



Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda August 27, 2024 – 6:30 pm to 8:30 pm

UUFG Covenant

In our relationships to one another, we covenant to:

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

1. [6:30 pm] Gathering and Meeting Preparation	10 min
a. Welcome, Call to Order, Quorum	
b. Chalice Lighting and Reading	
c. Board Covenant: <i>Inspired by our Unitarian Universalist principles, together we guide our congregation and its mission and vision with transparency, gratitude, trust and respect.</i>	
d. Personal Check-In	
e. Confirm agenda and roles (timekeeper, gratitude notes, external observer)	
2. [6:40 pm] Congregational Input	10 min
3. [6:50 pm] Consent Agenda	15 min
a. Admin Report August 2024 (Att. 1)	
b. Treasurer's Report August 2024 (Att. 2)	
c. RE Report (Att. 3)	
d. Board Meeting Minutes July 2024 (Att. 4)	
e. Minister's Report (Att. 5)	
4. [7:05 pm] Discussion, Action Items, Visioning	40 min
a. Identity and Pronouns workshop	
b. Social Justice Circle- "It Can't Happen Here" reading (Att. 6)	
c. Minister's Discretionary Fund	
d. Long-term Planning	
e. Proposed Policy Revisions (Att. 7)	
f. Finance Committee Proposed Charter (Att. 8)	
5. [7:45 pm] Leadership and Governance	35 min
a. Appointment of Right Relations Team Chair- Kay Anderson (Att. 9)	
b. Appointment of Board Trustee- Kirsten Stevens	



Unitarian Universalist

Fellowship of Gainesville

- c. UUA Retirement Plan changes (Att. 10)
- d. Board meeting minutes compliance
- e. Board Retreat Scheduling
- f. Monthly Anniversary Letters

6. [8:20 pm] Wrap up 10 min

- a. Emerging Concerns
- b. Calendaring and Action Items
- c. Gratitude notes
- d. Board Process – external observer
- e. Next meeting September 24, 2024

7. [8:30] Adjournment



Unitarian Universalist Fellowship of Gainesville

To: Governing Board
From: Cam Pierce
Date: August 22, 2024
RE: Monthly Congregational Admin Report to the Board

Membership Numbers

Currently, we have 152 members and 25 supporting friends. This past month, Carol and Jack Rivers resigned from membership.

Sunday Service Attendance

Sundays, July 2024 –

- Average adult in person attendance for four Sundays: 65
- Average YouTube visits for four Sundays: 70
- Total average participation for three Sundays with both YouTube and in person numbers: 135
- Current YouTube subscribers: 337

Date	YouTube	In-Person Attendance	Total
7/7/2024	70	95	165
7/14/2024	107	62	169
7/21/2024	55	51	106
7/28/2024	49	53	102

Sundays, July 2023 –

- Average in person attendance for five Sundays: 61
- Average YouTube visits for four Sundays: 84
- Total average participation for five Sundays: 128
- Current YouTube subscribers: 259

Date	YouTube	In-Person Attendance	Total
7/2/2023	92	57	149
7/9/2023	66	54	120
7/16/2023	N/A	58	58
7/23/2023	108	59	167
7/30/2023	70	76	146

Attendance

07/02/2024	Morning Meditation	P Turner	8
		Anna Deyle/Erin	
07/02/2024	Worship Team	Parish	9
07/06/2024	Friends of the Courtyard	P Maloney	4
07/07/2024	HUUGG / Humanist Class	K Anderson	10
	Sunday Service - in person		95
	Sunday Service - online		70
	Childcare/Children/RE	J Chase	
	Youth Group	J Chase	
07/08/2024	Care Team	J Wright	11
07/09/2024	Morning Meditation	P Turner	8
07/09/2024	Safety Team	J Coron	4
07/09/2024	Fellowship Council	L Cobb Lee	cancelled
07/10/2024	Young Adult Group	K Hagan	6
07/11/2024	UUFG Men's Lunch Group	T Bullock	11
07/13/2024	Buildings & Grounds Work Morning	K Anderson	8
07/14/2024	Sunday Service - in person		62
	Sunday Service - online		107
	CYREC	J Chase	6
	Newcomers Orientation	J Kendall	5
	Childcare/Children/RE	J Chase	9k 3a
07/15/2024	Morning Meditation	D DePuydt	7
07/16/2024	Finance Committee	J Wright	9
07/21/2024	HUUGG / Humanist Class	K Anderson	6
	Sunday Service - in person		51
	Sunday Service - online		55
	Childcare/Children/RE	J Chase	7k + 3a
	Youth Group	J Chase	4y
	Social Justice Circle	M Bahr	
	Literati Book Circle	S Boone	
07/23/2024	Morning Meditation	D DePuydt	7
07/23/2024	Governing Board	E Parish	10
07/24/2024	Young Adult Group	K Hagan	5
07/28/2024	Sunday Service - in person		53
	Sunday Service - online		49
	Childcare/Children/RE - Messy Pladate	J Chase	10k +32a
	Youth Group	J Chase	
07/30/2024	Morning Meditation	D DePuydt	8

UUFG Office Notes

Insurance

I have been working with Jim Wright and Sandra Topp to update property valuations as part of an ongoing effort to help ensure that our insurance package is appropriate for our needs. Jim has video recorded tours of rooms on our campus to help document our personal property.

Safety Committee & Video Cameras

We now have six Blink cameras installed around our campus. Jowe Rowe, David Willkomm and I all currently have Blink apps installed on our phones so that we can monitor activity on campus. We may assign up to five people to monitor the system. While the Blink system is far from perfect, it does provide a measure of security. We have also installed a trail camera near the lawn mower shed, and have some other trail cams to mount near that shed and the fire circle. I have also been working with the Safety Team to review and revise our Emergency Operations Plan document.

Mailings & Communications

I continue to send the link to monthly Touchstone Journals via MailChimp with some hard copies mailed to a few members who requested that service. The Worship Team has selected a variety of Touchstone themes from different years, so we will be purchasing additional Touchstones materials and “recycling” some themes that we have used in the past.

I have asked the board to consider whether it wishes to continue sending out anniversary letters, and if so to approve language.

Website

Updated Social Justice information page per their request. I also updated our “What We Believe” page to reflect recent changes to Article 2 of the UUA’s bylaws.

Finance

I participated in our monthly Finance Committee meeting, preparing financial reports for their review and for the board agenda. For the last meeting, I also provided the Finance Committee documentation of procedures we currently use to process online contributions and seek to implement suggested changes coming out of our recent audit, performed by Sue Boone, Lauren Samuels and Paul Avery

Pensions

I have been in communication with Empower, which the UUA contracts to manage pensions for UU employees. We have added Rev. JeKaren and James as beneficiaries. The UUA is requiring that all UU congregational Governing Boards pass a motion to approve certain changes to the contract with Empower.

Front Sign

I have been changing messages on the front sign to reflect upcoming service titles or speakers.

Rentals

Our main renters are Gainesville Bridge Club and Joy of the Lord Outreach Ministries. In July we also hosted Life Line Screenings, and on August 20, our Social Hall space was the voting location for Precinct 22. Joy of the Lord is starting to fall behind on rental payments as Boise Jackson works through chronic health issues. I will keep the board and Rev. JeKaren posted on developments as Joy of the Lord manages their financial situation.

Personal Time

I still have five personal days from the 2023-2024 fiscal year to use up. I don't have any planned days off until Thursday, October 17 and Friday, October 18 when I will again be traveling to Charlotte to see my son.

