



Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda
November 20, 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: *Inspired by our Unitarian Universalist values and principles, together we guide our congregation and its mission and vision with transparency, gratitude, trust and respect.*
 - 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 (Att. 1)
 - b. Treasurer's Report (Att. 2)
 - c. Board Meeting Minutes October 2024 (Att. 3)
 - d. Special Board Meeting Minutes November 5 2024 (Att. 4)
 - e. RE Report (Att. 5)
 - f. Minister's Report (Att. 6)
 - g. Fellowship Council Meeting Minutes November 2024 (Att. 7)
4. [7:10 pm] Discussion, Action Items, Visioning 30 min
 - a. Follow-up on October's action items
 - b. Foundation grants (Att. 8)
 - c. Guest speaker selling books
 - d. Ministerial search (Att. 9)
 - e. SOCUPs & UUFG covenant review (Att. 10)
5. [7:40 pm] Leadership and Governance 20 min
 - a. Proposed policy revisions (Att. 11)



Unitarian Universalist Fellowship of Gainesville

- i. Removal of GOV-5 (third reading) (Att. 12)
 - ii. Removal of GOV-6 (third reading) (Att. 12)
 - iii. Revision to FAP-11(second reading) (Att. 13)
 - iv. Removal of AMP-1 (first reading) (Att. 14)
 - v. Replacement of PER-3 (first reading) (Att. 15)
 - b. Robert's Rules book purchase
 - c. Personnel Working Group
 - d. Director of Lifespan Faith Development hours
 - e. Ad hoc Fundraising approval authority
6. [8:00 pm] Facilities 15 min
- a. Rental issues
 - b. Control panel purchase funds
 - c. Homegrown National Park (Att. 16)
7. [8:15 pm] Wrap up 10 min
- a. Emerging Concerns
 - b. Calendaring and Action Items
 - c. Gratitude notes
 - d. Board Process – external observer
 - e. Next meeting January 28, 2025
8. [8:30] Adjournment



Unitarian Universalist Fellowship of Gainesville

To: Governing Board
From: Cam Pierce
Date: November 18, 2024
RE: Monthly Congregational Admin Report to the Board

Membership Numbers

We have 151 members and 24 supporting friends.

Sunday Service Attendance

Sundays, October 2024 –

- Average in person attendance for four Sundays: 81
- Average YouTube visits for three Sundays (due to technical difficulties, we didn't broadcast our October 20 service): 65
- Total average participation for four Sundays with both YouTube and in person numbers: 155
- Current YouTube subscribers: 356

Date	YouTube	In-Person Attendance	Total
N/A10/6/2024	72	78	150
10/13/2024	68	67 (adults)	135
10/20/2024	N/A	68 (adults)	68
10/27/2024	55	110	180

Sundays, October 2023 –

- Average in person attendance for five Sundays: 71
- Average YouTube visits for four Sundays: 66
- Total average participation for five Sundays: 124
- Current YouTube subscribers: 277

Date	YouTube	In-Person Attendance	Total
10/1/2023	73	58	131
10/8/2023	77	76	153
10/15/2023	67	69	136
10/22/2023	n/a	74	74
10/29/2023	47	80	127

UUFG Office Notes

Rentals

Renters this past month include Gainesville Bridge Club, Gainesville Secular Science (which extended its rental for another eight weeks), Paynes Prairie Chapter of the Florida Native Plant Society, Joy of the Lord Outreach Ministries, a wedding reception, a party, and the Actors Warehouse production of “It Can’t Happen Here.”

Joy of the Lord Outreach Ministries

I have spoken with Leah Cobb Lee about our rental relationship with Joy of the Lord Outreach Ministries. October 2024 marked a full year of our hosting Joy of the Lord, and it may be time for the board to revisit our contract with them. We have had several issues with them of late.

Saturday, September 16

- Children playing in our foyer and courtyard, apparently unsupervised, for several hours on Saturday, November 16. Although our video cameras do not record all actions, we have video documentation of the children running and playing around the central fountain, as well as some eyewitnesses. Sadly, the children damaged plants around the fountain and scattered stones around the courtyard. It also appears that thrown stones may have cause dome minor chipping of the fountain’s paint, etc.. Marilyn Roberts and Tom Palmer discovered the damage on Sunday morning. The pictures below were taken by Marilyn. The Friends of the Courtyard are considering asking the board if we should bill Joy of the Lord for damages.





- Communication with Joy of the Lord is not consistently good. Per their request, I had held the Sanctuary on Friday and Saturday evening, November 15 and 16 for their use. However, they appear to have arrived sometime around 11 am on Saturday, and they were apparently here until around 4:30 pm. Both this unscheduled usage and unsupervised children constitute violations of contract.

Use of Ladder to place a cover over the symbols in the Sanctuary

Some time back, I brought to the board's attention that Joy of the Lord has been covering the symbols in the Sanctuary with a kind of shroud hung from a pole set between two nails. They keep an old aluminum ladder leaning against the wall of the Sanctuary's north side, near the solar converter panels. I believe they are using the ladder to place the shroud.



I have cautioned Pastor Diane and Deacon Boise Jackson that the symbols are unique works of art and the artist who crafted them is deceased. If the symbols are damaged, then they would be liable for cost of repairing or replacing them.

Insurance

However, a larger issue is that we have not required Joy of the Lord to provide us with proof of insurance naming us as protected. I am concerned that people are evidently climbing ladders and children are playing unattended, and they likely do not have their own coverage.

Rental Payments & Economic Issues

Since June, Joy of the Lord has been behind in their rental payments. Because of their shifting schedule, they do not pay for a month's rent until that month has passed. Cash flow is always an issue – Deacon Boise has health issues, and Pastor Diane has worked part time in a variety of positions. They are also parents to (I recall) four children. In October, they were able to pay \$500 for their September invoice, but that left them with a balance in October of \$722. They have not yet paid their October bill, but that is partly because I have been out of the office, and they prefer to pay in person. I expect to meet with them this week.

In Sum

Pastor Diane and Deacon Boise work hard to provide meaningful spiritual experiences to an African American community in Gainesville. Their church is very important to them, and they make sacrifices to make their church happen. In my opinion, it is a credit to UUFG that we support their work. They juggle many balls, and sometimes they drop one or two. I am not sure what they can afford in terms of purchasing insurance or catching up on their bill, but they do pay something each month. As we are entering into our second year hosting Joy of the Lord, the board may consider whether, perhaps in January 2025, representatives should meet with the Jacksons to gain a fuller understanding of their perspectives and to consider how to structure this next year's relationship with them.

Solar Power GRU Billing Issue

Alice Gridley, Mary Anthony, Tim Christy and I have discussed this ongoing issue. I asked Archer Electric in October for an estimate for installing "wattstopper" metering, but still haven't received it. As I understand it, an electrician could install a metering device on our master electrical breaker panel. This meter would record electricity use on different circuits. While this type of metering does not automatically manage electrical usage to keep us below the 50kw demand threshold, it would allow us to gather data to determine how much electricity our different systems use and cost.

Safety Team

The Safety Team is switching meetings to every other month, so we did not meet in November. The committee still hopes to complete 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 remains concerned that we don't have enough monitors to consistently schedule for Sunday services. I have spoken with James, who hopes to recruit some parents for RE monitor duties, and the Safety Team has agreed to help mentor & train any parents whom James recruits for those duties. However, the Safety Team is still concerned about covering foyer monitoring duties and may ask whether such monitors remain necessary for every Sunday.

Mailings & Communications

At its last meeting, the board approved sending out anniversary letters, and I understand that a letter is "under construction." We have not sent anniversary letters this year.

Fall Directory

James Chase and Debra Neill-Mareci took many new pictures in October that I incorporated into our fall directory. I printed the fall directory the week of October 28. With help from Robin Castellanos, Tom Bullock and Jay Whitehead, the directory was mailed on November 6. This directory incorporates color pictures of members and friends for the first time.

Website & Social Media

I updated service and other event info on our website and Facebook page. In November, our theme of Death/Dying was not supported by Touchstone materials, so we didn't post daily netcards on Facebook, etc.

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.

Personal Time

I was out of office on Thursday and Friday, November 7 and 8 for a trip with my wife, and I had a medical procedure on Thursday, November 14. With these personal days, I used up all my personal days from FY 2023-24, and one day from 2024-2025. In December, I have personal days scheduled for December 19 and 20.

