



Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda

10 December 2025 – 7:00 pm to 9:00 pm

1. **[7:00 pm] Gathering and Meeting Preparation** **10 min**
 - a. Welcome, Call to Order, Quorum
 - b. Chalice Lighting
 - 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. **[7:10 pm] Congregational Input** **10 min**
3. **[7:20 pm] Consent Agenda** **10 min**
 - a. Minutes of November 12 Board Meetings (Attachment 1)
 - b. President's Report (Attachment 2)
 - c. Treasurer's Report October 2025 (Attachment 3)
 - d. Fellowship Council November Summary Report (Attachment 4)
 - e. Congregational Admin Report (Attachment 5)
 - f. Director of Lifespan Faith Development Report (Attachment 6)
 - g. Policies and Procedures Working Group December Report (Attachment 7)
 - h. GOV-7 Acceptance of Gifts, 3rd reading (Attachment 8)
 - i. FAP-4 Fundraising Approval and Reporting, 3rd reading (Attachment 9)
 - j. FAP-4 Fundraising Form, 3rd reading (Attachment 10)
 - k. Remove GOV-14 Governing Authority, 3rd reading
 - l. Remove AMP-4 - Singles Group, 3rd reading
 - m. Remove UU Connections Charter, 3rd reading

Motion to approve the Consent Agenda.
4. **[7:30 pm] Action Items** **15 min**
 - a. Form a working group to explore minister search options, our ministerial needs, and organize a Board-sponsored congregational town hall meeting on ministerial needs.

Motion to create a Ministerial Needs Working Group consisting of two Board members and a congregation member.
 - b. Organize an agenda for Board/LDC Retreat (**January 10**)
 - i. Budget for 2026-27
 - ii. Develop a policy to provide guidance, clarify administrative structure, and ensure accountability for various events.
 - iii. Responsibilities of the Governing Board and Fellowship Council
 - iv. Constructing, reviewing, and using Board meeting agendas and documentation.
5. **[7:45 pm] Governance and Finances** **40 min**
 - a. Appoint Susan Cone as Foundation Director (from Chair, Pete Turner)

Motion to appoint Susan Cone as Foundation Director, starting January 1st 2026, to replace Jeanne Gossman, who leaves the Foundation at the end of 2025.

- b. One Earth Conservation January 9th fundraiser (Attached 11).

Motion to approve One Earth Conservation fundraiser.

- c. Update on Bookkeeper position (earns \$25/hour and works 2 hours/week)
- d. Increase Minister's Discretionary Fund (MDF): The current balance is \$90. We need to maintain a minimum balance of \$500 to avoid a \$2/month fee. The checks for the MDF account are in the Minister's Office. We need to streamline process for disbursement. History of the MDC in Attachment 12.

Motion to increase the Minister's Discretionary Fund to \$3000 and ask the Care Team to review request in confidence and notify the Governing Board President and Treasurer of the need. Either the President or Treasurer will fund the request, then notify the Governing Board of the disbursement.

- e. Worship Committee Charter, 1st reading; previously Worship Associates Charter (Attachment 13)
- f. Policies and Procedures Working Group Report (Attachment 14)
 - i. GOV-8 Public Congregational Statements, 2nd reading
 - ii. Removal of COP-4 UUFG Sponsorship of Outside Events, 2nd reading
 - iii. Removal of COP-5 Policy Regarding Applications for non-UUFG Grants, 2nd reading
 - iv. FAP-3 Money Handling and Accountability, 1st reading, previously FAP-3 Money from Donations and Fundraising
 - v. FAP-8 Financial Adjustments and Unbudgeted Funds, 1st reading, previously Budget Revisions and Allocation of Funds (ATTACHMENT)
 - vi. SAF-1 Physical Safety and Security, 1st reading, previously GOV-12 Safety and Security.
 - vii. SAF-2 Relational Safety and Conduct, 1st reading, previously GOV-7.1 Right Relations, GOV-7.2 Disruptive Behavior, GOV-7.3 Safe Congregations.
 - viii. SAF-3 Safety and Protection of Minors, 1st reading, previously REP-6 Children and Youth Safety
 - ix. SAF-4 Sensitivities and Environmental Safety, 1st reading, previously GOV-11 Chemical Sensitivity

6. [8:25 pm] Facilities

30 min

- a. Rental to Joy of the Lord (Attachment 15) is behind on rent and has caused stage floor damage.

Motion to request that Cam Pierce monitor rent payment, report to the Board on rent payments, and seek estimates to repair the floor damage.

- b. Renovation and maintenance information
 - i. Water heaters are being replaced in December.
 - ii. Electrical lights have been updated.
 - iii. Repair damaged stage floor and refinish entire floor.
 - iv. Replace flooring in the Phillips Social Hall, kitchen, and AV room.
 - v. Renovate Sanctuary restrooms and modify the restrooms for gender neutrality. (1) Lazer Linez Painting quote (Attachment 16)
 - vi. Entrance and welcoming signs (Safety Team and Communications Committee)

7. [8:55 pm] Wrap up

5 min

- a. Emerging Concerns
 - i. **Governing Board executive session to discuss confidential issues (Dec. 17).**
- b. Action Items and Calendaring (see Governing Board Calendar)
- c. Gratitude notes; Tane
- d. Board Process – external observer
- e. Next meeting: Governing Board and LDC retreat on Saturday, January 10, 2026

8. [9:00] Adjournment

Items for future agenda

- Auction plan
- Pledge Drive plan
- Congregation discussion of UUFG Mission, Vision, and Covenant. Shall we use CommUUnity Conversations as the venue or townhall meeting?
- Should UUFG join with Gainesville's Westminster Presbyterian Church in the national suit to protect safe spaces from U.S. Immigration and Customs Enforcement (see below). This will require a vote of the Congregation (May meeting?).

