.00
3.206.140	UU Leadership Fund - Balance	409.47	0.00	0.00	0.00	409.47
3.206.141	OWL Fund (Grant) Balance	2,000.00	0.00	271.08	0.00	1,728.92
3.206.186	Security (grant) Balance	2,262.17	0.00	0.00	0.00	2,262.17
3.206.211	Labyrinth Repair (grant) Balance	2,500.00	0.00	0.00	0.00	2,500.00
3.210.100	CYREC					
3.210.110	RE Fund Balance	2,381.13	150.00	0.00	0.00	2,531.13
3.210.120	Youth Support Fund Balance	1,763.09	0.00	0.00	0.00	1,763.09
3.216.100	Social Justice Fund					
3.216.110	Social Justice Unallocated Funds	2,200.93	25.00	0.00	0.00	2,225.93
3.216.150	Pineridge Fund	1,101.98	0.00	0.00	0.00	1,101.98
3.216.160	Share The Plate Balance	957.45	339.00	847.45	0.00	449.00
3.400.100	Future Funding & Capital Reserve Accounts					
	Balance					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	58,038.55	0.00	0.00	416.67	58,455.22
3.500.100	Land & Building Fund	1,105,900.00	0.00	0.00	0.00	1,105,900.00
3.500.150	Furnishings & Equipment Fund	62,670.00	0.00	0.00	0.00	62,670.00
3.500.200	UUFG Foundation Balance	507,593.75	0.00	(13,120.96)	0.00	520,714.71
3.500.250	Ministers Discretionary Fund Bank Account	7,137.43	(250.00)	0.00	0.00	6,887.43
	Balance					
	Total	\$1,838,683.95	\$14,170.83	\$17,609.42	\$991.67	\$1,836,237.03

Unitarian Universalist Fellowship - Gainesville FL
Consolidated Fund Narrative Report
January, 2022

Account #			Account Name	Name	Source	Purpose/Variance
3.100.100			General Fund Balance			Beginning Bal is last month's ending balance. Receipts are the total income for the month. Disbursements are the total expenses for the month. End Balance equals the beginning balance, plus income minus expenses.
3.100.301			Ministers Discretionary Fund Balance	Rev Christe	Donations	This is a pass-thru account. We transfer this money to a separate checking account.
3.100.321			Ministers Sabbatical Fund Balance	Board	General Fund	Reserved for a substitute Minister when our Minister goes on Sabbatical (Yrs 4-7)
3.201.110			Hospitality Fund Balance	Heather McAuslane/Martha Soles		No expenses due to Covid
3.202.100			Music Support Fund	Beverly Sanders/Rev Christe		No expenses due to Covid
3.203.110			Memory Garden Fund	Pete Turner & Tamara Evonne	Donations	For the maintenance of the memory garden.
3.203.120			Courtyard Fund Balance	Pat Caren	Donations	Funds have been raised to purchase benches, in addition to improvements and maintenance to the courtyard.
3.204.110			Book Cart Fund	Paul Hargrave	Sales	This income of \$10 will be reallocated from this fund into the General Fund.
3.206.100			Foundation Grants			
	3.206.130		Front Sign Repair Fund	Marilyn Roberts	Foundation	Refurbish Front Street Sign.
	3.206.131		Office Furniture Replacement	Cam Pierce	Foundation	Replacermnt of Admin office furniture - in progress
	3.206.132		Fellowship Hall Door Fund	Marilyn Roberts	Foundation	Add door to audio/visual room - work in progress
	3.206.133		Fire Circle Renovation Fund	Marilyn Roberts	Foundation	Fire Circle improvements - work in progress
	3.203.134		Video/Projection Package Fund	Rev. Christe	Foundation	This fund has been depleted.
	3.206.140		UU Leadership Fund - Balance	LDC	Foundation	Classes and training.
	3.206.141		OWL Fund (Grant) Balance	Heather Arata	Foundation	OWL training and programs.
	3.206.186		Security Grant Balance	Jeff Dunn & Marilyn Roberts	Foundation	For improvements to the campus as requested by the Safety & Security Committee.
	3.206.211		Labyrinth Repair (grant) Balance	Debra Neill-Mareci	Foundation	For Labyrinth repairs and maintenance
3.210.100			CYREC			
	3.210.110		RE Fund Balance	Heather Arata		To benefit children & youth.