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of October 2024 for General Fund									
Friday, November 15, 2024									
Account #	Account Name	Period Activity October 2024	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining	
Income									
Income to General Fund									
Sustaining Gifts-Members & Friends									
4.100.030	Current Years Pledges	23,884.00	24,396.00	91,106.28	97,584.00	(6,477.72)	292,748.00	201,641.72	
4.100.050	Sunday Collect/Unidentified G	712.67	950.00	3,846.90*	3,800.00	46.90	11,394.00	7,547.10	
	Total Sustaining Gifts-Members & Friends	\$24,596.67	\$25,346.00	\$94,953.18	\$101,384.00	(\$6,430.82)	\$304,142.00	\$209,188.82	
Miscellaneous Income									
4.100.210	Rental Income	2,184.00	917.00	7,641.00*	3,668.00	3,973.00	11,000.00	3,359.00	
4.100.300	Special Activities and Auction	0.00	1,333.00	0.00	5,332.00	(5,332.00)	16,000.00	16,000.00	
4.100.330	Interest	41.66	292.00	173.90	1,168.00	(994.10)	3,500.00	3,326.10	
4.100.430	Book Cart Income	0.00	25.00	1,000.00*	100.00	900.00	300.00	(700.00)	
	Total Miscellaneous Income	\$2,225.66	\$2,567.00	\$8,814.90	\$10,268.00	(\$1,453.10)	\$30,800.00	\$21,985.10	
	Total Income to General Fund	\$26,822.33	\$27,913.00	\$103,768.08	\$111,652.00	(\$7,883.92)	\$334,942.00	\$231,173.92	
	Total Income	\$26,822.33	\$27,913.00	\$103,768.08	\$111,652.00	(\$7,883.92)	\$334,942.00	\$231,173.92	
Expense									
Expenses from General Fund									
Programs									
5.100.110	Membership	40.66	67.00	129.01	268.00	(138.99)	800.00	670.99	
5.100.120	UU Leadership	81.01	50.00	600.00*	200.00	400.00	600.00	0.00	
5.100.130	Social Justice	0.00	125.00	190.00	500.00	(310.00)	1,500.00	1,310.00	
5.100.140	RELATE	0.00	8.00	0.00	32.00	(32.00)	100.00	100.00	
5.100.150	CUUPS	0.00	21.00	95.53*	84.00	11.53	250.00	154.47	
5.100.240	RE Program Activities	222.07	183.00	864.29*	732.00	132.29	2,200.00	1,335.71	
5.100.270	Background Checks	62.75	50.00	176.75	200.00	(23.25)	600.00	423.25	
5.100.280	Hospitality Budgeted	0.00	17.00	0.00	68.00	(68.00)	200.00	200.00	
5.100.300	Special Activities and Auction Expenses	0.00	83.00	0.00	332.00	(332.00)	1,000.00	1,000.00	
5.100.310	Worship - Sunday Services	24.95	617.00	423.72	2,468.00	(2,044.28)	7,400.00	6,976.28	
5.100.320	Music Program	88.14	200.00	223.14	400.00	(176.86)	2,000.00	1,776.86	
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	32.00	(32.00)	100.00	100.00	
	Total Programs	\$519.58	\$1,429.00	\$2,702.44	\$5,316.00	(\$2,613.56)	\$17,250.00	\$14,547.56	
Administration & Operational Support									
5.100.010	Board Discretionary Funds	940.00	83.00	940.00*	332.00	608.00	1,000.00	60.00	
5.100.020	Pastoral Care Expense	0.00	17.00	0.00	68.00	(68.00)	200.00	200.00	
5.100.030	Contributions to Reserves	417.00	417.00	1,668.00	1,668.00	0.00	5,000.00	3,332.00	
5.100.520	Denominational Dues	1,433.00	1,423.00	5,702.00*	5,692.00	10.00	17,078.00	11,376.00	
5.100.525	Insurance	1,610.28	1,583.00	6,638.45*	6,332.00	306.45	19,000.00	12,361.55	
5.100.530	Office Expense	720.31	583.00	2,139.29	2,332.00	(192.71)	7,000.00	4,860.71	
5.100.540	Bookkeeper	350.00	250.00	350.00	1,000.00	(650.00)	3,000.00	2,650.00	
5.100.545	Telephone & Internet	482.14	625.00	1,965.46	2,500.00	(534.54)	7,500.00	5,534.54	
5.100.550	Utilities - Electricity & Water	1,470.98	1,250.00	4,546.34	5,000.00	(453.66)	15,000.00	10,453.66	
5.100.560	Waste Disposal	233.36	217.00	662.33	868.00	(205.67)	2,600.00	1,937.67	
5.100.570	Custodial Service	900.00	900.00	3,600.00	3,600.00	0.00	10,800.00	7,200.00	
5.100.572	Custodial Supplies	0.00	69.00	0.00	276.00	(276.00)	825.00	825.00	
5.100.575	Facilities Maintenance	911.23	792.00	3,327.65*	3,168.00	159.65	9,500.00	6,172.35	
5.100.580	Backflow and Fire Suppression	60.00	333.00	745.24	1,332.00	(586.76)	4,000.00	3,254.76	
5.100.583	Security & Safety	0.00	58.00	172.98	232.00	(59.02)	700.00	527.02	

						Unitarian Universalist Fellowship - Gainesville, FL					
						Budget Variance Report					
						October 2024					
Account #	Account Name										
Income											
Income to General Fund											
Sustaining Gifts-Members & Friends											
4.100.030	Current Years Pledges										
4.100.050	Sunday Collect/Unidentified Giving										
Miscellaneous Income											
4.100.210	Rental Income				Main monthly rental income from the Gainesville Bridge Club and Joy of the Lord Outreach Ministries, but in October we had other rentals (Home School classes renewal, holiday concert)						
4.100.300	Special Activities-Auction										
4.100.330	Interest										
4.100.430	Book Cart Income										
Expense											
Expenses from General Fund											
Programs											
5.100.110	Membership				Poster for brochure stand						
5.100.120	UU Leadership				September board retreat supplies reimbursement - leadership line item budget is spent. Future expenses will come from fund						
5.100.130	Social Justice										
5.100.140	RELATE										
5.100.150	CUUPS										
5.100.240	RE Program Activities				Misc supplies & food, 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				October - new Joys & Sorrows book						
5.100.320	Music Program				sheet music						
5.100.410	Canvass Expenses										
5.100.430	Book Cart Expense										
Administration & Operational Support					sofa for Sanctuary						
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						
5.100.530	Office Expense				Includes contracts with Konica Minolta and Office 365. October also had misc resupplies.						
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. This higher fee structure is in place for at least 11 months from September.						
5.100.560	Waste Disposal				Contract with Waste Pro						
5.100.570	Custodial Service				Contract with One Guy Cleaning & Repair, Inc., Juan Rivera proprietor						
5.100.572	Custodial Supplies										
5.100.575	Facilities Maintenance				October's main expense was electrical repair to front sign and some light fixtures in the Sanctuary and classroom						
5.100.580	Backflow and Fire Suppression				monitoring service fees						
5.100.583	Security & Safety										
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 manages most of our online donations. The other online platforms we use include Venmo, PayPal and Stripe.						

[illegible]

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

Friday, November 15, 2024

Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	79,336.88	26,822.33	27,959.17	(520.00)	77,680.04
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	416.90	520.00	0.00	0.00	936.90
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	111.21	0.00	4,425.12
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	1,402.05	0.00	0.00	0.00	1,402.05
3.210.125	OWL Fund Balance	7,597.07	350.00	0.00	0.00	7,947.07
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	3,390.26	1,139.00	0.00	0.00	4,529.26
3.216.160	Share The Plate Balance	349.03	570.00	0.00	0.00	919.03
3.400.100	<i>Future Funding & Capital Reserve Accounts</i>					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	55,245.57	0.00	0.00	417.00	55,662.57
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	25,149.36	501,828.19
3.500.250	Ministers Discretionary Fund Bank Account	5,965.99	0.00	0.00	0.00	5,965.99
	Balance					
Total		\$1,856,110.27	\$29,401.33	\$28,070.38	\$25,046.36	\$1,882,487.58

Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
October 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.
	<i>Foundation Grants</i>			
3.206.113	Youth Room Update Fund	James Chase	Foundation	Fall 2022 grant
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

Account #	Account Name	Name	Source	Purpose
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	<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 classess 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 porrtals.
	<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.	Rev. JeKaren Olaoya, Leah Cobb Lee & Mary Anthony	Donations	This is the balance in the Minister's Discretionary Fund Bank Acct, updated monthly. No changes in October.

Unitarian Universalist Fellowship - Gainesville FL			
Balance Sheet as of October 31, 2024			
Friday, November 15, 2024			
Account #	Account Name	Beginning Balance	YTD Balance
Assets			
Cash			
1.000.130	Ameris Bank-Checking	186,909.39	111,818.60
1.000.140	Ameris Bank-Money Market	81,604.88	81,778.78
1.000.155	Solar Fund - Checking	147.75	0.00
	Total Cash	\$268,662.02	\$193,597.38
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	501,828.19
1.100.250	Ministers Discretionary Fund Account	597.99	5,965.99
	Total Other Assets	\$477,276.82	\$582,794.18
	Total Assets	\$1,914,508.84	\$1,882,493.56
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	77,680.04
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	936.90
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	Intermim 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	4,425.12
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	\$7,575.45
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	7,947.07
3.210.160	Playground/Coffee Fund Balance	95.00	95.00
	Total CYREC	\$6,193.51	\$11,415.30
3.216.100	<i>Social Justice Fund</i>		
3.216.110	Social Justice Unallocated Funds	3,290.26	4,529.26
3.216.160	Share The Plate Balance	280.12	919.03
	Total Social Justice Fund	\$3,570.38	\$5,448.29
3.400.100	<i>Future Funding & Capital Reserve Accounts Balance</i>		
3.404.110	Res. Fd for Large Scale Maintenance- Balance	53,994.57	55,662.57
	Total Future Funding & Capital Reserve Accounts Balance	\$53,994.57	\$55,662.57
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	501,828.19
3.500.250	Ministers Discretionary Fund Bank Account Balance	597.99	5,965.99
	Total Fund Balance	\$1,914,502.86	\$1,882,487.58
	Total Liabilities and Fund Balance	\$1,914,508.84	\$1,882,493.56



UUFG Governing Board Meeting

October 22, 2024. 6:30 – 8:16 pm

Board members present: Rev. JeKaren Olaoya, Leah Cobb Lee, Tom Mareci, Mary Anthony, Erin Parish, Norden Lucke, Tim Christy, Kristin Stevens

Board Members absent: none

Congregants present: Kay Anderson, David Willkomm, Liz Stewart, Jim Wright, Katelyn Rhan

1. Gathering and Meeting Preparation:

- Roles: Kristin Stevens - timekeeper, Leah Cobb Lee - gratitude notes, Kay Anderson - external observer.

