



# Unitarian Universalist Fellowship of Gainesville

## UUFG Governing Board Meeting Agenda

January 23, 2023 – 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 (external observer, timekeeper, gratitude notes) and any updates
  - f. Assign roles and confirm meeting agenda
2. [6:40 pm] Congregational Input 10 min
3. [6:50 pm] Consent Agenda 25 min
  - a. Staff Report (Att. 1)
  - b. Treasurer's Report for November (Att. 2)
  - c. Treasurer's Report for December (Att. 3)
  - d. Minutes of November 28, 2022 Board Meeting (Att. 4)
  - e. Fellowship Council Report (Att. 5)
  - f. Finance Committee Report (Att. 6)

**Motion:** *To approve the consent agenda*
4. [7:15 pm] Discussion, Action Items, Visioning 30 min
  - a. Liaison portfolios and monthly reports
  - b. February 4, 2022 Board Retreat and; February 5, 2023 Workshop at church
  - c. Safety Committee – event and Emergency Operation Plan (EOP) revision (Att. 7)
  - d. Motion to approve Mike Hazlett as stewardship campaign chair
  - e. Motion to approve funds for Paul Bird Leadership Development Funds
5. [7:45 pm] Management and Facilities 30 min
  - a. Solar considerations for UUFG (Att. 8)
  - b. Gator Fire quote to flush fire system piping (Att. 9)
7. [8:15 pm] Wrap up
  - a. Emerging Concerns
  - b. Calendaring and Action Items
  - c. Gratitudes
  - d. Board Process – external observer
  - e. Next meeting February 27, 2023
8. Adjournment



# Unitarian Universalist Fellowship of Gainesville

To: Governing Board

From: Staff

Date: January 20, 2023

RE: Congregational Staff Report to the Board

## Membership

Our database currently shows 156 members and 19 supporting friends. In December, we welcomed Stuart Alan to membership.

## Sunday Service Attendance

As of January 20, 2023, we have 233 YouTube subscribers.

### Sundays, November 2022 –

- Average in person attendance for three Sundays: 86
- Average YouTube visits: 83
- Total average participation for three Sundays: 171

Date	YouTube	In-Person Attendance	Total
11/06/2022	53	80	133
11/13/2022	127	94	221
11/20/2022	75	84	159
11/27/2022	76	unavailable	

### Sundays, November 2021 –

- Average in person attendance for four Sundays: 50
- Average YouTube visits: 101
- Total average participation: 149
- YouTube subscribers: 157

Date	YouTube	In-Person Attendance	Total
11/7/2021	111	51	162
11/14/2021	138	43	181
11/21/2021	68	52	120
11/28/2021	87	45	132

**Sundays, December 2022 –**

- Average in person attendance for three Sundays: 65
- Average YouTube visits for two Sundays: 70
- Total average participation for four Sundays: not available
- On Christmas Eve, we had 74 people attending and 67 views on YouTube

<b>Date</b>	<b>YouTube</b>	<b>In-Person Attendance</b>	<b>Total</b>
12/4/2022	77	Not available	
12/11/2022	Not streamed	85	
12/18/2022	58	81	139
12/25/2022	Not streamed	28	

**Sundays, December 2021 –**

In December, we continued holding “in person” services with pre-registrations on Eventbrite. Christmas Eve figures are highlighted in yellow.

- Average in person attendance for four Sundays: 48
- Average YouTube visits for four Sundays: 77
- Total average participation for four Sundays: 127
- YouTube subscribers: 162

<b>Date</b>	<b>YouTube</b>	<b>In-Person Attendance</b>	<b>Total</b>
12/5/2021	65	53	118
12/12/2021	63	59	122
12/19/2021	142	52	194
12/24/2022	24	75	99
12/26/2021	45	28	73

## Attendance

12/01/2022	Chalice Choir Rehearsal	D Nirenberg		8
12/03/2022	Friends of the Courtyard	P Maloney		8
12/04/2022	Sunday Service - in person		not available	
	Sunday Service - online			77
	RE		12 + 5 adults	
12/04/2022	CYREC	J Chase		
12/06/2022	Morning Meditation	P Turner		9
12/06/2022	Worship Team	L Stewart		7
12/07/2022	Finance Committee	J Wright		6
12/08/2022	UUFG Men's Lunch Group	H Mangle		10
12/08/2022	Chalice Choir Rehearsal	D Nirenberg		10
12/09/2022	Parents' Night Out	J Chase	8 + 4 adults	
12/09/2022	TGIF	M Roberts		15
	Buildings & Grounds Work			
12/10/2022	Morning	M Roberts		7
12/11/2022	Sunday Service - in person			78
	Sunday Service - online		not recorded	
	RE		5 + 2 adults	
12/11/2022	Newcomer Orientation	J Kendall		6
12/14/2022	Young Adult Group	C Turner		
12/15/2022	Chalice Choir Rehearsal	D Nirenberg		8
12/17/2022	Messy Playdate	J Chase	6 children	
12/17/2022	UU Book Circle			
12/18/2022	Sunday Service - in person			58
	Sunday Service - online			39
	RE		15 children, 4 staff, multiple parents	
12/18/2022	Social Justice Circle	M Bahr		
12/18/2022	Resonance Concert			
12/20/2022	Morning Meditation	P Turner		
12/20/2022	LDC Meeting	J Kendall		
12/21/2022	Touchstone Discussion Group	D Neill-Mareci		6
12/21/2022	Solstice Circle	D Neill-Mareci		28
12/22/2022	Chalice Choir Rehearsal	D Nirenberg		10
12/24/2022	Christmas Eve Service	C Lunsford		74
12/24/2022	Christmas Eve Service - online			67
12/25/2022	Sunday Service	L Stewart		28
12/27/2022	Morning Meditation	P Turner		7

## UUFG Office Notes

### UUFG Building Usage

Our Sunday in person attendance numbers at services continues to grow. We continue to see use of Fellowship space on Sunday mornings prior to services, with both adult and children & youth programming. Some UUFG groups are meeting on campus (e.g., Safety Committee, Touchstones, New Member Orientations, etc.), but other groups continue to meet via Zoom. For example, the Tuesday morning meditation group had planned on resuming in person/hybrid sessions, but has deferred that decision because some members of the group prefer Zoom.

Aside from our Sunday worship, our Fellowship calendar shows a number of regularly scheduled events on campus:

- Messy Playdates meets once monthly on our playground.
- Young Adult Group meets twice weekly in the Phillips Hall.
- Touchstones Discussion once monthly
- Safety Committee about once monthly
- “First Hour” religious education for both children and adults
- Newcomer Orientations once monthly
- Buildings & Grounds Work Mornings once monthly
- Friends of the Courtyard once monthly
- LDC

Off campus in person events include UUFG Men’s Lunch Group, HUUGG (Humanist) dinners, Book Circle and TGIF gatherings.

### Rentals

Our regular renters continue: Paynes Prairie Chapter of the Florida Native Plant Society, Weight Watchers, Gainesville Bridge Club, and Gainesville Handweavers Guild.

In November, we hosted Tret Fure in concert.

December rental concerts included Capella Nova and the Vets for Peace Winter Solstice Concert. Resonance performed in our Winter Solstice ritual on December 18.

In January, the Mike Block Trio performed.

On February 11, we will host Finn Magill in concert.

### Mailings & Communications

We sent the December Touchstones journals with assistance from Liz Stewart and Norden Lucke. This mailing represented the last time we send via USPS the Touchstone Journal to our larger membership. We will continue to send the link to monthly Touchstone Journals via MailChimp, and a few members have requested to receive paper editions mailed to them.

Cam sent out anniversary letters to all members who have joined the Fellowship in December and January.

Cam created weekly Gazettes and Chalice Connections, etc.

Cam regularly provided updates to our website, including the home-page metaslider, calendar, services, online Gazette, etc.

Our website now has a prototype “members section,” but it will need to be populated with relevant documents and files before we bring it online and make it available to membership.

The much-delayed directory still needs to be produced.

### **Finance**

Cam reconciled our November and December banking account statements and included monthly financial reports in the Gazette. He sent out second quarter donation statements in early January.

A finance committee has formed with Jim Wright as chair.

### **Safety Committee**

Our Safety Committee met on January 18. They completed revisions of our Emergency Operation Plan (EOP), which Jonathan Coron, Harry Mangle and David Willkomm will present to the board for their approval on January 23.

### **Facilities**

Gator Fire performed a mandatory five-year test of the entire system (wet and dry). The board should consider the recommendation to flush out our dry system to remove rust.

### **Office Help**

Liz Stewart has continued volunteering time in the office to assist with a variety of tasks, taking phone calls during our Tuesday staff meetings and assisting with Touchstone mailings and other rolls.

Possible tasks suitable for volunteer assistance include:

Touchstone Journal – printing, envelope stuffing, mailing

Anniversary and other letters – printing, mailing, etc.

Facebook – updating events and monitoring social media activity

Website – regular review and update assistance

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

Custodial – checking restrooms, etc., for Sunday services and other events

Updating our website with the latest events

## **Children & Youth Religious Education**

In the Months of December and January James was very busy. They were able to troubleshoot and solve the ongoing issue with Wi-Fi in the classroom buildings, and installed new routers. They introduced a new song for the children in service, and have started a monthly fire-side Sunday that will continue through the duration of the cold season. They have been learning how to utilize the Glowforge equipment, and are working on rearranging the classrooms to meet the needs of our growing numbers.

They also completed the training for the “Spirit Play” curriculum, and will be introducing that during the spring. In January, James is leading the “30 days of Love” Campaign, which will be the theme for First Hour, as well as the Moment For all Ages during service. The youth are busy planning a convention, and have been making plans to utilize their grant to update their space. Messy Play dates continue to meet on the 3rd Saturday of the month, and James hopes to have more multigenerational involvement.

## Music

This month, Derek worked on recruiting new members to the choir and reorganized the choir library to account for new members. He also worked with Friction Farm to plan their visit on January 29th and has started to invite guest artists for February and March. He aims to have the pianos in the Sanctuary and Choir Room retuned by the end of the month.

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of November 2022 for General Fund									
Wednesday, December 14, 2022									
Account #	Account Name	Period Activity November 2023	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining	
<b>Income</b>									
<b>Income to General Fund</b>									
<b>Sustaining Gifts-Members &amp; Friends</b>									
4.100.030	Current Years Pledges	35,208.50	22,980.00	129,411.75*	114,900.00	14,511.75	275,759.00	146,347.25	
4.100.050	Sunday Collect/Unidentified G	1,357.49	1,250.00	5,295.07	6,250.00	(954.93)	15,000.00	9,704.93	
	<b>Total Sustaining Gifts-Members &amp; Friends</b>	<b>\$36,565.99</b>	<b>\$24,230.00</b>	<b>\$134,706.82*</b>	<b>\$121,150.00</b>	<b>\$13,556.82</b>	<b>\$290,759.00</b>	<b>\$156,052.18</b>	
<b>Miscellaneous Income</b>									
4.100.210	Rental Income	1,925.00	2,667.00	11,325.00	13,335.00	(2,010.00)	32,000.00	20,675.00	
4.100.300	Special Activities and Auction	2,299.70	0.00	2,299.70*	0.00	2,299.70	15,000.00	12,700.30	
4.100.315	Concert Income	889.00	0.00	1,574.00*	0.00	1,574.00	2,400.00	826.00	
4.100.330	Interest	23.65	3.00	94.88*	15.00	79.88	40.00	(54.88)	
4.100.430	Book Cart Income	0.00	0.00	0.00	333.00	(333.00)	1,000.00	1,000.00	
	<b>Total Miscellaneous Income</b>	<b>\$5,137.35</b>	<b>\$2,670.00</b>	<b>\$15,293.58*</b>	<b>\$13,683.00</b>	<b>\$1,610.58</b>	<b>\$50,440.00</b>	<b>\$35,146.42</b>	
	<b>Total Income to General Fund</b>	<b>\$41,703.34</b>	<b>\$26,900.00</b>	<b>\$150,000.40</b>	<b>\$134,833.00</b>	<b>\$15,167.40</b>	<b>\$341,199.00</b>	<b>\$191,198.60</b>	
	<b>Total Income</b>	<b>\$41,703.34</b>	<b>\$26,900.00</b>	<b>\$150,000.40</b>	<b>\$134,833.00</b>	<b>\$15,167.40</b>	<b>\$341,199.00</b>	<b>\$191,198.60</b>	
<b>Expense</b>									
<b>Expenses from General Fund</b>									
<b>Programs</b>									
5.100.110	Membership	78.94	67.00	214.40	335.00	(120.60)	800.00	585.60	
5.100.120	UU Leadership	0.00	50.00	0.00	250.00	(250.00)	600.00	600.00	
5.100.130	Social Justice	244.62	108.00	999.89*	540.00	459.89	1,300.00	300.11	
5.100.140	RELATE	0.00	25.00	0.00	125.00	(125.00)	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	134.08	167.00	263.01	835.00	(571.99)	2,000.00	1,736.99	
5.100.280	Hospitality Budgeted	46.77	50.00	46.77	250.00	(203.23)	600.00	553.23	
5.100.300	Special Activites and Auction Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5.100.310	Worship - Sunday Services	72.00	320.00	1,642.17*	1,600.00	42.17	3,834.00	2,191.83	
5.100.315	Concert Expense	0.00	0.00	86.81*	0.00	86.81	0.00	(86.81)	
5.100.320	Music Program	312.18	200.00	333.75	600.00	(266.25)	2,000.00	1,666.25	
5.100.410	Canvass Expenses	0.00	0.00	0.00	0.00	0.00	500.00	500.00	
5.100.430	Book Cart Expense	0.00	0.00	0.00	500.00	(500.00)	1,000.00	1,000.00	
	<b>Total Programs</b>	<b>\$888.59</b>	<b>\$987.00</b>	<b>\$3,586.80</b>	<b>\$5,285.00</b>	<b>(\$1,698.20)</b>	<b>\$13,184.00</b>	<b>\$9,597.20</b>	
<b>Administration &amp; Operational Support</b>									
5.100.010	Board Discretionary Funds	0.00	25.00	0.00	125.00	(125.00)	300.00	300.00	
5.100.020	Pastoral Care Expense	99.90	17.00	164.01*	85.00	79.01	200.00	35.99	
5.100.030	Contributions to Reserves	417.00	417.00	2,085.00	2,085.00	0.00	5,000.00	2,915.00	
5.100.520	Denominational Dues	1,437.50	1,438.00	7,187.50	7,190.00	(2.50)	17,250.00	10,062.50	
5.100.525	Insurance	1,363.01	1,500.00	7,496.49	8,500.00	(1,003.51)	19,000.00	11,503.51	
5.100.530	Office Expense	1,010.88	583.00	4,058.22*	2,915.00	1,143.22	7,000.00	2,941.78	
5.100.535	Pianist/Accompanist - Contractor	1,550.00	1,090.00	4,100.00	4,570.00	(470.00)	12,200.00	8,100.00	
5.100.540	Bookkeeper	137.50	208.00	587.50	1,040.00	(452.50)	2,500.00	1,912.50	
5.100.545	Telephone & Internet	483.91	482.00	2,511.29	2,800.00	(288.71)	7,100.00	4,588.71	
5.100.550	Utilities - Electricity & Water	1,224.04	1,500.00	7,225.51	7,500.00	(274.49)	18,000.00	10,774.49	
5.100.560	Waste Disposal	196.78	200.00	960.66	1,000.00	(39.34)	2,400.00	1,439.34	
5.100.570	Custodial Service	770.00	770.00	3,850.00	3,850.00	0.00	9,240.00	5,390.00	
5.100.572	Custodial Supplies	0.00	69.00	146.41	345.00	(198.59)	825.00	678.59	
5.100.575	Facilities Maintenance	0.00	917.00	3,086.64	4,585.00	(1,498.36)	11,000.00	7,913.36	
5.100.580	Backflow and Fire Suppression	2,730.00	270.00	4,511.70	6,420.00	(1,908.30)	9,066.00	4,554.30	
5.100.583	Security & Safety	79.20	25.00	715.82*	125.00	590.82	300.00	(415.82)	
5.100.585	Pest Control	0.00	0.00	400.00	400.00	0.00	400.00	0.00	
5.100.595	VANCO and Bank Fees	146.12	140.00	635.46	700.00	(64.54)	1,680.00	1,044.54	