Attachment 2

Unitarian Universalist Fellowship - Gainesville FL Treasurer's Report as of July 2024 for General Fund								
Thursday, August 15, 2024		Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
Account #	Account Name	July 2024						
Income								
<i>Income to General Fund</i>								
<i>Sustaining Gifts-Members & Friends</i>								
4.100.030	Current Years Pledges	14,343.39	24,396.00	14,343.39	24,396.00	(10,052.61)	292,748.00	278,404.61
4.100.050	Sunday Collect/Unidentified G	1,736.16	950.00	1,736.16*	950.00	786.16	11,394.00	9,657.84
	Total Sustaining Gifts-Members & Friends	\$16,079.55	\$25,346.00	\$16,079.55	\$25,346.00	(\$9,266.45)	\$304,142.00	\$288,062.45
<i>Miscellaneous Income</i>								
4.100.210	Rental Income	1,935.00	917.00	1,935.00*	917.00	1,018.00	11,000.00	9,065.00
4.100.300	Special Activities and Auction	0.00	1,333.00	0.00	1,333.00	(1,333.00)	16,000.00	16,000.00
4.100.330	Interest	44.95	292.00	44.95	292.00	(247.05)	3,500.00	3,455.05
4.100.430	Book Cart Income	0.00	25.00	0.00	25.00	(25.00)	300.00	300.00
	Total Miscellaneous Income	\$1,979.95	\$2,567.00	\$1,979.95	\$2,567.00	(\$587.05)	\$30,800.00	\$28,820.05
	Total Income to General Fund	\$18,059.50	\$27,913.00	\$18,059.50	\$27,913.00	(\$9,853.50)	\$334,942.00	\$316,882.50
	Total Income	\$18,059.50	\$27,913.00	\$18,059.50	\$27,913.00	(\$9,853.50)	\$334,942.00	\$316,882.50
Expense								
<i>Expenses from General Fund</i>								
<i>Programs</i>								
5.100.110	Membership	0.00	67.00	0.00	67.00	(67.00)	800.00	800.00
5.100.120	UU Leadership	0.00	50.00	0.00	50.00	(50.00)	600.00	600.00
5.100.130	Social Justice	50.00	125.00	50.00	125.00	(75.00)	1,500.00	1,450.00
5.100.140	RELATE	0.00	8.00	0.00	8.00	(8.00)	100.00	100.00
5.100.150	CUUPS	0.00	21.00	0.00	21.00	(21.00)	250.00	250.00
5.100.240	RE Program Activities	0.00	183.00	0.00	183.00	(183.00)	2,200.00	2,200.00
5.100.270	Background Checks	51.25	50.00	51.25*	50.00	1.25	600.00	548.75
5.100.280	Hospitality Budgeted	0.00	17.00	0.00	17.00	(17.00)	200.00	200.00
5.100.300	Special Activities and Auction Expenses	0.00	83.00	0.00	83.00	(83.00)	1,000.00	1,000.00
5.100.310	Worship - Sunday Services	54.97	617.00	54.97	617.00	(562.03)	7,400.00	7,345.03
5.100.320	Music Program	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
5.100.410	Canvass Expenses	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5.100.430	Book Cart Expense	0.00	8.00	0.00	8.00	(8.00)	100.00	100.00
	Total Programs	\$156.22	\$1,229.00	\$156.22	\$1,229.00	(\$1,072.78)	\$17,250.00	\$17,093.78
<i>Administration & Operational Support</i>								
5.100.010	Board Discretionary Funds	0.00	83.00	0.00	83.00	(83.00)	1,000.00	1,000.00
5.100.020	Pastoral Care Expense	0.00	17.00	0.00	17.00	(17.00)	200.00	200.00
5.100.030	Contributions to Reserves	417.00	417.00	417.00	417.00	0.00	5,000.00	4,583.00
5.100.520	Denominational Dues	1,423.17	1,423.00	1,423.17*	1,423.00	0.17	17,078.00	15,654.83
5.100.525	Insurance	68.75	1,583.00	68.75	1,583.00	(1,514.25)	19,000.00	18,931.25
5.100.530	Office Expense	311.55	583.00	311.55	583.00	(271.45)	7,000.00	6,688.45
5.100.540	Bookkeeper	0.00	250.00	0.00	250.00	(250.00)	3,000.00	3,000.00
5.100.545	Telephone & Internet	509.11	625.00	509.11	625.00	(115.89)	7,500.00	6,990.89
5.100.550	Utilities - Electricity & Water	692.52	1,250.00	692.52	1,250.00	(557.48)	15,000.00	14,307.48
5.100.560	Waste Disposal	0.00	217.00	0.00	217.00	(217.00)	2,600.00	2,600.00
5.100.570	Custodial Service	900.00	900.00	900.00	900.00	0.00	10,800.00	9,900.00
5.100.572	Custodial Supplies	0.00	69.00	0.00	69.00	(69.00)	825.00	825.00
5.100.575	Facilities Maintenance	1,152.00	792.00	1,152.00*	792.00	360.00	9,500.00	8,348.00
5.100.580	Backflow and Fire Suppression	316.62	333.00	316.62	333.00	(16.38)	4,000.00	3,683.38
5.100.583	Security & Safety	0.00	58.00	0.00	58.00	(58.00)	700.00	700.00

Attachment 2

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of July 2024 for General Fund									
Thursday, August 15, 2024									
Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining	
			July 2024						
5.100.585	Pest Control		0.00	0.00	0.00	0.00	400.00	400.00	
5.100.595	VANCO, Online Platform and Bank Fees		143.50	167.00	143.50	167.00	(23.50)	2,000.00	
Total Administration & Operational Support			\$5,934.22	\$8,767.00	\$5,934.22	\$8,767.00	(\$2,832.78)	\$105,603.00	
Compensation & Related Expenses									
5.100.610	Ministers Salary		3,102.58	6,542.00	3,102.58	6,542.00	(3,439.42)	78,500.00	
5.100.620	Ministers Housing Allowance		0.00	0.00	0.00	0.00	0.00	0.00	
5.100.630	Ministers, In Lieu of Self Employment Tax		0.00	500.00	0.00	500.00	(500.00)	6,005.00	
5.100.640	Ministers Pension Fund		0.00	708.00	0.00	708.00	(708.00)	8,500.00	
5.100.650	Ministers Health Insurance		0.00	1,250.00	0.00	1,250.00	(1,250.00)	15,000.00	
5.100.660	Ministerial Transition Expense		0.00	1,125.00	0.00	1,125.00	(1,125.00)	13,500.00	
5.100.670	Ministers Professional Expenses		0.00	667.00	0.00	667.00	(667.00)	8,000.00	
5.100.680	Contributions to Ministers Sabbatical Fund		0.00	0.00	0.00	0.00	0.00	0.00	
5.100.710	Congregational Administrator Salary		3,660.80	3,707.00	3,660.80	3,707.00	(46.20)	44,480.00	
5.100.712	Congregational Administrator-Professional Expenses		0.00	167.00	0.00	167.00	(167.00)	2,000.00	
5.100.720	Choir Director Salary		1,639.54	1,850.00	1,639.54	1,850.00	(210.46)	22,200.00	
5.100.722	Music Director's Professional Expenses		0.00	183.00	0.00	183.00	(183.00)	2,200.00	
5.100.725	Pianist/Accompanist - Payroll		0.00	250.00	0.00	250.00	(250.00)	3,000.00	
5.100.728	Audiovisual Technician		0.00	417.00	0.00	417.00	(417.00)	5,000.00	
5.100.731	Director of RE Salary		2,181.96	2,250.00	2,181.96	2,250.00	(68.04)	27,000.00	
5.100.732	Director of Religious Education-Professional Exp.		0.00	225.00	0.00	225.00	(225.00)	2,700.00	
5.100.740	Child Care		565.25	667.00	565.25	667.00	(101.75)	8,000.00	
5.100.820	Staff Pensions		595.67	596.00	595.67	596.00	(0.33)	7,148.00	
5.100.910	Payroll Tax Expenses		852.99	680.00	852.99*	680.00	172.99	8,161.00	
Total Compensation & Related Expenses			\$12,598.79	\$21,784.00	\$12,598.79	\$21,784.00	(\$9,185.21)	\$261,394.00	
Total Expenses from General Fund			\$18,689.23	\$31,780.00	\$18,689.23	\$31,780.00	(\$13,090.77)	\$384,247.00	
Total Expense			\$18,689.23	\$31,780.00	\$18,689.23	\$31,780.00	(\$13,090.77)	\$384,247.00	
Difference			(\$629.73)	(\$3,867.00)	(\$629.73)	(\$3,867.00)		(\$49,305.00)	

Unitarian Universalist Fellowship - Gainesville, FL Budget Variance Report July 2024			
Account #	Account Name		
Income			
<i>Income to General Fund</i>			
<i>Sustaining Gifts-Members & Friends</i>			
4.100.030	Current Years Pledges	July receipts are under budget for the month by \$10,000	
4.100.050	Sunday Collect/Unidentified Giving	July receipts are over budget by \$786	
<i>Miscellaneous Income</i>			
4.100.210	Rental Income	Main rental income from the Gainesville Bridge Club and Joy of the Lord Outreach Ministries.	
4.100.300	Special Activities-Auction		
4.100.330	Interest		
Expense			
<i>Expenses from General Fund</i>			
<i>Programs</i>			
5.100.110	Membership		
5.100.120	UU Leadership		
5.100.130	Social Justice		
5.100.140	RELATE		
5.100.150	CUUPS		
5.100.240	RE Program Activities		
5.100.270	Background Checks	Rev. JeKaren's background check payment	
5.100.280	Hospitality Budgeted		
5.100.300	Special Activities and Auction Expenses		
5.100.310	Worship - Sunday Services		
5.100.320	Music Program		
5.100.410	Canvass Expenses		
5.100.430	Book Cart Expense		
<i>Administration & Operational Support</i>			
5.100.010	Board Discretionary Funds		
5.100.020	Pastoral Care Expense		
5.100.030	Contributions to Reserves	Monthly payment	
5.100.520	Denominational Dues	Monthly payment	
5.100.525	Insurance	Premium payments to Liberty Mutual	
5.100.530	Office Expense	Includes contracts with Konica Minolta, MailChimp and Office 365.	
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 payments have gone down thanks to the solar panels.	
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	Main expense in July was purchase & installation of new Sanctuary thermostat and AC servicing	
5.100.580	Backflow and Fire Suppression		
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.	