Last minute adds – James Chase photo fundraiser, that should go to Fellowship Council since it is an Ad Hoc fundraiser.

2. Congregational Input:

- David Willkomm thinks couch has been good for a number of people, shows we practice radical inclusion and reduces safety issues.
- Liz Stewart reports Judith Kendall doing well after knee surgery.

3. Consent Agenda:

a. Admin Report October 2024 (Att. 1)

- GRU higher bill due to 2 air conditioners coming on at once, 2 meetings at once (one in office building and one in sanctuary building). Tim Christy, Alice Gridley and Mary Anthony are meeting to see what can be done.
- Discussion on Cam Pierce still having to do attendance report for all meetings. Is it still useful? Rev. JeKaren states Unitarian Universalist Association (UUA) just needs number of members and number of children for their records. Rev. JeKaren will ask Cam if it would benefit him to stop doing attendance for all meetings.

- Discussion on continuing anniversary letters. Leah Cobb Lee moved to end of Board meeting.
- b. Treasurer's Report October 2024 (Att.2)
 - Not getting amount of pledges pledged. July, August and September are always slow. Mary Anthony suggests sending a letter at the end of June, beginning of July to remind people of pledge.
 - Reached into reserves this month, \$200.00. Mary Anthony states not too worried about it. Kristin has a question about transfer from General Fund to Minister's Housing Fund. Also need to remove Hazel Hazlett from Hospitality Supply Fund. Mary Anthony will correct on Treasurer's Report.
- c. Board Meeting Minutes September 2024 (Att. 3)
 - Leah Cobb Lee moves to approve September 2024 Board Meeting Minutes. Kristin Stevens seconds. Passes Unanimously.
 - RE Report (Att. 4)
 - Minister's Report (Att. 5)

4. Discussion, Action Items, Visioning

- a. Follow-up on September's action items
 - Personnel Policies not updated. Will be soon.
 - Federal child employment laws still need to be posted.
 - Kirsten Flamand informed Worship Team approves decorations in Sanctuary.
 - Slide for scent sensitivity now in pre-service slides.
 - Still need budget slide for pre-service slides.
 - Safety deposit box and checking account access updated.
 - Discussed Finance Town Hall at Board Retreat.
- b. GRU demand pricing
 - Previously discussed in Admin report. Maybe there is some device that can be purchased to help alleviate the problem?
- c. Police/Fire Department review of Emergency Operations Plan (EOP)

- Safety Team wants Board's permission to have EOP reviewed by Gainesville Police and Fire Departments. Per GOV-12 in Policy and Procedures Manual, the Safety Team does not have to get Board permission.
 - Discussion of videotaping mock fire drill to show at newcomer orientation. Ushers, Safety Team, Worship Associates and Lay Leaders should know how to do drills, CPR, use defibrillator, administer NARCAN. Tom Mareci will schedule training at next meeting.
- d. Sharing RE curricula (CommUUnity Conversations and Messy Playdates)
- James Chase developed programs and wants permission to share with others. They developed Messy Play dates while a member. Rev. JeKaren states, typically when curriculum is developed and sold, it is done outside of their work. If it is just sharing with other colleagues, it was developed by James they will take the idea with them and leave us with this gift. If James sells, we should reach an agreement that we can use it and not pay for it. Rev. JeKaren, as James' supervisor, will ensure this doesn't interfere with assigned duties. Leah will talk with James and Rev. JeKaren will follow up with James.
- e. Sacred Oaks Covenant of Unitarian Universalist Pagans. (SOCUUPS) membership levels
- Discussion on if SOCUUPS members are required to pay into UUFG as supporting friends. SOCUUPS is designed to be own thing but has to be in covenant with UUFG. They can pay dues to CUUPS but don't have to pay dues to UUFG. SOCUUPS does need to renew their covenant and bylaws with UUFG. Board needs to approve both. Leah Cobb Lee will invite SOCUUPS representative to next Board meeting.
- f. November Thanksgiving potluck
- Tom Mareci, it is a Fellowship Council issue, will bring it up at next Fellowship Council meeting.

5. Leadership and Governance

- a. Proposed policy revisions
 - i. Removal of GOV-5 (second reading) (Att. 6)
 - ii. Removal of GOV-6 (second reading) (Att. 6)
- b. Foundation policy change (third reading) (Att. 7)
 - Kristin Stevens moves to approve the proposed changes to policy 3.1 of the UUFG Foundations Policy and Procedures Manual. Tim Christy seconds. Passes unanimously.
- c. Personnel records discussion
 - Leah Cobb Lee is still working on getting all the information up to date on personnel records.
- d. Update account signatories (Mary Anthony) (Att. 8)
 - i. Mary Anthony moves 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. Kristin Stevens seconds. Passes unanimously.
 - ii. Mary Anthony moves 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. Leah Cobb Lee seconds. Passes unanimously.
 - iii. Mary Anthony moves to retain Rev. JeKaren Olaoya and Leah Cobb Lee and add Mary Anthony on Minister's Discretionary Fund account #124124. Kristin Stevens seconds. Passes unanimously.
 - iv. Mary Anthony moves to add Leah Cobb Lee, Tom Mareci and Erin Parish to CDs, numbered 091131745492, 09115854703 and 09111659904. Leah Cobb Lee seconds. Passes unanimously.

6. Facilities

- a. Fallen tree removal
 - Discussion on getting estimate for removing fallen tree.
Need to get at least 2 quotes if cost is going to be over \$2500.00. Marilyn Roberts will get quotes. James Chase has concerns about oak trees in playground.
- b. Anniversary letter

- Discussion on continuing sending anniversary letters to members. It's a nice thing to do, could be one letter from Minister and one letter from the Board.

7. Wrap up

- a. No emerging concerns
- b. Calendaring and Action Items
 - Leah to invite representative from SOCUUPS to next Board meeting to discuss renewing covenant and updating bylaws with UUFG.
 - Rev. JeKaren to ask Cam about continuing to report all meeting attendance numbers.
 - Mary Anthony to add transfer from General Fund to Ministerial Housing Fund to Treasurer's Report and to remove Hazel Hazlett from Supply Fund.
 - Leah to contact Jonathan Coron about Gainesville Fire & Police reviewing EOP.
 - Leah will talk to James about sharing RE curricula they created with others and Rev. JeKaren will follow-up.
 - Rev. JeKaren will get with Cam about anniversary letter, Leah will draft an anniversary letter from the Board.
 - Tim Christy and Mary Anthony to report back to Board on meeting with Alice Gridley about higher GRU bill.
 - Tom Mareci to schedule safety training for lay leaders.

Action items from Sept..

- Leah working on getting Personnel List (employees, salaries, appointments, job descriptions) updated and getting Federal Child Employment Laws poster up.
- Mary Anthony still needs to give Erin budget slide for pre-service slides.

8. Gratitude Notes

- Judith Kendall, Joe Rowe and Liz Stewart for Board retreat.
- Leah Cobb Lee for job as Board President.
- Katelyn Rhan for organizing Labyrinth clean-up.
- Care Team for all their work.

- Tom Mareci for organizing potluck.

9. Board Process Observer

- Kay Anderson, Great job listening to each other and backing each other up.

Next Board meeting Nov 20, 6:30pm

Adjourned 8:16pm

Respectfully submitted by

Erin Parish Board Secretary

Summary Governing Board Special Meeting

November 5, 2024

Board members present: Rev. JeKaren Olaoya, Tom Mareci, Mary Anthony, Erin Parish, Kristin Stevens,

Board Members absent: Leah Cobb Lee, Tim Christy, Norden Lucke

Congregants present: David Willkomm, Michael Bass,

1. Ad hoc fund raiser for OWL

- Sent to Fellowship Council to approve and was approved unanimously at their October 29th meeting. FAP-4 currently states Program Council responsible for approving Ad Hoc fund raising; currently there is no Program Council, so the Board should have approved the fund raiser. Board agreed it was an honest mistake. Mary Anthony makes motion to approve November 16 Ad Hoc fund raiser by James Chase for OWL training in January. Kristin Stevens seconds. Passes unanimously.
- Tom Mareci and Rev. JeKaren Olaoya will inform James Chase.