Unitarian Universalist Fellowship - Gainesville FL
Consolidated Fund Narative Report
January, 2022

Account #	Account Name	Name	Source	Purpose/Variance
	3.210.120	Youth Support Fund Balance	Janese Nix & Mary Bahr	Fundraisers (pancake breakfasts, CON fees, car washes, etc. To support Youth Group activities and events
3.216.100		<i>Social Justice Fund</i>		
	3.216.110	Social Justice Unallocated Funds	Alice Primack	Directed donations To cover costs not budgeted for external events, membership fees to other organizations, etc.
	3.216.150	Pineridge Fund	Alice Primack	Directed donations To pay for Pineridge expenses exclusively.
	3.216.160	Share The Plate Balance	Alice Primack	Directed Donations These monies are paid out to approved charities.
3.400.100		Future Funding & Capital Reserve Accounts Balance		
3.404.110		Res. Fd for Large Scale Maintenance- Balance	Facilities/Board	Board This account is for large maintenance items, ie: air conditioners; roof replacement; exterior painting; etc. Iminent projects include exterior painting of all buildings, and improvements to air quility especially for choir room and high use-low ceiling rooms ie: common room and fellowship hall.
3.404.140		Sanctuary Sound Improvement Fund Balance	Rev. Christe	Bequest Thjis fund has been depleted. This money will be used to improve the Sanctuary's Audio-Visual System, speakers, microphones, etc. Intended as seed money for major improvements.
3.500.100		Land & Building Fund		This is an old assessment of the value of the land and buildings.
3.500.150		Furnishings & Equipment Fund		This is an old value of furnishings and equipment.
3.500.200		UUFG Foundation Balance		This number is provided by the Foundation/ UUA, updated monthly.
3.500.250		Ministers Discretionary Fund Bank Acct Bal.	Rev. Christe	Donations This is the balance in the Minister's Discretionary Fund Bank Acct, updated monthly.

Unitarian Universalist Fellowship - Gainesville FL					
Balance Sheet as of January 31, 2022					
Tuesday, February 15, 2022					
Account #	Account Name	Beginning Balance		YTD Balance	
Assets					
Cash					
1.000.130	Ameris Bank-Checking	120,619.96		80,785.71	
1.000.140	Ameris Bank-Money Market	60,663.23		60,693.82	
	Total Cash	\$181,283.19		\$141,479.53	
Fixed Assets					
1.000.310	Building & Land	1,105,900.00		1,105,900.00	
1.000.320	Equipment	62,670.00		62,670.00	
	Total Fixed Assets	\$1,168,570.00		\$1,168,570.00	
Other Assets					
1.000.410	UUFG Foundation	515,540.80		520,514.71	
1.100.250	Ministers Discretionary Fund Account	9,867.21		6,887.43	
	Total Other Assets	\$525,408.01		\$527,402.14	
	Total Assets	\$1,875,261.20		\$1,837,451.67	
Liabilities					
Current Liabilities					
2.000.110	Accounts Payable/Vendors	3.25		1,190.28	
2.000.120	Payroll Taxes Payable	24.36		24.36	
	Total Current Liabilities	\$27.61		\$1,214.64	
	Total Liabilities	\$27.61		\$1,214.64	
Fund Balance					
3.100.100	General Fund Balance	80,941.00		37,372.97	
3.100.301	Ministers Discretionary Pass Through Fund Balance	239.00		1,232.45	
3.100.321	Minister's Sabbatical Fund Balance	13,832.58		17,857.58	
3.201.110	Hospitality Fund Balance	63.14		0.00	
3.202.100	Music Support Fund	1,777.28		1,777.28	
3.203.110	Memory Garden Fund	1,826.31		1,947.11	
3.203.120	Courtyard Fund Balance	3,288.86		5,124.52	
3.204.110	Book Cart Fund	0.00		10.00	
3.206.100	Foundation Grants				
3.206.130	Front Sign Repair Fund (Grant) Balance	533.06		533.06	
3.206.131	Office Furniture Replacement Fund (Grant) Balance	2,115.00		28.01	
3.206.132	Fellowship Hall Door Fund Balance	2,080.00		0.00	
3.206.133	Fire Circle Renovation Fund Balance	500.00		755.00	
3.206.134	Video/Projection Package Fund Balance	2,724.75		0.00	
3.206.140	UU Leadership Fund - Balance	609.47		409.47	
3.206.141	OWL Fund (Grant) Balance	2,000.00		1,728.92	
3.206.186	Security (grant) Balance	2,818.17		2,262.17	
3.206.211	Labyrinth Repair (grant) Balance	2,500.00		2,500.00	
	Total Foundation Grants	\$15,880.45		\$8,216.63	
3.210.100	CYREC				
3.210.110	RE Fund Balance	2,454.95		2,531.13	
3.210.120	Youth Support Fund Balance	1,763.09		1,763.09	
	Total CYREC	\$4,218.04		\$4,294.22	
3.216.100	Social Justice Fund				
3.216.110	Social Justice Unallocated Funds	1,745.93		2,225.93	
3.216.150	Pineridge Fund	1,101.98		1,101.98	
3.216.160	Share The Plate Balance	255.01		449.00	
	Total Social Justice Fund	\$3,102.92		\$3,776.91	
3.400.100	Future Funding & Capital Reserve Accounts Balance				
3.404.110	Res. Fd for Large Scale Maintenance- Balance	55,538.53		58,455.22	