\* = Income/Expense exceeds amount budgeted to date

						Unitarian Universalist Fellowship - Gainesville FL				
						Budget Variance Report				
						November 2022				
Account #		Account Name								
Income										
Income to General Fund										
Sustaining Gifts-Members & Friends										
4.100.030		Current Years Pledges				In October and November, our pledge income has been higher than budgeted.				
4.100.050		Sunday Collect/Unidentified G				This month's Sunday collection is slightly over budget.				
Miscellaneous Income						Figures for these line items represent gross income.				
4.100.210		Rental Income				Weight Watchers remains our main source of rental income.				
4.100.300		Special Activities-Auction				November income includes \$1309 from the rummage sale and \$990, which represents our share of the Taco fundraiser				
4.100.330		Interest								
4.100.430		Book Cart Income								
Expense										
Expenses from General Fund										
Programs										
5.100.110		Membership				ordered some new member nametags				
5.100.120		UU Leadership								
5.100.130		Social Justice				Pride guide & Winter Solstice program ads plus dues have put Social Justice over budget for the fscal year thus far.				
5.100.140		RELATE								
5.100.150		CUUPS								
5.100.240		RE Program Activities								
5.100.280		Hospitality Budgeted								
5.100.300		Special Activities and Auction Expenses								
5.100.310		Sunday Services				Expenses include Sunday speakers and Touchstone subscription, etc.				
5.100.315		Concert Expenses				Non-budgeted line item to track concert-related expenses				
5.100.320		Music Program								
5.100.410		Canvass Expenses								
5.100.420		Fundraising Expenses								
5.100.430		Book Cart Expense								
Administration & Operational Support										
5.100.010		Board Discretionary Funds								
5.100.020		Pastoral Care Expense								
5.100.030		Contributions to Reserves				Monthly payment				
5.100.520		Denominational Dues				Monthly payment				
5.100.525		Insurance				Monthly payment - premiums have risen slightly				
5.100.530		Office Expense				over budget because of Church Windows annual subscrption and stamps for Social Justice mailings				
5.100.535		Pianist/Accompanist - Contractor				accompanist invoice have a one munth lag, so we appear about one month under budget				
5.100.540		Bookkeeper				Contract with Mignon Craig, bookkeeper				
5.100.542		Audiovisual Contractor								
5.100.545		Telephone & Internet				Contract with Cox Communications				
5.100.550		Utilities - Electricity				GRU				
5.100.560		Waste Disposal				Contract with Waste Pro				
5.100.570		Custodial Service				Contract with One Guy Cleaning & Repair, Inc., Juan Rivera proprieter				
5.100.572		Custodial Supplies				Have not had to purchase much new stock of supplies.				
5.100.575		Facilities Maintenance				recent expenses include motion detector lighting and tree trimming				
5.100.580		Backflow and Fire Suppression								
5.100.583		Security & Safety				We are now paying for background checks using the Security line item. Line tiem is over budget because of the number of people involved with our children and youth programming who require background checks per our Safe Congregations policy.				
5.100.585		Pest Control				Melrose Pest Control's annual termite treatment				
5.100.595		VANCO and Bank Fees				Vanco manges our online donations				

[illegible]

Unitarian Universalist Fellowship - Gainesville FL						
Consolidated Fund Activity Report for November 2022						
Wednesday, December 14, 2022						
Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	58,538.48	41,703.34	28,049.79	0.00	72,192.03
3.100.301	Ministers Discretionary Pass Through Fund Balance	60.00	60.00	60.00	0.00	60.00
3.100.321	Minister's Sabbatical Fund Balance	23,124.58	0.00	0.00	598.00	23,722.58
3.201.120	CUUPS Support Fund Balance	10.00	71.00	0.00	0.00	81.00
3.202.100	Music Support Fund	860.00	0.00	0.00	0.00	860.00
3.203.110	Memory Garden Fund	1,728.11	0.00	95.00	0.00	1,633.11
3.203.120	Courtyard Fund Balance	4,219.05	0.00	45.00	0.00	4,174.05
3.204.110	Book Cart Fund	34.00	0.00	0.00	0.00	34.00
3.206.100	Foundation Grants					
3.206.110	Nametag Replacement (Grant) Fund Balance	1,861.50	0.00	0.00	0.00	1,861.50
3.206.111	Gutters (Grant) Fund Balance	1,871.00	0.00	0.00	0.00	1,871.00
3.206.112	Choir Risers (Grant) Fund Balance	1,500.00	0.00	0.00	0.00	1,500.00
3.206.113	Youth Room Update (Grant) Fund Balance	3,000.00	0.00	0.00	0.00	3,000.00
3.206.130	Front Sign Repair Fund (Grant) Balance	533.06	0.00	0.00	0.00	533.06
3.206.133	Fire Circle Renovation Fund Balance	755.00	0.00	0.00	0.00	755.00
3.206.141	OWL Fund (Grant) Balance	1,728.92	0.00	0.00	0.00	1,728.92
3.206.211	Labyrinth Repair (grant) Balance	2,500.00	0.00	0.00	0.00	2,500.00
3.206.215	Ministerial Installation Fund (grant) Balance	358.33	0.00	0.00	0.00	358.33
3.210.100	CYREC					
3.210.110	RE Fund Balance	2,599.13	150.00	0.00	0.00	2,749.13
3.210.120	Youth Support Fund Balance	1,801.34	44.00	0.00	0.00	1,845.34
3.210.160	Playground/Coffee Fund Balance	95.00	0.00	0.00	0.00	95.00
3.216.100	Social Justice Fund					
3.216.110	Social Justice Unallocated Funds	1,843.72	0.00	0.00	0.00	1,843.72
3.216.150	Pineridge Fund	1,101.98	0.00	0.00	0.00	1,101.98
3.216.160	Share The Plate Balance	260.00	421.00	260.00	0.00	421.00
3.400.100	Future Funding & Capital Reserve Accounts Balance					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	55,662.57	0.00	0.00	417.00	56,079.57
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	391,075.39	0.00	0.00	0.00	391,075.39
3.500.250	Ministers Discretionary Fund Bank Account Balance	1,870.99	0.00	0.00	0.00	1,870.99
<b>Total</b>		<b>\$1,727,562.15</b>	<b>\$42,449.34</b>	<b>\$28,509.79</b>	<b>\$1,015.00</b>	<b>\$1,742,516.70</b>

**Unitarian Universalist Fellowship - Gainesville**  
**Consolidated Fund Narative Report**  
**November 2022**

Account #	Account Name	Name	Source	Purpose
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 that the minister manages.
3.100.321	Ministers Sabbatical Fund Balance	Board	General Fund	Reserved for a substitute Minister when our Minister goes on Sabbatical (Yrs 4-7)
3.202.100	Music Support Fund	Derek Nirenberg/Rev Christe		Music program expenses
3.203.110	Memory Garden Fund	Pete Turner & Tamara Evonne	Donations	For the maintenance of the memory garden.
3.203.120	Courtyard Fund Balance	Peggy Maloney	Donations	Funds remaining from drive to purchase benches and landscaping the courtyard. Funds are used for improvements and long-term maintenance of the courtyard.
3.204.110	Book Cart Fund	Paul Hargrave	Sales	Book purchase income will be reallocated from this fund into the General Fund.
	<b><i>Foundation Grants</i></b>			
3.206.110	Nametag Replacement Fund	Cam Pierce	Foundation	Fall 2022 grant to purchse new nametags for congregants
3.206.111	Gutters Fund	Marilyn Roberts	Foundation	Fall 2022 grant to install gutters over the Phillips Hall portico
3.206.112	Choir Risers Fund	Derek Nirenberg	Foundation	Fall 2022 grant to purchase more choir risers
3.206.113	Youth Room Update Fund	James Chase	Foundation	Fall 2022 grant to purchase new furniture, etc., for Youth Room
3.206.130	Front Sign Repair Fund	Marilyn Roberts	Foundation	Refurbish Front Street Sign (balance remaining)
3.206.131	Office Furniture Replacement	Cam Pierce	Foundation	Remaining funds returned to Foundation
3.206.132	Fellowship Hall Door Fund	Marilyn Roberts	Foundation	Add door to audio/visual room (balance remaining)
3.206.133	Fire Circle Renovation Fund	Marilyn Roberts	Foundation	Fire Circle improvements - work in progress
3.206.140	UU Leadership Fund	LDC	Foundation	Unfunded grant line item this year
3.206.141	OWL Fund (Grant) Balance	James Chase	Foundation	OWL training and programs. Curriculum was not purchased due to covid. Hopefully we will be able to run OWL this year.
3.206.173	Cabinet for Social Hall (grant) Balance	Marilyn Roberts	Foundation	Balance returned to Foundation
3.206.186	Security (Grant) Balance	Security Team & Marilyn Roberts	Foundation	Balance returned to Foundation
3.206.187	CPR and First Aid Traning (Grant) Balance	Security Team	Foundation	Balance returned to Foundation
3.206.211	Labyrinth Repair (grant) Balance	Debra Neill-Mareci	Foundation	For Labyrinth repairs and maintenance
3.206.215	Ministerial Installation (grant) Balance	Debra Neill-Mareci	Foundation	To cover costs for Minister's Installation (balance remaining)

**Unitarian Universalist Fellowship - Gainesville**  
**Consolidated Fund Narative Report**  
**November 2022**

Account #	Account Name	Name	Source	Purpose
	<b><i>CYREC</i></b>			
3.210.120	RE Fund Balance	James Chase/Rev. Christe Lunsford		To benefit children & youth.
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
3.201.160	Playground/Coffee Fund Balance	James Chase/Rev. Christe Lunsford		To support playground equipment and supplies
	<b><i>Social Justice Fund</i></b>			
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.
2.216.160	Share The Plate Balance	Alice Primack	Directed Donations	These monies are paid out to approved charities.
	<b>Future Funding &amp; Capital Reserve Accts.</b>			
3.404.110	Res. Fd for Large Scale Maintenance- Balance	Facilities/Board	Board	This account is for large maintenance items (e.g., major fire suppression system repair, air conditioners, roof replacement, exterior painting, etc.)
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	Foundation	Foundation	This number is provided by the Foundation/ UUA, updated as new figures are made available
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 November 30, 2022					
Wednesday, December 14, 2022					
Account #		Account Name		Beginning Balance	YTD Balance
Assets					
Cash					
1.000.130	Ameris Bank-Checking			84,623.42	120,310.74
1.000.140	Ameris Bank-Money Market			60,706.70	60,801.58
		Total Cash		\$145,330.12	\$181,112.32
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			410,635.17	391,075.39
1.100.250	Ministers Discretionary Fund Account			5,044.99	1,870.99
		Total Other Assets		\$415,680.16	\$392,946.38
		Total Assets		\$1,729,580.28	\$1,742,628.70
Liabilities					
Current Liabilities					
2.000.110	Accounts Payable/Vendors			612.35	350.00
2.000.120	Payroll Taxes Payable			0.00	(238.00)
		Total Current Liabilities		\$612.35	\$112.00
		Total Liabilities		\$612.35	\$112.00
Fund Balance					
3.100.100	General Fund Balance			42,625.53	72,192.03
3.100.301	Ministers Discretionary Pass Through Fund Balance			410.00	60.00
3.100.321	Minister's Sabbatical Fund Balance			20,732.58	23,722.58
3.201.120	CUUPS Support Fund Balance			0.00	81.00
3.202.100	Music Support Fund			860.00	860.00
3.203.110	Memory Garden Fund			1,740.11	1,633.11
3.203.120	Courtyard Fund Balance			4,219.05	4,174.05
3.204.110	Book Cart Fund			24.00	34.00
3.206.100	Foundation Grants				
	3.206.110	Nametag Replacement (Grant) Fund Balance		0.00	1,861.50
	3.206.111	Gutters (Grant) Fund Balance		0.00	1,871.00
	3.206.112	Choir Risers (Grant) Fund Balance		0.00	1,500.00
	3.206.113	Youth Room Update (Grant) Fund Balance		0.00	3,000.00
	3.206.130	Front Sign Repair Fund (Grant) Balance		533.06	533.06
	3.206.131	Office Furniture Replacement Fund (Grant) Balance		28.01	0.00
	3.206.133	Fire Circle Renovation Fund Balance		755.00	755.00
	3.206.141	OWL Fund (Grant) Balance		1,728.92	1,728.92
	3.206.173	Cabinets for Social Hall (grant) Balance		3,743.12	0.00
	3.206.186	Security (grant) Balance		2,262.17	0.00
	3.206.187	CPR and First Aid Training (grant) Balance		525.00	0.00
	3.206.211	Labyrinth Repair (grant) Balance		2,500.00	2,500.00
	3.206.215	Ministerial Installation Fund (grant) Balance		358.33	358.33
		Total Foundation Grants		\$12,433.61	\$14,107.81
3.210.100	CYREC				
	3.210.110	RE Fund Balance		2,599.13	2,749.13
	3.210.120	Youth Support Fund Balance		1,763.09	1,845.34
	3.210.160	Playground/Coffee Fund Balance		95.00	95.00
		Total CYREC		\$4,457.22	\$4,689.47
3.216.100	Social Justice Fund				
	3.216.110	Social Justice Unallocated Funds		1,823.12	1,843.72
	3.216.150	Pineridge Fund		1,101.98	1,101.98
	3.216.160	Share The Plate Balance		96.00	421.00
		Total Social Justice Fund		\$3,021.10	\$3,366.70
3.400.100	Future Funding & Capital Reserve Accounts Balance				
	3.404.110	Res. Fd for Large Scale Maintenance- Balance		53,994.57	56,079.57
		Total Future Funding & Capital Reserve Accounts Balance		\$53,994.57	\$56,079.57
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			410,835.17	391,075.39
3.500.250	Ministers Discretionary Fund Bank Account Balance			5,044.99	1,870.99
		Total Fund Balance		\$1,728,967.93	\$1,742,516.70
		Total Liabilities and Fund Balance		\$1,729,580.28	\$1,742,628.70