Attachment 2

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

Wednesday, August 21, 2024

Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	105,228.34	18,059.50	18,689.23	(24,652.00)	79,946.61
3.100.301	Ministers Discretionary Pass Through Fund Balance	5,668.00	280.00	5,948.00	0.00	0.00
3.100.321	Minister's Sabbatical Fund Balance	27,908.58	0.00	0.00	0.00	27,908.58
3.201.120	CUUPS Support Fund Balance	631.00	0.00	0.00	0.00	631.00
3.202.100	Music Support Fund	1,703.00	275.10	0.00	0.00	1,978.10
3.203.110	Memory Garden Fund	814.11	0.00	112.00	0.00	702.11
3.203.120	Courtyard Fund Balance	2,500.16	0.00	0.00	0.00	2,500.16
3.203.130	Solar Panel Fund Balance	(147.75)	0.00	0.00	0.00	(147.75)
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	0.00	24,652.00	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	1,079.90	0.00	0.00	0.00	1,079.90
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
3.206.116	Security Camera Grant Balance	256.83	0.00	0.00	0.00	256.83
3.206.140	UU Leadership Fund - Balance	4,536.33	0.00	0.00	0.00	4,536.33
3.206.189	Hospitality Supply (grant) Balance	742.00	0.00	0.00	0.00	742.00
3.206.190	Memory Garden (grant) Balance	2,075.00	0.00	0.00	0.00	2,075.00
3.210.100	<i>CYREC</i>					
3.210.110	RE Fund Balance	1,971.18	0.00	0.00	0.00	1,971.18
3.210.120	Youth Support Fund Balance	1,070.91	0.00	0.00	0.00	1,070.91
3.210.125	OWL Fund Balance	3,056.42	61.65	0.00	0.00	3,118.07
3.210.160	Playground/Coffee Fund Balance	95.00	0.00	0.00	0.00	95.00
3.216.100	<i>Social Justice Fund</i>					
3.216.110	Social Justice Unallocated Funds	3,290.26	0.00	0.00	0.00	3,290.26
3.216.160	Share The Plate Balance	280.12	482.27	0.00	0.00	762.39
3.400.100	<i>Future Funding & Capital Reserve Accounts Balance</i>					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	53,994.57	0.00	0.00	417.00	54,411.57
3.500.100	Land & Building Fund	1,105,900.00	0.00	0.00	(62,468.00)	1,043,432.00
3.500.150	Furnishings & Equipment Fund	62,670.00	0.00	0.00	0.00	62,670.00
3.500.155	Solar Fund Bank Account Balance	147.75	0.00	0.00	0.00	147.75
3.500.200	UUFG Foundation Balance	476,678.83	0.00	0.00	0.00	476,678.83
3.500.250	Ministers Discretionary Fund Bank Account Balance	597.99	5,668.00	0.00	0.00	6,265.99
	Total	\$1,914,502.86	\$49,478.52	\$24,749.23	(\$86,703.00)	\$1,852,529.15

Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
July 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 to be added	Donations	This is a pass-thru account. We transfer this money to a separate checking account that the minister manages. Rev JeKaren added in August.
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.
3.201.120	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.
3.203.130	Solar Panel Fund Balance	Mary Anthony	Donations	Pass through account used for donations for our solar panel project. Money is transferred into our Solar Panel checking account. We used this fund to pay \$1030 to the accounting firm that is managing our solar panel rebate. The negative ending balance of -\$147.75 reflects the amount that will be transferred into this line item when the Solar Panel Bank account is closed out. The account closure will show up in the August statement.
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 is typically reallocated from this fund into the General Fund at the end of the year.
Foundation Grants				
3.206.113	Youth Room Update Fund	James Chase	Foundation	Fall 2022 grant to purchase new furniture, etc., for Youth Room. Youth room purchases are complete, with the remaining balance to be returned to the Foundation.
3.206.115	Banned Books Fund	Mary Bahr	Foundation	Fall 2023 grant
3.206.116	Security Camera Fund	Jonathan Coron	Foundation	Fall 2023 grant for video cameras for security on UUFG grounds
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
3.206.090	Memory Garden (grant) Fund	Joy Avery	Foundation	Spring 2024 grant to have camillias professionally trimmed
3.206.191	Sound System Improvement Fund	James Benedict	Foundation	Spring 2024 grant for misc. sound equipment. Grant purchases completed.

Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
July 2024

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

<i>CYREC</i>				
3.210.120	RE Fund Balance	James Chase	Donations/fund raising activities	To benefit children & youth. February activity reflects t-shirt purchases and sales.
3.210.120	Youth Support Fund Balance	James Chase	Fundraisers (pancake breakfasts, CON fees, car washes, etc.)	To support Youth Group activities and events
3.210.125	OWL Fund Balance	James Chase	Payments & fundraisers	Funds received to pay for OWL training and classes
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.
3.216.150	Pineridge Fund	Mary Bahr	Directed donations	To pay for Pineridge expenses exclusively. In March, Social Justice supported programs at PineRidge that depleted this fund.
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			Revised assessment using Alachua County Property Appraisers figures per 2023. Note depreciation from the old amount.
3.500.150	Furnishings & Equipment Fund			This is an old value of furnishings and equipment.
3.500.155	Solar Fund Bank Account Balance	Leah Cobb Lee & Mary Anthony	Donations	Money transferred from Solar Panel Fund pass through account to pay for the installation of solar panels. In March 2023, we paid our final installment. The Board has decided to close the account.
3.500.200	UUFG Foundation Balance	Foundation	Foundation	This number is provided by our Foundation's treasurer, updated as new figures are made available
3.500.201	Foundation Donation Fund Balance			Pass through account to process donations to the Foundation
3.500.250	Ministers Discretionary Fund Bank Acct Bal.	Leah Cobb Lee & Mary Anthony	Donations	This is the balance in the Minister's Discretionary Fund Bank Acct, updated monthly.

Unitarian Universalist Fellowship - Gainesville FL Balance Sheet as of July 31, 2024				
Friday, August 16, 2024		Beginning Balance	YTD Balance	
Account #	Account Name			
Assets				
Cash				
1.000.130	Ameris Bank-Checking	186,909.39	181,690.73	
1.000.140	Ameris Bank-Money Market	81,604.88	81,649.83	
1.000.155	Solar Fund - Checking	147.75	147.75	
		Total Cash	\$268,662.02	\$263,488.31
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				
1.000.410	UUFG Foundation	476,678.83	476,678.83	
1.100.250	Ministers Discretionary Fund Account	597.99	6,265.99	
		Total Other Assets	\$477,276.82	\$482,944.82
		Total Assets	\$1,914,508.84	\$1,852,535.13
Liabilities				
Current Liabilities				
2.000.120	Payroll Taxes Payable	5.98	5.98	
		Total Current Liabilities	\$5.98	\$5.98
		Total Liabilities	\$5.98	\$5.98
Fund Balance				
3.100.100	General Fund Balance	105,228.34	79,946.61	
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	
3.201.120	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)	(147.75)	
3.203.140	Interim Ministry Fund Balance	49,421.00	49,421.00	
3.203.145	Board Special Holding Fund Balance	0.00	24,652.00	
3.203.150	Labyrinth Fund Balance	2,000.00	2,000.00	
3.204.110	Book Cart Fund	1,079.90	1,079.90	
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	256.83	
3.206.140	UU Leadership Fund - Balance	4,536.33	4,536.33	
3.206.189	Hospitality Supply (grant) Balance	742.00	742.00	
3.206.190	Memory Garden (grant) Balance	2,075.00	2,075.00	
		Total Foundation Grants	\$7,943.49	\$7,943.49
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	1,070.91	
3.210.125	OWL Fund Balance	3,056.42	3,118.07	
3.210.160	Playground/Coffee Fund Balance	95.00	95.00	
		Total CYREC	\$6,193.51	\$6,255.16
3.216.100	<i>Social Justice Fund</i>			
3.216.110	Social Justice Unallocated Funds	3,290.26	3,290.26	
3.216.160	Share The Plate Balance	280.12	762.39	
		Total Social Justice Fund	\$3,570.38	\$4,052.65
3.400.100	<i>Future Funding & Capital Reserve Accounts Balance</i>			
3.404.110	Res. Fd for Large Scale Maintenance- Balance	53,994.57	54,411.57	
		Total Future Funding & Capital Reserve Accounts Balance	\$53,994.57	\$54,411.57
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	147.75	
3.500.200	UUFG Foundation Balance	476,678.83	476,678.83	
3.500.250	Ministers Discretionary Fund Bank Account Balance	597.99	6,265.99	
		Total Fund Balance	\$1,914,502.86	\$1,852,529.15
		Total Liabilities and Fund Balance	\$1,914,508.84	\$1,852,535.13

RE Report - August 20, 2024

Chalice Kids and Middlers -

This month RE Started meeting again after the summer! RE Classes and Youth Group are being held on the 2nd and 4th Sundays of the month, and they are going very well so far. The Younger kids are doing a play based story telling time during childcare, the first story told was "Rock Soup." The childcare staff and kids then had a discussion about Generosity and how in the story it allowed for a feeling of scarcity in the story to transform into a feeling of plenty.