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Board Meeting\Balance Sheet as of January 31, 2022.xls

Unitarian Universalist Fellowship - Gainesville FL			
Balance Sheet as of January 31, 2022			
Tuesday, February 15, 2022			
Account #	Account Name	Beginning Balance	YTD Balance
3.404.140	Sanctuary Sound Improvement Fund Balance	347.47	0.00
3.500.100	Land & Building Fund	1,105,900.00	1,105,900.00
3.500.150	Furnishings & Equipment Fund	62,670.00	62,670.00
3.500.200	UUFG Foundation Balance	515,740.80	520,714.71
3.500.250	Ministers Discretionary Fund Bank Account Balance	9,867.21	6,887.43
	Total Fund Balance	\$1,875,233.59	\$1,836,237.03
	Total Liabilities and Fund Balance	\$1,875,261.20	\$1,837,451.67

UUFG Governing Board Meeting Minutes 31 Jan 2022

Board members present: Diane DePuydt, Bev Giordano, Erin Parish, Martha Soles

Board members absent: Rose Cole, Leah Cobb Lee, Chris Vulpe

Congregants present: Marilyn Roberts, Debra Neill-Mareci

1. Gathering and Meeting Preparation

Welcome, Call to Order, Quorum

- a. Martha called the meeting to order at 6:36 pm. We have a quorum.
- b. Chalice Lighting and Reading by Martha.
- c. Board Covenant: All members read, *"Inspired by our Unitarian Universalist principles, together we guide our congregation and its mission and vision with transparency, gratitude, and respect."*
- d. Personal check-in
- e. Confirm and assign role: Diane is timekeeper; Bev is writing gratitude cards.
- f. Confirm agenda/any updates – no updates

2. Congregational Input –Debra commented on the COVID screening questions (see Policy for Meeting in Person) and noted that if a person provides any affirmative answers, he/she would be unable to enter building. She recommended adding a question to clarify if the answer pertained to an acute or chronic condition.

3. Consent Agenda

- a. President's Report (Att. 1)
- b. Minister and staff report (Att. 2)
- c. Treasurer's Report (Att. 3)
- d. Minutes of Dec 27, 2021, Board Meeting (Att.4)
- e. Fellowship Council Report (Att. 5)
- f. Policy for Meeting in Person (Att. 6)- Diane commented that this policy seems to err on the side of living in fear, but she had no strong objections to the policy.
- g. **Motion**: Martha moved to approve the consent agenda (Diane seconds; unanimous vote).

4. Discussion/Action Items/Visioning

- a. Discussion- *Unlocking the Power of Covenant*-Chapter 4 Covenantal Theology: Governance, Authority, and Accountability
Martha noted the use of the term *beloved community* in this chapter. The chapter discusses five kinds of power, which Diane thought reflected the male-dominated culture. Erin noted that the paragraphs about democratic process are pertinent to today. Must have people

willing to follow leaders. Diane stated that leaders are chosen, not appointed. Leadership is given as opposed to leadership being sought.