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of December 2022 for General Fund									
Thursday, January 5, 2023									
Account #	Account Name	Period Activity December 2022	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining	
<b>Income</b>									
<b>Income to General Fund</b>									
<b>Sustaining Gifts-Members &amp; Friends</b>									
4.100.030	Current Years Pledges	10,364.14	22,980.00	139,775.89*	137,880.00	1,895.89	275,759.00	135,983.11	
4.100.050	Sunday Collect/Unidentified G	1,024.60	1,250.00	6,319.67	7,500.00	(1,180.33)	15,000.00	8,680.33	
	<b>Total Sustaining Gifts-Members &amp; Friends</b>	<b>\$11,388.74</b>	<b>\$24,230.00</b>	<b>\$146,095.56*</b>	<b>\$145,380.00</b>	<b>\$715.56</b>	<b>\$290,759.00</b>	<b>\$144,663.44</b>	
<b>Miscellaneous Income</b>									
4.100.210	Rental Income	3,000.00	2,667.00	14,325.00	16,002.00	(1,677.00)	32,000.00	17,675.00	
4.100.300	Special Activities and Auction	0.00	0.00	2,299.70*	0.00	2,299.70	15,000.00	12,700.30	
4.100.315	Concert Income	753.00	0.00	2,327.00*	0.00	2,327.00	2,400.00	73.00	
4.100.330	Interest	26.91	3.00	121.79*	18.00	103.79	40.00	(81.79)	
4.100.430	Book Cart Income	0.00	0.00	0.00	333.00	(333.00)	1,000.00	1,000.00	
	<b>Total Miscellaneous Income</b>	<b>\$3,779.91</b>	<b>\$2,670.00</b>	<b>\$19,073.49*</b>	<b>\$16,353.00</b>	<b>\$2,720.49</b>	<b>\$50,440.00</b>	<b>\$31,366.51</b>	
	<b>Total Income to General Fund</b>	<b>\$15,168.65</b>	<b>\$26,900.00</b>	<b>\$165,169.05</b>	<b>\$161,733.00</b>	<b>\$3,436.05</b>	<b>\$341,199.00</b>	<b>\$176,029.95</b>	
	<b>Total Income</b>	<b>\$15,168.65</b>	<b>\$26,900.00</b>	<b>\$165,169.05</b>	<b>\$161,733.00</b>	<b>\$3,436.05</b>	<b>\$341,199.00</b>	<b>\$176,029.95</b>	
<b>Expense</b>									
<b>Expenses from General Fund</b>									
<b>Programs</b>									
5.100.110	Membership	26.61	67.00	241.01	402.00	(160.99)	800.00	558.99	
5.100.120	UU Leadership	0.00	50.00	0.00	300.00	(300.00)	600.00	600.00	
5.100.130	Social Justice	0.00	108.00	999.89*	648.00	351.89	1,300.00	300.11	
5.100.140	RELATE	0.00	25.00	0.00	150.00	(150.00)	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	188.32	167.00	451.33	1,002.00	(550.67)	2,000.00	1,548.67	
5.100.280	Hospitality Budgeted	0.00	50.00	46.77	300.00	(253.23)	600.00	553.23	
5.100.300	Special Activities and Auction Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5.100.310	Worship - Sunday Services	0.00	320.00	1,642.17	1,920.00	(277.83)	3,834.00	2,191.83	
5.100.315	Concert Expense	548.93	0.00	635.74*	0.00	635.74	0.00	(635.74)	
5.100.320	Music Program	268.38	200.00	602.13	800.00	(197.87)	2,000.00	1,397.87	
5.100.410	Canvass Expenses	0.00	0.00	0.00	0.00	0.00	500.00	500.00	
5.100.430	Book Cart Expense	0.00	0.00	0.00	500.00	(500.00)	1,000.00	1,000.00	
	<b>Total Programs</b>	<b>\$1,032.24</b>	<b>\$987.00</b>	<b>\$4,619.04</b>	<b>\$6,272.00</b>	<b>(\$1,652.96)</b>	<b>\$13,184.00</b>	<b>\$8,564.96</b>	
<b>Administration &amp; Operational Support</b>									
5.100.010	Board Discretionary Funds	0.00	25.00	0.00	150.00	(150.00)	300.00	300.00	
5.100.020	Pastoral Care Expense	0.00	17.00	164.01*	102.00	62.01	200.00	35.99	
5.100.030	Contributions to Reserves	417.00	417.00	2,502.00	2,502.00	0.00	5,000.00	2,498.00	
5.100.520	Denominational Dues	1,437.50	1,438.00	8,625.00	8,628.00	(3.00)	17,250.00	8,625.00	
5.100.525	Insurance	1,295.14	1,500.00	8,791.63	10,000.00	(1,208.37)	19,000.00	10,208.37	
5.100.530	Office Expense	(164.95)	583.00	3,893.27*	3,498.00	395.27	7,000.00	3,106.73	
5.100.535	Pianist/Accompanist - Contractor	0.00	1,090.00	4,100.00	5,660.00	(1,560.00)	12,200.00	8,100.00	
5.100.540	Bookkeeper	200.00	208.00	787.50	1,248.00	(460.50)	2,500.00	1,712.50	
5.100.545	Telephone & Internet	483.91	482.00	2,995.20	3,282.00	(286.80)	7,100.00	4,104.80	
5.100.550	Utilities - Electricity & Water	0.00	1,500.00	7,225.51	9,000.00	(1,774.49)	18,000.00	10,774.49	
5.100.560	Waste Disposal	197.31	200.00	1,157.97	1,200.00	(42.03)	2,400.00	1,242.03	
5.100.570	Custodial Service	770.00	770.00	4,620.00	4,620.00	0.00	9,240.00	4,620.00	
5.100.572	Custodial Supplies	125.65	69.00	272.06	414.00	(141.94)	825.00	552.94	
5.100.575	Facilities Maintenance	1,050.00	917.00	4,136.64	5,502.00	(1,365.36)	11,000.00	6,863.36	
5.100.580	Backflow and Fire Suppression	2,287.20	280.00	6,798.90*	6,700.00	98.90	9,066.00	2,267.10	
5.100.583	Security & Safety	0.00	25.00	715.82*	150.00	565.82	300.00	(415.82)	
5.100.585	Pest Control	0.00	0.00	400.00	400.00	0.00	400.00	0.00	



Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of December 2022 for General Fund									
Thursday, January 5, 2023									
Account #	Account Name	Period Activity December 2022	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining	
5.100.595	VANCO and Bank Fees	156.18	140.00	791.64	840.00	(48.36)	1,680.00	888.36	
	<b>Total Administration &amp; Operational Support</b>	<b>\$8,254.94</b>	<b>\$9,661.00</b>	<b>\$57,977.15</b>	<b>\$63,896.00</b>	<b>(\$5,918.85)</b>	<b>\$123,461.00</b>	<b>\$65,483.85</b>	
<b>Compensation &amp; Related Expenses</b>									
5.100.610	Ministers Salary	1,759.00	1,759.00	9,564.67	10,554.00	(989.33)	21,113.00	11,548.33	
5.100.620	Ministers Housing Allowance	4,000.00	4,000.00	22,000.00	24,000.00	(2,000.00)	48,000.00	26,000.00	
5.100.630	Ministers, In Lieu of Self Employment Tax	423.76	441.00	2,330.68	2,646.00	(315.32)	5,289.00	2,958.32	
5.100.640	Ministers Pension Fund	553.93	461.00	3,323.58*	2,766.00	557.58	5,530.00	2,206.42	
5.100.650	Ministers Health Insurance	259.09	768.00	2,231.88	4,608.00	(2,376.12)	9,212.00	6,980.12	
5.100.670	Ministers Professional Expenses	151.13	576.00	3,346.59	3,456.00	(109.41)	6,913.00	3,566.41	
5.100.680	Contributions to Ministers Sabbatical Fund	598.00	598.00	3,588.00	3,588.00	0.00	7,176.00	3,588.00	
5.100.710	Congregational Administrator Salary	3,208.83	3,160.00	17,861.93	18,960.00	(1,098.07)	37,916.00	20,054.07	
5.100.712	Congregational Administrator-Professional Expenses	0.00	316.00	100.00	1,896.00	(1,796.00)	3,792.00	3,692.00	
5.100.720	Choir Director Salary	1,653.78	2,400.00	5,663.69	9,600.00	(3,936.31)	24,000.00	18,336.31	
5.100.722	Music Director's Professional Expenses	1,808.90	240.00	2,057.90*	960.00	1,097.90	2,400.00	342.10	
5.100.725	Pianist/Accompanist - Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5.100.728	Audiovisual Technician	382.50	455.00	2,077.50	2,730.00	(652.50)	5,460.00	3,382.50	
5.100.731	Director of RE Salary	1,137.50	1,200.00	4,182.50	4,800.00	(617.50)	12,000.00	7,817.50	
5.100.732	Director of Religious Education-Professional Exp.	0.00	120.00	55.00	480.00	(425.00)	1,200.00	1,145.00	
5.100.740	Child Care	427.64	368.00	1,830.56	2,208.00	(377.44)	4,416.00	2,585.44	
5.100.820	Staff Pensions	316.00	316.00	1,896.00	1,896.00	0.00	3,792.00	1,896.00	
5.100.910	Payroll Tax Expenses	520.98	529.00	2,418.70	3,174.00	(755.30)	6,344.00	3,925.30	
	<b>Total Compensation &amp; Related Expenses</b>	<b>\$17,201.04</b>	<b>\$17,707.00</b>	<b>\$84,529.18</b>	<b>\$98,322.00</b>	<b>(\$13,792.82)</b>	<b>\$204,553.00</b>	<b>\$120,023.82</b>	
	<b>Total Expenses from General Fund</b>	<b>\$26,488.22</b>	<b>\$28,355.00</b>	<b>\$147,125.37</b>	<b>\$168,490.00</b>	<b>(\$21,364.63)</b>	<b>\$341,198.00</b>	<b>\$194,072.63</b>	
	<b>Total Expense</b>	<b>\$26,488.22</b>	<b>\$28,355.00</b>	<b>\$147,125.37</b>	<b>\$168,490.00</b>	<b>(\$21,364.63)</b>	<b>\$341,198.00</b>	<b>\$194,072.63</b>	
<b>Difference</b>		<b>(\$11,319.57)</b>	<b>(\$1,455.00)</b>	<b>\$18,043.68</b>	<b>(\$6,757.00)</b>		<b>\$1.00</b>		

\* = Income/Expense exceeds amount budgeted to date

					<b>Unitarian Universalist Fellowship - Gainesville FL</b>					
					<b>Budget Variance Report</b>					
					<b>December 2022</b>					
Account #	Account Name									
<b>Income</b>										
<b>Income to General Fund</b>										
<b>Sustaining Gifts-Members &amp; Friends</b>										
4.100.030	Current Years Pledges				In October and November, our pledge income was higher than budgeted, but dropped below budget in December. However, we end the first six months of our fiscal year \$1896 over budget in pledge income.					
4.100.050	Sunday Collect/Unidentified G				This month's Sunday collection is slightly under budget.					
<b>Miscellaneous Income</b>					<i>Figures for these line items represent gross income.</i>					
4.100.210	Rental Income				Weight Watchers remains our main source of rental income.					
4.100.300	Special Activities-Auction				The rummage sale and our share of the Taco fundraiser have been our two main fundraisers thus far					
4.100.330	Interest									
4.100.430	Book Cart Income									
<b>Expense</b>										
<b>Expenses from General Fund</b>										
<b>Programs</b>										
5.100.110	Membership				Our main membership expense has been new member nametags					
5.100.120	UU Leadership									
5.100.130	Social Justice				Pride guide & Winter Solstice program ads plus dues have put Social Justice over budget for the fscal year thus far.					
5.100.140	RELATE									
5.100.150	CUUPS									
5.100.240	RE Program Activities									
5.100.280	Hospitality Budgeted									
5.100.300	Special Activities and Auction Expenses									
5.100.310	Sunday Services				Expenses include Sunday speakers and Touchstone subscription, etc.					
5.100.315	Concert Expenses				Non-budgeted line item to track concert-related expenses. In December we paid Emma's Revolution .					
5.100.320	Music Program									
5.100.410	Canvass Expenses									
5.100.420	Fundraising Expenses									
5.100.430	Book Cart Expense									
<b>Administration &amp; Operational Support</b>										
5.100.010	Board Discretionary Funds									
5.100.020	Pastoral Care Expense									
5.100.030	Contributions to Reserves				Monthly payment					
5.100.520	Denominational Dues				Monthly payment					
5.100.525	Insurance				Monthly payment - premiums have risen slightly					
5.100.530	Office Expense				A bit over budget this year because of stamps for Social Justice mailings. We did get a credit on the account, thus the negative balance for December expenses					
5.100.535	Pianist/Accompanist - Contractor				accompanist invoices have a one munth lag, so we appear about one month under budget					
5.100.540	Bookkeeper				Contract with Mignon Craig, bookkeeper					
5.100.545	Telephone & Internet				Contract with Cox Communications					
5.100.550	Utilities - Electricity				GRU - We have automated payments, but were not billed in December. GRU is having issues with new digital meter readings.					
5.100.560	Waste Disposal				Contract with Waste Pro					
5.100.570	Custodial Service				Contract with One Guy Cleaning & Repair, Inc., Juan Rivera proprieter					
5.100.572	Custodial Supplies									
5.100.575	Facilities Maintenance				recent expenses include installing LED light fixtures in our breezeway					
5.100.580	Backflow and Fire Suppression				recent expenses include our five year sprinkler system inspection					
5.100.583	Security & Safety				We are now paying for background checks using the Security line item. Line tiem is over budget because of the number of people involved with our children and youth programming who require background checks per our Safe Congregations policy.					
5.100.585	Pest Control				Melrose Pest Control's annual termite treatment					
5.100.595	VANCO and Bank Fees				Vanco manges our online donations					

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Unitarian Universalist Fellowship - Gainesville FL						
Consolidated Fund Activity Report for December 2022						
<b>Wednesday, January 11, 2023</b>						
Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	72,192.03	15,168.65	26,488.22	0.00	60,872.46
3.100.301	Ministers Discretionary Pass Through Fund Balance	60.00	771.00	0.00	0.00	831.00
3.100.321	Minister's Sabbatical Fund Balance	23,722.58	0.00	0.00	598.00	24,320.58
3.201.120	CUUPS Support Fund Balance	81.00	10.00	0.00	0.00	91.00
3.202.100	Music Support Fund	860.00	0.00	0.00	0.00	860.00
3.203.110	Memory Garden Fund	1,633.11	0.00	336.00	0.00	1,297.11
3.203.120	Courtyard Fund Balance	4,174.05	0.00	0.00	0.00	4,174.05
3.204.110	Book Cart Fund	34.00	0.00	0.00	0.00	34.00
3.206.100	<i>Foundation Grants</i>					
3.206.110	Nametag Replacement (Grant) Fund Balance	1,861.50	0.00	0.00	0.00	1,861.50
3.206.111	Gutters (Grant) Fund Balance	1,871.00	0.00	1,871.00	0.00	0.00
3.206.112	Choir Risers (Grant) Fund Balance	1,500.00	0.00	1,331.01	0.00	168.99
3.206.113	Youth Room Update (Grant) Fund Balance	3,000.00	0.00	0.00	0.00	3,000.00
3.206.130	Front Sign Repair Fund (Grant) Balance	533.06	0.00	0.00	0.00	533.06
3.206.133	Fire Circle Renovation Fund Balance	755.00	0.00	0.00	0.00	755.00
3.206.141	OWL Fund (Grant) Balance	1,728.92	0.00	0.00	0.00	1,728.92
3.206.211	Labyrinth Repair (grant) Balance	2,500.00	0.00	0.00	0.00	2,500.00
3.206.215	Ministerial Installation Fund (grant) Balance	358.33	0.00	0.00	0.00	358.33
3.210.100	<i>CYREC</i>					
3.210.110	RE Fund Balance	2,749.13	0.00	0.00	0.00	2,749.13
3.210.120	Youth Support Fund Balance	1,845.34	0.00	0.00	0.00	1,845.34
3.210.160	Playground/Coffee Fund Balance	95.00	0.00	0.00	0.00	95.00
3.216.100	<i>Social Justice Fund</i>					
3.216.110	Social Justice Unallocated Funds	1,843.72	214.00	0.00	0.00	2,057.72
3.216.150	Pineridge Fund	1,101.98	115.00	0.00	0.00	1,216.98
3.216.160	Share The Plate Balance	421.00	85.00	421.00	0.00	85.00
3.400.100	<i>Future Funding &amp; Capital Reserve Accounts Balance</i>					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	56,079.57	0.00	0.00	417.00	56,496.57
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	391,075.39	0.00	0.00	0.00	391,075.39
3.500.250	Ministers Discretionary Fund Bank Account Balance	1,870.99	0.00	0.00	0.00	1,870.99
<b>Total</b>		<b>\$1,742,516.70</b>	<b>\$16,363.65</b>	<b>\$30,447.23</b>	<b>\$1,015.00</b>	<b>\$1,729,448.12</b>

**Unitarian Universalist Fellowship - Gainesville**  
**Consolidated Fund Narative Report**  
**December 2022**

Account #	Account Name	Name	Source	Purpose
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 that the minister manages.
3.100.321	Ministers Sabbatical Fund Balance	Board	General Fund	Reserved for a substitute Minister when our Minister goes on Sabbatical (Yrs 4-7)
3.202.100	Music Support Fund	Derek Nirenberg/Rev Christe		Music program expenses
3.203.110	Memory Garden Fund	Pete Turner & Tamara Evonne	Donations	For the maintenance of the memory garden. Recent purchases have been for name plates for deceased members.
3.203.120	Courtyard Fund Balance	Peggy Maloney	Donations	Funds remaining from drive to purchase benches and landscaping the courtyard. Funds are used for improvements and long-term maintenance of the courtyard.
3.204.110	Book Cart Fund	Paul Hargrave	Sales	Book purchase income will be reallocated from this fund into the General Fund.
	<b>Foundation Grants</b>			
3.206.110	Nametag Replacement Fund	Cam Pierce	Foundation	Fall 2022 grant to purchse new nametags for congregants
3.206.111	Gutters Fund	Marilyn Roberts	Foundation	Fall 2022 grant to install gutters over the Phillips Hall portico. Work completed
3.206.112	Choir Risers Fund	Derek Nirenberg	Foundation	Fall 2022 grant to purchase more choir risers. Purchase completed
3.206.113	Youth Room Update Fund	James Chase	Foundation	Fall 2022 grant to purchase new furniture, etc., for Youth Room
3.206.130	Front Sign Repair Fund	Marilyn Roberts	Foundation	Refurbish Front Street Sign (balance remaining)
3.206.131	Office Furniture Replacement	Cam Pierce	Foundation	Remaining funds returned to Foundation
3.206.132	Fellowship Hall Door Fund	Marilyn Roberts	Foundation	Remaining funds returned to Foundation
3.206.133	Fire Circle Renovation Fund	Marilyn Roberts	Foundation	Fire Circle improvements - work in progress
3.206.140	UU Leadership Fund	LDC	Foundation	Unfunded grant line item this year
3.206.141	OWL Fund (Grant) Balance	James Chase	Foundation	OWL training and programs. Curriculum was not purchased due to covid. Hopefully we will be able to run OWL this year.
3.206.173	Cabinet for Social Hall (grant) Balance	Marilyn Roberts	Foundation	Balance returned to Foundation
3.206.211	Labyrinth Repair (grant) Balance	Debra Neill-Mareci	Foundation	For Labyrinth repairs and maintenance
3.206.215	Ministerial Installation (grant) Balance	Debra Neill-Mareci	Foundation	To cover costs for Minister's Installation (balance remaining)