2. Fire alarm control panel

- Control panel not working properly and urgently needs to be replaced. The cost will be \$3300.00. FAP-11 still states if cost over \$1500.00, need to get bids. Discussion on Board approving spending because of urgent need. Gator Fire Services has done services before and seems like this is critical even though above amount in policy. Will come out of Facilities budget and will zero that out. Mary Anthony moves to have Gator Fire Services replace faulty control panels in UUFG fire alarm system as soon as possible, for the cost of \$3300.00, money to come out of Facilities budget. Erin Parish seconds. Passes unanimously.

3. Topics for discussion at next Board meeting

- Replacing small mower at cost of \$2600.00
- FAP-4 Ad Hoc fund raising
- FAP-11 purchasing items

Meeting Adjourned 3:21pm

Respectfully submitted by
Erin Parish
Board Secretary

Religious Education Report - November 10, 2024

Chalice Kids and Middlers

Messy Playdate: Our Pumpkin Destruction Messy Playdate was a huge success! We had 37 kids attend, and the event ran smoothly from start to finish. TV20 even covered it—the story can be seen here: [Pumpkin Destruction Event](#).

Our next playdate, *Creative Cooks*, will encourage attendees to bring pantry supplies. Expired but safe items will be used for sensory play, while any consumable items will go to our Little Pantry or other community food organizations.

Our Kids RE programs continue to grow and seem to be adapting well to the needs of our elementary and middle school-aged children.

Each Sunday, we have a *Snack and Story Time* from 11:45 to noon, which offers a chance to introduce and reinforce UU values with even our youngest kids.

Older kids enjoy playing *No Thank You, Evil*, a simple, DnD-style game that helps them explore our “JETPIG” values through fun and interactive adventures. I’ve been primarily leading this game, and though it’s successful, I want to make it more clear how those adaptations are being made. With that aim, and at the encouragement of peers, I am creating a UU specific version where JETPIG is more prominently featured. We’re working to build a team of adults comfortable with this age group to lead future sessions.

To better connect with our community, I’ve updated our Facebook Group and am sharing information through weekly emails, Facebook events, and posts. We’re also working towards a multi-platform communication system for parents and caregivers. I’ll probably utilize “Remind” again, as it was a fairly successful platform before.

Youth

Our youth really brought Halloween to life this year! They planned “Trick-or-Treat in Service” and a Haunted Youth Room, with support from the choir, Minister, and many others. I was especially proud of the care and inclusivity they showed, offering allergy-friendly treats and different “scare” levels for visiting children. They provided snacks and treats for Coffee hour, and were so happy to see how many people came to visit them in their Haunted House.

Looking ahead, they’ll be working with Kirsten and the Social Justice team on the *Cookie Caper* and assembling gift bags for homeless families around Christmas. They’re also interested in a lock-in event on sometime in December,, pending board approval.

In January, they hope to go on a field trip to the Medieval Faire. To fundraise for this, they’re considering a bake sale in early January. I’d appreciate the board’s support for this initial fundraising idea, though we don’t have a date set yet - If needed, we can set a tentative date of Jan 5th or 19th.

OWL Training

This training is scheduled for January 10-12. We're excited to expand our team of trained facilitators for the coming year! I will be following up with more members who have expressed interest in this training.

I'm organizing a Photography Fundraiser on November 16th, with proceeds going towards our OWL facilitator training, allowing for more scholarships. The Foundation grant has generously provided spaces for several attendees!

Adult RE

Kay Anderson continues to host the *Humanist Circle* on the 2nd and 4th Sundays, and these gatherings have been well-received.

CommUUnity Conversations (CC) held another successful session this month with 18 attendees. These discussions have allowed for deep, meaningful dialogue, especially as election-related tension grows. The feedback has been positive, and I'm exploring the possibility of expanding CC with Samara to our sibling congregation in Valdosta.

I'm also coordinating with the Crisis Intervention Team in Alachua County for a training that I'd like to offer across all circles and committees, ideally in February. This will equip participants with skills to support people in heightened emotional states. I did this training 14 years ago, and still utilize these skills regularly, and I would love to see them available to as many people as possible!

CUUPs

Our CUUPs group meets three times a month, with the themes of Caretaking, a Full Moon Labyrinth Walk, and a monthly Ritual. This month, our ritual theme is food-sharing and gratitude.

Thanks to our committee's efforts, the labyrinth is well-maintained, though we're awaiting further action on removing some dead trees.

Katelin Rhan and I are managing the Facebook Page and Group for CUUPs, which has been a successful platform for engagement.

We met on Nov 12th, and are working towards having a clearer path for engagement for our new CUUPs members. We would like further clarification on what the board needs, as we are fully committed to being in covenant with our UUFG community - The points we are not clear on are:

-Do CUUPs members need to be members of UUFG/Supporting Friends? From our investigation, this is not usually the case, but want to make sure there is full transparency with our covenant.

We will plan a meeting to reassess our Charter and Covenant, and will try to have that included in next months board meeting.

We would like to propose a “Leadership Circle” with UUFG membership(6 months) as a requirement, and a CUUPs “Planning/Support Circle” where CUUPs membership/dues are required, but UUFG attachment isn’t required?

This would allow for folks who are curious to be able to engage in their comfort, while we can continually invite and encourage participation in UUFG activities. Rituals and activities on the property would require the approval and participation of at least one member of the “Leadership circle,” who would be responsible for observing safety policies and procedures.

Upcoming Events

- November 15: Full Moon Labyrinth Walk
- November 16: Photography Fundraiser
- November 18-22: James gone at TRUUST Retreat
- November 24: CUUPs Food Sharing Ritual
- December 1: Creative Cooks Messy Playdate, CommUUnity Conversations, and Youth Cookie Caper (tentative)
- December 6: Parent’s Night Out/Glow night

Professional Development

I recently attended LREDA’s Fall Convention in a peer pod in St. Augustine, where I connected with colleagues and learned more about UU history. It was a rich experience, and I appreciate the congregation’s support in this area.

From November 18-22, I’ll be in California attending the TRUUST retreat, which will be a valuable opportunity to network and connect with other RE and Ministerial peers.

Samara and I are having monthly meetings, discussing curriculum development and testing shared materials in our sibling congregations.

I’m also on track to complete my RE Credentialing by early 2026, thanks to ongoing mentorship and coursework. I’ve completed the majority of my learning requirements, and have been working on my portfolio project. At the encouragement of my mentor and peers, and with the approval of the board, I am working towards sharing my various curriculum and ideas within my professional circles. I will not ask our fellowship to pay for these programs, as they were developed during my time here - I do not have current plans to monetize these programs at all, as my current focus is towards professional and wider community development. If they come to the point of publication, this will be reconsidered, but my stance stays the same for UUFG specifically.

CYREC

Our CYREC steering committee met on November 10th to discuss our program’s growth, which has been both rewarding and challenging. Since I began, I’ve focused on program growth and faith

formation, both of which we've achieved. However, much of the program's operation relies heavily on my direct involvement, and the hard work of a few committed volunteers, which is unsustainable long-term.

To address this, we would like to shift our focus from "Growth" to "Integration" and "Stability." Engaging new parents and CUUPs attendees in volunteer roles across our committees and teams will help refresh our volunteer base and foster a sense of community ownership among new members/interested parties. I have been approached by our Safety team several times with a request for more members to support their important work, and I am ready to implement a "required Volunteer hours" system for our parents/caregivers who are mostly attached to our congregation through their children.

I would like to begin a "matchmaking" endeavor where I discuss different areas of engagement with our RE/Youth caregivers and CUUPs participants who are willing to support our congregation. We have people who are interested and willing, but there is not a clear path forward, and many of them are not interested in participating in the Sanctuary or with kids.

I would like to provide opportunities for engagement that would best help the Fellowship, while allowing for a break from working with kids. The areas that have been brought to my attention that need support are:

RE
Security
Groundskeeping/Maintenance
Hospitality

At this time, I do not have a clear idea of what the requirements are for participation in several of these committees/circles. I have come to learn that this may be an issue of updating charters, and finding cohesive chair/contact people to discuss this with. It might also be helpful to have standardized "mentor/mentee" or "shadowing" routines for new folks.

This is something that the Fellowship Council is working on organizing pathways for, and I am happy to help support this work as much as I am able. I would be happy to offer support, as this critical work is the clearest path towards stability and balance for our various programs.

Achieving these goals will require extensive collaborating across various committees, and potentially an increase in my work hours to assist with these additional tasks. I'm open to adjusting my role if others are able to take on this work. Alternatively, with expanded hours, I would be happy to support a broader social media presence for our programs and assist the Fellowship council with general communications.

I feel that based on the UUA Guidelines, my current role is already closer to comprehensive. I would very much like to provide more stability and sustainability, and do the work to integrate our growth into our community. I am also aware that I am already pushing the boundaries of what duties I am able to perform within my 20 hours, and that I would be better able to meet the needs of our community if I shifted my focus to something closer to a full-time commitment.

I am also absolutely open to whatever the board decides. I apologize for the inconvenience of this timing, and will fully understand if the best action is to scale back on programming, and slow things down to better match the ability of our congregation to sustain.

The guidelines I have referred to can be seen here:

https://www.uua.org/files/documents/recc/recred_staffing_levels.pdf

I'm happy to work within whatever decisions the board makes regarding this need and remain committed to our congregation's well being and stability.

