



Unitarian Universalist

Fellowship of Gainesville

UUFG Governing Board Meeting Agenda October 22, 2024 – 6:30 pm to 8:30 pm

UUFG Covenant

In our relationships to one another, we covenant to:

- Respect and value every person in our congregation during times of agreement and disagreement,
- Minister to each other, celebrate our joys and give support in times of sorrow,
- Make decisions through a democratic process, participate, and respect the outcomes of the collective wisdom,
- Set a positive example for children through our words, actions and instructions, while cherishing them as unique individuals,
- Give our time, energy, voices and economic resources to the common good,
- In all things be guided by our Unitarian Universalist principles.

1. [6:30 pm] Gathering and Meeting Preparation	10 min
a. Welcome, Call to Order, Quorum	
b. Chalice Lighting and Reading	
c. Board Covenant: <i>Inspired by our Unitarian Universalist values and principles, together we guide our congregation and its mission and vision with transparency, gratitude, trust and respect.</i>	
d. Personal Check-In	
e. Confirm agenda and roles (timekeeper, gratitude notes, external observer)	
2. [6:40 pm] Congregational Input	10 min
3. [6:50 pm] Consent Agenda	20 min
a. Admin Report October 2024 (Att. 1)	
b. Treasurer's Report October 2024 (Att. 2)	
c. Board Meeting Minutes September 2024 (Att. 3)	
d. RE Report (Att. 4)	
e. Minister's Report (Att. 5)	
4. [7:10 pm] Discussion, Action Items, Visioning	30 min
a. Follow-up on September's action items	
b. GRU demand pricing	
c. Police/Fire Department review of EOP	
d. Sharing RE curricula (CommUUUnity Conversations and Messy Playdates)	
e. SOCUUPs membership levels	
f. November potluck	
5. [7:40 pm] Leadership and Governance	20 min
a. Proposed policy revisions	
i. Removal of GOV-5 (second reading) (Att. 6)	



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- ii. Removal of GOV-6 (second reading) (Att. 6)
- b. Foundation policy change (third reading) (Att. 7)
- c. Personnel records discussion
- d. Update account signatories (Mary Anthony) (Att. 8)

6. [8:00 pm] Facilities 15 min

- a. Fallen tree removal

7. [8:15 pm] Wrap up 15 min

- a. Emerging Concerns
- b. Calendaring and Action Items
- c. Gratitude notes
- d. Board Process – external observer
- e. Next meeting November 26, 2024

8. [8:30] Adjournment



Attachment 1

Unitarian Universalist

Fellowship of Gainesville

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To: Governing Board
From: Cam Pierce
Date: October 20, 2024
RE: Monthly Congregational Admin Report to the Board

Membership Numbers

Currently, we have 151 members and 26 supporting friends, unchanged from last month.

Sunday Service Attendance

Sundays, September 2024 –

- Average in person attendance for five Sundays: 86
- Average YouTube visits for five Sundays: 58
- Total average participation for five Sundays with both YouTube and in person numbers: 144
- Current YouTube subscribers: 348

Date	YouTube	In-Person Attendance	Total
9/1/2024	59	93	152
9/8/2024	71	85	156
9/15/2024	73	84	157
9/22/2024	41	90	131
9/29/2024	48	78	126

Sundays, September 2022 –

- Average in person attendance for four Sundays: 72
- Average YouTube visits: 54
- Total average participation for four Sundays: 125

Date	YouTube	In-Person Attendance	Total
9/4/2022	53	54	107
9/11/2022	72	82	154
9/18/2022	44	67	111
9/25/2022	46	84	130

Attendance

Given my compressed work week and other work-related commitments, I was unable to complete attendance records for September in time for this report. I will include them with my November report.

UUFG Office Notes

Solar Power GRU Billing Issue

Our two most recent GRU bill shows a large increase in the electrical portion of the bill, rising from the \$35/month that we have been paying for the meter to over \$800 this month and last. Because we went used more than 50kw of energy during a 15-minute period in August, we have incurred “demand” pricing through July 2025 (provided we don’t go over that 50kw threshold at any point, in which case the clock resets to 11 months from that spike).

Steve Elliot of GRU visited me at the Fellowship with more data. We went over the 50kw threshold at 7:45 pm on August 1. Consulting our calendar, I determined that during the period in question we were hosting both the Alachua County Candidate Forum (sponsored by the Alachua County Labor Coalition) in the Fellowship Hall and a Narcotics Anonymous meeting in the Common Room. It seems that multiple air conditioners came on simultaneously and caused our spike (our reading was 51.3kw). Since we cannot at this time assure GRU that we will not go over that 50kw threshold, we don’t have recourse to dispute the bill. Rather, we will need to research the situation and determine what other options exist to keep our usage below the threshold level – or we must accept the higher rate as a long-term reality. I will be meeting with Alice Gridley, Tim Christy and Mary Anthony this next week to discuss the situation.

Safety Committee

The Safety Team is still seeking to complete of its review and revision of our Emergency Operations Plan document. We still have two trail cameras and several video surveillance signs to install. The committee is also concerned that we don’t have enough monitors to consistently schedule for Sunday services.

Mailings & Communications

The Worship Team has selected a variety of Touchstone themes from different years. We now have access to comprehensive Touchstones materials via the Touchstones website.

I have asked the board to consider whether it wishes to continue sending out anniversary letters, and if so to approve language. We have not sent anniversary letters this year.

Fall Directory

James Chase and Debra Neill-Mareci are taking new pictures for our directory for any members or supporting friends who want them. I expect to produce the fall directory the week of October 28, mailing it the week of November 4. In this directory we will incorporate color pictures of members and friends, replacing black and white images.

Website & Social Media

I incorporated some updates to Social Justice’s page as well the Foundation page. With James, I helped create a new Facebook page for Sacred Oak CUUPs. Given Ricardo’s busy schedule, I scheduled Touchstones netcards for October posts on our Facebook page.

Finance

I participated in our monthly Finance Committee meeting, preparing financial reports for their review and for the board agenda. I have recommended to the Finance Committee that we should recruit a few more check counters to assist with our weekly deposits. I sent out first quarter giving statements to the congregation.

Front Sign

I have been changing messages on the front sign to reflect upcoming service titles or speakers. I walked the grounds with representatives of the Florida Wildflower Foundation and more recently with Robin Castellanos. Robin has marked possible space for a pollinator garden on our lawn at the front of our property south of our front sign. We have considerable space in that area as well as a water spigot near the sign. The main consideration is that pollinator plants, as they grow, should not obscure or obstruct sightlines from the road to our sign.

Rentals

Renters this past month include Gainesville Bridge Club, Gainesville Secular Science, Paynes Prairie Chapter of the Florida Native Plant Society, Joy of the Lord Outreach Ministries, Life Line Screening, and the Actors Warehouse production of "It Can't Happen Here."