The middlers had a fantastic first day as well, with an enriching adventure. The group has shifted to include 7 year olds on a case by case basis, and the group plays a game called "No Thank you Evil. This is a DnD style game where the group works cooperatively to solve problems using the UU Values and "JetPig". These game sessions are full of community and relationship building, while empowering the kids to take leadership and explore their power for change in a fantasy world.

Messy Playdates will be taking place on the 1st Sunday of every month.

Youth -

The Youth Group held their fundraiser, and it was a total success! They moved the date to the 2nd weekend, to accommodate the storm. They held a baking party where 4 youth attended. We had 2 background checked youth advisors attend as well, and they did a fantastic job preparing for their bake sale.

The Bake Sale raised almost \$500, and they exceeded their goal. We will be meeting on the 4th Sunday of the month to plan their restaurant outing for next month.

The Youth would like to be involved in planning the Halloween event this year, and James will be working with the Young Adults as well to figure out how the two groups can coordinate and plan together.

The youth would still like to find time to volunteer at the Humane Society, which our Advisor Catherine Turner has expressed interest in helping facilitate.

CYREC -

CYREC met on June 2nd - They discussed the upcoming OWL training, and decided to work more closely with UCG. UCG has offered to split the financial obligations, and to host at their facility if desired. They have more resources and experience with this kind of training, so James will be meeting this week to discuss this further.

James has also reached out to the foundation committee regarding a grant for congregants who need a scholarship for this training. At this time there is not enough in the OWL fund to accommodate as many folks as need assistance.

James has also recognized a need for clear policy and expectation setting for parents and childcare staff. They have been working with members of the CYREC to create a clear and inclusive safety policy. This will be brought to the CYREC for a formal vote and discussion, which will be held at our next meeting. The policy has been sent for board approval as well.

Adult RE -

Kay Anderson is hosting a Humanist Circle on the 1st and 3rd Sundays of the Month during the 1st hour. This will likely change to the 2nd and 4th to reflect the new flow of the month.

CommUUUnity Conversations - Our Community building meeting will begin on September 1st - These will take place after service in the Sanctuary, after a brief break for snacks and refreshment. These will be facilitated by James at first, and the goal/focus will be to grow connections between community members through listening circles. We will follow the touchstone theme of the month, and will break into groups to get to know each other through our shared UU identities.

Past Events/Notable dates -

There was a Parent's Night out August 9th from 5-9pm, and it was a fantastic success - There were 16 kids in attendance and we had several adult volunteers come to help out.

The Youth Fundraising Bake Sale was on August 11th - It was a huge success, and it exceeded the Youth's goal.

Backpack Blessing/First RE Sunday was on August 11th, it was also fantastic.

Upcoming Events -

RE will be handling the Pride booth on September 28, though there will need to be sufficient volunteer coverage for the full day. James is communicating with the Young Adult group to try to secure a roster of Volunteers.

OWL Training - October 11-13 - The Trainers have been confirmed for this event, and we are working right now to finalize a schedule/details, as well as to get folks registered. James will be preparing a grant for the Fall Fellowship grant cycle to try to obtain scholarships for our members who will be committing to volunteering as OWL instructors in the Fall.

Childcare Behavior and Inclusion Policy - First Draft Aug 12, 2024***Purpose:**

To ensure a safe, supportive, and inclusive environment for all children in our care, while maintaining clear expectations for behavior.

***1. General Expectations:**

- All children are expected to engage positively within the play space, adhere to established rules, and respect the safety and comfort of others
- To allow for kids to feel secure in their expectations, clear and consistent boundaries will be communicated to all children, regardless of their individual needs or abilities

***2. Rules:**

- Stay within designated play areas
- Follow the directions of Childcare Staff and Authorized Volunteers
- Follow the rules of the space and participate respectfully
- Keep hands and feet to oneself
- Respect personal space and belongings of others

***3. Managing Behavioral Issues:**

- If a child's behavior does not align with these guidelines, caregivers will be asked to address the issue directly.
- A "three chances" approach may be implemented, providing children with opportunities to correct their behavior. After three instances of disruptive behavior, the child's caregiver will be asked to join in to support safe participation and ensure the child can engage appropriately within the group.
- When appropriate, and with communication with caregivers, childcare staff and volunteers may work with children to support them in safe participation.

***4. Inclusion and Support:**

- We are committed to including all children, including those with neurodivergent needs, to the fullest extent possible.
- Additional support and accommodations will be made to meet individual needs within the capacity of our program.

***5. Staff Training and Volunteer Support:**

- Childcare staff will receive ongoing education on supporting diverse needs and striving for best practice for childhood development.
- When needed, volunteer recruitment drives will be conducted to ensure adequate supervision and support, ideally involving volunteers not directly related to the children in care.

6. Continuous Improvement:

- Feedback from staff, parents, and volunteers will be actively sought and used to refine our approach and policies.
- Regular reviews will be conducted to ensure that our practices remain effective and inclusive.

7. Communication:

- Parents and caregivers will be kept informed about behavioral expectations and any significant issues that arise.
- Open lines of communication are encouraged to foster a collaborative approach to supporting all children.

Conclusion:

Our goal is to provide a nurturing and inclusive environment that supports the growth and well-being of every child. We are committed to maintaining high standards of safety and support, ensuring that all children can thrive in our care.



UNREVISED - UUFG Governing Board Meeting

Minutes July 23, 2024 – 6:30 pm to 8:24 pm

Board members present: Rev. JeKaren Olaoyo, Leah Cobb Lee, Erin Parish, Tim Christy, Tom Mareci

Board members absent: Mary Anthony, Norden Lucke

Congregation members present: Liz Stewart, Kristin Stevens, Judith Kendall, Debra Neill-Mareci, David Willkomm,

1. Gathering and meeting preparation

- a. Welcome. Leah Cobb Lee called meeting to order at 6:02 pm. There is a quorum.
- b. Chalice lighting, Leah Cobb Lee did reading.
- c. All board members read board covenant. *Inspired by our Unitarian Universalist 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. Tim Christy is timekeeper, external observer Debra Neil-Mareci, Rev. JeKaren Olaoyo will write gratitude notes, agenda confirmed, added approval of Tom Mareci as Vice President, to replace Mike Hazlett, to agenda.

2. Congregational input: Discussion on putting signs on chairs with arms for people with walkers. It was pointed out to Board members that there were recent actions

taken by Board that it might have been better to have had a vote on.

3. Consent Agenda:

- a. Admin Report July 2024 (Att. 1). Information on burglaries, security cameras, onboarding for Rev. JeKaren Olaoyo, Cam Pierce has time off in August.
- b. Treasurer's Report July 2024 (Att. 2). Final report for fiscal year 2023-24.
- c. Board Meeting Minutes June 2024 (Att.3). Leah Cobb Lee moves to approve Consent Agenda, Tim Christy seconds, approved unanimously. Finance Committee requests to move \$75,000 to CD instead of previous amount. Tim Christy moves to allow Finance Committee to increase dollar amount moved to CD to \$75,000, Leah Cobb Lee seconds, approved unanimously. Tom Mareci moves to approve Safety Committee to put up gun signs, Tim Christy seconds, approved unanimously. Leah Cobb Lee will to figure out what past Board actions should be motions.

4. Discussion, Action Items, Visioning:

- a. Closed captioning for streaming Sunday service, (Erin Parish). Two Sundays ago, in service YouTube chat, a viewer requested closed captioning. I replied I didn't know how to do that. Person answered we should have that if we wanted to be inclusive. I said I would check on it,

not sure if there is a fee. Rev. JeKaren explained there is no fee, just have to click button and if we can do it we should. Leah Cobb Lee to reach out to Cam Pierce and figure out how to start.

.b. Housing for Rev JeKaren, Rev. JeKaren to start looking for a rental, she wonders how much money we can contribute. Leah Cobb Lee and Cam Pierce met with Rev. JeKaren, it will be until November and we will do whatever we can, \$525 per mo for 4 months. Have to consult with Mary Anthony, Leah Cobb Lee will update Mary Anthony. Tom Mareci moves to contribute to Minister's housing allowance, Leah Cobb Lee seconds. Approved unanimously.

.c. Children & Youth Religious Education Committee (CYREC) fundraiser, Expand role for James Chase for Adult Religious Education they would like to get adults involved in CYREC. James Chase made keychains to sell to congregants and to other UU congregations. Youth Group is going to have a bake sale to raise money for their projects. Tom Mareci moves to approve CYREC fundraisers, Tim Christy seconds, approved unanimously.

.d. Minister's credit card. There is a policy on credit cards, need to make motion to approve credit card and then Cam Pierce can do paperwork. Leah Cobb Lee moves to start process to get credit card for Rev JeKaren, Tom Mareci seconds, approved unanimously.

.e. Had e-vote to remove Erin Parish from being able to sign for Minister's Discretionary Fund and add Rev. JeKaren Olaoya. Approved by 4 votes by e-vote.