Management and Facilities:

- b. Building usage. Rentals. Updated Rental Agreement and Guidance (Att. 7) – Cam Pierce joined the meeting. He noted that Leah had added some elements (e.g., representative from UUFG to be present at any rental event, which could get unwieldy; formula for discounts vs existing process that evaluated renters and guidelines re: discounts; not much room for discretion/process for evaluation as the new agreement is written). Do we want to use the property to make money or as a resource to support people who are doing things that we like? Should this policy contain guidelines or rules? **Action Item**: Cam will get more specific information about potential renters. Cam, Leah, Rose, and Rev Christe to continue discussion. This will be an agenda item for next month's meeting.
- c. Funding for Fire Pit concrete and broken cement by Sanctuary. This work will be funded from existing funds (JAM construction bids, Att. 8). Marilyn asked about the three options in the bid and recommended selecting the third option, which repairs all the broken concrete and gives us a bigger discount than option 2. Option 3 is \$4,388. The fire pit annulus is a separate charge - \$2,406. **Motion**: Martha moved to accept the option 3 bid for \$6,844 minus \$300 discount = \$6,544, plus another possible \$100 for increased cost of cement. Erin seconds; unanimous vote.
- d. Installation of Minister Ceremony, scheduled for April 24, 2022. Marilyn Roberts is lead. Planning is moving ahead at a rapid pace. Marilyn spoke to the budget for this event. We may need to purchase round-trip plane tickets for two ministers, pay for 3 or 4 hotel rooms, reception food, and gifts. No honorariums will be paid. Anticipate 200-250 people in attendance. There is no line item in the budget for this event. **Action Item**: Marilyn to figure out how much money is needed, request this amount, and then there will be negotiation. Diane will contact Rose about resources who can help Marilyn calculate the budget for this event.

Leadership and Governance

- e. Rose is working on budget for next year.
- f. Pianist identified (Employment agreement, Att. 9) **Motion**: Diane moved to approve the Employment Agreement for Tané Dekrey. Erin seconds; unanimous approval.

- g. Developing leaders for UUFG –Reports on all calls made to former Leadership Development Committee (LDC) members. Diane spoke with Zoharah Simmons; Martha spoke with Lynne Capehart and Joann Mossa. Bev spoke with Beverly Sanders.

- The LDC is an elected committee.
- There is no to deal with significant changeover in the leadership development team. No guidance or leadership for how this group of people is to work. No training or orderly transition.
- Beverly Sanders recommended that the outgoing Board President chair the LDC and that the LDC have regular presence at the Board meetings. **Correction: Sanders recommended that some outgoing board member(s) should be part of the LDC. This would provide the LDC with more insight into what the Board does and what the likely upcoming needs will be. This information could be provided by any outgoing Board member without an outgoing Board member having to chair the LDC. (BG 2.25.22)**
- Joann stated that previously the LDC had combed the UUFG directory to find potential leaders and then invited potential leaders to attend some conferences (Southern Unitarian Leadership Conference).
- Lynne recommended having workshops on leadership development and invite potential leaders to these workshops.
- Diane reviewed the charter of the LDC, noting its primary and secondary duties.
- Zoharah suggested the Board President and the minister call a meeting of people we identify as leaders to get their input.

Action Plan: Martha to follow up with Rev Christe. May need a special meeting of the Board about this. **Action Plan:** Martha will ask Rose and Leah what they learned from the people they interviewed.

- h. Successful Social Justice congregational meeting and vote on Jan 16, 2022.

5. Wrap Up

- a. Emerging Concerns –
 - i. How to stay prepared during COVID – get tests for UUFG for members who cannot afford test kits
 - ii. Liz Stewart is now office volunteer
 - iii. Hate mail received in office
- b. Calendaring & Action Items – none
- c. Gratitudes– Marilyn Roberts for taking on the installation planning.
- d. Board Process – external observers- Martha thought we did well.

- e. Personal Check-out
- 6. Adjournment – the meeting adjourned at 8:17 PM. The next meeting of the Board will be on February 28, 2022, at 6:30 PM.