**Unitarian Universalist Fellowship - Gainesville  
Consolidated Fund Narrative Report  
December 2022**

Account #	Account Name	Name	Source	Purpose
	<b><i>CYREC</i></b>			
3.210.120	RE Fund Balance	James Chase/Rev. Christe Lunsford		To benefit children & youth.
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
3.201.160	Playground/Coffee Fund Balance	James Chase/Rev. Christe Lunsford		To support playground equipment and supplies
	<b><i>Social Justice Fund</i></b>			
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.
2.216.160	Share The Plate Balance	Alice Primack	Directed Donations	These monies are paid out to approved charities.
	<b>Future Funding &amp; Capital Reserve Accts.</b>			
3.404.110	Res. Fd for Large Scale Maintenance- Balance	Facilities/Board	Board	This account is for large maintenance items (e.g., major fire suppression system repair, air conditioners, roof replacement, exterior painting, etc.)
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	Foundation	Foundation	This number is provided by the Foundation/ UUA, updated as new figures are made available
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 December 31, 2022				
Wednesday, January 11, 2023				
Account #	Account Name	Beginning Balance	YTD Balance	
<b>Assets</b>				
<b>Cash</b>				
1.000.130	Ameris Bank-Checking	84,623.42	107,383.33	
1.000.140	Ameris Bank-Money Market	60,706.70	60,828.49	
		<b>Total Cash</b>	<b>\$145,330.12</b>	<b>\$168,211.82</b>
<b>Fixed Assets</b>				
1.000.310	Building & Land	1,105,900.00	1,105,900.00	
1.000.320	Equipment	62,670.00	62,670.00	
		<b>Total Fixed Assets</b>	<b>\$1,168,570.00</b>	<b>\$1,168,570.00</b>
<b>Other Assets</b>				
1.000.410	UUFG Foundation	410,635.17	391,075.39	
1.100.250	Ministers Discretionary Fund Account	5,044.99	1,870.99	
		<b>Total Other Assets</b>	<b>\$415,680.16</b>	<b>\$392,946.38</b>
		<b>Total Assets</b>	<b>\$1,729,580.28</b>	<b>\$1,729,728.20</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
2.000.110	Accounts Payable/Vendors	612.35	51.27	
2.000.115	Accounts Payable/Pass-Through	0.00	466.81	
2.000.120	Payroll Taxes Payable	0.00	(238.00)	
		<b>Total Current Liabilities</b>	<b>\$612.35</b>	<b>\$280.08</b>
		<b>Total Liabilities</b>	<b>\$612.35</b>	<b>\$280.08</b>
<b>Fund Balance</b>				
3.100.100	General Fund Balance	42,625.53	60,872.46	
3.100.301	Ministers Discretionary Pass Through Fund Balance	410.00	831.00	
3.100.321	Minister's Sabbatical Fund Balance	20,732.58	24,320.58	
3.201.120	CUUPS Support Fund Balance	0.00	91.00	
3.202.100	Music Support Fund	860.00	860.00	
3.203.110	Memory Garden Fund	1,740.11	1,297.11	
3.203.120	Courtyard Fund Balance	4,219.05	4,174.05	
3.204.110	Book Cart Fund	24.00	34.00	
3.206.100	Foundation Grants			
3.206.110	Nametag Replacement (Grant) Fund Balance	0.00	1,861.50	
3.206.112	Choir Risers (Grant) Fund Balance	0.00	168.99	
3.206.113	Youth Room Update (Grant) Fund Balance	0.00	3,000.00	
3.206.130	Front Sign Repair Fund (Grant) Balance	533.06	533.06	
3.206.131	Office Furniture Replacement Fund (Grant) Balance	28.01	0.00	
3.206.133	Fire Circle Renovation Fund Balance	755.00	755.00	
3.206.141	OWL Fund (Grant) Balance	1,728.92	1,728.92	
3.206.173	Cabinets for Social Hall (grant) Balance	3,743.12	0.00	
3.206.186	Security (grant) Balance	2,262.17	0.00	
3.206.187	CPR and First Aid Training (grant) Balance	525.00	0.00	
3.206.211	Labyrinth Repair (grant) Balance	2,500.00	2,500.00	
3.206.215	Ministerial Installation Fund (grant) Balance	358.33	358.33	
		<b>Total Foundation Grants</b>	<b>\$12,433.61</b>	<b>\$10,905.80</b>
3.210.100	CYREC			
3.210.110	RE Fund Balance	2,599.13	2,749.13	
3.210.120	Youth Support Fund Balance	1,763.09	1,845.34	
3.210.160	Playground/Coffee Fund Balance	95.00	95.00	
		<b>Total CYREC</b>	<b>\$4,457.22</b>	<b>\$4,689.47</b>
3.216.100	Social Justice Fund			
3.216.110	Social Justice Unallocated Funds	1,823.12	2,057.72	
3.216.150	Pineridge Fund	1,101.98	1,216.98	
3.216.160	Share The Plate Balance	96.00	85.00	
		<b>Total Social Justice Fund</b>	<b>\$3,021.10</b>	<b>\$3,359.70</b>
3.400.100	Future Funding & Capital Reserve Accounts Balance			
3.404.110	Res. Fd for Large Scale Maintenance- Balance	53,994.57	56,496.57	
		<b>Total Future Funding &amp; Capital Reserve Accounts Balance</b>	<b>\$53,994.57</b>	<b>\$56,496.57</b>
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	410,835.17	391,075.39	
3.500.250	Ministers Discretionary Fund Bank Account Balance	5,044.99	1,870.99	
		<b>Total Fund Balance</b>	<b>\$1,728,967.93</b>	<b>\$1,729,448.12</b>
		<b>Total Liabilities and Fund Balance</b>	<b>\$1,729,580.28</b>	<b>\$1,729,728.20</b>

## UUFG Governing Board Meeting Minutes

28 Nov 2022

Board members present: Tim Christy, Diane DePuydt, Bev Giordano, Leah Cobb Lee, Norden Lucke, Martha Soles, and Rev Christe Lunsford

Board members absent: none.

Congregants present: David Wilkomm, Jim Wright, Jonathan Coron, Harry Mangle, Jeanne Gossman, Debra Neill-Mareci, Tom Mareci, Paul Avery, Judith Kendall, Evan Waladt, Sarah Hausman

### 1. Gathering and Meeting Preparation

- a. Welcome, Call to Order, Quorum; Martha called the meeting to order at 6:30 pm. We have a quorum.
- b. Chalice Lighting and Reading by Rev Christe.
- 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 roles: Diane is timekeeper; Leah is writing gratitude cards; Jeanne Gossman is external observer.
- f. Confirm agenda/any updates

2. Congregational Input – Jonathan Coron impressed with Sunday services. David Wilkomm spoke to discussions of proposed changes in UUA principles. Paul requested that the Board take action on having congregational meetings about these changes.

### 3. Consent Agenda –

- a. Ministerial & Staff Report (Att. 1)
- b. Treasurer's Report for September (Att. 2)
- c. Minutes of September 26, 2022, meeting (Att. 3)
- d. Fellowship Council Report (Att. 4)

**Motion:** Martha moved to approve the consent agenda. Tim seconded, and the motion was passed unanimously.

### 4. Discussion/Action Items/Visioning - Rev Christe

- a. Board learning discussion (continued from last month's meeting): Martha – relationship between the board/minister/congregation important and needs to be included in our Board meetings. Rev Christe – graphic included in board packet illustrates what we've continued/started/ended, as we come out of COVID crisis time and have fatigue. This fatigue makes it harder for a board to function. We must decide what to pick up again, because we can't come back 100% right now. The Board must discern what can be tolerated at this point. Choose a few things. Diane noted that a small group of people are carrying the daily church functioning and another large group is doing the social justice outreach. There is some overlap between the two groups. Where do we cut back? Who can come in to help? Younger constituencies want to do something but don't want to serve on



committees. What must be committed to in the long term? May need to do things quickly, try new approaches to things (e.g., recent UUFG raffle). Begin with the Board and move outward to the congregation.

- b. Liaison portfolios and monthly reports – Norden said the Safety Committee is rewriting the Emergency Operations Plan and will present this document at the February Board meeting.
- c. Feb 4, 2023, Board retreat to address Difficult Discussions; congregation workshop on Feb 5 after service to participate in this endeavor.

5. *Management and Facilities:*

- a. What has been successful? (Att. 5). Diane (Fellowship Council - we began mailing Touchstones during COVID to keep people connected; should we continue to mail this? It's available online. Could copies be at church for people to pick up? Leah (CYREC) – It's difficult to reopen because of the complexity and steps involved. Difficult to find volunteers. Wide age range (groups at young end and at top end); not enough students to have multiple classrooms. Kids don't like being 1:1 with adults. Combining kids in one classroom makes it hard to teach at a wide range. Diane asked about resources available and how to modify the way things are presented. Flow of content may need to change temporarily. Growing pains of bringing it back.
- b. Rummage sale generated \$1,309.70.

6. *Leadership and Governance*

- a. Leadership Development- Finance Committee Chair Appointment; Judith and Harry presented Jim Wright for approval as Finance Committee chair. **Motion:** Norden moved to approve Jim Wright as Finance Committee chair; Leah seconded; motion approved unanimously.
- b. Article II discussion AKA Principles and Purposes. Rev Christe held four meetings to allow people to discuss what's happening; 40 people attended. Launch of Article II came out in October, asking for reflection from UUs. Commentary will be culled, and the Article will be rewritten. UUA bylaws specify revision /reflection/renewal of the Articles every 15 years. There may be another rewrite before the General Assembly. The document will then go out to congregations for the rest of 2023 for discussion and then go through the same process until 2024 GA. To vote at GA, a congregation must certify as a valid certified congregation. Not all certified congregations vote at GA. A congregation of our size gives us 4 voting delegates for GA. Rev Christe will begin new discussions at UUFG with more board input at fellowship Sunday lunches. Diane has concerns about the *process* of revising the principles. Congregations must be educated to take responsibility for what the principles mean in UU lives. Evan commented that the new language is concerning. We must consider what has been written and get more discussion and views presented to congregants. Paul wants the Board to take charge and organize meetings where everyone can see the discussions (meetings after services). Rev Christe stated the proposed Article II changes will be part of the Dec 4. **Action**

**Item:** Separate town halls for UUFG issues and for Article II discussions. Leah to send Doodle poll to ascertain when Board members will be available for Sunday Town Hall discussions, beginning in February 2023.

- c. Meter for tracking electricity usage (Att. 6) – GRU audit results. New meter has been installed. It records power used every 15 minutes, allowing us to pull reports for time periods. GRU has a fee schedule for churches, but this schedule assumes that churches only function on Sundays. Electricity use on other days will bump us out of the church designation, and we would be billed at the non-church rate the rest of the year. The GRU plan only works with a static schedule. Social Justice to educate GRU to revise the Sunday-only church function. We must balance cost and mission when looking at electricity costs.
- d. Annual Social Justice meeting in February to be scheduled. Primary concern will be voting on 2023 social actions. The GA Social Justice has not come back online post COVID.

7. Wrap Up

- a. Emerging Concerns – nothing not already covered during the meeting discussions
  - b. Calendaring & Action Items – Board to take leadership on setting up congregational meetings re: Article II (beginning in February).
  - c. Gratitudes– Liz Stewart for Rummage Sale; Joanna Lowenstein and Peggy Koulias for Thanksgiving at UUFG.
  - d. Board Process – Jeanne thought the meeting went well; decisions/tasks re: Article II discussed and settled
  - e. Personal Check-out
8. Adjournment – the meeting adjourned at 7:59 PM. The next regular meeting of the Board will be on January 23, 2023.

Respectfully submitted,  
Beverly Giordano,  
UUFG Board Secretary

Executive Session: began at 8 PM; ended 8:23 PM – discussed Rev Christe's time away in January.

## FELLOWSHIP COUNCIL MEETING

Tuesday, January 10, 2023

Attending: Diana Hagan, Jonathan Coron, Marilyn Roberts, Liz Stewart, Alice Primack, Diane DePuydt

### SUMMARY

Marilyn presented the volunteer job description for Kitchen Steward (see below). Marilyn and Hazel Hazlett will work together through June testing and tweaking this system. There was some discussion about the role of the FC in coordinating that at UUFG in general (no conclusion). There is a need for someone to see that the window room is kept clean and free from trash and clutter. The suggestion was made that if supplies for the service table were kept in that room those people could take a few minutes to take out trash and pick up. There was general discussion about the role of the FC as articulated in items C & D in the charter (see agenda below). Members expressed a desire to have all the UUFG committees represented at FC meetings and find ways to work together. Diane agreed to contact Cam about getting the FC the names and emails of all those on currently on the FC list-serve.

### AGENDA

- 5:30 Chalice Lighting
- 5:35 Check-ins from members
- 5:55 Q & A on submitted committee reports
- 6:00 Ongoing and New Business
  - 1. Reflection and Discussion on the two items in our Charter that address the work of the Fellowship Council
    - C. Provides a forum and initiatives for advancing the programs and mission of the Fellowship*
    - D. Is aware of and sensitive to the pulse and needs of the congregation*
  - 2. Kitchen Steward job description - See below
- 6:55 Review Action items (if applicable)
- 7:00 Chalice Extinguishing

**To the Fellowship Council, proposed volunteer position** Submitted by Marilyn Roberts

### Kitchen Steward

#### Objectives:

- Provide a welcoming efficient kitchen environment for all users.
- Ensure the kitchen is stocked with equipment and supplies.
- Promote good environmental practices; minimize single use plastics, compost food waste, recycle packaging and other recyclables
- Follow food safety recommendations and keep refrigerator contents up to date.
- Maintain order by organizing cabinets and removing excess items.
- Be a resource for Coffee Hour hosts who who need to know what foods are already in the kitchen this week.

Note: I envision this position as working in the background, between Sundays. This is not a person on site whenever the kitchen is in use, but a resource and contact person when questions and needs arise. I intend to volunteer for this position for at least the balance of this church year.

## COMMITTEE REPORTS

### From Alice Primack, Social Justice

Social Justice Council collected clothing and camping items for GRACE Marketplace clients during December, making three large and much-appreciated deliveries there. We also had our annual fundraiser "Cookie Caper" at which we earned \$210.

For January, we will start a new series of programs during First Hour at 10am, featuring a speaker from the group with which we will Share the Plate that day during service. Our speaker for Jan. 15 is Leigh Scott, Volunteer Coordinator at GRACE. Then during the service that day we will take the collection for Share the Plate for GRACE.

We understand that the annual Social Justice Congregational Meeting will be combined this year with a general congregational meeting. We will report on our activities for the

year, ask for votes on a Social Justice focus area for the year, update Share the Plate recipients, and introduce new leadership as I am stepping down from chair.

### **From Marilyn Roberts, Facilities**

The new gutters have been installed near the Social Hall exit. They blend in well and have not been noticed yet.

We have new LED can lights in the breezeway outside the administrative and classroom buildings. They are brighter and less expensive to use than the old lights. We had to replace the timer that turns the lights on and off when it stopped working due to age.

A large limb that fell in the south retention pond has been removed.

In December a team of volunteers including Sarah Hausman, Evan Waltdt, Tom Palmer, Kay Anderson, Michael Avery and Tim Christy replaced spotlight bulbs high in the sanctuary and went on to repair the courtyard fountain which is working again to the delight of many.

In December we learned that our fire sprinkler system requires draining, flushing and installation of two new flushing connections. We received a proposal from Gator Fire for \$4,000 which is under consideration by the Board.

### **From Susan Christy, Welcome Team**

I will not be able to attend the Fellowship Council meeting this coming Tuesday evening; just a few bits of news to pass on.

#### **Coffee Hour:**

Bless Marilyn for so ably describing, as well as taking on, the Kitchen Steward job

I have a wonderful candidate who may take over scheduling Coffee Hour hosts. I should know soon.

Folks are gradually getting the knack of how to use SignUpGenius to volunteer to host Coffee Hour. FOTC are signed up for every two months!

#### **Welcome Team:**

Still struggling to get enough volunteers.

Before our next FC meeting, I will be conducting a Zoom meeting with Welcome Team members to see if we can improve what we are doing, and perhaps find a way to get more folks involved, in particular after service at the Visitor Information Table.