Personal Time

I am taking off Thursday, October 17 and Friday, October 18 to travel to Charlotte to see my son. In November, I will be again out of office on Thursday and Friday, November 7 and 8 for a trip with my wife. Finally, I have a medical procedure on Thursday, November 14. With these personal days, I will have used up all my personal days from FY 2023-24, and one day from 2024-2025.

Unitarian Universalist Fellowship - Gainesville FL Treasurer's Report as of September 2024 for General Fund									
Wednesday, October 9, 2024		Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining	
Sept 2024									
Income									
<i>Income to General Fund</i>									
<i>Sustaining Gifts-Members & Friends</i>									
4.100.030	Current Years Pledges		34,559.50	24,396.00	67,222.28	73,188.00	(5,965.72)	292,748.00	225,525.72
4.100.050	Sunday Collect/Unidentified G		727.53	950.00	3,134.23*	2,850.00	284.23	11,394.00	8,259.77
	Total Sustaining Gifts-Members & Friends		\$35,287.03	\$25,346.00	\$70,356.51	\$76,038.00	(\$5,681.49)	\$304,142.00	\$233,785.49
<i>Miscellaneous Income</i>									
4.100.210	Rental Income		2,862.00	917.00	5,457.00*	2,751.00	2,706.00	11,000.00	5,543.00
4.100.300	Special Activities and Auction		0.00	1,333.00	0.00	3,999.00	(3,999.00)	16,000.00	16,000.00
4.100.330	Interest		42.20	292.00	132.24	876.00	(743.76)	3,500.00	3,367.76
4.100.430	Book Cart Income		0.00	25.00	1,000.00*	75.00	925.00	300.00	(700.00)
	Total Miscellaneous Income		\$2,904.20	\$2,567.00	\$6,589.24	\$7,701.00	(\$1,111.76)	\$30,800.00	\$24,210.76
	Total Income to General Fund		\$38,191.23	\$27,913.00	\$76,945.75	\$83,739.00	(\$6,793.25)	\$334,942.00	\$257,996.25
	Total Income		\$38,191.23	\$27,913.00	\$76,945.75	\$83,739.00	(\$6,793.25)	\$334,942.00	\$257,996.25
Expense									
<i>Expenses from General Fund</i>									
<i>Programs</i>									
5.100.110	Membership		40.35	67.00	88.35	201.00	(112.65)	800.00	711.65
5.100.120	UU Leadership		400.00	50.00	518.99*	150.00	368.99	600.00	81.01
5.100.130	Social Justice		140.00	125.00	190.00	375.00	(185.00)	1,500.00	1,310.00
5.100.140	RELATE		0.00	8.00	0.00	24.00	(24.00)	100.00	100.00
5.100.150	CUUPS		95.53	21.00	95.53*	63.00	32.53	250.00	154.47
5.100.240	RE Program Activities		205.59	183.00	642.22*	549.00	93.22	2,200.00	1,557.78
5.100.270	Background Checks		62.75	50.00	114.00	150.00	(36.00)	600.00	486.00
5.100.280	Hospitality Budgeted		0.00	17.00	0.00	51.00	(51.00)	200.00	200.00
5.100.300	Special Activities and Auction Expenses		0.00	83.00	0.00	249.00	(249.00)	1,000.00	1,000.00
5.100.310	Worship - Sunday Services		300.00	617.00	398.77	1,851.00	(1,452.23)	7,400.00	7,001.23
5.100.320	Music Program		0.00	200.00	135.00	200.00	(65.00)	2,000.00	1,865.00
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	8.00	0.00	24.00	(24.00)	100.00	100.00
	Total Programs		\$1,244.22	\$1,429.00	\$2,182.86	\$3,887.00	(\$1,704.14)	\$17,250.00	\$15,067.14
<i>Administration & Operational Support</i>									
5.100.010	Board Discretionary Funds		0.00	83.00	0.00	249.00	(249.00)	1,000.00	1,000.00
5.100.020	Pastoral Care Expense		0.00	17.00	0.00	51.00	(51.00)	200.00	200.00
5.100.030	Contributions to Reserves		417.00	417.00	1,251.00	1,251.00	0.00	5,000.00	3,749.00
5.100.520	Denominational Dues		1,423.00	1,423.00	4,269.00	4,269.00	0.00	17,078.00	12,809.00
5.100.525	Insurance		1,676.02	1,583.00	5,028.17*	4,749.00	279.17	19,000.00	13,971.83
5.100.530	Office Expense		228.32	583.00	1,418.98	1,749.00	(330.02)	7,000.00	5,581.02
5.100.540	Bookkeeper		0.00	250.00	0.00	750.00	(750.00)	3,000.00	3,000.00
5.100.545	Telephone & Internet		462.10	625.00	1,483.32	1,875.00	(391.68)	7,500.00	6,016.68
5.100.550	Utilities - Electricity & Water		1,489.81	1,250.00	3,075.36	3,750.00	(674.64)	15,000.00	11,924.64
5.100.560	Waste Disposal		213.73	217.00	428.97	651.00	(222.03)	2,600.00	2,171.03
5.100.570	Custodial Service		900.00	900.00	2,700.00	2,700.00	0.00	10,800.00	8,100.00
5.100.572	Custodial Supplies		0.00	69.00	0.00	207.00	(207.00)	825.00	825.00
5.100.575	Facilities Maintenance		561.97	792.00	2,416.42*	2,376.00	40.42	9,500.00	7,083.58
5.100.580	Backflow and Fire Suppression		286.62	333.00	685.24	999.00	(313.76)	4,000.00	3,314.76
5.100.583	Security & Safety		171.36	58.00	172.98	174.00	(1.02)	700.00	527.02