Rev. JeKaren Olaoya
October 2024 Board Report

Worship and Rites of Passage

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

Pastoral Care and Presence

- Provided pastoral counseling to 9 UUFG Members
- Attended Care Team meeting

Continuing Education

- Writer's Rising Retreat (virtual)

Leadership Development

- Attended the UUA Mosaic Conference in Bethesda, MD

Spiritual Practice

- Met with Professional Coach twice
- Writing poetry series
- Nurtured colleague connections (regional and local)
- Attended service with UUs at Riderwood in Silver Spring, MD

Social Justice in the Public Square

-

Administration

- Met with Staff at weekly meeting to address needs and issues
- Assisted in connecting family to community resources

Serves the Larger Unitarian Universalist Faith

- Work with the UU Ministry for the Earth's Winter Solstice Service
- Work with UU College of Social Justice's Human Rights Teach In
- Build worship services for LREDA Fall Conference



Unitarian Universalist Fellowship of Gainesville

UUFG Fellowship Council Minutes

Nov 12, 2024

Members Present: Tom Mareci (Fellowship Council Coordinator), Erin Parish (Worship), Kirsten Flamand (Music), Susan Christy (Hospitality), Pat Caren (Worship), Kaitlin Rhan (SOCUUUPS), Mary Bahr (Social Justice), James Chase (Director of Life Span Faith Development), Debra Neill-Mareci (Strategic Planning, Fellowship Council Recording Secretary)

Visitors: Marilyn Roberts (Process Observer), Michael Bass

1. **Motion**-Pat Caren, Erin Parish seconded: *Approve the Minutes from October 2024 meeting: YES*, passed unanimously
2. Fellowship Council Charter: Discussed proposed Fellowship Council Charter revision. Tom Mareci will discuss Fellowship Council responsibility for fundraising with the Governing Board before submitting final charter to Governing Board. Discussed Governance policy GOV-3 which states that all committee charters shall state the committee purpose, responsibilities and duties, membership and meetings, and reporting responsibilities. Each committee will review their charter annually and provide requested changes to the Governing Board. Also, GOV-3 states that working groups may be created to fulfill specific responsibilities and/or duties for a committee in need. This working group shall have a Board liaison and may consist of Board Members and other congregation volunteers.
3. Review of Reports:
 - a. Committee chairs needed (vacant):
 - i. Communications Committee
 - ii. CYREC (Children and Youth in Religious Education Committee)
 - iii. Facilities Committee
 - iv. Membership Committees
 - v. Personnel Committee
 - vi. Stewardship Committee
 - b. RE (James Chase submitted written report): Large increase in children and adults in the last year. Wish to put many RE parents volunteering in congregation: hospitality, committees, and other places to integrate faster within the congregation.
 - i. Needs to be written processes of who can be on committees- who can serve: Visitors? Members? Any restrictions/qualifications need to be specific for each committee.
 - ii. Youth Group: need more adults to lead, support; must be trained and have background checks
 - c. Family Promise (Pat Caren submitted written report): Now using a rented site so no longer using churches for overnight stays. Those who wish to provide meals and other support contact: Pat Caren.
 - d. Music (Kirsten Flamand): Would like to have another Tues (not the 2nd of the month) night for the Fellowship Council meetings; date tied to when the Board meetings occur. *Under review.*
 - e. Hospitality (Susan Christy): *No current chair*; besides Sunday Services, Hospitality

volunteers volunteer for memorial services, evening UUFG events, and other occasions. If an event (i.e. Thanksgiving dinner) is sponsored by the a Board or Fellowship Council committee, there needs an experienced person in the kitchen.

- f. Membership (Susan Christy/Judith Kendall currently Co-chairs). Liz Stewart has indicated she will work on Membership from Jan – May 2025.
- g. Membership: Since Steve and Ellen Cecil are leading New Members' group, perhaps they would like to be on the Membership Committee.
- h. Social Justice: Fellowship Council discussed Social Justice structure: councils , circles, projects- should there be charters for each? Not for committees, circle, or projects- just for S.J. Council (M Bahr).
- i. Being Together: purpose/existence unknown. Is it an active committee?
- j. Care Team: Twelve people comprise Care Team. Question: should committee reports from Care Team be given monthly (but without confidential information)? For example of information provided: How many people assisted, supported, etc. each month? What needs does the Care Team have?
- k. Safety Team: Submitted written report
- l. Worship (Erin Parish submitted written report): Both Worship Associates and speakers are covered through December 29th. Susan Christy has resigned from the Worship Team and Mary Anthony will no longer be on the Team starting January 1, 2025.

4. UUFG Calendar: <https://www.uufg.org/myuufg/calendar-holding-page/>

a. Leadership training needed:

- i. Governing Board: annual retreat occurred earlier this year
- ii. Worship Associates: training?
- iii. Fellowship Council: future retreat scheduled for December 14, 2024
- iv. Ushers: new ushers, training needed
- v. Safety Team: new and renewed training needed for congregation and committees: CPR, fire drill, active shooter procedure (video record: drill and procedure?)

b. Events Calendar

2024

- i. Oct. 7, 14 & Nov. 4: Play "It Can't Happen Here", Mary Bahr
- ii. Nov. 16: OWL Training fund, James Chase
- iii. Nov 28: Thanksgiving Potluck, organizer?
- iv. Dec 1: Social Justice's Cookie Caper, Alice Primack & Nancy Parkinson
- v. Dec. 8: Gift Bags for the Homeless, Judi Oltmans
- vi. Dec. 8: Music: after Sunday Service Holiday Music, Kristen Flamand
- vii. Dec. 14: Fellowship Council Retreat, Judith Kendall
- viii. Dec. 24: Christmas Eve Service, Kristen Flamand
- ix. Dec. 28; Flying Pig Parade, UU Kayak Paddle Drill Team at 2 pm, Tom Mareci

2025

- x. January 12: OWL Training at United Church of Gainesville, registration thru UUFG RE (James Chase)
- xi. Feb. 1: UUFG Auction, Susan Christy
- xii. March 8: Talent Show ('Amateur Hour'), James Chase and Tom Mareci
- xiii. March 14: CUUPS Full Moon Walk, Katelin Rhan
- xiv. March 22: Pagan Pride Event, James Chase

- xv. April 13: Spring Fellowship Potluck Luncheon: after Sunday Service, Tom Mareci
- xvi. April 26: Choir Spring Concert, Kristen Flamand
- xvii. October 19: Fall Fellowship Potluck Luncheon after Sunday Service, Tom Mareci
- xviii. Nov 27: Thanksgiving Potluck, organizer?

2027

- xix. UUFG 75th Birthday Celebration

- c. Possible future activities

- i. Committees' Fair (see minutes from September)
 - ii. Elder Odyssey: Yearly?
 - iii. Intergenerational events: Craft Fair

- 5. [8:20 pm] Wrap up; 10 min

- a. Emerging Concerns
 - b. Fellowship Council process – external observer
 - c. Next meeting, December 10, 2024

The Foundation voted unanimously to approve all three projects:

1. From Marilyn Roberts. "**Sanctuary Lighting Makeover**". She would like to spend **\$6456** to improve all the lighting in the sanctuary other than the cove lights. The new lights would be more energy efficient and dimmable. The existing lights either work poorly or not at all, and there's some concern that there's an electrical short that's causing bulbs to malfunction.
2. From Sue Boone. "**Hearing Assistance in Sanctuary**". Sue has noticed that there is a shortage of receivers for those needing hearing devices in the sanctuary, and proposes buying 8 new receivers, for a total cost of **\$1100**. There are enough headphones available already.
3. From James Chase. "**Updated Costs for OWL Training**". We'd previously funded the OWL training that was delayed by Hurricane Milton. James is asking for an additional **\$510** to cover costs from rescheduling the event (increased training costs, and other costs from changing travel plans etc.).

Interim Search 2025

Recommended time Minister Announces departure

Board reads Transitional Ministry Handbook

Board appoints Interim Minister Search Committee

Interim Search Committee asks Transitions Office to Initiate Interim Search

Interim Search Committee prepares Interim Search Documents Packet

Earliest publish date for Congregational Interim Records

Congregational Interim Record Sheet (application) Deadline

Transitional Ministers Chapter Meeting

Jan- mid-March

March/early April

February-early April

February-early April

February-early April

March/late April

Thursday, April 10th

Thursday, April 24th

April 27-May 1st

Ministers' deadline to submit interest for the first offer date

Names of interim ministers released to congregations

Interim search committee submits lists of yeses/nos/maybes to Transitions Office

First offer date/Offer extended by search committee to interim ministers

Consultations with congregations interested in preparing for the second offer date

May 2nd

May 4th

May 18th

May 20th noon EDT

May 20-22nd

Interim Search continues/Names of interested ministers released to congregations

United States Memorial Day (UUA closed)

Interim search committee submits lists of yeses/nos/maybes to Transitions Office

Second offer date/Offer extended by search committee to interim ministers

Consultations with congregations unable to find an interim minister

May 26th

May 27th

June 9th

June 11th noon EDT

June 11-13th

SACRED OAK CUUPS
Mission Statement

Unitarian Universalist Fellowship of Gainesville

To support and promote pagan spiritual practice.