### **From Jonathan Coron, Safety Committee**

We had a Safety Service Meeting on 1/8/23 after the service. There was extensive discussion about how we might do the Sunday Service that deals with safety-related issues. Lots of good ideas came up along with other safety related issues such as

1. Making signs in the kitchen about locking up the kitchen correctly and when to leave the door unlocked.
2. Possible creation of "Security" badges for those who are doing such activity. No decision was made as further evaluation needs to be considered.
3. Putting the names of all RE and Foyer monitors into each other's cell phone contact list under "M" for Monitors so the numbers and names can be quickly accessed when and if needed. For example, Monitor #1 (Member name and number) Monitor #2 etc.
4. Consideration for having monitors have pepper spray on their person. No decision has been made on this yet.
5. Harry Mangle, Jonathan Coron and David Willkomm will have a meeting with Reverend Christie on January 30th regarding Sunday Safety Service. A service dedicated to safety related issues where a mock evacuation of the social hall will take place.
6. Decision was made to have signs placed on the inside of each classroom door that directs all leaders to lock the doors when activities are being done in them.
7. Possibly providing safety statistics during the safety service and having safety committee members take turns reading them.

## **Finance Committee Report to Governing Board**

The Finance Committee met on January 19<sup>th</sup>. The members are: Jim Wright (Chair), Leah Cobb Lee (Board Liaison), Kristin Stevens, Paul Avery, Sandra Topp, and Lauren Samuels. Cam and Rev Christe are ex-officio members.

We reviewed the financial reports, discussed the status of the search for a Treasurer, and discussed the need for an audit (internal or external) at some point in the near future. We noted the schedule of the upcoming Stewardship campaign and budget-formulating process, as well as how we might participate in that.

We also discussed the interplay between the Facilities Maintenance line item, the Reserve Account for large-scale maintenance, and the Foundation grant process. We talked about creating a list of large-scale maintenance projects, when they might conceivably be needed, and what they might approximately cost. We also broached the topic of what amount of liquid assets (checking, money-market) the Fellowship needs to maintain. The Committee will meet again on February 20<sup>th</sup>.

Submitted by Jim Wright, Chair.

# Emergency Operation Plan (EOP)

**Submitted: September, 2020**

**Updated: January, 2023**



**Unitarian Universalist**  
Fellowship of Gainesville

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## Introduction

Our Emergency Operation Plan dates to 2016, when Vic Harrell, UUFG member, developed our original plan in consultation with Rev. Maureen Killoran, UUFG Developmental Minister, 2015-2018. Substantially revised by a Safety and Security Task Force, the Governing Board approved a new version in 2020 along with further updates to the EOP in September 2021.

The Emergency Operations Plan is required under UUFG Gov-12 policy (Appendix B), passed by the Governing Board in July 2020.

**Mission:** Effectively coordinate and direct our resources to protect our members, visitors and Fellowship property from hazards and threats.

**Goal:** To implement and maintain plans to identify emergencies, empower trained personnel, and make available necessary equipment so our Fellowship may respond effectively to emergent situations.

### Emergency Operation Plan Components:

Chapter I	Medical Emergencies
Chapter II	Weather Emergencies
Chapter III	Fire Emergencies
Chapter IV	Civil Disturbances

**Decision Makers:** The entities that have ultimate responsibility for developing, implementing, and periodically reviewing the Emergency Operation Plan

1. Governing Board
2. Minister
3. Safety/Security Team

### Location of EOP Copies

- Administrator's office
- Minister's office
- RE office
- Governance Manual

# Emergency Operation Plan (EOP)

## Chapter 1 — Medical Emergencies

### Response to Emergencies During Sunday Service or Associated Activities Before or After Service on UUFG's Campus

- In the event of a medical emergency during Sunday worship service (fainting; falls with or without injury; chest pain; choking; seizure activity; stroke or stroke like symptoms) the Minister or Worship Associate must ask if there is a person in the congregation (with medical/nursing background) to assist with First Aid needs.
- In the lectern will be a current list of UUFG staff and congregants who can provide Basic Life Support (BLS) or CPR & AED. Check this list when emergency is discovered.
- Usher(s) must call 911 if directed to do so by any of the above. The usher will answer the dispatcher's questions and will remain on the phone for instructions from the dispatcher.
- The Minister/Worship Leader will then proceed with the Sunday service while the "assisting congregant" helps the injured person. Proceeding depends on the nature of the emergency. It may be appropriate to pause the service for an extended period of time.
- If possible, and if the injured person is willing, relocate the sick person to either the Quiet room, the Phillips Social Hall, or to the Sanctuary foyer. This will improve privacy, medical assessment and access for EMS if summoned. Transfer should be done only if the sick person can be moved SAFELY.
- Once first responders arrive, the "assisting congregant" must report pertinent medical/nursing assessment and interventions to EMS. The "assisting congregant" must remain with the ill person until the emergency ends or the person is transported to the hospital.

### Follow Up

- The "assisting congregant" can (with the ill person's permission) contact a family member to inform them of what has occurred and to where the patient has been transported.
- The "assisting congregant" will update the Minister as to the outcome of the medical event after service, and any actions recommended by EMS. If the Minister is not at the facility, the Minister should receive an email, call or text the day of the event.
- It is recommended that the Minister and/or their designee follow up with the sick individual the next day to provide support and to assess if additional pastoral care is needed.
- It is suggested that following the medical emergency, the Minister, Worship Associate & "assisting congregant" discuss the Fellowship's response. The Security Team and the Safety Committee must be notified if additional training or equipment is recommended for future events. Confidentiality is required.

## RE Emergencies

- Should a medical emergency take place on the playground, the nursery, or in an RE classroom, the Director of Religious Education (DRE) must be notified immediately by the RE instructor or nursery attendant caring for that child.
- The DRE must notify the parent(s) of the child immediately as well as 911 if EMS services are needed. The DRE must make the usher aware of the need for an “assisting congregant” if necessary. If the child requires 911 assistance the DRE director or designee must remain with the child and their parents for support and assistance.

## Follow Up

- The DRE must inform the minister as soon as practical of the emergency event so that the minister or their designee can follow up and determine if additional pastoral support is needed.
- As previously outlined, the DRE must discuss the incident with the minister and “assisting congregant” (if present) after the medical event ends or the child is transported for further medical assistance. The Security Team must review the event as soon as reasonably possible. Confidentiality is required due to HIPPA regulations.

## Medical Events other than Sunday Services:

- The event planner must be responsible for notification of 911 assistance if EMS is needed.
- The event planner must request an “assisting participant” (individual with medical/nursing background) who is present at the function & who can assist in the medical emergency to provide First Aid if it is required.
- If the event takes place while UUFG staff are present, the event planner or their designee must make the staff aware of a medical emergency occurring.
- If there is no UUFG staff present the event planner must inform the Congregational Administrator and/or Minister of the medical event the next day. Confidentiality is required due to HIPPA guidelines.
- If the event is a UUFG event, the minister or designee must follow up with the UUFG congregant the next day to see if additional pastoral support is needed.

## Epidemics and Pandemics

The UUFG president, board, and minister (with best current information at hand from local, state, and government leaders & health agencies; and additional recommendations from the UUA) will decide the “closing” of UUFG when dealing with contagious health risks for UUFG. Conversely, the president, board and minister will decide the “reopening” of UUFG had it been closed for the aforementioned reason. The Safety Committee or other board-designated group may assist in recommendations if asked to do so by the governing board. The Safety Committee must review this situation in their next meeting.

If UUFG leadership does not close the campus, UUFG must implement guidelines for safer gatherings by:

- Limiting the number of people in enclosed spaces
- Arranging chairs to promote distancing
- Avoiding hand holding rituals
- Providing hand sanitizer and facial tissues in gathering areas
- Providing disposable face masks for participants if recommended
- Canceling or modifying high risk activities such as food buffets
- Enhancing routine cleaning of “high touch” points and furnishings

## Automated External Defibrillator – AED Device

### Background

In January 2021, UUFG installed a Philips On-site Heart Start AED. AEDs are used for individuals experiencing Sudden Cardiac Arrests (SCA) which can cause death if not treated in minutes. Usually the first sign of SCA is the loss of consciousness (fainting) and no heartbeat or pulse can be felt. Ventricular fibrillation (v fib) often causes most SCA. AEDs are found in many public places (e.g., schools, airports, gyms, malls, hotels, sporting venues, and churches).

### Use

The Philips On-site HeartStart AED (when electrode pads are applied to the victim) will examine the victim’s cardiac event and can provide an electrical shock to the victim's heart to restore a normal regular rhythm. The AED verbally instructs (in English) those who are assisting a heart attack victim in how to use the device — including whether CPR and/or defibrillation is advised — while awaiting EMS to arrive. However, the Fellowship possesses a training AED that members and staff may use to become familiar with the device and build confidence in its usage.

### Location

*Location of UUFG’s Philips On-site HeartStart AED:* in hallway off Sanctuary foyer near water fountain (placed 1/28/21) in a metal wall cabinet indicated by AED flexible wall sign.

The AED is located in a metal cabinet, and an alarm sounds when the cabinet door is opened. (KEY to alarm is located inside AED wall cabinet)

## Specifications and Expiration Dates

1. Philips On-site HeartStart AED (8 year warranty) in semi rigid carry case
2. ADULT SMART electrode cartridge pads (one in AED device & one in separate packaging in AED cabinet.) EXPIRES 05/01/2023;  
PEDIATRIC electrode pads in separate cartridges in the AED cabinet) EXPIRES 05/12/2023.
3. AED Battery (4 year) pack EXPIRES 01/18/2025.
4. Operator's instruction manual (Administrator's office)
5. Quick reference card and responder AED/CPR pack (includes scissors, gloves, mouthpiece/mask with O2 fitting capability, razor blade; alcohol wipes
6. AED window/wall decal; flexible wall sign; and AED Check inspection tag.
7. Philips On-site HeartStart AED "TRAINER" device (includes: manual, carry case, adult training electrode cartridge; quick reference guide) requires 4 AA batteries placed 1/26/21. Factory warranty for 1 year.
8. ANNUVIA Arch ACE Program subscription: monthly prompts to check the AED readiness are sent to the Congregational Admin every month at admin@uufg.org. This subscription runs through 2025.

*Location of Training AED:* the Administrator's Office bookcase.

### **CPR/First Aid Training (workshop 6/18/22):**

1. Jonathan Coron
2. Pat Caren
3. Liz Stewart
4. Jeff Dunn
5. Jeannie Gossman
6. Debra Neill-Mareci

### **AED training (workshop 9/21; workshop 6/22)**

1. Heather Arata
2. Cam Pierce
3. Garrett Heckler
4. Liz Stewart
5. David Willkomm
6. Harry Mangle
7. Lauren Samuels
8. Martha Soles
9. Pat Caren
10. Alice Primack
11. Jeanne Gossman
12. Peggy Maloney
13. Rev. Christe
14. Marilyn Roberts
15. Jeff Dunn

## Chapter 2 — Weather Emergency

It is assumed that all members of UUFG should be aware of the weather conditions prior to coming to the Fellowship. If severe weather is announced for the Alachua County area, the following protocol should be followed by staff, the Sunday ushers/worship leaders and those occupying the UUFG facility at the time of the alert.

### Emergency Notification Protocol

The minister, President of the UUFG Board or their representative will send out a notification through *News and Needs* to members. Some members may be contacted through the UUFG phone tree established by the Minister. If possible, a message of the Fellowship's service cancellation should be placed on the office phone announcing the cancellation, and a designated person should post a sign on the Sanctuary doors and front sign to notify members and visitors that the service has been cancelled.

### Severe Weather Watch or Warning Issued During UUFG Services

If during a worship service or other Fellowship activity, a congregant learns of a severe weather/tornado watch/warning that person should notify the minister/worship service leader of the watch or warning. Such warnings may include storms producing strong wind, hail, heavy rain, tornados, or high concentration of lightning strikes. If it is deemed necessary by the minister/worship leader, all occupants should move to a safer place (back wall of the Sanctuary, inner hallway, choir room). All occupants should be advised to keep away from windows, glass doors, corded phones, electrical equipment and exposed plumbing fixtures and water fountains.

If a hurricane or tornado warning is issued the following rules should apply in advising members and visitors – coordinated by the ushers and worship leader.

- Do not wait until you see or hear severe winds or a tornado.
- Put as many walls between yourself and the outside as possible.
- Move to the opposite side of the building from the wind or tornado strike.
- Avoid all windows and glass doors.
- Do not waste time opening or closing windows.
- Find the most interior room or location in the building – away from the threat.
- Close all doors to the hallways and rooms.
- Get under any sturdy structure or piece of furniture if feasible.
- Protect yourself from flying objects.
- Cover your head as best you can.
- Wait for the “all clear” before leaving your safe location

Foyer/RE Monitor will notify the RE staff of the emergency. All RE activities should be cancelled, all participants should move into a safe location within the RE wing. All RE participants should also be advised to keep away from windows, glass doors, corded phones, electrical equipment and exposed plumbing fixtures and water fountains.

All UUFG occupants should remain inside and should avoid open areas, tall trees and utility poles. It is recommended that all occupants should remain indoors in a safe location for at least 30 minutes – after the weather event has subsided or the last clap of thunder is heard. An usher, or Minister/Worship Leader will declare “all clear” when the emergency has passed.

## After a Weather Incident - Assess Damage, Possible Dangers and Injuries

If injuries occur during the weather event, 911 should be dialed for emergency services. Lighting victims do not carry an electric charge and are safe to touch to give medical attention. A member or visitor who is CPR certified should begin CPR on anyone who is not breathing or is in cardiac arrest. Other injuries such as bleeding or head trauma should be attended to by those who have first aid training. Administering CPR or other first aid will give first responders time to arrive.

The Minister, staff, Facilities chair or designee, and Safety Team member should assess property damage after the weather incident. Any injuries or structural damage should be documented. Pictures of structural damage should be included. Pictures of damages should be emailed to the Congregational Administrator ([uuoffice@uufg.org](mailto:uuoffice@uufg.org)) for UUFG records, copying the Minister ([minister@uufg.org](mailto:minister@uufg.org)) and Facilities chair.

Incident/Accident Response Forms are located in the office hallway. Look for a red clipboard. Submit completed forms to the Congregational Administrator, with copies to the Minister and Safety Committee Chair.

The Safety Team should make a final assessment that documents any injuries and first aid response and any future corrective action.

## Chapter 3 – Fire Emergency

### Section 1 – Overview

Name of Facility: Unitarian Universalist Fellowship of Gainesville

Physical Address: 4225 NW 34th Street  
Gainesville, FL 32605-1422

#### Description of Facility

The Fellowship's main campus includes a large stucco building containing a Sanctuary and social hall with kitchen as well as an office wing and two classroom wings all connected by a covered breezeway. Also on the property are a small metal storage shed located behind the Sanctuary and a second outbuilding containing lawn care equipment located on the south side of the classrooms near the fire pit.

The Fire Suppression System includes both wet and dry sprinkler systems and smoke sensors located throughout the buildings and air handling systems. The sprinkler riser room is located in the northwest corner of the Fellowship Hall behind the dumpster. All water flowing through our sprinkler systems passes through the Fire Sprinkler Standpipe found at the north end of the parking lot. The main Fire Alarm Control Panel is the Administrator's office.

#### Purpose

This chapter provides essential information that our Fellowship may use to facilitate effective fire emergency preparations and responses. In addition to identifying emergency contacts and other information to keep on file with community emergency responders, this chapter also suggests safe housekeeping and inspection protocols, proper use of emergency equipment, training of security personnel, and safe evacuation procedures to use during a fire or similar emergency. This document provides Fire recommendations for all UUFG congregants and staff.

#### Essential Personnel

The following personnel contribute to fire emergency preparedness. The Safety Committee or its designated representatives should identify these individuals and take steps to ensure that they understand and can perform their duties.

- Minister
- RE Director & Teachers
- Congregational Administrator
- Music/Choir Director
- Facilities Chair
- Fellowship Council Chair
- Sunday Worship Leaders – Incident Response Team (see Chapter 4)
- Event Facilitators (Committee Chairs or others leading events at the Fellowship)
- Emergency Contacts/Responsible Key Holders
- Monthly Fire System Inspector



## Section 2 – Emergency Contacts

### Responsible Key Holders

The Fellowship renews its Fire Alarm Permit annually through an application sent to the Alachua County Sheriff's Alarm Reduction Unit. The Alarm Reduction Unit typically sends the permit application in August.

On the Fire Alarm Permit application, we identify our alarm monitoring company as well as three responsible key holders. These names are kept on file by the Combined Communications Center of the Alachua County Sheriff's Office.

If Gainesville Fire Rescue responds to an emergency at the Fellowship, they will attempt to contact a responsible key holder to meet their emergency personnel at the Fellowship.