Unitarian Universalist Fellowship - Gainesville FL Treasurer's Report as of September 2024 for General Fund									
Wednesday, October 9, 2024									
Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining	
			Sept 2024						
5.100.585	Pest Control		400.00	400.00	400.00	0.00	400.00	0.00	
5.100.595	VANCO, Online Platform and Bank Fees		139.78	167.00	452.11	(48.89)	2,000.00	1,547.89	
	Total Administration & Operational Support		\$8,369.71	\$9,167.00	\$23,781.55	\$26,701.00	(\$2,919.45)	\$105,603.00	\$81,821.45
Compensation & Related Expenses									
5.100.610	Ministers Salary		4,041.67	4,042.00	11,185.92	12,126.00	(940.08)	48,500.00	37,314.08
5.100.620	Ministers Housing Allowance		2,500.00	2,500.00	5,000.00	7,500.00	(2,500.00)	30,000.00	25,000.00
5.100.630	Ministers, In Lieu of Self Employment Tax		500.42	500.00	1,000.84	1,500.00	(499.16)	6,005.00	5,004.16
5.100.640	Ministers Pension Fund		1,416.66	708.00	2,833.32*	2,124.00	709.32	8,500.00	5,666.68
5.100.650	Ministers Health Insurance		550.46	1,250.00	550.46	3,750.00	(3,199.54)	15,000.00	14,449.54
5.100.660	Ministerial Transition Expense		0.00	1,125.00	0.00	3,375.00	(3,375.00)	13,500.00	13,500.00
5.100.670	Ministers Professional Expenses		540.00	667.00	540.00	2,001.00	(1,461.00)	8,000.00	7,460.00
5.100.680	Contributions to Ministers Sabbatical Fund		0.00	0.00	0.00	0.00	0.00	0.00	0.00
5.100.710	Congregational Administrator Salary		3,919.94	3,707.00	11,500.68*	11,121.00	379.68	44,480.00	32,979.32
5.100.712	Congregational Administrator-Professional Expenses		0.00	167.00	0.00	501.00	(501.00)	2,000.00	2,000.00
5.100.720	Choir Director Salary		1,850.00	1,850.00	5,339.54	5,550.00	(210.46)	22,200.00	16,860.46
5.100.722	Music Director's Professional Expenses		0.00	183.00	0.00	549.00	(549.00)	2,200.00	2,200.00
5.100.725	Pianist/Accompanist - Payroll		450.00	250.00	450.00	750.00	(300.00)	3,000.00	2,550.00
5.100.728	Audiovisual Technician		209.00	417.00	209.00	1,251.00	(1,042.00)	5,000.00	4,791.00
5.100.731	Director of RE Salary		2,249.82	2,250.00	6,681.60	6,750.00	(68.40)	27,000.00	20,318.40
5.100.732	Director of Religious Education-Professional Exp.		0.00	225.00	0.00	675.00	(675.00)	2,700.00	2,700.00
5.100.740	Child Care		837.25	667.00	1,904.00	2,001.00	(97.00)	8,000.00	6,096.00
5.100.820	Staff Pensions		790.03	596.00	1,787.01	1,788.00	(0.99)	7,148.00	5,360.99
5.100.910	Payroll Tax Expenses		693.56	680.00	2,198.43*	2,040.00	158.43	8,161.00	5,962.57
	Total Compensation & Related Expenses		\$20,548.81	\$21,784.00	\$51,180.80	\$65,352.00	(\$14,171.20)	\$261,394.00	\$210,213.20
	Total Expenses from General Fund		\$30,162.74	\$32,380.00	\$77,145.21	\$95,940.00	(\$18,794.79)	\$384,247.00	\$307,101.79
	Total Expense		\$30,162.74	\$32,380.00	\$77,145.21	\$95,940.00	(\$18,794.79)	\$384,247.00	\$307,101.79
	Difference		\$8,028.49	(\$4,467.00)	(\$199.46)	(\$12,201.00)		(\$49,305.00)	

* = Income/Expense exceeds amount budgeted to date

				Unitarian Universalist Fellowship - Gainesville, FL				
				Budget Variance Report				
				September 2024				
Account #	Account Name							
Income								
<i>Income to General Fund</i>								
<i>Sustaining Gifts-Members & Friends</i>								
4.100.030	Current Years Pledges							
4.100.050	Sunday Collect/Unidentified Giving							
<i>Miscellaneous Income</i>								
4.100.210	Rental Income	Main monthly rental income from the Gainesville Bridge Club and Joy of the Lord Outreach Ministries, but in Sept we had mulitple other rentals (memorial, wedding prepayent, Native Plant Soc., Home School classes.)						
4.100.300	Special Activities-Auction							
4.100.330	Interest							
4.100.430	Book Cart Income	\$1000 transferred in August -- money that has accumulated in the Book Cart Fund since the 2022-2023 FY.						
Expense								
<i>Expenses from General Fund</i>								
<i>Programs</i>								
5.100.110	Membership							
5.100.120	UU Leadership	September board retreat fees						
5.100.130	Social Justice	Voting initiative expenses						
5.100.140	RELATE							
5.100.150	CUUPS	Trail camera						
5.100.240	RE Program Activities	Misc "back to school" supplies, food for parents night out, etc.						
5.100.270	Background Checks							
5.100.280	Hospitality Budgeted							
5.100.300	Special Activities and Auction Expenses							
5.100.310	Worship - Sunday Services	Sunday speaker "Hutch" Hutchinson						
5.100.320	Music Program							
5.100.410	Canvass Expenses							
5.100.430	Book Cart Expense							
<i>Administration & Operational Support</i>								
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	Premium payments to Liberty Mutual. August premium is basically a double payment						
5.100.530	Office Expense	Includes contracts with Konica Minolta, MailChimp and Office 365. August also had furniture for minister's office, stamps, etc.						
5.100.540	Bookkeeper	Contract with Mignon Craig, bookkeeper						
5.100.545	Telephone & Internet	Includes contract with Cox Communications, webhosts and other related services						
5.100.550	Utilities - Electricity	GRU/electric & water expenses. Our monthly electrical payments went up in September because we exceeded the peak demand threshold, which put us into a new pricing structure.						
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	Misc expenses, replacing stolen items						
5.100.580	Backflow and Fire Suppression	Inspection						
5.100.583	Security & Safety	trail cameras						
5.100.585	Pest Control	Melrose Pest Control's annual termite treatment was performed in September						
5.100.595	VANCO, Online Platform and Bank Fees	Vanco manges most of our online donations. The other online platforms we use include Venmo, PayPal and Stripe.						

Unitarian Universalist Fellowship - Gainesville FL
Consolidated Fund Activity Report for September 2024