5. Facilities

a. Sanctuary chairs. Discussion on getting comfortable chairs for sanctuary. Care Team discovered an elderly person is not coming to services because chairs are too painful to sit in. Tom Mareci moves to create working group consisting of Judith Kendall and Debra Neill-Mareci to investigate best chairs for sanctuary, Tim Christy seconds, approved unanimously.

.b. Third shed break in. Break in was through window and disassembled locks from inside, there are now bars over windows. Installing 2 trail cameras that will pick up movement and low light, trying to get trail camera for fire circle.

.c. Pollinator garden. Bee City Foundation met with people from church to install pollinator garden to help sustain pollinator populations, would like to use grassy area outside social hall, 11 congregants have volunteered to do upkeep, foundation will come in to install it. Perhaps there is a better spot since that area is used in other social functions. Leah Cobb Lee will inform Bee City to find another spot for the garden. Tom Mareci proposes they find another spot, Tim Christy seconds, approved unanimously.

.d. Damaged canopy. Damaged canopy taking up storage in shed Marilyn wants permission from board to remove it. Tom Mareci moves to get rid of it since it is not repairable, Tim Christy seconds, approved unanimously.

.e. Update on neighbor complaining about limb. Leah Cobb Lee has tried to get in touch with neighbor, she has not responded. Leah will try again. Before can get tree trimmers back to tree need UUFG volunteers to clear a path. Unlikely to be done before this fall or winter.

6. Leadership and governance.

a. Policy revisions (Att. 4). Page 20 of Att. 4, third reading for policy edits on Gov 1. Tom Mareci moves to approve changes to policy Gov 1 on third reading, Tim Christy seconds, a approved unanimously.

.b. Install Tom Mareci as new Vice President, appointment until next annual meeting then will be on ballot as President. Leah Cobb Lee moves to install Tom Mareci as Vice President, Tom Christy seconds Tom Mareci abstains, 3 votes for approval, 1 abstention. Tom Mareci installed as new Vice President of Governing Board.

7. Wrap Up.

- .a. Emerging concerns.
- .b. Action items. Closed Captioning for YouTube Leah and Erin to get with Cam.
- .c. Gratitudes. Marilyn Roberts, Tom Mareci and Leah Cobb Lee

.d. Board process. Debra Neill-Mareci, did very well, stayed on task.

. e. Aug 27, 2024 next meeting.

8. Adjournment 8:24

Respectfully submitted by
Erin Parish
Board Secretary

Rev. JeKaren Olaoya
July-August 2024 Board Report

Worship and Rites of Passage

- Preached 3 Sundays (1 virtual) in July and August
- Met with Worship Associate Team to plan 13 months of worship themes
- Attended Worship Associate Team Meeting
- Met with Intern Samara Powers to discuss potential joint collaboration with UU Valdosta

Pastoral Care and Presence

- Provided pastoral counseling to 5 UUFG Members
- Provided support to congregant around identity and belonging
- Attended Care Team meeting to offer support and learn about process around congregational care

Continuing Education

- N/A

Leadership Development

- N/A

Spiritual Practice

- Met with Professional Coach twice
- Explored nature at the Cedar Lakes Woods and Gardens
- Nurtured colleague connections (regional and local)

Social Justice in the Public Square

- N/A

Administration

- Met with Staff at monthly meeting to address needs and issues
- Attended Finance Committee Meeting
- Connected to church credit card and ministerial discretionary fund

Serves the Larger Unitarian Universalist Faith

- Continuing work on The UUA Climate Justice Revival
- Continued work with UU College of Social Justice and UUSC on projects including the UNMultigen Seminar

Dear Leah,

Peter Marino has connected the Social Justice Circle with Robert Strumer of Actor's Warehouse about doing a reading of the Play "It Can't Happen Here" at UUFG. We would like to ask for Board approval before we move forward because of the sensitive nature of the production.

Robert provided this description of the play:

"A cautionary dark satire about the fragility of democracy and how fascism can take hold even in the land of liberty, IT CAN'T HAPPEN HERE follows the ascent of a demagogue who becomes president of the United States by promising to return the country to greatness. Witnessing the new president's tyranny from the sidelines is a liberal, middle-class newspaper editor from Vermont who trusts the system will fix itself—until he ends up in a prison camp. Sinclair Lewis' eerily prescient 1935 novel gets a fresh update in this adaptation that examines what brings a citizenry to the point of sacrificing its own freedom and how a courageous few can prevail to overcome the fall."

The play was initially produced as part of the WPA Federal Theater Project's "Living Newspaper" series and was performed simultaneously in eighteen cities. A new adaptation was written by Tony Ciconne and Bennett Cohen and was performed at the Berkeley Repertory Theater Company in 2016 and a staged reading was performed via Zoom in 2020 naming more than 100 theaters across the country as "broadcast partners" for the production. Here is a link to a [review from the New York Times.](#)"

Robert also notes: "With sensitivity to the nature of the political content, this is a satirical historical fiction written by Sinclair Lewis in October of 1935, a what-if scenario of a populist rising Democratic Senator who challenges and wins the 1936 nomination for the presidency against FDR, campaigning on pre-WW2 very real social movements toward American isolationism and formative Nazi ideals. The Prologue includes the following:

"And finally, the management of the theater wants you to know that any resemblance of the events in the play to current events is purely coincidental."

Also, we have a promotional trailer of the show that you may distribute via Vimeo link."

<https://vimeo.com/1000090835/f8b19d51bb>

We have located three tentative dates in October for readings at UUFG. They are Monday nights with a 7 PM start time on October 7th, 14th, and 21st with a technical rehearsal on October 5th. The play is not a full production with sets and costumes but a simple reading requiring chairs for actors reading from scripts on our dais.

There is a lot of enthusiasm amongst Social Justice Members for sponsoring these readings at UUFG. We wanted to inform the Board of the play's content and request your approval to hold the readings in our sanctuary. In addition, if we did a profit sharing of proceeds instead of rent, Social Justice requests that all or a portion of our part of the proceeds go towards refreshing the Pineridge fund, which we used up last Spring to help renovate the community center there.

I am in Minnesota until October but can attend the board meeting by zoom if there are questions.

Thank you for considering our requests,
Mary Bahr, Committee Chair of the Social Justice Council

--
Mary Bahr,
To Abandon Facts is to Abandon Freedom

Governance Working Group Motions for Governing Board Consideration:**1. Third Reading Motions:**

- a. **Motion:** Move to accept GOV-2: Governing Board as revised (attached).
 - Remove, since GOV-8: Emergency Powers is incorporated in GOV-2, Procedure 1.d. Note the removal of the Minister as a UUFG representative in case of emergency.
 - Also remove GOV-10: Open and Closed Meetings which are now incorporated into GOV-2. The most recent revisions to GOV-2: Governing Board define how and when the Board may meet and how the meeting plan is communicated to the congregation. It also makes clear that all motions and decisions of the Board will happen in a meeting open to all (as noted in Policy 2.e.), except in case of emergencies (as noted in Procedure 2.a., Bullet 3).
- b. **Motion:** Move to accept GOV-3 (attached): Committees and Working Groups with the addition of Procedure 8.
- c. **Motion:** Move to remove GOV-9: Name by Which the Unitarian Universalist Fellowship Is Known, since the provisions of that policy are explicitly stated in the ByLaws Article I – Name.
- d. **Motion:** Move to remove GOV-13: Election Tie Breaking. The procedure for handling a tie vote is prescribed in Robert's Rules of Order (see Section VIII, Robert's Rules of Order, 11th edition, pages 405-6) ByLaws Article IV specify that Robert's Rules of Order govern conduct of business.

2. Second Reading Discussion:

- a. **Revision on GOV-4: Members and Supporting Friends** (attached).
 - This policy now includes explicitly defines Supporting Friends expectations and the commitment to the Congregational Covenant. Additionally, eliminate removal of membership for moving away.
 - Revision to wording of the Congregational Covenant is suggested, or the Covenant should be removed from policies (GOV-4).

Moment: No recorded could be located of an event when the Congregation approved the wording of the Congregation Covenant. Perhaps the Administrator and Governing Board Secretary can examine records to determine if a vote was held on approval. The Governing Board can take appropriate action, such as the following:

1. If the Congregational Covenant has been previously approved, the Governing Board can decide how the Covenant should be handled.
 - a. Added to the ByLaws.
 - b. Or referenced in the Bylaws in Article V and handled as a separate congregational document.
 - c. Or added to GOV-4: Members and Supporting Friends, Policy 4.
2. If not previously approved, the Governing Board can hold a special congregational meeting to discuss a proposed Congregational Covenant. Then consider how to handle the approved Congregational Covenant.

GOV-2 Governing Board

Annual Review: Governing Board

Initial Approval: March 10, 2006

Latest Revision: 2nd reading 23 July 2024 by Board

Purpose

Article VI, Section 1 of UUFG's Bylaws describes the composition of the Governing Board (Board) and their terms. Article VI, Section 3 describes the authority and responsibilities of the Board. This policy further describes the duties and responsibilities of the Fellowship officers and Trustees, details when and how they may meet, and how interim appointments may be made.