First Contact: Cam Pierce – 352-317-4763

Second Contact: Tom Bullock – 352-372-7503

Third Contacts: Harry Mangle – 203-980-4661

*These individuals and their phone numbers are also posted as Emergency Contacts next to the main Sanctuary and Office entrances.*

### Additional Emergency Contacts

In case of an emergency, a Responsible Key Holder or other UUFG leader should notify the following leadership.

#### Primary Contact:

Name: Rev. Christe Lunsford  
Home Address: 4740 SW 1<sup>st</sup> Ave.  
Gainesville, FL 32607

Position: Minister  
Office Phone: 352-377-1669  
Cell Phone: 502-821-5150

#### Secondary Contact:

Name: Martha Soles  
Home Address: 14601 W Hwy 328  
Ocala, FL 34482

Position: President  
Cell Phone: 540-645-9897

#### Tertiary Contact:

Name: Cam Pierce  
Home Address: 6110 NW 54th Ter.  
Gainesville, FL 32653

Position: Congregational Administrator  
Office Phone: 352-377-1669  
Cell Phone: 352-317-4763

## **Outside Emergency Telephone Numbers**

Fire – 911

Police – 911

Ambulance – 911

Emergency Management – Homeland Security – 1-800-237-3239

## **Alarm Monitoring Company**

IDS Alarm Company – 888-426-6768

Account number: OH2047

Password: Millhopper

Primary Contact: Cam Pierce – 352-317-4763

Secondary Contact: Tom Bullock – 352-372-7503

Alternate Contacts: Harry Mangle – 203-980-4661

In case of a minor trouble alert (e.g., a sensor is acting up), IDS will leave a message on our office phone that we have a problem.

In case of a real emergency showing, IDS will call the office as well as the primary and secondary contacts. They will also notify the Fire Department of an emergency.

The people listed as contacts with the monitoring service should at least overlap with those registered as responsible key holders with the Alachua County Combined Communications Center. These monitoring contacts should

- Be willing to take an emergency call 24/7
- Have a working knowledge of the fire suppression system
- Have familiarity with the Fire Alarm Control Panel, understanding how to silence a trouble alarm and how to reset the system
- Have keys to all necessary doors
- Have contact information ready in their cell phones to call appropriate Fellowship leadership.

## **Cleanup Following a Fire**

ServPro of Gainesville – 352-374-6589

## Section 3 – Fire Prevention

### General Housekeeping

1. **Proper storage of trash:** Trash should be placed in proper containers. Trash should not be stored in hallways, including shredded paper.
2. **Use of extension cords:** Extension cords are only to be used for temporary purposes for limited duration. Power strips may be used but cannot be plugged into another power strip. Additionally, large appliances such as refrigerators and microwave ovens are not permitted to be plugged into a power strip.
3. **Blockage of paths of egress:** The path of egress must be kept clear at all times. This means no storage in hallways, or blocking doorways, and no furniture in corridors.
4. **Use of space heaters:** The Safety Committee must approve use of portable space heaters.
5. **Storage of chemicals:** Chemicals for housekeeping should be stored in their designated areas. Other than for housekeeping, chemicals, hazardous materials, flammable and combustible liquids and gases should be addressed by specific chemical inventory programs and stored appropriately.
6. **Portable fire extinguishers:** The area around portable fire extinguishers and fire alarm initiating and notification devices must be kept clear of storage and remain visible and unobstructed at all times.
7. **Policy on smoking:** NO SMOKING IN BUILDINGS. Smoking is allowed away from main entrances and other people. An outdoor ashtray is located in a breezeway near the courtyard. The Governing Board approved this policy to accommodate our Family Promise guests.

## **Inspection and Maintenance of Life Safety Equipment**

UUFG's Life Safety equipment includes manual fire extinguishers, wet and dry sprinkler system, smoke sensors located throughout our building and in each air handler, and a fire alarm control panel located in the office.

### ***Quarterly & Annual Inspections***

Gator Fire Equipment Company provides inspections four times a year, including three “quarterly” and one annual inspection. We also contact them for smaller repairs (e.g., sensor replacement). Contact – 352-373-1738

Gator Fire inspects and maintains the following elements of our Life Safety Equipment:

1. Fire Alarms: Checked quarterly
2. Fire alarm sensors: Checked quarterly
3. Fire Extinguishers: Checked annually to verify age and condition. They tag all extinguishers as meeting code and replace/recharge any fire extinguisher as needed.
4. Dry and Wet Risers for sprinkler system: Checked annually
5. Backflow prevention device: Checked annually
6. Dry system drains, located near the Sanctuary entrance, near the main Sanctuary air conditioners, and at the end of the breezeway near Classroom 5. On a quarterly basis, following the appropriate procedure, these drains should be emptied of collected condensation from the dry system pipes.

Gator Fire inspection reports are filed in a red folder and binder found on the Administration Office bookcase.

### ***Monthly Inspections***

A designated individual will perform monthly inspections at UUFG using the “Monthly Fire Inspection Check Sheet” found in the Appendix.

Monthly Fire System Inspector (UUFG member): Tom Bullock

The inspection includes:

1. Portable fire extinguishers
2. Emergency Exit Lights
3. Exit access – clear pathways through doorways (see General Housekeeping above)

Blank monthly check sheets are found in a red binder on the Administration office's bookcase and on a clipboard in the office hallway. Additional forms are in the office hallway. Completed check sheets are filed in that same binder. When the monthly inspector finds issues, he/she/they should notify the Congregational Administrator.

## **Air Compressor**

Our Fellowship has a dry sprinkler system because of sprinklers located in the breezeway ceiling. The pipes in the dry system maintain appropriate air pressure through air compressor located in the main riser room.

Ideally, the air compressor cycles on once or twice a day. It may cycle on more often especially in the winter when temperatures fall.

When the air compressor is on, it makes a loud rattling noise by design.

If an inspector or other safety-trained individual hears the air compressor cycling on very often, especially if no cold weather is apparent, the dry system pipes may have sprung a “pin hole” leak. They should report the incident to the Congregational Administrator, who will notify the Facilities Chair and contact Gator Fire to perform an inspection of our dry sprinkler system to identify and repair the leak.

## Section 4 -- Fire Safety Plan Implementation

Every fall, the Safety Committee or its designated representatives will provide fire safety information to essential personnel. At their discretion, the Safety Committee may choose to hold orientations, schedule individual conferences, or use other means to ensure that UUFG personnel have received this information.

### Essential Personnel

- **Minister:** should have a global understanding of our Fire Safety Plan and understand their roll in managing a fire emergency from the pulpit.
- **RE Director & Teachers:** should know Sunday fire evacuation plans and understand how to use fire extinguishers. Should understand emergency protocols should a fire breaks out in the classroom areas.
- **Congregational Administrator:** should have a global understanding of our Fire Safety Plan.
- **Music/Choir Director:** should know our Sunday fire evacuation plans and communicate those plans to the Chalice Choir. Understand their role in a fire emergency, including guiding people to designated evacuation meeting places.
- **Facilities Chair:** should have a global understanding of our Fire Safety Plan.
- **Fellowship Council Chair:** should know our Sunday fire evacuation plans and communicate those plans other to committee chairs.
- **Sunday Worship Leaders – Incident Response Team** (see Chapter 4): should know our Sunday fire evacuation plans and their roles in responding to a fire emergency
- **Event Facilitators** (Committee Chairs or others leading events at the Fellowship): should know how to respond to a fire emergency during events on campus.
- **Emergency Contacts/Responsible Key Holders:** should understand their duties should they receive a call from our fire monitoring service. These duties may vary depending on the nature of the alarm signal.
- **Monthly Fire System Inspector:** should know the location of fire check sheets and related equipment. Should understand procedures for checking emergency exit signs and emergency lights.

## Section 5 – Emergency Notification Procedures

### Immediate Notification of Gainesville Fire Rescue

**CALL 911 and pull the RED FIRE ALARM PULL STATION**

## Section 6 – Emergency Procedures

### What to Do in the Event of a Fire

If you discover a fire or other emergency in a UUFG building,

1. Evacuate the building immediately and pull the first fire alarm pull station on the way out. Call 911 once outside the building.
2. Identify the closest exit and walk to that exit closing your door on the way out to minimize smoke and fire damage.
3. Once outside, proceed to your designated meeting place. See Section 8 for designated meeting places.
4. Identify yourself to UUFG Fire Safety Leaders (Safety Committee member or Minister) and explain the problem.
5. Identify yourself to the Fire Department when they arrive.

Use the fire emergency acronym “RACE”:

R—Rescue

A—Alarm

C—Contain

E—Extinguish/Evacuate

**For RE teachers:** notify the RE Director once they have arrived at the designated meeting place. Teachers should make sure they account for all of their students. A best practice is to keep a roll of class attendees. Keep students together at the designated meeting place until parents arrive to take charge of their children.

Safety Monitors and/or other Staff with keys should meet the Fire Department on the scene with any pertinent information regarding this emergency. As requested, they may provide the Fire Department personnel with access to locked spaces, including the riser room and Fire Alarm Control Panel in the Congregational Administrator’s office (see section 7 below).

Building occupants are prohibited from re-entering the buildings until the “All Clear” is given by the Fire Department.

## Section 7 – Fire Protection Equipment

### Fire Extinguishers

The Fellowship has multi-purpose dry-chemical fire extinguishers located throughout its campus.

Fire extinguishers are operated by using the “PASS” acronym.

- P - Pull the ring pin
- A - Aim at the base of the fire
- S - Squeeze the operating lever
- S - Sweep from side to side covering the entire area on fire

Training in fire extinguisher use should be a part of the Fellowship’s larger fire safety programming. See “Section 9 – Employee Training.”

### Fire Alarm Control Panel

The Fire Alarm Control Panel is located in the Office Administrator’s office.

The Fellowship’s alarm system has a public address system located in the box below the Fire Alarm Control Panel. Its key is on the same ring used for the FACP, which is kept in the FACP lock.

Information about our monitoring service, IDS Alarm Company, is located next to the Fire Alarm Control Panel.

### Knox Box

The Fellowship has installed a Knox Box in the breezeway outside the office wing. This Knox Box contains the keys to the Fellowship to allow First Responders easy access to our facility in case no key holder is present.

Currently, the Knox Box holds the master key to all external doors and the key to Congregational Administrator’s office, where the Fire Alarm Control Panel is located.

If any essential locks are re-keyed, the Fellowship must coordinate with Gainesville Fire Rescue to ensure that the Knox Box keys are current.



## Section 8 – Evacuation Procedures

### External Evacuation

The designated meeting place for your department or area of the building is as follows:

Area Designation:	Phillips Hall & kitchen	Meeting Place:	Median (grass area)
Area Designation:	Sanctuary	Meeting Place:	Median (grass area)
Area Designation:	Office & Common Room	Meeting Place:	Median (grass area)
Area Designation:	Choir Room	Meeting Place:	Median (grass area)
Area Designation:	RE Classrooms	Meeting Place:	Retention Pond Area South of Parking Lot

**Note: Avoid standing in parking areas or driveways due to incoming fire apparatus. The designated meeting place must be a safe distance from the building.**

### Accountability

Emergency Response Team members and staff are responsible for accountability of employees and visitors in the building at the time of the emergency requiring the evacuation of the facility.

***RE teachers are responsible for each child during the evacuation and until the child is picked up by a parent or guardian.***

### Who Can Initiate an Evacuation?

Anyone in the building who discovers the emergency can initiate evacuation of the building. Any individual who initiates the evacuation should notify essential personnel as listed in section 1.

### Posting of Procedures and Routes

The Safety Committee is responsible for posting the emergency procedures found in the Appendix of this plan. Also included in the Appendix is a building floor plan showing the locations of the closest exits and direction of the designated meeting places from each office area. Currently, a map of exits is posted in the Sanctuary in the Choir Room hallway and near the light switches next to the Sanctuary exit.

## **Alarms or Signals Used**

The fire alarm system shall be used to evacuate building occupants during an emergency. Our alarm includes both a loud sound and a verbal message that are repeated, telling occupants to leave the premises.

## Section 9 – Congregation & Staff Training

### **Fire Drills and Evacuations**

Fire Drills should be conducted annually.

### **Training in Fire Control (Extinguishers)**

Portable fire extinguisher training is available through the Gainesville Fire Rescue, Risk Reduction Bureau, (352) 334-5065.

### **General Fire Prevention**

General fire prevention training should occur annually. Employees and responsible individuals should review the emergency evacuation plan and subsequent actions. Training should be a part of new employee orientation.

### **Fire and Emergency Preplans**

The Fellowship campus is used for a variety of functions by different people. Such functions include Sunday service, Sunday religious education, committee meetings in different spaces, weekday office work, and more.

Fire safety preparedness requires that leaders of these functions understand essential aspects of the Fellowship's fire safety plans including evacuation routes. On an annual basis, preferably in the fall of each year, the Safety Committee should identify these leaders and help them learn their roles in the safety plan. These leaders should understand their specific responsibilities for the safety of the people in their charge.

## Section 10 – Appendices

## Monthly Fire Inspection Check Sheet

UUF Monthly Fire Inspection, Date:

Inspector's name:

Print:

Sign:

Exit = Exit Light  
 Em = Emergency Light  
 Ext = Extinguishers  
 Pull = Fire alarm pull

Area / Room	Exit	Em	Ext	Pull	Comments
North Equipment Rm			1		
Kitchen	1	1	1	1	
Pantry / utility room		1			Keep clear
Social Hall	2	1		1	
Sound Room					
Entry Hall	2	1		1	
Inside Hall	2		1	1	
Overhead Light		1			Above drinking fountain
Women's BR		1			
Men's BR		1			
Janitor Closet					Keep clear
Music Office					
Choir Room	1		1	1	
Sanctuary	4	3	3	2	
Central Utility Room			1		
Office Hall	2		2	2	

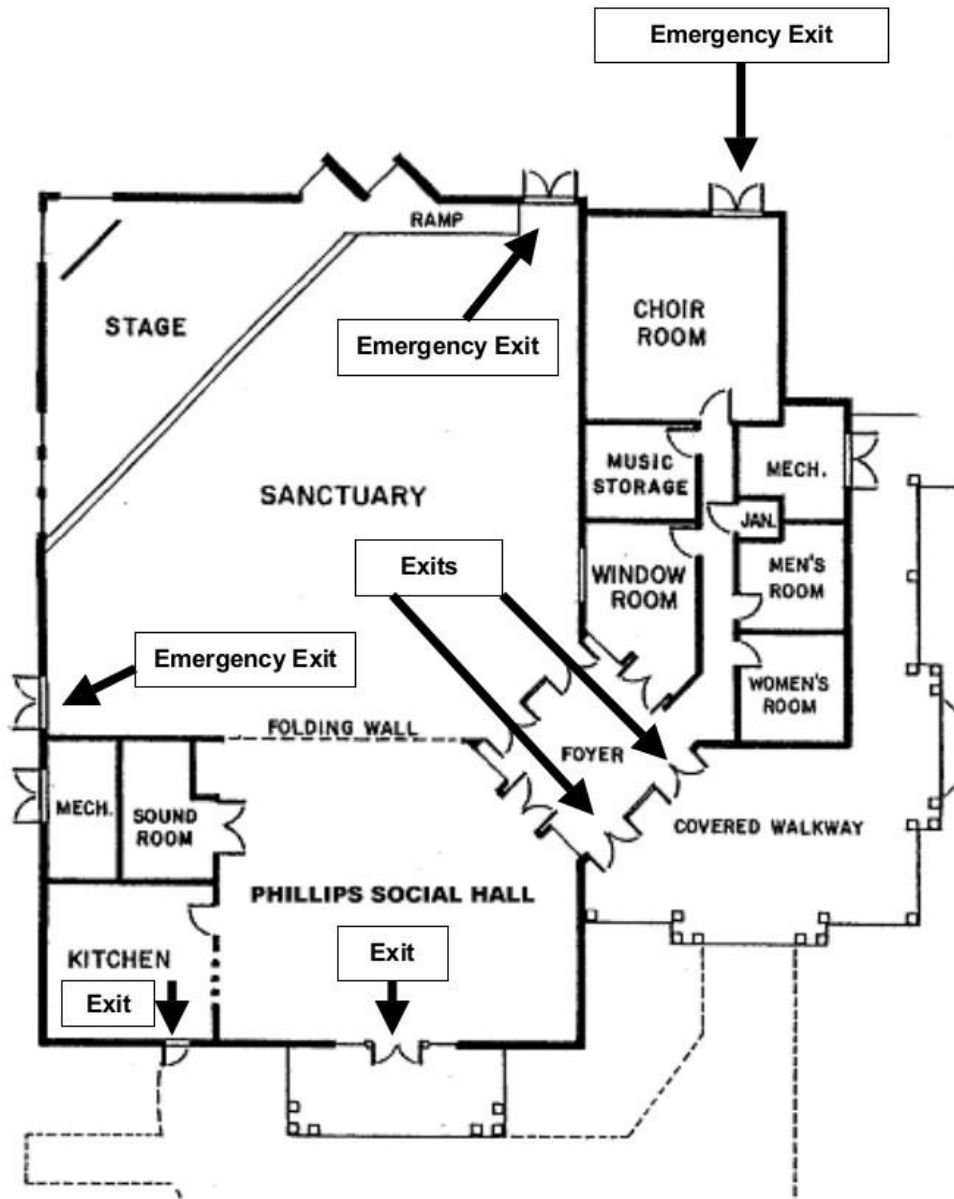
Area / Room	Exit	Em	Ext	Pull	Comments
Overhead Light		1			
Office Utility Rm					On ceiling between Min & DRE offices
Fire Alarm Panel					
Commons	2			1	
Room 7	1			1	
Men's outside BR					
Women's outside BR					
Room 6	1		1	1	
Box Outside Rm 6			1		
Mech Room					
Room 5	1		1	1	
Room 4	2			2	
Room 3	2			2	
Mech Room					
Room 2	2			2	
Kitchen between 1-2				1	
Room 1	2			2	
Box Outside Rm 1			1		