Wednesday, October 9, 2024		Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
Account #	Account Name					
3.100.100	General Fund Balance	71,828.39	38,191.23	30,162.74	(520.00)	79,336.88
3.100.301	Ministers Discretionary Pass Through Fund Balance	0.00	300.00	300.00	0.00	0.00
3.100.321	Minister's Sabbatical Fund Balance	27,908.58	0.00	0.00	0.00	27,908.58
3.100.700	Minister's Housing Fund Balance	520.00	520.00	623.10	0.00	416.90
3.201.120	CUUPS Support Fund Balance	631.00	0.00	0.00	0.00	631.00
3.202.100	Music Support Fund	1,978.10	0.00	0.00	0.00	1,978.10
3.203.110	Memory Garden Fund	702.11	0.00	0.00	0.00	702.11
3.203.120	Courtyard Fund Balance	2,500.16	0.00	0.00	0.00	2,500.16
3.203.140	Interim Ministry Fund Balance	49,421.00	0.00	0.00	0.00	49,421.00
3.203.145	Board Special Holding Fund Balance	24,652.00	0.00	0.00	0.00	24,652.00
3.203.150	Labyrinth Fund Balance	2,000.00	0.00	0.00	0.00	2,000.00
3.204.110	Book Cart Fund	79.90	0.00	0.00	0.00	79.90
3.206.100	<i>Foundation Grants</i>					
3.206.113	Youth Room Update (Grant) Fund Balance	259.38	0.00	0.00	0.00	259.38
3.206.115	Banned Books (Grant) Fund Balance	73.95	0.00	0.00	0.00	73.95
3.206.140	UU Leadership Fund - Balance	4,536.33	0.00	0.00	0.00	4,536.33
3.206.189	Hospitality Supply (grant) Balance	742.00	0.00	0.00	0.00	742.00
3.206.190	Memory Garden (grant) Balance	2,075.00	0.00	0.00	0.00	2,075.00
3.210.100	<i>CYREC</i>					
3.210.110	RE Fund Balance	1,971.18	0.00	0.00	0.00	1,971.18
3.210.120	Youth Support Fund Balance	1,582.51	0.00	180.46	0.00	1,402.05
3.210.125	OWL Fund Balance	3,397.07	4,200.00	0.00	0.00	7,597.07
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	3,290.26	100.00	0.00	0.00	3,390.26
3.216.160	Share The Plate Balance	587.27	349.03	587.27	0.00	349.03
3.400.100	<i>Future Funding & Capital Reserve Accounts Balance</i>					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	54,828.57	0.00	0.00	417.00	55,245.57
3.500.100	Land & Building Fund	1,043,432.00	0.00	0.00	0.00	1,043,432.00
3.500.150	Furnishings & Equipment Fund	62,670.00	0.00	0.00	0.00	62,670.00
3.500.200	UUFG Foundation Balance	476,678.83	0.00	0.00	0.00	476,678.83
3.500.250	Ministers Discretionary Fund Bank Account Balance	6,265.99	0.00	0.00	(300.00)	5,965.99
	Total	\$1,844,706.58	\$43,660.26	\$31,853.57	(\$403.00)	\$1,856,110.27

Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
September 2024

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. Note board approved creation of the "Board Special Holding Fund" and the transfer of \$24,652 from the General Fund to that line item.
3.100.301	Ministers Discretionary Fund Balance	Mary Anthony/Leah Cobb Lee/Rev. JeKaren Olaoya	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	Originally money reserved for a substitute Minister when our Minister goes on Sabbatical (Yrs 4-7) . Will be used to cover interim ministry expenses in coming years.
3.100.700	Minister's Housing Fund Balance	Mary Anthony	General Fund	Board approved creating a fund for Rev. JeKaren's hotel expenses, transferring \$520/month from the general fund in August, September, October & November.
3.201.120	CUUPS Support Fund Balance	Debra Neill-Mareci	Donations	For Sacred Oak CUUPS group for ritual expenses and fire circle upkeep
3.202.100	Music Support Fund	Beverly Sanders, Choir President	Donations/Events	For music program expenses not covered by the budgeted line item. This month shows income from concert
3.203.110	Memory Garden Fund	Pete Turner & Tamara Evonne	Donations	For the maintenance of the memory garden. Main expenses are name plates for deceased members and shrub spraying.
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.
3.203.140	Interim Ministry Fund	Mary Anthony	Donations	Donated funds held to help pay salary and expenses of an interim minister.
3.203.145	Board Special Holding Fund Balance	Mary Anthony	General Fund transfer	Board authorized fund to use in case we need additional funding for FY 2024-2025 expenses.
3.203.150	Labrynth Fund	Debra Neill-Mareci	Donations	Funds to maintain and improve our labyrinth. Money transferred in July from Foundation grant line item per Denis Whittaker & family.
3.204.110	Book Cart Fund	Paul Hargrave	Sales	Book purchase income. In August, we transferred \$1000 from the fund, reflecting collections over the past several fiscal years.
Foundation Grants				
3.206.113	Youth Room Update Fund	James Chasse	Foundation	Fall 2022 grant to purchase new furniture, etc., for Youth Room. Youth room purchases are nearly complete, with the remaining balance to be returned to the Foundation.
3.206.115	Banned Books Fund	Mary Bahr	Foundation	Fall 2023 grant
3.206.140	UU Leadership Fund	LDC	Foundation	
3.206.189	Hospitality Supply Fund	Debra Neill-Mareci & Hazel Hazlett	Foundation	Spring 2024 grant to purchase new plates and supplies for the kitchen. No receipts have been submitted.
3.206.090	Memory Garden (grant) Fund	Joy Avery	Foundation	Spring 2024 grant to have camillias professionally trimmed

Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
September 2024

Account # Account Name **Name** **Source** **Purpose**

<i>CYREC</i>				
3.210.120	RE Fund Balance	James Chase	Donations/fund raising activities	To benefit children & youth. February activity reflects t-shirt purchases and sales.
3.210.120	Youth Support Fund Balance	James Chase	Fundraisers (pancake breakfasts, CON fees, car washes, etc.)	To support Youth Group activities and events. The youth had a successful fundraiser in August.
3.210.125	OWL Fund Balance	James Chase	Payments & fundraisers	Funds received to pay for OWL training and classes. OWL training classes were rescheduled from Oct 2024 to Jan 2025 because of Hurricane Milton
3.201.160	Playground/Coffee Fund Balance	James Chase	Fundraisers	To support playground equipment and supplies
<i>Social Justice Fund</i>				
3.216.110	Social Justice Unallocated Funds	Mary Bahr	Directed donations	To cover costs not budgeted for external events, membership fees to other organizations, etc.
2.216.160	Share The Plate Balance	Mary Bahr	Directed Donations	Donations collected typically as Sunday offering on the third Sunday of the month and as directed donations through online payment portals.
<i>Future Funding & Capital Reserve Accts.</i>				
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.) In FY 2024-25, we are paying \$417/month into the fund.
3.500.100	Land & Building Fund			Assessment using Alachua County Property Appraisers figures per 2023.
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 our Foundation's treasurer, updated as new figures are made available
3.500.201	Foundation Donation Fund Balance			Pass through account to process donations to the Foundation
3.500.250	Ministers Discretionary Fund Bank Acct Bal.	Leah Cobb Lee & Mary Anthony	Donations	This is the balance in the Minister's Discretionary Fund Bank Acct, updated monthly. No changes in August.