Sacred Oak Covenant of Unitarian Universalist Pagans

(SOCUUPS)

Unitarian Universalist Fellowship of Gainesville

BYLAWS

Preamble

In accordance with the Principles of the Unitarian Universalist Association (UUA), we as members of the Unitarian Universalist Fellowship of Gainesville (UUFG), aspire to promote Earth-centric spirituality.

Article I

1. The Name of this organization will be SACRED OAK CUUPS. It is an affiliate of UUFG and follows all its applicable Bylaws and policies.

Article II

1. Business meetings will require notice at least one week in advance and be held when a minimum of 25% of members deem it is necessary.
2. Only members in good standing of SOCUUPS, UUFG, and UUA CUUPS may vote to:
 - a. Change the SOCUUPS Bylaws.
 - b. Approve a project expenditure of more than \$500.

Article III

1. Privacy of members of Sacred Oaks CUUP is paramount. There will be no sharing of names or personal information, in any way, without member's permission.

Sacred Oak Covenant of Unitarian Universalist Pagans (SOCUUPS)

Unitarian Universalist Fellowship of Gainesville

POLICIES

Purpose I

- To provide a safe place for Pagans and others to gather for worship and community.
- To provide a participatory environment where people of all age groups and abilities are free to worship.
- To enable community-building for Pagans and Unitarian Universalists.
- To provide opportunities for experiencing, practicing, and learning about Paganism.

Membership II

1. Members will pay \$20 upon joining SOCUUPS and \$15 for annual dues; to be paid by July 1st of each year (fiscal calendar July – June).
2. Those in “good standing” are those who have paid their SOCUUPS new member dues and are current with SOCUUPS’ yearly dues.
3. Members should, minimally, participate in at least one meeting or one ritual per year.
4. Each business meeting shall have a worship officiant and a scribe.
5. In special circumstances, dues and attendance requirements may be waived by SOCUUPS membership approval.
6. One does not have to be a member of UUFG or the UUA CUUPS group to participate in rituals.
7. All events are open to everyone (UUFG and outer community) unless announced as a members-only business meeting or ritual.

Voting III

All decisions will be made by consensus unless it is not attainable. With no consensus, a formal vote of the SOCUUPS membership will be done with the majority (over 51%) ruling.
Members must participate in person at a voting gathering- be it physically, online, or by telephone- for their consensus input or vote to count.

Sacred Oak Covenant of Unitarian Universalist Pagans (SOCUUPS)

Unitarian Universalist Fellowship of Gainesville

Member Registration

Name _____

Address _____ City _____ St _____ Zip _____

Landline _____ Cell _____

Email 1 _____ Email 2 _____

Permission to add you to our SOCUUPS listserv? Yes No

Permission to share your contact info with other SOCUUPS members?

Email? ☐ Yes ☐ No Address? ☐ Yes ☐ No Telephone number ☐ Yes ☐ No

Tell us about yourself:

Previous Pagan experience and where?

Interests? Skills? Talents?

What talents/interests can you contribute to ritual or other roles?

- ☐ Music ☐ Readings ☐ Leading ritual ☐ Crafting ritual ☐ Learning to participate/craft ritual
☐ Leading ritual on some aspect of Earth centric practice ☐ Scribe (admin position)

Other:

What do you hope to get out of SOCUUPS?

Covenant With
UNITARIAN UNIVERSALIST FELLOWSHIP OF GAINESVILLE

The Covenant of Unitarian Universalist Pagans (CUUPS) is a Covenanting Community of the UUA of individuals interested in Earth-centered spirituality. It has worked for over 20 years to enrich and strengthen the religious pluralism of Unitarian Universalism by promoting the study and practice of contemporary Pagan and Earth / Nature - centered spirituality.

OUR PURPOSE

To enlighten and share our experiences and knowledge with the greater community and to provide a welcoming home for all Earth Centered Unitarian Universalist practitioners. We offer a spiritual home where we explore, celebrate, and cherish our interconnectedness; encourage growth and transcendence, and ACT with justice and compassion.

THEREFORE

We, the Sacred Oak CUUPS of the Unitarian Universalist Fellowship of Gainesville (UUGF), honor the UUA 6th Principle: "Spiritual teachings of Earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature" and 7th Principle: "Respect for the interdependent web of all existence of which we are a part." We provide support to all seeking to live a life more in balance with nature by exploring the teachings and traditions of various Pagan and Earth-centered religions and philosophies.

We adhere to the mission statement of UUGF, National CUUPS, and the principles of the Unitarian Universalist Association. We promote personal responsibility and integrity, diversity and compassion, competency and education in the pursuit of spiritual balance.

We offer our talents and abilities in service to our fellow congregants at UUGF and the greater Gainesville, Florida community by providing celebrations to honor the Earth and its cycles. We seek both mirth and reverence, and we honor the Divine in many forms.

SACRED OAK CUUPS

This community welcomes all who seek a spiritual home. As we build a multigenerational online and offline community, we operate under the following principles:

Respect—Our overarching value will be one of respect for self and others as well as for people and ideas we may disagree with. We will value the worth and dignity of all people.

Appreciation of Diversity—We will seek to operate under a "both/and" rather than an "either/or" philosophy (i.e., we will honor others' paths and welcome differences).

Compassion—Ours is a group with a spirit of caring and support. We will seek to encourage and lift one another up—especially in difficult times.

Confidentiality—What is shared in the closed group stays in the closed group.

Accountability—We will lovingly hold each other accountable to these shared values, and in the case that a post is offensive or inappropriate (it is okay to say "ouch"), the post will be removed by the moderator. Let the journey begin!

Policies and Procedures Working Group for November

1. **Action Item:** Ask Cam to purchase at least one copy each of *Robert's Rules of Order Newly Revised 12th Edition* (\$19) and *Robert's Rules of Order Newly Revised 3rd In Brief Edition* (\$9) using Board Discretionary Funds (5.100.010).
2. **Add to Consent agenda at Third Reading:**
 - a. **Motion:** Move to remove GOV-5 Strategic Planning Policy and GOV-6 Committee on Ministry Policy from the Policy and Procedures Manual. (Attachment: **2024-11-20 Meeting GOV-5 and GOV-6 for Removal.pdf**)
3. **Second Reading:** These policies have previously been presented to the Board. There may be changes based on feedback from the First Reading. This is the last opportunity to suggest changes or address any concerns to the working group for consideration before it is presented as a motion in the next meeting.
 - a. **FAP-11 Purchase of Items and Services** (Attachment: **2024-11-20 Meeting FAP-11 Purchase of Items and Services revision 1.pdf**)
On Oct. 23, 2023, this policy change had a first reading – no motion was made.

GOV-1 Policy on Policies and Procedures
Procedure 5: Revisions to and/or removal of policies or procedures: A proposed change to an approved policy or procedure that is determined to be “minor” by a majority of Governing Board members at the meeting where the change is introduced, may be approved by the Governing Board at that same meeting. Substantive, non-minor changes, including policy removal, must follow the process defined in Procedure 4 above.
4. **First Reading:** These policies are presented to the Board with the first round of revisions, amendments and removals. Any suggestions, questions or concerns should be shared at the meeting so they may be taken back to the working group for consideration before the Second Reading.
 - a. Removal of **AMP-1 Friends and Other Non-members**
 - b. **GOV-5 Employment** to replace **PER-3 Hiring Authority** (Attachments: **2024-11-10 Meeting PER-3 to new GOV-5.pdf** and **2024-11-10 Meeting PER-3 Revisions All Markup.pdf**)
5. **Motion:** Move to establish a Personnel Working Group with the purpose of reviewing the Personnel Manual, job descriptions, and charter, and reconstituting a Personnel Committee. Board member (name) will serve as liaison and will recruit at least two other congregants as part of this working group.

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

Policy and Procedures Manual

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.

FAP-11 Purchase of Items or Services

Annual Review: Finance Committee

Initial Approval: June 10, 2012

Latest Revision: [Nov. 16, 2024](#)

Purpose

These policies and procedures govern the purchase of items or services for use by the UUFG congregation.

Policy

1. Anyone purchasing items or services with monies of the congregation shall seek to incur the lowest cost in the fulfillment of specified needs with appropriate levels of quality and service, according to the procedures below.
2. If at all possible, UUFG will not knowingly enter into contractual arrangements or use vendors with a known history of actions or policy of discrimination against individuals or groups. Examples would be discrimination or working against rights of persons based on race, age, gender, sexual orientation, gender identity, national origin, disability, marital status, education, economic status, or religious belief.

Procedure

1. Bids [or quotes](#) are not required for purchase of items or services under ~~\$500.00~~[750](#).
2. A minimum of one bid [or quotes](#) is required for purchase of items or services between ~~\$500~~[750](#)-\$~~1,500~~[2,000](#). A prior vendor may be selected without soliciting a second bid if UUFG has at least two years of prior history of good service or performance with that vendor.
3. ~~Three~~[Two](#) bids [or quotes and Board approval](#) are required for purchase of an item or service that is ~~\$1,500~~[2,000](#) or higher.
4. A purchase may be approved by the Governing Board without the requisite number of bids if there are not sufficient qualified bidders [or quotes](#) available.