Date:

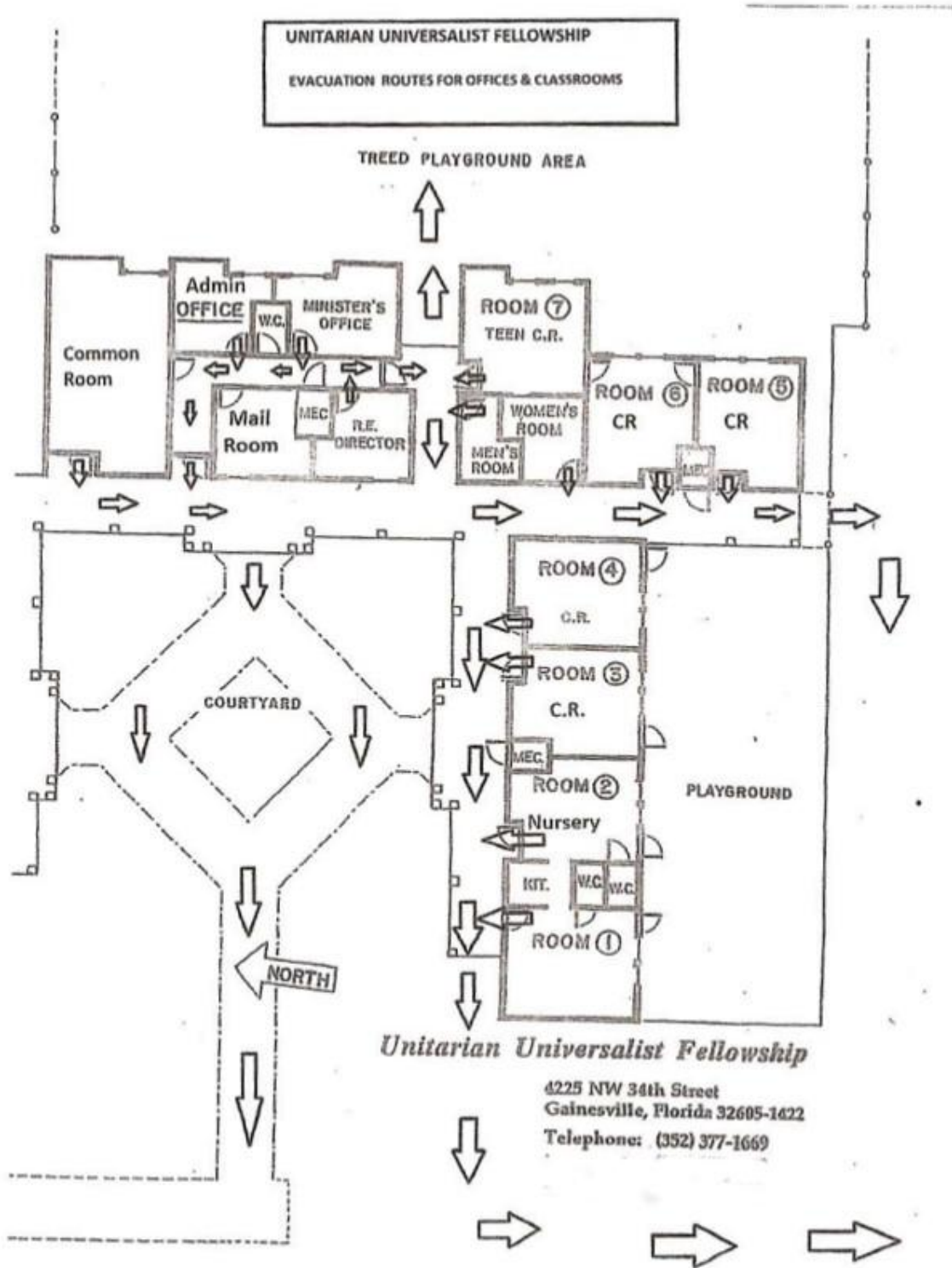
Inspector Initials:

Filename: Monthly\_Fire\_System\_Inspections.xls

## UUG Fellowship Hall Emergency Exit Map

**UUG Fellowship Hall  
EXITS**

## Map of Evacuation Routes for Offices &amp; Classrooms



## Chapter 4 – Civil Disturbance Emergency

### Introduction

Disruptions caused by emotional distress or hate crimes occur in places of worship around the country. This chapter provides information to address potential incidents at UUFG ranging from a bomb threat or a non-lethal disturbance to an active shooter, particularly on Sunday. The chapter is organized as follows:

Part I	Preparation and Training for Potential Civil Disturbances
Part II	<i>Incident Response Team</i> Description and Duties
Part III	Cue Cards for Disruption Scenarios
	A. Non-Aggressive Disruption
	B. Aggressive or Lethal Disruption
Part IV	Post Incident Evaluation
Part V	Information for Congregation Orientation
Part VI	Bomb Threat or Suspicious Package/Device
Part VII	Bomb Threat Call Procedures

### Part I: Preparation and Training for Potential Civil Disturbances

- *Training of the Incident Response Team*

Prior to an incident, members of the Incident Response Team should receive training as described in this *Emergency Operation Plan*, including simulation of emergency events, focusing on making improvements to ensuring safety of all in Sanctuary and RE.

- *Orientation of the Congregation for Potential Civil Disturbances*

An orientation to potential civil disturbances should periodically be provided by the Safety Committee for the congregation, optimally early in the Fellowship's program year. Such orientations should include:

- Incidents of actual former civil disturbances at UUFG
- Review of active shooter incidents in faith communities
- Preparation for civil disturbances which may occur.



## Part II: *Incident Response Team Description and Duties*

- Team Description: Individuals trained to respond to emergency situations on Sunday morning
- Team Members: Foyer Monitor, RE Monitor, RE Director, Ushers, Minister, Worship Leaders, and AV Tech.
- Critical team qualities: Observant, knowledgeable, flexible, and willing to act.
- Emergency Contacts For:
  - Potential Disruption: Call Alachua County dispatch (352-955-1818) to request officer
  - Life Threatening Situation: Call 911 for immediate response
- Duties –
  - **Foyer Monitor**
    1. Arrive 30 minutes before the service, retrieve key, check in with Welcome Team.
    2. Check in with RE Monitor & DRE (to exchange phone #).
    3. Check in with Head Usher & Worship Leader to confirm how to communicate.
    4. Monitor front of Fellowship.
    5. Close Sanctuary Door at 11 am.
    6. Lock Sanctuary door approximately 10 minutes after service begins.
    7. Lock Phillips Hall Door & Kitchen Door; Discuss door security with social hour volunteers.
    8. Remain in Foyer during the service to observe areas in front of building.
    9. Allow entry as appropriate, Consult with RE Monitor if you are unsure.
    10. **\*\*Suspicious Person Seen??** Signal head usher & RE Monitor; do not permit entry.
    11. **\*\*Weapon seen\*\*** call 911, Signal Head Usher & RE Monitor.
    12. Confirm that Sanctuary, Social Hall & Kitchen doors will be locked when occupants leave.
  - **RE Monitor**
    1. Arrive 30 minutes before the service.
    2. Check in with the Foyer Monitor and DRE (to exchange phone #).
    3. Scope out and monitor Courtyard, Offices/RE area, and parking lot for unusual situations until children leave the Sanctuary.
    4. Escort children & DRE to RE area or classrooms; confirm doors are locked from outside entry.
    5. Monitor parking lot, office & RE area. Consult with Foyer Monitor as needed.
    6. **\*\*Suspicious Person Observed??** Contact Foyer Monitor & DRE.
    7. **\*\*Weapon seen\*\*** call 911, contact Foyer Monitor & DRE.
    8. Confirm that Offices, RE, & bathroom doors are locked & lights out when occupants leave.

- **RE Director**
  - If a dangerous or suspicious situation occurs, direct teachers to keep doors locked, curtains closed, students and phones quiet.
  - When safe to do so, inform teachers to evacuate with students to a safe location and notify parents. Children should not locate parents on their own.
- **AV Technician**
  - Scan Sanctuary for any unusual/dangerous situation and signal the Worship Leader and Foyer Monitor then act as detailed on the following cue cards
- **Ushers**
  - Be alert for unusual behaviors! If necessary, alert Incident Response Team, then act as detailed on the following cue cards
- **Minister or Worship Leader**
  - Remain alert for any sign of disruption and act as detailed on the following cue cards.

## Part III: Cue Cards for Scenarios (For Use in Training)

### **A. Non-Aggressive Disruption**

#### *Worship Leader/Minister*

##### *Clearly Stating:*

1. Say in a loud, clear, *ASSERTIVE* voice: ***“You may not disturb our worship service in this way.” “This is private property, and you must leave now.”***
2. ***“Members of the congregation, this is an unpleasant disruption; we have trained for it.”***
3. ***“Ushers and Greeters come forth.”*** (Continue to proceed with worship service and *DO NOT* wait for the intruder(s) to leave.
4. Direct the accompanist to play the prearranged hymn: ***“There’s More Love Somewhere”*** and state to the congregation ***“please stand and sing LOUDLY.”***
5. If Necessary, call the police and implement emergency plan.

#### *Ushers*

##### *Moving together toward disruptive person (s):*

1. Take stock of the situation and stand close to them.
2. If necessary, state firmly, loudly, and repeatedly, ***“This is private property; we are asking you to leave.”*** Do not engage with their comments.
3. As disruptive person(s) leave, follow them out the door, preferably without touching them, to the edge of the property, and say nothing else. Follow debrief protocol.

#### *AV Technician*

##### *Following Worship Leader’s Directions:*

1. Keep the lectern microphone on.
2. Begin or continue recording audio/video if possible.
3. Scan the room for any unseen events/dangers and communicate to Worship Leader.

## **B. Aggressive or Lethal Disruption**

### ***Danger Outside-----***

#### ***Foyer Monitor***

1. Alerts Minister/Worship Leader, Ushers, and RE Monitor via pre-arranged signal
2. Calls 911, contact RE Monitor
3. Takes other appropriate action

#### ***RE Monitor***

1. Notify Foyer Monitor and Director of RE, as appropriate
2. Monitor situation and take other appropriate action.

### ***Shooter Inside-----***

#### ***Ushers***

1. Call 911 then direct worshippers to nearest exits or safe place.
2. As appropriate, say: (a) Get down, (b) Get out, or (c) Get to a safe place and stay there.

#### ***Minister/Worship Leader/Ushers***

1. Announce: “This is not a drill, evacuate premises now...find closest exit which may be behind you. OR “Get down;” “evacuate;” “ushers please call police;” “ushers activate 911.”
2. When First Responders arrive, follow their instructions, using a microphone to communicate with worshippers

#### ***AV Technician***

1. Follow Worship leader’s Directions
2. Keep the lectern microphone on

## Part IV: After the Incident

- **The Minister or Worship Leader will recenter the congregation as appropriate.**
- **The Foyer Monitor and RE Monitor will process the Incident** and complete the *Incident Report*, which will be submitted to the Minister, UUFG Board President, Congregational Administrator, DRE, and Foyer/RE Monitors present.
- As soon as possible, the UUA Trauma Response Ministry should be contacted at 888-760-3332.
- The Incident Report will be reviewed by the Safety Committee and if warranted make necessary changes in the EOP. If a police report becomes available, it will become part of this internal report.

## Part V: Information for Congregation Orientation:

1. Non- Aggressive Disruption will be handled by Incident Response Team calmly but assertively.
2. Active shooter situations are unpredictable and evolve quickly.
3. No single response fits all active shooter situations. The natural reaction is to be startled, feel fear and be in denial. As a result, individuals must be prepared how to deal in this scenario before law enforcement arrives on the scene.
4. Training provides the means to regain composure and to enable congregants to act effectively. It is vital to train congregants to perceive the danger and take necessary action, which may include finding shelter or exiting the area.
5. Though some congregants and staff may find this conversation is uncomfortable, congregants may also find being prepared is reassuring.
6. When confronted with a weapon, response depends on:
  - Imminent threat,
  - People willing and able to overpower the assailant.
  - Quick action to consider risks and outcome.
7. Everyone on the on the Fellowship property (parking lot/memory garden/courtyard/playground) need to be made aware of the immediate shooter
8. 911 responders may arrive quickly but may not enter the building immediately. It may be many hours before folks can move from a safe location. Keep everyone as quiet and calm as possible until completely confident that the threat is over or if a First Responder, with identification, directs you to exit the building.
9. Do not call out to others to check on them as that may reveal location to the perpetrator.
10. Those injured or who cannot exit should conceal themselves behind furniture or go to an inside secure place and barricade themselves.
11. Adults should shield children, getting them to an exit or to items of concealment.

References: *Guide for Developing High Quality Plans for Houses of Worship*, p.23-29 & *Assess safety and security of your place of worship* 2009 Tina Lewis Rowe p. 80-83

## Part VI: Bomb Threat or Suspicious Device/Package

### Receipt of a Bomb Threat

- If the threat comes via a telephone call, the recipient of the call should not hang up on the caller. A Bomb Threat Checklist should be located by every phone in the Fellowship. **Do not panic.** Record as much information as possible during the call. During the phone call, ask the caller when will the device explode and where is it located. Bomb threats may also come from an email, fax, a note left in the building, or a person.
- If possible, have another person call 911 and inform them of our threat while the recipient keeps the caller on the line. This may allow the call to be traced.
- All use of electronic systems and cell phones must cease upon receipt of the bomb threat. These signals may detonate the device. The Minister/Worship Leader will notify the members in the congregation while the ushers will send word to the RE Department and classrooms.
- Minister/Worship Leader will determine when an orderly evacuation will be initiated. See Chapter 3, Section 8, Evacuation Procedures.
- Any search for the device will be conducted by the city of Gainesville's Bomb Squad. This team will also give the ALL CLEAR.

### Possible Bomb – Suspicious Package or Device

- Upon discovery of a suspicious package, notify the Minister and/or office administrator to check if they have knowledge of the package. They decide if 911 should be called.

### Package with Unknown Substance

- If a staff member has opened a package or letter that contains an unknown substance, the first step is to limit the exposure and the spread the contents.
- The following protocol should be implemented:
  - Isolate the individual.
  - Do not disturb the package or letter.
  - Place the package or letter down and make no attempt to clean any released liquid or powder.
  - Keep hands away from face and eyes.
  - Wash hands, but do not leave the workplace.
  - Close windows and turned off fans.
  - Close all doors leading into the affected area.

## Part VII: Bomb Threat Call Procedures – Department of Homeland Security

### BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

#### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

#### If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

#### If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

#### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

#### DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

#### WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



**Homeland Security**

2014

### BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER  
HUNG UP:

PHONE NUMBER WHERE  
CALL RECEIVED:

#### Ask Caller:

- Where is the bomb located?  
(building, floor, room, etc.)

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb? Yes No

- Why?

- What is your name?

#### Exact Words of Threat:

#### Information About Caller:

- Where is the caller located? (background/level of noise)

- Estimated age:

- Is voice familiar? If so, who does it sound like?