Unitarian Universalist Fellowship - Gainesville FL Balance Sheet as of September 30, 2024			
Wednesday, October 9, 2024		Beginning Balance	YTD Balance
Account #	Account Name		
Assets			
Cash			
1.000.130	Ameris Bank-Checking	186,909.39	110,632.31
1.000.140	Ameris Bank-Money Market	81,604.88	81,737.12
1.000.155	Solar Fund - Checking	147.75	0.00
		Total Cash	\$268,662.02
			\$192,369.43
Fixed Assets			
1.000.310	Building & Land	1,105,900.00	1,043,432.00
1.000.320	Equipment	62,670.00	62,670.00
		Total Fixed Assets	\$1,168,570.00
			\$1,106,102.00
Other Assets			
1.000.160	CDs - Certificates of Deposit	0.00	75,000.00
1.000.410	UUFG Foundation	476,678.83	476,678.83
1.100.250	Ministers Discretionary Fund Account	597.99	5,965.99
		Total Other Assets	\$477,276.82
			\$557,644.82
		Total Assets	\$1,914,508.84
			\$1,856,116.25
Liabilities			
Current Liabilities			
2.000.120	Payroll Taxes Payable	5.98	5.98
		Total Current Liabilities	\$5.98
			\$5.98
		Total Liabilities	\$5.98
			\$5.98
Fund Balance			
3.100.100	General Fund Balance	105,228.34	79,336.88
3.100.301	Ministers Discretionary Pass Through Fund Balance	5,668.00	0.00
3.100.321	Minister's Sabbatical Fund Balance	27,908.58	27,908.58
3.100.700	Minister's Housing Fund Balance	0.00	416.90
3.201.120	CUUPS Support Fund Balance	631.00	631.00
3.202.100	Music Support Fund	1,703.00	1,978.10
3.203.110	Memory Garden Fund	814.11	702.11
3.203.120	Courtyard Fund Balance	2,500.16	2,500.16
3.203.130	Solar Panel Fund Balance	(147.75)	0.00
3.203.140	Interim Ministry Fund Balance	49,421.00	49,421.00
3.203.145	Board Special Holding Fund Balance	0.00	24,652.00
3.203.150	Labyrinth Fund Balance	2,000.00	2,000.00
3.204.110	Book Cart Fund	1,079.90	79.90
3.206.100	<i>Foundation Grants</i>		
3.206.113	Youth Room Update (Grant) Fund Balance	259.38	259.38
3.206.115	Banned Books (Grant) Fund Balance	73.95	73.95
3.206.116	Security Camera Grant Balance	256.83	0.00
3.206.140	UU Leadership Fund - Balance	4,536.33	4,536.33
3.206.189	Hospitality Supply (grant) Balance	742.00	742.00
3.206.190	Memory Garden (grant) Balance	2,075.00	2,075.00
		Total Foundation Grants	\$7,943.49
			\$7,686.66
3.210.100	<i>CYREC</i>		
3.210.110	RE Fund Balance	1,971.18	1,971.18
3.210.120	Youth Support Fund Balance	1,070.91	1,402.05
3.210.125	OWL Fund Balance	3,056.42	7,597.07
3.210.160	Playground/Coffee Fund Balance	95.00	95.00
		Total CYREC	\$6,193.51
			\$11,065.30
3.216.100	<i>Social Justice Fund</i>		
3.216.110	Social Justice Unallocated Funds	3,290.26	3,390.26
3.216.160	Share The Plate Balance	280.12	349.03
		Total Social Justice Fund	\$3,570.38
			\$3,739.29
3.400.100	<i>Future Funding & Capital Reserve Accounts Balance</i>		
3.404.110	Res. Fd for Large Scale Maintenance- Balance	53,994.57	55,245.57
		Total Future Funding & Capital Reserve Accounts Balance	\$53,994.57
			\$55,245.57
3.500.100	Land & Building Fund	1,105,900.00	1,043,432.00
3.500.150	Furnishings & Equipment Fund	62,670.00	62,670.00
3.500.155	Solar Fund Bank Account Balance	147.75	0.00
3.500.200	UUFG Foundation Balance	476,678.83	476,678.83
3.500.250	Ministers Discretionary Fund Bank Account Balance	597.99	5,965.99
		Total Fund Balance	\$1,914,502.86
			\$1,856,110.27
		Total Liabilities and Fund Balance	\$1,914,508.84
			\$1,856,116.25



UUFG Governing Board Meeting

September 24, 2024. 6:30 – 8:15 pm

Board members present: Tom Mareci, Mary Anthony, Erin Parish, Norden Lucke, Tim Christy, Kristin Stevens

Board Members absent: Rev. JeKaren Olaoya

Congregants present: David Willkomm, Mary Bahr, Liz Stewart, Judith Kendall, Robin Castellanos, Kay Anderson, Jeanne Gossman.

Roles: Mary Anthony – timekeeper, Erin Parish – gratitude notes, Kay Anderson – external observer.

Congregational Input:

- Robin Castellanos stated she has taken over chair of pollinator garden project. She has met with Florida Wildlife Foundation and good place for pollinator garden is out by UUFG sign. Water source there, will check with city on easement. Will need to block off during Vets for Peace Solstice Concert. Bee City will provide everything. Robin said Bee City named her as liaison member and as soon as there is Board approval we can get started. Board decided to make decision later in meeting.
- Mary Bahr, I'm here to answer questions about Actor's Warehouse reading rescheduled for 11/4, rehearsals w/o sound room, Cam Pierce would give orientation to players. Board states already in agenda for later in meeting.
- Judith Kendall, Discusses Board retreat on Saturday, Sept, 28. There is no wi-fi at the clubhouse, will need a hot spot or some other way.

1. Consent Agenda:

- Mary Anthony reports about \$6000.00 behind in pledges and would like Board approval to put on slides before service. **Board approves to have pledge information on slides before service.**

- Kristin Stevens has concerns about consolidated narrative fund, mentioned Board approval not in past minutes, holding fund, minister's housing allowance approved but no amount given. Labyrinth fund returned money to Foundation in July, also \$1000.00 transferred from Book Cart Fund; no record in past minutes of either. Kristin states these can be remedied in next few meetings.
- Leah Cobb Lee moves to approve consent agenda. Kristin Stevens seconds. Passes unanimously.

2. Social Justice Circle- "It Can't Happen Here" rescheduling:

- Discussion on Actor's Warehouse needing to reschedule last play reading to November 4 and also to have rehearsals. Cam Pierce would give orientation to sanctuary and Kay Anderson would be UUFG representative present.
- Leah Cobb Lee moves to approve the Social Justice Circle request to reschedule Actor's Warehouse last play reading to November 4 and rehearsals with Cam Pierce to give orientation and a UUFG representative to be there for rehearsals . Tom Mareci seconds. Passes unanimously.

3. Perfume/cologne issues at services:

- Tim Christy states someone on Care Team expressed concern and discomfort of people wearing perfume, there is a policy stating for congregants to refrain from wearing scented soaps and perfumes. Discussion on putting policy info on pre- service slide, in Gazette and perhaps have Worship Associate mention it. Consider section for scent sensitive people. Care team will send Erin Parish wording for slide.