Respectfully submitted,
Beverly Giordano,
UUFG Board Secretary

DRAFT

Fellowship Council Meeting, February 8, 2022

SUMMARY

Attending: Alice, Marilyn, Harry, Bev, Liz, and Samara Powers

Liz provided a chalice opening and closing. There were no questions about the submitted committee reports. Rev Christie was away on leave so there were no minister updates. Samara attended in her capacity as a member of the RELATE team and as a ministerial intern. There was discussion about the FC's willingness to move beyond charter committees to include any other committees that see benefit in working cooperatively. The RELATE team sees this as an important part of their work. Samara will continue to attend future FC meetings as her schedule allows. Discussion of the next chapter in Widening Circles of Concern was postponed until March. Several members expressed dissatisfaction with the length of the meeting that comes so close to dinnertime. Although the book discussion is a factor in this, members felt that the Council could be more focused and conclude earlier. Next month we will endeavor to start promptly, talk succinctly, discuss briefly and hope to end by 6:30 or 6:45.

AGENDA

5:30 Chalice Lighting - Liz
 5:35 Check-ins from members
 5:45 Q & A on submitted committee reports
 6:00 Updates t.d.b. Samara Powers and RELATE
 6:15 **Ongoing Business:** Bringing new members onto our committees
 6:30 Discussion: *Widening Circles* book, Living Our Values pp 67-76.
 7:00 Closing words and extinguish chalice - Liz

COMMITTEE REPORTS

Worship Team Report

Liz Stewart February 5, 2022

- * Services going along very well
- * Outdoor service 01-09 particularly successful
- * Roe v Wade, Dr. Jean Cook, thought-provoking
- * Three Sundays (02/06, 02/13, 03/06) without Rev. Christie, but they always leave us well-prepared and well-supported, even from study leave and time away
- * Upcoming service will include Fire Drill
- * Looking forward to Rev. Christie's Installation 04/24

Hoping to be able to get back into in-person services soon. Very unfulfilling to have the Sanctuary empty. With more in-person services, hopefully we can recruit more folks into being Worship Associates.

Harry Mangle February 5, 2022

Membership Committee Report

- As of January 3, total UUFG membership has remained unchanged at 156. Because only one in-person worship service was held in January, there were only 2 new visitors that month.
- On February 20th after the service, weather and COVID permitting, we are planning to conduct our first UU and UUFG Orientation for visitors and newcomers since March 2020.
- I am seeking Mentors for new members who will be officially welcomed next month. The Mentor program helps to integrate new members into the life of our congregation. Please contact me if you are interested in being a Mentor.

Safety Committee Report

- On February 16th at 2:00 pm the Safety Committee is planning to have a workshop on being prepared for possible Sunday morning civil disturbances. Such disturbances can be minor or serious such as an active shooter situation. It will be held at UUFG with a guest speaker from the Gainesville Police Department. This is the third workshop after two earlier ones were presented on responding to medical and fire emergencies at UUFG.

Social Justice Committee

Alice Primack Feb 8, 2022

Social Justice Circle started an experiment with having a second monthly meeting in addition to our usual monthly one which usually has a long Agenda, and the first meeting was Feb. 7. This meeting was designed to be informal and relaxed with no agenda, which is really what the Circle was meant to be when it started. An enthusiastic group enjoyed the meeting and want to continue.

Three book discussions of our winter Common Read are coming up and we hope you will participate: Feb. 13, 27, March 13.

Our movie for the month, Eyes on the Prize, gives more Racism history to add to the Sunday service by speaker Zoharah Simmons on Feb. 6, and will be followed up on March 6 by an afternoon zoom with several speakers giving more history of UUFG social justice work on Racism.

Facilities Report

Marilyn Roberts Feb. 8, 2022

I am pleased to announce that the Board has approved accepting a bid from JAM Construction. They will remove damaged portions of the concrete walkway leading to the sanctuary and pour new cement in their place.

In addition, JAM Construction will create a concrete annulus around the fire circle to support the concrete benches.

The Courtyard team announces the completion of the installation of 6 beautiful new benches in and near the courtyard.

In March and April the Facilities team will have two or more extra work days, in addition to Sparkle Saturday, to put the best face on our campus for the Installation weekend for Rev. Christe Lunsford.

**Unitarian Universalist Fellowship of Gainesville
Expectations for Childcare Providers
2017**

Goal: UUFG is committed to providing excellent childcare for the children of the Fellowship. We provide a safe environment, where all children and families are warmly welcomed with simple, planned activities that model our 7 UU Principles.