- Other points:

#### Caller's Voice

- ☐ Female
- ☐ Male
- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Crackling voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Laughter
- ☐ Lip
- ☐ Loud
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

#### Background Sounds

- ☐ Animal noises
- ☐ House noises
- ☐ Kitchen noises
- ☐ Street noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long Distance

#### Threat Language

- ☐ Incoherent
- ☐ Message read
- ☐ Taped message
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

#### Other Information:

## Appendix A: Security During Office Hours and Non-Sunday Service Events

### Unknown Office Visitors

When an unknown visitor arrives on the Fellowship's campus

1. Office staff will identify the individual prior to allowing them into the main office.
2. If a person raises suspicions or they become verbally or physically confrontational, the office staff will notify 911 immediately.
3. Depending on the threat (indicated in #2) the office staff will either "shelter in place" or leave the office.
4. The office staff will explain the situation to the First Responders upon arrival and wait for an 'ALL CLEAR' from them before exiting building
5. Debriefing should take place by the office staff with the Security Team afterward

### Vandalism

Should vandalism occur, the person discovering it should immediately notify the Minister, Congregation President, Office Administrator and Facilities chair.

The incident should be reported to Gainesville Police Department, at 352-393-7500.

Damage should be photographically documented. However, the scene should be left as undisturbed as possible until the Gainesville Police have arrived and investigated. They may take fingerprints or examine the scene for other clues to help identify the perpetrator(s).

Once Gainesville Police have finished their investigation, the Facilities chair will assess the damage and determine the best manner to repair the damage. The chair may consult with the Minister, Office Administrator, Treasurer and other Board members as appropriate to determine whether the Fellowship wishes to pursue an insurance claim. The minister may determine if the vandalism should be reported to the UUA.

Our local insurance company representative is Connie Farmer, at HUB International Insurance.

Her contact information is 352-377-2002 ext.9688 / [connie.farmer@hubinternational.com](mailto:connie.farmer@hubinternational.com).



## Appendix B: GOV–12      Safety and Security Policy

**First Reading: 4-20-20**

**Second Reading: 5-18-20**

**Third Reading: 6/15/20**

Annual Review:            Governing Board, with substantive changes by Security Team

Initial Approval:

Latest Revision:

**Purpose:** To provide for the safety of the congregation and the security of the Fellowship grounds, buildings, and property.

### **Policy:**

1. The Governing Board shall have a Security Team that meets at least quarterly.
2. The Security Team shall implement an Emergency Operations Plan (EOP) in coordination with the Membership, Worship, Religious Education Committee, and the Governing Board.
3. The Security Team shall regularly review UUFG security and advise the Facilities Team & Governing Board on recommended improvements.

### **Procedures:**

1. Review existing UUFG Emergency Operations Plan (EOP), consulting with GPD, GFD, and other plans from similar UU congregations.
2. Develop a new UUFG Emergency Operation Plan (EOP) that will include plans to address the following:
  - a. Sunday Worship Service Disruption by a protester or active shooter
  - b. Medical emergencies on Sundays or Weekdays
  - c. Facility security and safety incidents such as bomb threat, hate crime, harassment, fire event, and weather-related emergency.”
3. Establish a smooth implementation of the Emergency Operation Plan (EOP) that will include:
  1. Educating the congregation about the Emergency Operation Plan.
  2. Recruiting and training the *Incident Response Team* charged with responding to emergencies
  3. Reviewing and updating the Emergency Operations Plan annually

## Appendix C: Safety Committee Charter

### Safety Committee

Approved: 01/25/2021

#### 1. Charge and Purpose

To provide for the safety of the congregation, minister, staff and the security of the Fellowship grounds, buildings, and property.

#### 2. Membership and Leadership

Members and Supporting friends, appointed by the Governing Board, who have a commitment to the safety and security of UUFG

#### 3. Responsibilities and Duties

- a. Oversee and execute the Emergency Operation Plan (EOP) components, collaborating with minister, staff, facilities, and other appropriate committees as necessary to effect pertinent provisions of the Plan.
- b. Recruit and provide training for the Fire safety coordinator, and civil disturbance incident response team members (Welcome Team, Ushers, Foyer Monitor, RE Monitor, Sound Operator, RE Director, and Minister/Worship Associates).

#### 4. Goals and Objective Measurements

- a. Review current UUFG EOP annually, making significant changes and recommendations to the Governing Board.
- b. Provide annual training of persons to accomplish required EOP actions.
- c. Annually updated EOP and list of persons recruited and trained to accomplish the EOP.
- d. Congregation drills to be done at least annually that address fire emergencies, medical emergencies, and Civil Disturbances.
- e. Annual assessment of congregation perception of UUFG security and safety.

#### 4. Accountability and Authority

The Safety Committee reports to the Governing Board and the congregation. Authority of the team to take action to complete its purpose and goals is provided by the Governing Board and its *Safety & Security Policy, GOV-12*.

## Appendix D: Epidemics – Background Information

Biological outbreaks have been affecting mankind and civilizations for hundreds of years. When disease outbreaks become contagious and invade geographical regions where the virus had not been previously present an epidemic emerges. Epidemics (noun) defined by the World Health Organization (WHO) is a region or large community that have a “temporary prevalence of disease.” When epidemics magnify and spread to additional countries, continents, or to the entire world, the result is a pandemic. The World Health Organization defines a pandemic (noun) as the “world-wide spread of disease.”

The battle to confront an epidemic or pandemic takes place over multiple fronts. From the International global health community (World Health Organization) to the U.S. Federal (Dept. of Health & Human services, CDC, NIH, Dept Homeland Security, Food & Drug administration, Federal Emergency Agency) State, and Local governments. Health care policies and recommendations are communicated and implemented with the primary goal to stop, slow or limit the spread of disease. From the Center of Disease Control (CDC) to the National Institute of Health, to the Florida Department of Health & Services, to local services (Alachua County Health Department) all combined agencies work towards prevention of disease spread, protection, surveillance/tracing, to mitigating the disease, is a challenge for everyone.

Rigorous implementation from community education and personal hygiene to social distancing, quarantine, and closings of many workplaces, schools, and places of worship may take place to disrupt disease spread. When guidelines from leaders in health care, public health, and emergency management are adhered, and with vaccine development and administration, then pandemics will end and widespread death will diminish. It is vital that as a society both ethical and scientific concerns are in “sync” to the resulting impact of the pandemic which can be catastrophic both regarding health and economics.

# Incident/Accident Response Form

### Details of injured person

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## This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

36

Names, roles, and contact information of other people who were involved or who were witnesses:

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**Details of injury**

Nature of injury: \_\_\_\_\_

Location of injury (e.g., right arm, left ankle): \_\_\_\_\_

Perceived severity:

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Was an ambulance called: Yes / No

Hospital (if known):

---

**Form submitted by**

Name: \_\_\_\_\_

Staffing Position / Response Team role: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix F: Cliff Notes for Training Safety Monitors

### Emergency Contacts

1. Potential Disruption: Call Alachua County dispatch (352-955-1818)
2. Life Threatening Situation: Call 911 for immediate response

### Foyer Monitor

13. Arrive 30 minutes before the service, retrieve key, check in with Welcome Team
14. Check in with RE Monitor & DRE (to exchange phone #).
15. Check in with Head Usher & Worship Leader to confirm how to communicate.
16. Monitor front of Fellowship
17. Close Sanctuary Door at 11 am.
18. Lock Sanctuary door approximately 10 minutes after service begins.
19. Lock Phillips Hall Door & Kitchen Door; Discuss door security with social hour volunteers.
20. Remain in Foyer during the service to observe areas in front of building.
21. Allow entry as appropriate, Consult with RE Monitor if you are unsure.
22. **\*\*Suspicious Person Seen??** Signal head usher & RE Monitor; do not permit entry.
23. **\*\*Weapon seen\*\*** call 911, Signal Head Usher & RE Monitor.
24. Confirm that Sanctuary, Social Hall & Kitchen doors will be locked when occupants leave.

### After An Incident

- Both Monitors will process the Incident and complete the *Incident Report Form* that is posted in the kitchen and in the office hallway. UUA Trauma Team will be contacted.

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## RE Monitor Cliff Notes

### Emergency Contacts For

1. Potential Disruption: Call Alachua County dispatch (352-955-1818)
2. Life Threatening Situation: Call 911 for immediate response

### RE Monitor

9. Arrive 30 minutes before the service.
10. Check in with the Foyer Monitor and DRE (to exchange phone #).
11. Scope out and monitor Courtyard, Offices/RE area, and parking lot for unusual situations until children leave the Sanctuary.
12. Escort children & DRE to RE area or classrooms; confirm doors are locked from outside entry
13. Monitor parking lot, office & RE area. Consult with Foyer Monitor as needed.
14. **\*\*Suspicious Person Observed??** Contact Foyer Monitor & DRE.
15. **\*\*Weapon seen\*\*** call 911, contact Foyer Monitor & DRE.
16. Confirm that Offices, RE, & bathroom doors are locked & lights out when occupants leave.

*After An Incident*

- Both Monitors will process the Incident and complete the *Incident Report Form* that is posted in the kitchen and in the office hallway. UUA Trauma Team will be contacted.

*hm.1/10/23*

**UUFG SOLAR CONSIDERATION**  
for Martha soles in 1/23/23 Governing Board Meeting  
by Alice Gridley

Three solar companies, **Solar Impact, Pure Energy Solar, and Power Production Management (PPM) Solar**, visited our site and submitted their estimates May-October 2022

An energy audit was conducted by GRU resulting in a new meter installed to better manage spikes in usage.

Due to the Board's focus on operating income, solar plans were put on hold till early 2023.

**Finances:**

Solar systems designed to save energy and operating expense for the next 25-30 years - net capital cost after deducting the 30% the federal government plans to grant nonprofits:

<b>Solar Impact</b>	<b>\$69,500 for 44.13 kWh system with 91 modules</b>
<b>Pure Energy Solar</b>	<b>\$59,150 for 26.00 kWh system (module # unidentified)</b>
<b>PPM</b>	<b>\$79,000 for 37.60 kWh system with 94 modules</b>

In 2022, two members verbally offered to cover \$50,000 of a solar system cost. If that is still on the table, an amazing jump start to fundraising. Fundraising may also seek grants from UUA and our UUFG Foundation.

**Issues to consider:**

- Energy costs are going up
- Spikes of cold weather are increasing
- PPM is concerned GRU may make it more difficult to install solar this year and suggests it's best to be grandfathered in. (*Oak Hammock ran into a significant issue with GRU in 2021; one of O.H.'s committee members was a retired GRU technical person & helped resolve it.*)

**Personal opinions**

- Committing to saving energy fits UU values
- A solar system will save UUFG operating expense long after I'm gone.
- We may never have an opportunity like this again for such a high percent of capital funds available to cover the cost.
- Unknown are how many nonprofits are already in line for solar installations and federal grants

Alice



## **Gator Fire Equipment Quote for Further Work on Our Sprinkler System**

In December, Gator Fire Equipment performed a mandatory 5-year inspection of our sprinkler system.

Because of accumulated corrosion in the dry sprinkler systems piping, our system was flagged. The danger of accumulated rust is that if the system is activated, and water begins to flow through our dry system, that rust may interfere with the free-flowing of water through the actual sprinklers.

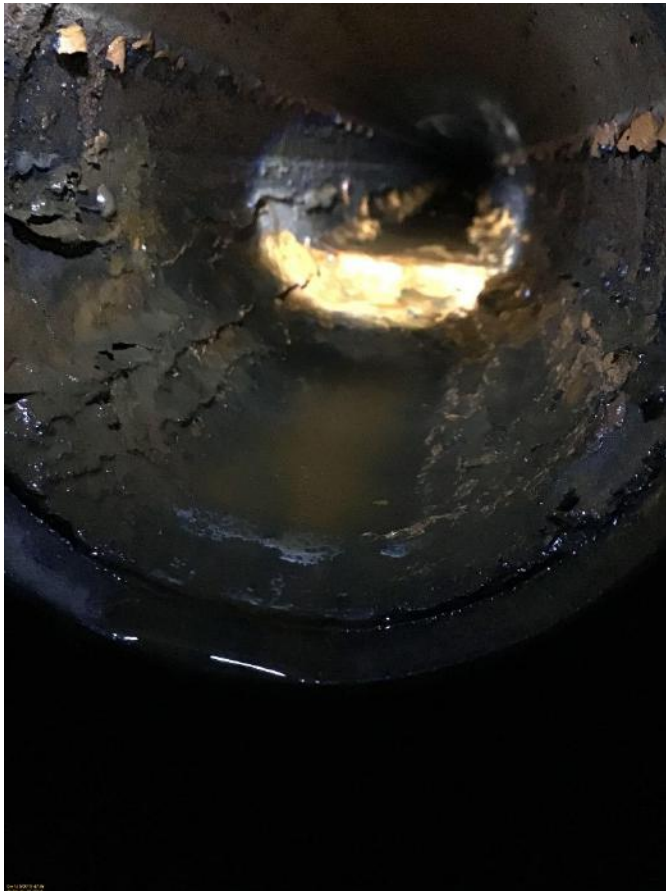
Subsequently, Gator Fire submitted a quote for \$4000 to flush out the system and to re-do the 5-year test.

Since the quote is for more than \$2000, the board will need to approve whether we should accept the quote.

Please let me know if you have questions.

Pictures that the Gator Fire technician took of our internal piping are below, and the quote is on page 3.

~ Cam Pierce







1032 South Main Street Gainesville, FL 32601

Phone: (352)-373-1738 / Fax: (352)-338-1179

www.gatorfire.net

12/19/2022

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Unitarian Universalist Fellowship  
4225 NW 34<sup>th</sup> Street | Gainesville, FL 32605  
Q504007

Gator Fire Equipment Company would like to thank you for allowing us the opportunity to submit the following estimate to address repair items found during the 5-year inspection performed on December 14, 2022, at Unitarian Universalist Fellowship in Gainesville, FL.

#### Fire Sprinkler System Scope of Work:

- The existing horizontal sections of the 4' main dry steel piping, in the attic, have internal debris and need to be flushed.
  - Shutdown the fire alarm system and drain the fire sprinkler system.
    - Install two new flushing connections on the furthest ends of the dry system and flush with a clean supply. These new flushing's will be strategically placed above the ceiling, they will not be exposed.
      - ❖ **This scope of work is an effort to alleviate the debris and deterioration of the existing dry pipe, that failed the 5-year inspection, and does not guarantee positive results.**
    - Re-perform the 5-year internal piping inspection on the dry pipe system.
  - Return the fire alarm system and the fire sprinkler system to normal operation.

All work will be done in accordance with the NFPA 25 standard (currently adopted edition), Florida Statutes, and the Authority Having Jurisdiction for **\$4,000.00**. **This price is valid for 30 days from the date above.**

This price assumes that no additional components require repair and/or troubleshooting. Unless stated otherwise in above scope of work, price does not include inspection of a water storage tank. Should service and/or materials be required beyond the above scope of work, this will be done on a time-and-materials basis for any additional cost or will be quoted in writing should the added cost exceed **\$500.00**.

**Terms:** NET due 15<sup>th</sup> day upon completion of service.

**Exclusions and Limitations:** If Firewatch becomes necessary, it is the responsibility of the owner or owner representative to hire a Firewatch company. This is NOT included in the price nor is Gator Fire responsible for hiring a Firewatch company. Gator Fire is not responsible for the existing fire sprinkler system integrity, design layout, hydraulics, or any other aspect of the system. Gator Fire is not responsible for any accidental alarm activation or any other associated equipment or device failures. Gator Fire is not responsible for any damage to any equipment due to accidental shut down or testing of systems. Unless stated otherwise in the above scope of work, Gator Fire is not responsible for repair/refurbishment to drywall, brick or any other surfaces that need to be cut and/or penetrated to perform repairs and/or service on the fire sprinkler system(s). For residential properties, the owner, or an authorized escort, must always accompany service technician(s). This quote expires 30 days from the date above. Price above is for work performed during the hours of 8am-5pm Monday – Friday. Work done outside of these hours may incur additional charges. In no case shall Gator Fire's liability exceed the value of this quote, or that of any applicable service agreement, whichever is the greater. Unless stated otherwise in above scope of work, price does not include inspection of a water storage tank. Pipe breakage during sprinkler replacement can lead to the need to remove portions of ceiling(s) to repair broken pipe. Gator Fire will not be responsible for patching, painting, or refinishing of any ceiling surfaces penetrated to repair pipe. In the event of excessive pipe breakage during removal of sprinkler heads, repairs will be made at \$165/hour. Any additional sprinklers/escutcheons found needing replacement will be billed at a rate of \$30/sprinkler/escutcheon.

We appreciate your consideration to fulfill your fire protection needs. We look forward to working with you, please give us a call if you have any questions.

Sincerely,

John Mallard  
Gator Fire Equipment Co., Inc.  
Service and Inspections Advisor  
352-219-7186  
jmallard@gatorfire.net

Approved By: \_\_\_\_\_

Printed Name: \_\_\_\_\_