4. Proposed policy revisions:

- GOV-4 (third reading) (Att. 6)
- Discussion on changes to GOV-4: Covenant removed, will need to decide how to get congregation to approve covenant. Covenant still mentioned just not explicitly mentioned.
- Kristin Stevens moves to approve GOV- 4 as amended. Tim Christy seconds, Passes unanimously.

- Removal of GOV-5 (first reading) (Att. 7)
Discussion on removal of GOV-5. Both originated before we had charter for committees. Committee on Ministry, when we have a Committee on Ministry they will write a charter. Strategic Planning Committee, Debra Neill-Mareci is working on one.
- Removal of GOV-6 (first reading) (Att. 7)

5. Foundation reports and appointments (Att. 8):

- Rose Cole accepted nomination to UUFG Foundation. Jeanne Gossman reports Foundation funds OWL training grant out of cycle for \$3850.00.
- Leah Cobb Lee moves affirm Rose Cole to UUFG Foundation for term July 2024 to June 2027. Tom Mareci seconds. Passes unanimously.
- Leah Cobb Lee moves to affirm UUFG Foundation out of cycle grant for OWL training of \$3850.00. Tim Christy seconds. Passes with 4 ayes and 2 abstentions.

6. Affirmations of previous appointments for record keeping (Kristin Stevens):

- Pete Turner to the UUFG Foundation for his first term from March 2023 to June 2026.
- Mary Anthony moves to affirm Pete Turner to UUFG Foundation for his first term March 2023 to June 2026. Kristin Stevens seconds. Passes unanimously.
- Jeanne Gossman to the UUFG Foundation for a second term from July 2023 to June 2026.
- Kristin Stevens affirms Jeanne Gossman to the UUFG Foundation for a second term from July 2023 to June 2026. Norden Lucke seconds. Passes unanimously.
- Sandra Topp to the UUFG Foundation for a second term from July 2024 to June 2027.
- Leah Cobb Lee affirms Sandra Topp to the UUFG Foundation for a second term from July 2024 to June 2027. Mary Anthony seconds. Passes unanimously.

7. Affirmation of Ministerial contract for record keeping (Att 9):

- Mary Anthony moves to affirm Ministerial Contract from August 2024 to July 2025 for the amount of \$78,500.00. Leah Cobb Lee seconds. Passes unanimously.

8. UUFG Foundation policy change (second reading) (Att. 10):

Discussion about policy change submitted to Board, read once in April 2023, but didn't go thru 3 readings. Clarification that undesignated monies would go equally to UUFG Foundation and General fund. Decided this is second reading.

9. Personnel policy and records discussion (Att 11):

- Discussion on childcare worker age change from 18 to 16. Need to make sure we have child labor laws posted at work place. James Chase and Cam Pierce need to follow up on signs.
- Title change and hiring of James Chase. Need to affirm James Chase hiring and have motion to approve job description, salary.
- Board is responsible for hiring everyone. Need to have job description, salary and hours worked up to date.

10. Facilities:

- GRU pricing

Discussion about GRU billing increase. During a 15 minute period during the week we went over use amount so according to GRU plan we are on we have to pay \$800 a month for electricity for a year. Alice Gridley is dealing with it. May be issue with GRU Board or our meter. Leah Cobb Lee will let us know when there is new information.

- Tree removal (Att. 12)

Sweet gum needs to be removed. \$1500.00 from line item.

- Mary Anthony moves to approve \$1500.00 from line item. Tim Christy seconds. Passes unanimously.

- Wildflower garden placement.

- Mary Anthony moves to place wildflower garden out by UUFG road sign. Leah Cobb Lee seconds. Passes unanimously.

11. Emerging concerns:

- Kirsten Flamand asked who to go for approval for particular posters to use as decorations in sanctuary; was decided Worship Team to approve.

12. Calendaring and action items

- Discussion about having Finance Town Hall. We can discuss at Board retreat.

Action items

- Leah Cobb Lee to get with Cam Pierce and James Chase to post Child employment laws.
- Leah Cobb Lee will respond to Kirsten Flamand about who approves decorations in sanctuary...worship team.
- Care team to send Erin Parish wording for slide about scent sensitivity.
- Mary Anthony to send Erin Parish wording for budget slide.
- Mary Anthony to update safe deposit access and checking account access. Add Tom Mareci and remove Mike Hazlett.
- Leah Cobb Lee to update personnel policies.
- Discuss finance town hall at board retreat

13. Gratitude notes:

- Kirsten Flamand for Sanctuary decorations
- Alice Gridley for dealing with GRU bill
- Cam Pierce for quickly calling GRU on bill and correcting our web vulnerability.
- Michael Bass for helping with Middlers in RE.

14. Board process- external observer

- Kay Anderson, thumbs up.

Next Board meeting Oct 22, 6:30pm

Adjourned 8:15pm

Respectfully submitted by

Erin Parish Board Secretary

RE Report - October 20, 2024

Chalice Kids and Middlers

Our 2nd and 4th Sunday RE programs have been going really well, with consistent attendance. We've welcomed a couple of new volunteers, and the kids are really enjoying the routine. Snack and Story time has become a favorite, and they're loving the *No Thank You, Evil!* game during our sessions.

We've also had a few new families register for the RE program, which is really exciting and a sign of our growth!

Youth

The youth group recently went on a field trip, and it was a blast! Almost everyone was able to join, which made it even better. For Halloween, they're super excited to organize "Trick-or-Treating" during service on October 27th. They'll be attending and helping with the entire event. After service, they'll be transforming the youth room into a haunted space and having some snacks, which they're looking forward to!

They're also pumped about the "Pumpkin Destruction Messy Playdate" we've planned for November 3rd.

OWL Training

Due to Hurricane Milton, the OWL training that was supposed to take place from October 14-16 has been rescheduled to January 10-12. I'm grateful to have received a grant to help cover the costs of the training—big thanks to everyone who made that possible!

I'd like to schedule a Photography Fundraiser for November 16th - This will be an opportunity to get holiday photos, and funds raised will go towards our OWL Training.

Adult RE

Kay Anderson is continuing to host the Humanist Circle on the 2nd and 4th Sundays, and those gatherings have been going well.

CommUUnity Conversations had a successful session this month. While attendance was a little lighter, we still had several full circles of deep, meaningful conversation.

CUUPs

Our CUUPs group is back in full swing! We've had a few meetings, and our tentative plan is to have three gatherings a month: one for Caretaking, one for a Full Moon Labyrinth Walk, and one for a Ritual near the end of the month.

We've put a lot of work into reviving our Labyrinth, and it's looking beautiful. However, we've hit a pause until we can figure out what to do about several dead trees around the area that are at risk of

falling in the coming years.