Policies

1. Duties and Responsibilities of Fellowship Officers and Trustees

- a. Members of the Board have a duty to participate regularly and are responsible for upholding the congregation's vision and mission, maintaining confidentiality for personnel and personal matters, and being familiar with the UUFG governing documents. Fellowship officers have the authority to sign official documents and checks necessary to carry out the purposes and functions of the Fellowship (see Bylaws Sections 6.1, 8.2 and 8.4).
- b. President: The President is the chief governance officer, with the responsibility for the integrity of the decision-making process of the Board and ensuring it behaves consistently with the UUFG Articles of Incorporation, Bylaws, and Policies and Procedures, and applicable local, state or federal laws. The President acts as representative of the Congregation with staff and outside parties. The President performs the following duties:
 - i. Preside over congregational and Board meetings and sets meeting agendas.
 - ii. With the consent of the Board, make interim appointments for vacant elected positions, appoint congregational delegates for the UUA General Assembly, and at the start of the fiscal year, appoint committee chairs, Trustee duties, and Board liaison roles.
- c. Vice President/President-Elect (VP/PE): The VP/PE assists the President, and in case of the President's absence or incapacity, performs the duties of President. The VP/PE may assist the President in developing the agenda for all congregational and Board meetings. The VP/PE shall be the Fellowship Council coordinator and performs duties as delegated or assigned by the President.
- d. Secretary: The Secretary is the recording and corresponding officer of the Fellowship and is responsible for the integrity of its official documents, working with the staff to ensure that corporate records are properly maintained in keeping with the laws of the State of Florida, as laid out by the State Comptroller's Office. The Secretary conducts all official correspondence in the name of the Fellowship. The Secretary

shall assume duties as delegated or assigned by the President, and performs the following duties:

- i. For congregational and Board meetings, may assist President in preparing agendas, prepares and sends meeting notices, takes and maintains written minutes, and gives a summary of Board and congregational decisions in the congregation's news communications.
- ii. Takes attendance at Board meetings, maintains a record of voting eligibility of congregational members, and ensures there is a quorum at both Board and congregational meetings.
- iii. Ensures the Board Policies and Procedures is kept up to date.

e. Treasurer: The Treasurer is the chief financial officer of the Fellowship and is responsible for managing its financial affairs, understanding and complying with the government laws and rules that apply to the congregation. The Treasurer ensures the integrity of its financial records, working with the staff to maintain accurate financial records of the receipt and disbursement of money and other properties, and that the financial books and securities are safely stored, banking accounts are current, and bills are paid within the approved budget. The Treasurer prepares or causes to be prepared a monthly dashboard of income and expenses against budget, provides written financial reports at least quarterly, and prepares an annual statement at the close of each fiscal year. The Treasurer performs the following duties:

- i. Work with the Finance Committee to monitor congregational expenditures and prepare an annual budget.
- ii. Assures that deposits of all money, checks, and drafts in the name of the Fellowship are at such banks or depositories as the Board may authorize. Assures that the disbursal of congregational funds for all appropriate expenditures are authorized by the Board, annual budget, or congregational vote.
- iii. Assist the stewardship team with the annual pledge drive, including keeping a record of all financial contributions toward pledges and preparing individual pledge status statements at least twice a year.
- iv. Regularly communicate the current financial condition of the Fellowship to the congregation.

f. Trustees: The Trustees perform duties as delegated or assigned by the President and may serve as liaisons to other committees, reporting back to the Board. Trustees shall be appointed to the following roles: Policy and Procedures Coordinator and/or included on the Emergency Contact list.

2. Meetings of the Governing Board

- a. Regular Meetings: The Board will meet monthly unless waived by their general consent, if no urgent business is on the agenda.
- b. Special Meetings: The President or VP/PE may call a special Board meeting if it is deemed that Board deliberation and/or action on an issue is required before the next regularly scheduled Board meeting.
- c. Participation: The Board may permit any or all members to participate in a regular or special meeting by, or conduct the meeting through, any means of communication where all members participating may simultaneously communicate with each other during the meeting.
- d. Quorum: A majority of members of the Board is a quorum for the transaction of business at a Board meeting.
- e. Transparency: Meetings of the Board will be open to members and friends except where the Board is dealing with an agenda item involving personnel or personal matters. The Board meeting may be closed to discuss legal matters as necessary. Board retreats are team-building and brainstorming sessions, and do not include any Board motions and may be closed.

3. Interim Appointments

- a. If the office of the President is vacated, the VP/PE becomes President for the remainder of the term. If that person declines or vacates the Board, the remaining Board members shall call a special Board meeting to appoint an Acting President to serve until a special congregational election can be held. Other positions are filled according to the Bylaws.
- b. If any other elected position, other than Board positions, becomes vacant during the year, the President, after consultation with the Leadership Development Committee and with the consent of the Board, may make an interim appointment to fill the position until the next Annual Meeting.

Procedures

1. Duties and Responsibilities

- a. The Board is constituted at the beginning of the fiscal year, at which time duties and responsibilities are assigned to Trustees.
- b. If a member of the Board is absent for two consecutive meetings or three in one year, the Board may declare that member to have resigned their position and arrange to fill their vacancy.
- c. Board members may serve as communication liaisons to a committee but may not chair the committee. As a liaison to the committee, the Board member will represent the Congregation's mission and vision.

d. In the event of an emergency, it may be necessary for a representative of UUFG to deal immediately with outside authorities such as police, fire safety officials, etc. Should such circumstances occur, elected leaders will be contacted in the following order:

- President
- Vice President/President-Elect
- Treasurer
- Secretary
- Trustee

2. Meetings

a. All meetings and decisions of the Board shall be made in-person or virtually with prior notice to the Congregation, except in case of an emergency.

b. Communication:

- A regular meeting of the Board shall be announced a week in advance through official communications channels.
- A special meeting of the Board shall be announced at least 36 hours in advance through official communications channels.
- In case of an emergency, a quorum of the Board can meet and take immediate action then inform the Congregation as soon as possible.
- Board members may need to communicate between monthly meetings to plan agendas, clarify issues or concerns, or collaborate in developing motions, policies, meeting summaries or other items relevant to the Board's responsibilities.

c. Agenda-setting: Regular meeting agendas are set a week in advance and items submitted after the agenda is set will be included at the discretion of the President. Prior to conducting business at the start of each meeting, the Board approves the meeting agenda.

d. Motions: All motions to be decided by the Board are presented in writing. The meeting agenda includes the full text of motions planned for discussion and possible action. When a motion is proposed from the floor during a meeting, it is written for all Board members to see prior to taking a vote.

e. Visitors attending regular Board meetings may address the Board on any topic for a few minutes at the beginning of the Board meeting. The Board may or may not take action at the same meetings on issues brought before them. Visitors may participate in discussions at the discretion of the President.

f. The consent agenda contains routine matters, such as meeting minutes, factual reports, and routine document updates supplied as attachments to the agenda.

Items included in the consent require no discussion before voting and are all approved in one vote. The consent agenda is intended to streamline the process for approval of regular, routine issues that come before the Board.

- The President determines whether an item belongs on the consent agenda. The President prepares a list of the consent agenda items as part of the meeting agenda. An item may be removed from the consent agenda and added to the regular agenda for separate discussion at the request of a Board member. An item will not be removed from the consent agenda just to have a question answered.
- When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

GOV-3 Committees and Working Groups

Annual Review: Governing Board

Initial Approval: 19 March 2020

Latest Revision: 1st reading 24 June 2024 by Board, 2nd reading 23 July 2024 by Board

Purpose

This policy defines the functions of committees and working groups and their accountability to the Governing Board.

Policy

1. A committee is an ongoing group whose responsibilities are defined by the Board and serve a specific purpose related to the congregational mission. Committees must have a written charter.
2. A working group is an ad-hoc group working on time-limited, specific tasks defined by the Board.

Procedures

1. The Governing Board shall charter committees, appoint or affirm a committee chair, and establish working groups.
2. Committee charters shall be consistent with the congregation's vision, mission, and annual budget.
3. All committee charters shall state the committee purpose, responsibilities and duties, membership and meetings, and reporting responsibilities.
4. Committee charter approval and changes follow the same process as policies (GOV-1).
5. In case of conflict between committee charters and Policies and Procedures, the Policies and Procedures take precedence.
6. Committees will review their charter annually and provide requested changes to the Governing Board.
7. 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.
8. **The Board may, by majority vote and for good reason, immediately remove and replace a member of a committee or working group. Replacement appointments are to be made only for the remaining portion of the outgoing member's term.**

GOV-4 Members and Supporting Friends

Annual Review: Governing Board

Initial Approval: December 13, 2005

Latest Revision: 1st reading July 2024 by Board.

Purpose

This policy defines supporting friends, outlines expectations and a covenant for members and supporting friends, and how to review membership of UUFG. Articles III, V, and VI of UUFG Bylaws define criteria for and rights of membership.