FAP-11 Purchase of Items or Services

Annual Review: Finance Committee

Initial Approval: June 10, 2012

Latest Revision: Oct. 23, 2023

Purpose

These policies and procedures govern the purchase of items or services for use by the UUFG congregation.

Policy

1. Anyone purchasing items or services with monies of the congregation shall seek to incur the lowest cost in the fulfillment of specified needs with appropriate levels of quality and service, according to the procedures below.
2. If at all possible, UUFG will not knowingly enter into contractual arrangements or use vendors with a known history of actions or policy of discrimination against individuals or groups. Examples would be discrimination or working against rights of persons based on race, age, gender, sexual orientation, gender identity, national origin, disability, marital status, education, economic status, or religious belief.

Procedure

1. Bids are not required for purchase of items or services under \$750.
2. A minimum of one bid is required for purchase of items or services between \$750-\$2,000. A prior vendor may be selected without soliciting a second bid if UUFG has at least two years of prior history of good service or performance with that vendor.
3. Three bids are required for purchase of an item or service that is \$2,000 or higher.
4. A purchase may be approved by the Governing Board without the requisite number of bids if there are not sufficient qualified bidders available.

Policy and Procedures Manual

Program Policies and Procedures

A. Adult Ministry Program

AMP-1 Friends and Other Non-members

Annual Review: A. Program Council
 B. Governing Board with substantive changes to be presented by the
 Membership Committee

Initial Approval: A. August 9, 2005
 B. January 21, 2007

Latest Revision: none

- A. The category of “friend” will be used for people who wish to support and/or maintain ties with UUFG but do not wish to become members. The Office Administrator will be responsible for recording Friends in the Fellowship database. The Finance Committee will contact Friends to ask for a donation at the time of the annual canvass and assume responsibility for other issues related to Friends.
- B. Non-members are welcome to participate in any general UUFG activities made available to members. Non-members may join and participate in operating committees at the discretion of the committee chair but may not chair them.

GOV-5 Employment

Annual Review: Governing Board, with substantive changes presented by the Personnel Committee

Initial Approval: Nov. 19, 2009

Latest Revision: Nov. 16, 2024

Purpose

These policies establish the steps and authority of employment matters, including how job positions are created, altered, or abolished, and how employees and independent contractors are hired and reviewed.

Policy

1. The Governing Board (Board) approves the establishment of all staff positions and the job descriptions of their duties, whether they are permanent or temporary, and whether they are exempt or nonexempt. The Board may alter or abolish existing positions.
2. The Board approves all personnel hires and employee letters of agreement/signed contracts, including hours, compensation, and supervision.
3. The Board Treasurer shall determine if a position may be filled by an independent contractor rather than an employee (IRS Publication 1779). A supervisor may fill a position with an independent contractor provided funds are allocated by the Board, already budgeted, or otherwise available for that function.
4. The Personnel Manual shall be maintained by a Personnel Committee with changes approved by the Board.

Procedures

1. Employee Hiring Process
 - a. Initiating the process: When the Governing Board determines the need for a new employee, or is informed of the need by the Chief of Staff, to fill a vacancy in an existing position or to fill a newly created position, it shall direct the Personnel Committee to commence the hiring process.
 - b. Job description: The Personnel Committee will work with the appropriate committees and/or staff members to write a Job Description for a newly created position or review an existing job description, including a recommended salary range, and present the Job Description and salary to the Board for approval.
 - c. Advertising: The Personnel Committee will develop a hiring notice for any vacant position that needs to be filled and advertise in appropriate venues.

d. Applications:

- i. All applications and applicants' names will remain confidential.
- ii. The Personnel Committee will screen all applications and determine which candidates will be interviewed.
- iii. Any candidate must submit proof of eligibility to work in the USA.

e. Interviews:

- i. Interviews shall be conducted by the Personnel Committee, and shall include the minister, a Board designee, supervising staff member, and congregation members as deemed appropriate, all of whom will provide feedback to the Personnel Committee for consideration.
- ii. Interviews for any position shall be consistent for each potential candidate.

f. Selecting the final candidate:

- i. The Personnel Committee will, by consensus or by vote, decide the candidate who best meets the qualifications of the position.
- ii. If no candidate receives strong support, the Personnel Committee may re-open the application process.

g. Screening of final candidate: When a final candidate for the position has been selected,

- i. The Personnel Committee will contact the candidate's references.
- ii. All candidates must pass a basic four-point background check, which includes social security number verification, single county search (includes addresses, felonies and misdemeanors for that county), criminal super search national sex offender registry (state and federal), and Office of Foreign Assets Control terrorist search.
- iii. If the references and background check are satisfactory, the Personnel Committee will inform the Board and move forward with an offer and negotiations.

h. Offer and negotiations:

- i. The Personnel Committee will contact the selected candidate and offer the position, and negotiate the salary and benefits with the candidate.
- ii. If the first-choice candidate turns down the offer, the Personnel Committee may either consider the second-choice candidate or reopen the application process.

i. Special provisions:

- i. For temporary or occasional musicians and/or childcare workers, the supervising staff member shall conduct the above steps: applications, interviews, and selecting the final candidate.
- ii. The music director hires guest musicians as independent contractors, who are exempt from the above provisions.
- iii. For purposes of childcare workers, the childcare supervisor will compile a list of Board-approved persons from which to draw as childcare is needed.
- j. Notification of Governing Board: Once a candidate has accepted the offer, the Personnel Committee will notify the Board of the candidate, hours, and salary, so that the Board can approve the hiring.
- k. Notification of other applicants: Applicants not selected shall be notified.

2. Administrative Hiring Procedures

- a. All new employees, independent contractors, and guest musicians must complete a W-4 form (name, address, social security number) prior to being paid.
- b. Independent contractors must sign a form explaining that UUFG will not withhold income tax or FICA, and that the independent contractor is responsible for paying their own payroll and FICA. The Treasurer will prepare this form, and it will be available from the Treasurer or in the office.
- c. UUFG will file a 1099 form for any person earning more than the amount specified by law in a calendar year. This person may be retained as an independent contractor or hired as an employee.

3. Employment Review

- a. Each year, employees shall receive a job review from their supervisor who will discuss with the Personnel Committee their performance, job description, hours, and compensation. The Personnel Committee shall provide any change recommendations to the Board.
- b. When an employee changes job positions or is promoted, the new job title, job description, hours, and compensation shall be approved by the Board.
- c. Any employee changes in job title, job description, hours, or compensation will be included as a document signed by the employee and the Board President in their employee file.

~~PER-3~~ GOV-5 ~~Hiring Authority~~ Employment

Annual Review: Governing Board, with substantive changes presented by the Personnel Committee

Initial Approval: ~~November~~ Nov. 19, 2009

Latest Revision: ~~July 27, 2011~~ Nov. 16, 2024

Purpose

These policies establish the steps and authority of employment matters, including how job positions are created, altered, or abolished, and how employees and independent contractors are hired and reviewed.

Policy

1. ~~1. The authority to approve staff positions and to hire UUFG personnel rests with the Governing Board. UUFG staff positions are defined as those positions, either permanent or temporary, for which there is an approved job description and for which the employee receives a signed contract. The authority to designate which positions require job descriptions and contracts rests with the Governing Board, which shall consult with and consider the recommendation of the Personnel Committee.~~ The Governing Board (Board) approves the establishment of all staff positions and the job descriptions of their duties, whether they are permanent or temporary, and whether they are exempt or nonexempt. The Board may alter or abolish existing positions.
2. ~~2. The Governing Board shall approve the establishment of all positions prior to hiring. The Governing Board shall approve all persons hired as employees, as opposed to independent contractors (see #3).~~ The Board approves all personnel hires and employee letters of agreement/signed contracts, including hours, compensation, and supervision.
3. ~~3. A supervisor may fill a position with an "independent contractor" providing funds are already budgeted or otherwise available for that function. If funding is not in place for an "independent contractor," the Governing Board must approve allocating funds as well as hiring that position. The Board treasurer has the authority to designate whether a person is hired as an employee or independent contractor in consultation with the Personnel Committee and the supervisor.~~ The Board Treasurer shall determine if a position may be filled by an independent contractor rather than an employee (IRS Publication 1779). A supervisor may fill a position with an independent contractor provided funds are allocated by the Board, already budgeted, or otherwise available for that function.
- ~~3.4.~~ The Personnel Manual shall be maintained by a Personnel Committee with changes approved by the Board.

Procedures

- ~~1.~~ Employee Hiring Process

PER 3.1: Procedures

~~1. Part Time/ Full Time Exempt employees/Ongoing employed non-exempt employees~~

~~2.1. (including but not limited to RE director, music director, office administrator)~~

- a. Initiating the process: When the Governing Board ~~(GB)~~ determines the need for a new employee ~~in one of the above categories, or is informed of the need by the Chief of Staff, either~~ to fill a vacancy in an existing position or to fill a newly created position, it shall direct the Personnel Committee to commence the hiring process.
- b. Job description: The Personnel Committee will work with the appropriate committees and/or staff members to write a Job Description for a ~~newly-created~~ newly created position or review an existing job description, including a recommended salary range, and present the Job Description and salary to the Board for approval.