Upcoming Events

- **October 27:** Trick-or-Treating in Service, Haunted Youth Room, Samhain Ritual, and Humanist Circle.
- **November 3:** Pumpkin Destruction Messy Playdate/CommUUUnity Conversations

*****November 16:** Photography Fundraiser, if approved

Professional Development

I have a couple of exciting professional development opportunities coming up:

- **November 6-10:** I'll be attending LREDA CON remotely.
- **November 18-22:** I'll be attending the TRUUST retreat in person.

I'd also like to request permission to begin sharing the curriculum I've developed during my time at UUFG. *CommUUUnity Conversations* feels like it could be a shareable resource, and I'd love to see how it works in other congregations.

Additionally, I've been thinking about creating a book or curriculum around *Messy Playdates*—it feels very aligned with UU values, and I'd like to explore developing it further. If there are any potential conflicts of interest, I'd like to be aware of them as I move forward.

Thanks, everyone!

Rev. JeKaren Olaoya
September 2024 Board Report

Worship and Rites of Passage

- Preached 3 Sundays (1 virtual)
- Attended Worship Associate Team Meeting

Pastoral Care and Presence

- Provided pastoral counseling to 8 UUFG Members

Continuing Education

- Attended 'Build Trans Justice & Safety' webinar with Transforming Hearts Collective
- Attended 'Foundations in Loving Justice' with Kai Cheng Thom seminar

Leadership Development

- Met with Professional Coach twice

Spiritual Practice

- Explored nature at the Cedar Lakes Woods and Gardens
- Nurtured colleague connections (regional and local)
- Continued art practice

Social Justice in the Public Square

- Interviewed with UU World
- Attended Cristosal Global School of Human Rights- Root Causes of Migration in Honduras

Administration

- Met with Staff at weekly meeting to address needs and issues
- Attended Finance Committee Meeting
- Attended Board Retreat
- Distributed \$50 in gift cards
- Distributed \$500 to hurricane relief funds

Serves the Larger Unitarian Universalist Faith

- Wrapped up work on The UUA Climate Justice Revival
- Begain work with the UU Ministry for the Earth's Winter Solstice Service
- Begain work with UU College of Social Justice's Human Rights Teach In
- Begain work with LREDA Fall Conference

Policy and Procedures Manual

GOV-5 Strategic Planning Policy

Annual Review: Governing Board

Initial Approval: **February 18, 2007** – Nathan Stuart, Kate Walker, and John Gerber

Latest Revision: N/A

UUF maintains a long-range strategic plan to answer four key questions: 1) Who are we? 2) What are our ultimate goal(s)? 3) How are we going to achieve our goal(s)? 4) What resource and means will be employed to achieve our goal(s)?

The answers should be precise and clearly stated. The plan should identify the actions that must be taken in order to achieve specific milestones in 3, 5, and 10 years that are consistent with UUF's vision and mission.

The Strategic Planning Team is responsible for the development of the strategic plan and for an annual review and update of the plan. This review and update incorporates progress during the previous 12 months and any new information or priorities that have arisen during that time.

The Strategic Planning Team should seek information, needs, and advice from the Program Council Chair so that the needs of the Programs will be addressed and should encourage the Chair to participate in the development of the plan. In this way the actions of the Programs will fit into and contribute to the success of the plan. The plan will address as a minimum, but not necessarily limited to, membership, staffing, adult ministry, children and youth programs and religious education, physical space (indoor and outdoor), and infrastructure.

The Governing Board is responsible for allocating current resources to components of the strategic plan that require multiple years to plan and implement. For example, if a capital campaign is planned for Year 3, in Year 1 the Governing Board should establish the objective for Year 2, and provide a budget for Year 2 for a Capital Campaign Committee to begin its work.

The Governing Board in conjunction with the Program Council is responsible for allocating current resources to the current-year objectives of the strategic plan.

The Program Council, with the support of the Governing Board, is responsible for implementing the current-year objectives of the strategic plan.

GOV-5.1 Strategic Planning Procedures

The Strategic Planning Team is responsible for the annual review and update of the strategic plan.

- The Strategic Planning Team meets in August to begin its work for the year.
- The Strategic Planning Team begins its assessment of critical strategic goals with the Committee on Ministry's regular assessments of the effectiveness of the various Fellowship ministries and programs.
- The Strategic Planning Team collects additional information from the Congregation regarding objectives accomplished the prior year, status of ongoing strategic plan items, and new objectives and expectations for 3, 5, and 10 years in the future, consulting:
 - Minister(s)
 - Governing Board
 - Program Council
 - Operating Committees
 - Small Groups

The Strategic Planning Team will endeavor to avoid duplicating the efforts of the Committee on Ministry but instead will seek data not included in the Committee on Ministry's assessments.

Policy and Procedures Manual

- The Strategic Planning Team will present the updated plan to the Governing Board no later than its December meeting. The first presentation serves as the first opportunity for review and discussion of all members.
- The Governing Board will approve, no later than February, the updated strategic plan.
- The Program Council and Operating Committees will develop goals and objectives for the coming year consistent with the strategic plan

Non-Routine Suggestion for Initial Team Formation and Plan Development

Nov 2006: Task Force presents recommended policies and procedures for SP at UUF
Jan 2006: Second GB meeting to discuss revisions, etc.
Feb 2007: GB Approval
May 2007: Nominating Committee brings candidates for SPC to congregation for approval.
June 2007: SPC begins work. This will require defining what the regular SPC will address, etc.
Aug 2007: Plan development and discussion with small groups
Dec 2007: Plan proposal to GB for beginning of 3-meeting cycle.
Jan 2007: Second meeting for discussion and revision
Feb 2007: GB approval of initial plan. SPC then begins to follow steady-state cycle of revisions as set out in policies/procedures (though it can probably be skipped in the immediate next year)

GOV-5.2 Strategic Planning Job Description

The Governing Board approved this version of this job description on February 17, 2007.

Purpose

The Strategic Planning Team develops and maintains the Fellowship's 3, 5, and 10 year strategic plan and assists the Governing Board and Program Council in prioritizing projects in the current year so that the Fellowship can fulfill its Ministry in the future.

Membership

The Strategic Planning Team consists of six members serving staggered three-year terms. The Nominating Committee provides a slate of two (2) candidates for membership on the Strategic Planning Team at the Fellowship's Annual Meeting. An individual may serve no more than two consecutive terms and must wait at least two years before reappointment. One of the two members in his or her second year of service acts as Team Leader while the other acts as Secretary. The term of office of members of the Strategic Planning Team begins on 1 July.