Knowledge, Skills, and Abilities

- a) Experience with providing childcare for infants to four year old children.
- b) Experience with providing childcare for children ages 4-14.
- c) Ability to work as part of a team with the Director of Religious Education, the Children and Youth Religious Education Committee, the Parents, and the board.
- d) Become knowledgeable about children's programming at the Fellowship, so that new families with small children feel welcome and comfortable leaving their children in Sunday morning childcare.
- e) Be at least eighteen years old and sufficiently mature.
- f) Welcoming personality and engaging with children.
- g) Basic knowledge of what it means to be a religious liberal and the ability to accept people of UU liberal faith tradition.

Responsibilities

Time: Sunday morning from 9:45 am to 1 pm. Be on time.
 Additional hours may be requested for congregational events.
 12 month position
 4 Sundays off can be arranged with two weeks notice to the DRE.
 Sick leave: please do not work if you are contagious, notify the DRE as soon as possible if you are too ill to work.
 Keep an accurate time sheet. Submit to Supervisor monthly

Accountability: The Childcare Provider reports to the Director of Religious Education.

Responsibilities:

- a) Ensure the playground area is safe each week prior to children arriving
- b) Unlock RE classrooms and set out supplies as needed
- c) Ensure the nursery room is inviting and welcoming
- d) Be present in the nursery each Sunday by 9:45 am to receive infants and toddlers
- e) Provide a safe environment for children.
- f) Foster creative play and appropriate social interaction between the children by being engaged with children
- g) Keep electronics (cell phones, iPads, etc.) on silent and put away to encourage creative play.
- h) Be welcoming an inclusive of parents who chose to stay with their child in the nursery or on the playground
- i) Record nursery room attendance on Sunday mornings

- j) Greet parents when they drop off their children for childcare, with a special emphasis on greeting new parents and children. New families should be informed of the sign in and out procedure for the room
- k) Get to know new children in the nursery
- l) Clean up the nursery room after childcare
- m) In the event there are no children in the nursery, assist in an RE classroom and/or other duties as requested by the DRE
- n) Be present on the playground from approximately 12:10 pm – 1 pm to supervise children
- o) Keep the DRE informed of any issues that arise
- p) Log all injuries and issues in the incident log and speak with the DRE

UUFRC Children's Safety Policy:

- a) The childcare provider will be given a copy of the UUFG safety policy, information from the state of Florida regarding mandated reporting, and various forms needed to record incidents or injury.
- b) The childcare provider must consent to a criminal background check and pass a background check prior to commencing employment. The church will arrange for the background check and will pay for any fees associated with the background check.
- c) Childcare providers are not to bring guests to work with them.
- d) The childcare provider will monitor the childcare ratios for the nursery room and as parent volunteers to stay if those ratios are exceeded. The ratios are:
 - a. Preschool children: ages 2 to 4, 6 children to one care provider
 - b. Infants and Toddlers: ages 0 to 24 months, 3 children to one care provider.
 - c. In the case where there are mixed age groups of children, the ratio of care provider to children will satisfy each of the following above ratios within each age group. For example, if there is one child under 24 months of age and 11 children over the age of kindergarten, there should be two childcare providers; however, if there are three children under 24 months of age and 8 over the age of kindergarten, there should be three childcare providers.

I have read and understand the expectations of my position as a childcare provider and wish to accept employment at UUFG.

Signature _____ Date _____

Print Name _____

	DARK RED LEVELS SEVERE	RED LEVEL VERY HIGH RISK	ORANGE LEVEL HIGH RISK	YELLOW LEVEL MEDIUM RISK	GREEN LEVEL LOW RISK	CLEAR LEVEL
BUILDING IS CLOSED TO ALL BUT ESSENTIAL STAFF AND LEADERS	X					
SOCIAL DISTANCING REQUIRED	X	X	X	X		
MASK USAGE REQUIRED IN PUBLIC SPACES	X	X	X	X		
UNMASK W/ GROUP CONSENT	Not Advised	Not Advised	X	X		
COMMONLY USED SURFACES DISINFECTED	X	X	X	X		
VOLUNTEERS INDOORS		X	X	X	X	X
SMALL GROUP / COMMITTEE MEETINGS INDOORS	ONLINE ONLY	If fully vaccinated	If fully vaccinated	X	X	X
RENTALS ALLOWED WITH SAFETY GUIDELINES			X	X	X	X
COMMUNAL EATING AND DRINKING		outdoors	X	X	X	X
INDOOR BATHROOM USAGE		X	X	X	X	X