~~1. Advertising:~~

~~2. The Personnel Committee will develop a hiring notice for any vacant position that needs to be filled and .~~

- c. ~~Hiring notices will be~~ advertised in appropriate ~~UU~~ venues, ~~such as the Gazette, News and Needs, FLUUA, and the UUA job vacancies list.~~
- a. ~~Flyers may be sent to various targeted audiences such as area churches, and appropriate departments at the University of Florida.~~
- b. ~~A notice may be placed on Craigslist.~~
- c. ~~If budgeted, an advertisement may be placed in the Independent Florida Alligator.~~

d. Applications:

- i. All applications and applicants' names will remain confidential.
- ii. The Personnel Committee will screen all applications and determine which candidates will be interviewed.
- iii. Any candidate must submit proof of eligibility to work in the USA.

e. Interviews:

- i. Interviews shall be conducted by the Personnel Committee, and shall include the minister, a Board designee, supervising staff member, and congregation members as deemed appropriate, all of whom will provide feedback to the Personnel Committee for consideration.
- ii. Interviews for any position shall be consistent for each potential candidate.
- a. ~~The Interview Committee (IC) will consist of the Personnel Committee, the Senior Minister, the GB president or designee, and other members from the congregation as~~

~~deemed appropriate by the Personnel Committee. Unless otherwise decided, the chair of the Personnel Committee shall chair the IC.~~

~~b. The IC will determine a list of questions to ask. The interviews will be conducted so as to provide as much consistency from one interview to the next.~~

~~c. The IC will determine if an interviewee should be called for a second interview.~~

f. Selecting the final candidate:

- i. The Personnel Committee will~~The IC will select~~, by consensus or by vote, decide the candidate who best meets the qualifications of the position.
- ii. If no candidate receives strong support, ~~from the IC~~, the ~~IC~~ Personnel Committee may re-open the application process.

g. Screening of final candidate: When ~~the IC has selected the a~~ final candidate for the position has been selected,

- i. The ~~IC chair~~ Personnel Committee will contact the candidate's references ~~and report to the IC at large~~.
- ii. All candidates must pass a basic four-point background check, which includes social security number verification, single county search (includes addresses, felonies and misdemeanors for that county), criminal super search national sex offender registry (state and federal), and Office of Foreign Assets Control ~~OFAC~~ terrorist search.
- iii. If the references and background check are satisfactory, the Personnel Committee will inform the Board and move forward with an offer and negotiations ~~recommend the candidate to the GB for hiring~~.

h. Offer and negotiations:

~~iv. —~~

~~v. —~~ The Personnel Committee ~~IC~~ will contact the selected candidate and offer the position.

~~vi.i. —~~ The IC will, and negotiate the salary and benefits with the candidate.

~~vii.ii. —~~ If the ~~first-choice~~ first-choice candidate turns down the offer, the Personnel Committee ~~IC~~ may either consider the ~~second-choice~~ second-choice candidate or reopen the application process.

i. Special provisions:

- i. For temporary or occasional musicians and/or childcare workers, the supervising staff member shall conduct the above steps: applications, interviews, and selecting the final candidate.

ii. The music director hires guest musicians as independent contractors, who are exempt from the above provisions.

iii. For purposes of childcare workers, the childcare supervisor will compile a list of Board-approved persons from which to draw as childcare is needed.

j. Notification of gGoverning bBoard: Once a candidate has accepted the offer, the Personnel Committee will notify the GBBoard of the candidate, hours, and salary, so that the GBBoard can approve the hiring.

~~3. Notification of other applicants:~~

~~h. Applicants not selected shall be notified Letters of Rejection will be mailed by US Mail to the applicants not selected.~~

~~i.k. A UU member who has submitted an application but was not selected to be hired will be contacted by an IC member directly.~~

~~4.1. NOTIFICATION OF GOVERNING BOARD: Once a candidate has accepted the offer, the Personnel Committee will notify the GB so that the GB can approve the hiring.~~

~~B. Temporary/Part time/Occasional Employees~~

~~1. INITIATING THE PROCESS:~~

~~a. When the Chief of Staff (CoS) determines the need for a new employee to fill a vacancy in an existing position, he/she will notify the Governing Board (GB) and commence the hiring process.~~

~~b. When the CoS is requesting the creation of a new position, he/she will get the approval of the GB before starting the hiring process.~~

~~c. Any supervisor wishing to hire an employee or independent contractor shall consult with the Treasurer or his/her designee prior to hiring to determine whether the person shall be hired as an employee or independent contractor.~~

~~2. JOB DESCRIPTION: The Personnel Committee will work with the appropriate committees and/or staff members to write a job description for a newly created position, including a recommended salary range.~~

~~1. ADVERTISING:~~

~~a. Vacancies for hourly positions will be communicated to the congregation by posting a notice in the Gazette and/or sending an email to the News and Needs mailing list.~~

~~b. Advertising outside the congregation may be done by word of mouth, electronic posting, such as Craigslist, and /or distributing notices to general or targeted audiences, such as other congregations, the University of Florida, etc.~~

~~2. APPLICATIONS:~~

- ~~a. All applications and applicants' names will remain confidential.~~
- ~~b. The CoS or the supervising staff member will screen all applications and determine which candidates will be interviewed.~~

~~3. INTERVIEWS:~~

- ~~a. All candidates will be interviewed in person by the staff member who supervises that position.~~
- ~~b. Other persons may participate in the interview, as deemed appropriate by the supervisor and CoS.~~

~~4. BACKGROUND CHECK:~~

- ~~a. All candidates must pass a basic four-point background check, which includes social security number verification, single-county search (includes addresses, felonies and misdemeanors for that county), criminal super-search national sex-offender registry (state and federal), and OFAC terrorist search.~~
- ~~b. All candidates must submit proof of eligibility to work in the USA.~~

~~5. NOTIFICATION OF GOVERNING BOARD: Once a position has been filled, the CoS will notify the GB so that the GB can approve the hiring.~~

~~6. SPECIAL PROVISIONS FOR GUEST MUSICIANS: Guest musicians will be hired by the Music Director. Guest musicians are exempt from the above provisions.~~

~~7. SPECIAL PROVISIONS FOR CHILD CARE WORKERS:~~

- ~~a. For purposes of child care workers, the Child Care Supervisor will compile a list of Board-approved persons from which to draw as child care is needed.~~
- ~~a. When a request is made for child care, the Child Care Supervisor will contact a person on the child care list depending on availability and the situation.~~

~~The Child Care Supervisor will make arrangements with the person who will provide child care to either have the door unlocked or obtain a key for that child care provider. Also, arrangements will be made for relocking the door and returning the key, if provided.~~

~~3.2. If a person on the child care worker list proves unsatisfactory, The Child Care Supervisor will remove them from the list and send them a letter to that effect, keeping a copy in the fireproof personnel filing cabinet. The Child Care Supervisor will also inform her supervisor that the action was tak~~Administrative Hiring Procedures

- a. All new employees, independent contractors, and guest musicians must complete a W-4 form (name, address, social security number) prior to being paid.
- b. Independent contractors must sign a form explaining that UUFG will not withhold income tax or FICA, and that the ~~Independent~~ independent Contractor ~~contractor~~ is

responsible for paying ~~his/het~~their own payroll and FICA.—. The Treasurer will prepare this form, and it will be available from the Treasurer or in the office.—. ~~This form will be retained in UUFG files.~~

- c. UUFG will file a 1099 form for any person earning more than the amount specified by law \$600 in a calendar year. ~~At this point a determination will be made about retaining the~~ This person may be retained as an independent contractor or hired ~~designating the person~~ as an employee.

3. Employment Review

- a. Each year, employees shall receive a job review from their supervisor who will discuss with the Personnel Committee their performance, job description, hours, and compensation. The Personnel Committee shall provide any change recommendations to the Board.
- b. When an employee changes job positions or is promoted, the new job title, job description, hours, and compensation shall be approved by the Board.
- c. Any employee changes in job title, job description, hours, or compensation will be included as a document signed by the employee and the Board President in their employee file.

Homegrown National Park is a non-profit online grassroots conservation platform. It can be found at <https://homegrownnationalpark.org/>. There is no cost or maintenance to get on the map. It only takes an email address to activate an account. Peggy offers hers or she could work with Cam to use UUFG's.

HNP is a public awareness method to encourage people to maintain existing or to plant more native plants instead of adding more ornamental plants. Native plants are essential for insects, birds, and the rest of the food web. This complements the Bee City GNV and Florida Wildflower Foundation initiatives at UUFG as both encourage native plants.

UUFG has a beautiful campus. It has many native trees like oaks, the top host plant for caterpillars which are the main food source for baby birds. Doug Tallamy is a NYT best selling author and entomologist who explains it best. Caterpillars start the food web, but they are picky eaters. Host plants go beyond having nectar and pollen for butterflies and bees. Most larvae only eat certain host plants, the keystones. The butterfly garden will add many native plants attracting more species of insects.

Like most landscapes UUFG has many ornamental plants such as camellias and crape myrtles. They are neutral as far as biodiversity.

We found many invasive plants that Michael has worked diligently to remove, specifically coral ardisia and air potato. They will out-compete your natives. Their control will be a challenge.

Thank you for considering modeling your concern for the environment by adding UUFG to the Homegrown National Park map.