Policies

1. Membership and Supporting Friends will be reviewed annually.

2. Supporting Friends:

- a. Are individuals who participate in the life of the Fellowship and make a pledge of financial support, without making the commitment to become a member.
- b. Receive written or electronic communications from UUFG, as appropriate.
- c. Do not have the voting rights of members and cannot serve as elected leaders.
- d. Is the only non-member category of affiliation.

3. Expectations of Members and Supporting Friends

- a. Presence: Participate in worship and fellowship on Sunday mornings, as possible.
- b. Participation: Participate meaningfully in the life of UUFG. Participate in activities that enhance growth and connection with the community.
- c. Pledge: Financially support the Fellowship through an annual commitment.
- d. Practice: Practice liberal religious values and principles in order to help nurture and heal our world.

4. Members and Supporting Friends Enter into Covenant to:

- a. Respect and value every person in our congregation, including during times of stress and disagreement.
- b. Minister to each other, celebrate joys, and give support in times of sorrow.
- c. Participate in making decisions through a democratic process and respect its outcomes.
- d. Set a positive example for everyone, including children, through words and actions.
- e. Give time, energy, voice, and economic resources to the common good.
- f. In all things, be guided by the principles and practices of Unitarian Universalism.

Procedures

1. Those wishing to become a UUFG Member:

- a. Are encouraged to participate in a wide range of UUFG events and activities.
- b. Will follow a path to membership defined by the Membership Committee and Minister that includes religious education.
- c. May be recognized and welcomed during a Sunday Service.

2. Changes to financial pledges and exceptions to contributions:

- a. Notify the treasurer of any change to financial pledge.
- b. On a case-by-case basis, the minister or a Governing Board designee may grant an exception.

3. Removal of Members and Supporting Friends~~from the Membership List~~:

- a. Request to Resign or be Removed: Upon receipt by the Minister, Administrator, President, or Membership Committee of a verbal or written request to resign or be removed, the Administrator removes the individual ~~from membership~~. An effort will be made to obtain feedback for the cause of resignation. These individuals will be notified of their removal and invited to return if their circumstances change.
- b. Removal for Non-support: The Treasurer will notify the Membership Committee of any member or supporting friend who has not made a financial contribution. As a result of no pledge, or no contribution of record in the current year, the Minister or Membership Committee chair will attempt to contact the individual. Prior to removal, the Membership Committee will work with the Administrator to send a follow-up communication with a deadline for responding before removal. An exception may be made by the Minister or Governing Board's designee to keep this individual in an active status. These individuals will be notified of their removal and invited to return if their circumstances change.
- c. Removal for Cause: Although removal for cause is taken as a last resort, the Governing Board may remove individuals, or deny affiliation or membership, when their behavior is dangerous or disruptive. These individuals will be notified of their removal.
- d. Reporting: The Membership Committee will report to the Governing Board the names of the members-individuals who are being recommended for removal. Official removal of individuals from affiliation or membership will be done by action of the Governing Board.

The Finance Committee made a review of our Charter. We recommend the following changes:

1. The last sentence in the Membership and Leadership paragraph should read: "The Treasurer serves as Board Liaison, unless otherwise determined by the Board." We recommend this change because recently the Board Liaison to the Committee has been a board member other than the Treasurer. The Treasurer is a committee member simply by virtue of being the Treasurer.
2. We recommend removing 1.b.ii
3. We recommend removing 2.b.iii
4. We recommend removing the parentheses from 2.d.iii and renumbering it 2.d.iv
5. We recommend a new 2.d.iii which would read: "The committee will hold an internal audit every 3-5 years." An internal audit is more extensive than the annual review mentioned in 2.d.i and more extensive than the biennial internal review mentioned in 2.d.ii.

Committee Charters

CHARTER

Finance Committee (FC)

Approved: 03/29/2021

Charge and Purpose—Responsible to the Governing Board to monitor the congregation's fiscal health, financial operations, and stewardship and to provide information and recommendations. The authority to make decisions from this information rests with the Board.

Membership and Leadership—The Governing Board will appoint the Finance Committee chair, who is a voting member and may be removed at any time by a vote of the Governing Board. Voting members include the Finance Committee chair and the Treasurer plus at least three additional members in good standing. The Minister and Congregational Administrator are *ex officio* non-voting members. The Treasurer serves as Board liaison.

Responsibilities and Duties

1. Fiscal Health

- a. Annual Budget Process:
 - i. Assist committees and programs with funding requests.
 - ii. Assemble and present data required for budget decisions.
 - iii. Present a draft budget each year to the Governing Board for its approval.
 - iv. Present Board-approved budget to congregation at Annual Meeting.
- b. Oversight:
 - i. Review all proposed over-budget and off-budget expenditures and provide guidance to the Governing Board as to the feasibility of said expenditures. Decide from which account, fund, or line-item any approved non-budgeted expenditures are drawn.
 - ii. (Review and recommend for approval all fundraising events.)
- c. Fiscal Consultation: Advise established committees and/or create fiscal teams as needed.
- d. Monthly Monitoring and Tracking:
 - i. Monitor the congregation's income, expenses, and pledge payments.
 - ii. Track pledge and other income against trends in previous years.
- e. Congregational Communication: Ensure that members are informed about the year-to-date status of the budget on a regular basis.

2. Financial Operations

- a. Accounts: Annually review and recommend updates of signatories for all of the congregation's financial accounts at fiscal year turn-over.
- b. Advisement:
 - i. Recommend measures for custody and management of UUFG funds.
 - ii. Periodically review the congregation's insurance policies and rates and make recommendations for changes.
 - iii. (Participate on Negotiation Team with new ministers.)
- c. Policies and Procedures:
 - i. Annually review and recommend updates to financial policies, procedures, and guidelines, and draft new ones for Board approval as needed.
 - ii. Develop and maintain procedures for the counting holding, and depositing of income, including fundraising income, donations, and the offering. Recruit, train, and supervise a team to count the offering and make deposits.
- d. Annual Review:

Committee Charters

- i. Hold an annual review of the Fellowship's financial records in accord with approved policies and procedures.
- ii. Develop and authorize a biennial internal review of the financial management procedures.
- iii. (Biennially review the building rental fee schedule and make adjustment recommendations to the Governing Board.)

3. Stewardship

- a. Future Expenditures: Work with Treasurer to supply cost information for future expenditures, for use by the annual Stewardship Campaign.
- b. Pledge Communication:
 - i. Ensure that donation statements are distributed to members and supporting friends on a regular basis, a minimum of four times per year (quarterly).
 - ii. Develop procedures for regularly contacting members and supporting friends who are behind in paying their pledges.

Authority

- The Finance Committee has the authority to view all financial records necessary to perform its duties. The authority to make decisions from this information rests with the Board.
- The Finance Committee shall produce and maintain all necessary procedures to fulfill these responsibilities.
- The Finance Committee has the authority to create fiscal teams to carry out its responsibilities, including stewardship, fundraising, rental oversight, donation counting, internal audit, etc.

Accountability

- The Finance Committee is accountable to the congregation for carrying out financial-related decisions made at congregational meetings.
- The Finance Committee is accountable to the Governing Board for carrying out financial-related policies and directions approved by the Governing Board.
- The Finance Committee is accountable for providing information and reports to the Governing Board and the congregation.

Kay Anderson Bio

Even though I am relatively new to the UUFG congregation, I have been a UU for 10 years. During those 10 years, I have worked in a maximum security prison as a correctional counselor, in a mental health clinic as a licensed professional counselor and in an elementary school as a library aide. I have training in nonviolent crisis intervention and mediation. I have created several support groups and facilitated many, many psychoeducational, therapeutic and substance use groups. Now that I'm retired, I am eager to put my training and talents to work for this congregation.

I feel like I've been a coach, teacher and mom my whole life. My nickname in high school was Mom. Really. My attitude has always been "show 'em, don't tell 'em." I want to build a Right Relationship Team that models effective communication and believes in creative conflict. We will take advantage of training opportunities and actively use intentional listening everywhere.

We will be working hard to get our team up and running as soon as possible. Effective communication will help us build a thriving community. Thank you for giving me this opportunity.



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Why is the UU Org Retirement Plan being restated for 2025 and what is the summary of changes?



We're updating our Plan document to comply with recent changes in the law, to make the Plan easier to administer, and to improve equity.

The UU Organizations Retirement Plan (UUORP), sponsored by the UUA, is updating its Plan Document which was last restated in 2014. The newly restated Plan will be implemented January 1, 2025, pending approval by the UUA Board on August 12, 2024. This restatement is necessary to comply with recent federal laws. It will also make the Plan easier to administer by our 600+ participating employers and incorporates changes designed for greater equity.

Our Plan, which is an IRS qualified 401a/k Church Plan, has approximately 4,500 participants with assets totaling over \$500 million. The UUA maintains the Plan to enable all employees of congregations, regions, the national association, other Unitarian Universalist organizations and UU ordained Community Ministers to accumulate funds for their retirement. The Plan is overseen by the UUA Retirement Plan Committee, appointed by the UUA Board. UUA staff administering the Plan

are Gloria Guldager, Director; Jackie Toone, Retirement Plan Employer Liaison; and Anna Gehres, Retirement Plan Specialist. Of course, the Rev. Richard Nugent is involved as Office of Church Staff Finances (OCSF) Director. In addition, the UUA HR staff are involved in the administration of the Plan on behalf of the national staff.