Duties

1. Leading the Governing Board, Program Council, and Congregation in an annual process of reviewing the desired state of the Fellowship's overall ministry in three, five, and ten years. The Strategic Planning Team follows procedure [Number Here] in performing this duty
2. Assisting the Governing Board, Program Council, and Operating Committees to identify the actions that the Fellowship needs to take in the current and upcoming year to realize its long-term goals.
3. Advocating for the resources necessary to accomplish the short-term actions necessary to realize the Fellowship's long-term goals. In particular, the Strategic Planning Team: Helps the Finance Committee, Governing Board, and Program Council allocations during the annual budgeting process to ensure that the Fellowship's top priority strategic projects receive the funding they need to be successful and Identifies the proper time and target for capital campaigns
4. Supporting individual programs as they develop, review, and/or update their own strategic plans

Meetings

The Strategic Planning Team meets as necessary, and at least quarterly, to fulfill its duties. The Chair will announce all meetings and their agendas to the Congregation using UUF's primary communications channels. All meetings are open to members of the congregation.

Policy and Procedures Manual

GOV-6 Committee on Ministry

Annual Review: Governing Board
Initial Approval: August 19, 2008
Latest Revision: December 16, 2019

Policy

The Unitarian Universalist Fellowship of Gainesville shall have a Committee on Ministry (COM). COM will maintain appropriate confidentiality and impartiality. COM will maintain an ongoing assessment of the function of all congregational agents of ministry, including the work of the congregation and its minister. COM is responsible for ministerial advisement, for ministerial professional development support, and for congregational assessment as defined in its charter.

PROPOSED CHANGES TO POLICY 3.1 UNDESIGNATED GIFTS
Submitted by UUFG Foundation

The current language utilized to state the policy for undesignated gifts is ambiguous and confusing. With the consultation and input from Judith Kendall and Kristen Stevens, we drafted new language. The attached draft is to clarify intent and definitions. There are no changes to the substance of the policy. The changes are highlighted in yellow.

We are seeking Governing Board's approval of the proposed changes to policy 3.1 of the Foundation's policy and procedures manual. [See page 2 for current language.]

In Fellowship,

Jeanne Gossman
Chair, UUFG Foundation

Proposed Changes:

C.FF –Gifts and Bequests:

Pol. 3: The Foundation shall accept gifts, including tributes and bequests, of money, securities, or property given for its stated purposes.

Proc. 3.1 Bequests: Bequests include bequeathments from wills, endowments from estates/trusts, annuities, etc. When bequests to UUFG are undesignated, they shall be divided equally between UUFG and the Foundation.

Proc. 3.2 Tributes: Tributes are gifts in memory or in honor of a person or event. When tribute donations are undesignated, they shall be considered gifts to the Foundation.

Proc. 3.3: Gifts and bequests with a specific purpose designated (other than a designation to the Foundation), payments on pledges for the operating budget, payments on capital campaign pledges, and all moneys received in worship service collection plates (except moneys designated to the Foundation) shall go to the congregation.

Proc. 3.4 Acceptance of Gifts: A donor may restrict a gift to a stated purpose, and the Directors shall spend the capital or income from such a restricted gift in accordance with such restrictions. Gifts may be accepted only for programs consistent with the mission of the Foundation. Unrestricted gifts to the Foundation shall be encouraged.

UUFG Foundation Policy and Procedures | 28 Sep. 2020

report. The Financial Secretary shall process grant applications, write checks to UUFG for grants awarded, and track grant expenditures.

Proc. 2.5. The *Communications Secretary* shall communicate with the congregation about the Foundation's purpose and activities and shall publicize the Foundation through print and electronic means of communication.

Proc. 2.6. The *Education and Development Secretary* shall develop and execute a plan of contacting the members for the purpose of soliciting gifts and bequests.

C.FF -Gifts and Bequests:

Pol. 3: The UUFG shall accept gifts and bequests of money, securities, or property given for the purposes of the Foundation.

Proc. 3.1: All undesignated bequests shall be divided equally between the UUFG operating budget and the UUFG Foundation. All undesignated gifts in memory or in honor of an individual or an occasion shall be considered gifts to the UUFG Foundation.

Proc. 3.2: Gifts and bequests with a specific purpose designated (other than a designation to the Foundation), payments on pledges for the operating budget, payments on capital campaign pledges, and all moneys received in worship service collection plates (except moneys designated to the Foundation) shall go to the congregation.

Proc. 3.3 Acceptance of Gifts: A donor may restrict a gift to a stated purpose, and the Directors shall spend the capital or income from such a restricted gift in accordance with such restrictions. Gifts may be accepted only for programs consistent with the mission of the Foundation. Unrestricted gifts to the Foundation shall be encouraged.

Pol. 4: Non cash gifts to the Foundation shall be considered by the Foundation Board of Directors.

Proc. 4.1. When deemed necessary, the Directors shall consult legal counsel or other appropriate professionals.

Proc. 4.2. The Foundation Financial Secretary shall complete a gift acceptance form (sample attached) for each non cash gift received and accepted by the Foundation.

Proc. 4.3. Depositing of Gifts: Upon receipt of a non cash but negotiable gift, the Financial Secretary will deposit the gift to the appropriate account.

- a. Gifts of stocks or bonds will be deposited with the Unitarian Universalist Association Common Endowment Fund (UUCEF).
- b. Other valuable gifts (property, art work, etc.) will be disposed of after appropriate consultation with a professional.
- c. Proceeds from liquidations and cash gifts will be deposited in cash reserves or invested according to guidelines in Policy 7.

Proc. 4.4 Publicizing Gifts: The Communications Secretary will publicize the receipt of gifts with the permission of the donor.

Proc. 4.5 Securing appraisals and legal fees for gifts to the Foundation. It shall be the responsibility of the donor to secure an appraisal (when required) for all gifts made to the Foundation.

Proc. 4.6 Valuation of Gifts for development purposes. It is the responsibility of the donor to value a non cash, non-negotiable gift. The Foundation does not value gifts. The Foundation shall record a negotiable gift received by the Foundation at its valuation for gift purposes on the date of the gift.

Proc. 4.7 Responsibility for IRS filings upon sale of gift item. The Foundation is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by the

Update Account Signatories

1. Checking and Money Market accounts

Motion: *Move to remove Mike Hazlett, add Tom Mareci and Erin Parish, and retain Leah Cobb Lee and Mary Anthony on checking and money market accounts #120318 and #120296.*

2. Safety Deposit box account

Motion: *Move to remove all previous account access, and add access for Leah Cobb Lee, Tom Mareci, Erin Parish and Mary Anthony on Safety Deposit account #437.*

3. Minister's Discretionary Fund

Motion: *Move to retain Rev. JeKaren Olaoya and Leah Cobb Lee and add Mary Anthony on Minister's Discretionary Fund account #124124.*

4. 9-month CDs

Motion: *Move to add Leah Cobb Lee, Tom Mareci and Erin Parish to CDs, numbered 09113175492, 09115854703, and 09111659904.*