Attachment 10
Page 2 of 3

Plan Restatement Details

The major provisions of the Plan restatement are:

- **Compliance with New Laws:** We added a Cares Act Appendix (*Articles I-IV*) and provisions relating to Secure Act 1.0 and 2.0. Changes include:
 - During covid, allowed for various withdrawal options and increased loan amounts with extended payback terms and reduced/no penalties.
 - Increase in the required minimum distribution (RMD) age from age 72 to age 73 in 2023, and then to age 75 in 2033.
 - Addition of in-service withdrawal options with no penalty including hardships, qualified birth or adoption, domestic abuse, and qualified disaster. (*See Section 10*)

We're standardizing the way employer contributions are calculated.

- **Section 2.13: The definition of Compensation** used for calculating employer contributions has been updated. Currently, each participating employer is asked to choose from a list of exclusions to salary. For ease of employer administration, the definition will be standardized, with the following adjustments to W-2 income:
 - **Include:** amounts received as a housing or parsonage allowance and salary deferrals. (*This is a clarification, not a change.*)
 - **Exclude:** severance pay, payment in lieu of FICA, imputed insurance premiums, the gross-up amount for same-gender couples, additional benefits not paid in cash, and reimbursements for moving and travel expenses, and health insurance stipends.

Eligibility for immediate employer contributions is expanding to include all UUA credentialed and certified professionals.

- **Section 2.50: Completion of a Year of Eligibility Service (YSES)** qualifies an employee for employer contributions. The definition of Year of Eligibility Service has been updated to include not only ministers who have attained preliminary fellowship but also credentialed religious educators and certified music leaders. Previously, ministers satisfied their YSES by completing an internship. This change provides ease and consistency of process, and greater equity across professional areas. (*The YSES criteria for non-credentialed employees, based on hours and years of service, remains unchanged.*)
- **Section 4.1: Roth contribution options** have been added, as well as In-Plan Roth Rollover Contributions and In-Plan Roth Transfer Contributions. (*Effective 1/1/2026*)
- **Section 4.6: Removes the auto-enrollment election** from the Employer Participation Agreement for all employers except for those with 100 or more employees. This provision proved challenging for employers to administer correctly.

You will be permitted to change your employer contribution percentage at the start of either the calendar year or your fiscal year.

- **Section 5.1 and 5.2: Allow for more flexibility in changing employer contribution amounts.** Rather than only at the start of the Plan Year (calendar year), changes will now be allowed at the start of the employer's Fiscal Year. *NOTE: Employers that are deemed to have one or more Highly Compensated Employees (HCEs) will be classified as "Safe Harbor" and will only be able to make employer contribution election changes at the start of a Plan Year and will be subject to annual Actual Deferral Percentage (ADP) and Actual Contribution Percentage (ACP) testing. An HCE is defined as an employee that exceeds the annual compensation amount (\$155,000 in 2024, not including housing allowance, if provided).*
- **Section 14:** Clarifies and simplifies overall plan and individual employer terminations.



REVISED - UUFG Governing Board Meeting

Minutes July 23, 2024 – 6:30 pm to 8:24 pm

Board members present: Rev. JeKaren Olaoyo, Leah Cobb Lee, Erin Parish, Tim Christy, Tom Mareci

Board members absent: Mary Anthony, Norden Lucke

Congregation members present: Liz Stewart, Kristin Stevens, Judith Kendall, Debra Neill-Mareci, David Willkomm,

1. Gathering and meeting preparation

- a. Welcome. Leah Cobb Lee called meeting to order at 6:02 pm. There is a quorum.
- b. Chalice lighting, Leah Cobb Lee did reading.
- c. All board members read board covenant. *Inspired by our Unitarian Universalist 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. Tim Christy is timekeeper, external observer Debra Neil-Mareci, Rev. JeKaren Olaoyo will write gratitude notes, agenda confirmed, added approval of Tom Mareci as Vice President, to replace Mike Hazlett, to agenda.

2. Congregational input: Discussion on putting signs on chairs with arms for people with walkers. It was pointed

out to Board members that there were recent actions taken by Board that it might have been better to have had a vote on.

3. Consent Agenda:

- a. Admin Report July 2024 (Att. 1). Information on burglaries, security cameras, onboarding for Rev. JeKaren Olaoyo, Cam Pierce has time off in August.
- b. Treasurer's Report July 2024 (Att. 2). Final report for fiscal year 2023-24.
- c. Board Meeting Minutes June 2024 (Att.3). Leah Cobb Lee moves to approve Consent Agenda, Tim Christy seconds, approved unanimously. Finance Committee requests to move \$75,000 to CD instead of previous amount. Tim Christy moves to allow Finance Committee to increase dollar amount moved to CD to \$75,000, Leah Cobb Lee seconds, approved unanimously. Tom Mareci moves to approve Safety Committee to put up gun signs, Tim Christy seconds, approved unanimously. Leah Cobb Lee will to figure out what past Board actions should be motions.

4. Discussion, Action Items, Visioning:

- a. Closed captioning for streaming Sunday service. (Erin Parish). Two Sundays ago, in service YouTube chat, a viewer requested closed captioning. I replied I didn't know how to do that.

Person answered we should have that if we wanted to be inclusive. I said I would check on it, not sure if there is a fee. Rev. JeKaren explained there is no fee, just have to click button and if we can do it we should. Leah Cobb Lee to reach out to Cam Pierce and figure out how to start.

.b. Housing for Rev JeKaren, Rev. JeKaren to start looking for a rental, she wonders how much money we can contribute. Leah Cobb Lee and Cam Pierce met with Rev. JeKaren, it will be until November and we will do whatever we can, \$525 per mo for 4 months. Have to consult with Mary Anthony, Leah Cobb Lee will update Mary Anthony. Tom Mareci moves to contribute to Minister's housing allowance, Leah Cobb Lee seconds. Approved unanimously.

.c. Children & Youth Religious Education Committee (CYREC) fundraiser. Expand role for James Chase for Adult Religious Education they would like to get adults involved in CYREC. James Chase made keychains to sell to congregants and to other UU congregations. Youth Group is going to have a bake sale to raise money for their projects. Tom Mareci moves to approve CYREC fundraisers, Tim Christy seconds, approved unanimously.

.d. Minister's credit card. There is a policy on credit cards, need to make motion to approve credit card and then Cam Pierce can do paperwork. Leah Cobb

Lee moves to start process to get credit card for Rev JeKaren, Tom Mareci seconds, approved unanimously.

5. Facilities

a. Sanctuary chairs. Discussion on getting comfortable chairs for sanctuary. Care Team discovered an elderly person is not coming to services because chairs are too painful to sit in.

Tom Mareci moves to create working group consisting of Judith Kendall and Debra Neill-Mareci to investigate best chairs for sanctuary, Tim Christy seconds, approved unanimously.

.b. Third shed break in. Break in was through window and disassembled locks from inside, there are now bars over windows. Installing 2 trail cameras that will pick up movement and low light, trying to get trail camera for fire circle.

.c. Pollinator garden. Bee City Foundation met with people from church to install pollinator garden to help sustain pollinator populations, would like to use grassy area outside social hall, 11 congregants have volunteered to do upkeep, foundation will come in to install it. Perhaps there is a better spot since that area is used in other social functions. Leah Cobb Lee will inform Bee City to find another spot for the garden.

Tom Mareci proposes they find another spot, Tim Christy seconds, approved unanimously.

.d. Damaged canopy. Damaged canopy taking up storage in shed Marilyn wants permission from board to remove it. Tom Mareci moves to get rid of it since it is not repairable, Tim Christy seconds, approved unanimously.

.e. Update on neighbor complaining about limb. Leah Cobb Lee has tried to get in touch with neighbor, she has not responded. Leah will try again. Before can get tree trimmers back to tree need UUFG volunteers to clear a path. Unlikely to be done before this fall or winter.

6. Leadership and governance.

a. Policy revisions (Att. 4). Page 20 of Att. 4, third reading for policy edits on Gov 1. Tom Mareci moves to approve changes to policy Gov 1 on third reading, Tim Christy seconds, a approved unanimously.

.b. Install Tom Mareci as new Vice President. appointment until next annual meeting then will be on ballot as President. Leah Cobb Lee moves to install Tom Mareci as Vice President, Tom Christy seconds Tom Mareci abstains, 3 votes for approval, 1 abstention. Tom Mareci installed as new Vice President of Governing Board.

7. Wrap Up.

.a. Emerging concerns.
.b. Action items. Closed Captioning for YouTube Leah and Erin to get with Cam.

.c. Gratitudes. Marilyn Roberts, Tom Mareci and Leah Cobb Lee

.d. Board process. Debra Neill-Mareci, did very well, stayed on task.

. e. Aug 27, 2024 next meeting.

8. Adjournment 8:24

Respectfully submitted by
Erin Parish
Board Secretary