<https://pres-outlook.org/2025/05/community-organizations-and-houses-of-worship-across-the-nation-sue-trump-administration-to-preserve-the-sanctity-of-safe-spaces/>

- Volunteer recognition (banquet?).
- Shall we appoint a project manager for UUFG facilities activities?
- Alcohol policy?

Governing Board Calendar 2025-26

- Winter Governing Board Retreat: 10 January
- Auction: **Date?**
- Pledge Drive: **Date?**
- Congregational Annual Meeting: **Date?**
- Summer Governing Board Budgeting Retreat: **Date**



Unitarian Universalist Fellowship of Gainesville

Attachment 1

UUFG Governing Board Meeting Agenda

12 November 2025 – 7:00 pm to 9:00 pm

Board Members: Katelin Rhan, Tom Mareci, Norden Lucke, George**, Beverly Sanders, Joanna Lowenstein, Kristin Stevens

Congregants: Alice Gridley, Elizabeth Steward, David Willkomm

1. [7:00 pm] Gathering and Meeting Preparation 10 min

- a. Welcome, Call to Order, Quorum
- b. Chalice Lighting
- 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. [7:10 pm] Congregational Input 10 min

A congregant was in support of joining the Westminster law suite.

A congregant was assertive, but not aggressive, and is very concerned about the bathroom signs

- o Suggests a survey for bathroom signs and would be willing to be apart of a group to put together a survey.

In Judith Kendall's email (attached to Board agenda), Judith asked why Joanna Lowenstein's biography was not included as an attachment to the Board agenda.

- o Tom stated that he only shared Joanna Lowenstein's biography with the Governing Board because he did not ask for permission to distribution the biography more broadly.

3. [7:20 pm] Consent Agenda 10 min

- a. Minutes of Board Meetings, October 8 and 26 (Attachment 1)
- b. President's Report (Attachment 2)
- c. Treasurer's Report August 2025 (Attachment 3)
- d. Fellowship Council Report (Attachment 4)
- e. Congregational Admin Report (Attachment 5)
- f. Director of Lifespan Faith Development Report (Attachment 6)
Pull out the request for additional \$1000 in funds from the Consent Agenda for further discussion.
- g. Senior Childcare Provider Job Description, 3rd reading (Attachment 7)
Kristen moved to approve the consent agenda. George 2nd the motion, which passed unanimously

4. [7:30 pm] Governance and Finances 40 min

- a. Nominee for new Trustee of the Governing Board, Joanna Lowenstein
Tom moved to appoint Joanna Lowenstein the position of trustee on the Board to fill



the remainder of the term of Peggy Maloney on the Board. Beverly 2nd the motion, which passes unanimously

b. Update on Bookkeeper position

Cam Peirce provided a job description. The Bookkeeper this could be a member of UUFG, unless the Board established a policy against hiring a member to this position. There is a company in town that does bookkeeping. More research is needed to find a suitable bookkeeper. This is not a technical position but more of a data entry position. Debra Neill-Mareci will send more information. This is a contract position not an employee and this is why we can offer this position to a member,

c. Employment Offer and Terms Confirmation Template (Attachment 8)

- i. Create updated offer letters for all employees, then send a letter to each employee with job description, copy of Personnel Manual and copy of Governance Manual.
- ii. Arrange to get employee letters signed and filed.

Motion: Tom moved to accept the offer letter as amended. Norden 2nd the motion, which passed unanimously.

Action Items: Kristin will send the template to Tom

d. Governance Working Group Report (Attachment 9)

- i. GOV-15 Acceptance of Gifts, 2nd reading- No changes
- ii. FAP-4 Fundraising Approval and Reporting, 2nd reading

The Board suggested that ongoing fundraisers cannot advertise event until receiving board approval. Also change the verbiage for the deadline for submission of fundraiser proposals from 45–60 days to two weeks before regular Board meeting, Also more details are needed about the purpose and persons involved.

iii. GOV-8 Public Congregational Statements, 1st reading

The Board suggests that the Social Justice Council review to proposed statement, then if approved by the SJC, the Board will then call for a special congregational meeting to consider the statement and vote. If the Board does not vote to approve the proposal public congregational statement, a special meeting of the congregation can be called to consider the proposed statement using the procedure in the UUFG Bylaws, Article VI, section 6.5(b) for calling a special meeting. This policy implementation will require a change to the voting table in Article VI, section 6.7 of the UUFG Bylaws to include a line for voting on the proposed statement.

Add row to table:

Question	Quorum	Minimum Favorable Vote	Absentee Voting
Bylaws Change	1/5	2/3	No
Articles of Incorporation Change	1/5	2/3	No
Suspension of Rules of Order	1/5	2/3	No
Public Congregational Statement	1/3	4/5	Yes?
Calling a Minister	1/2	9/10	No
Dismissing a Minister	1/2	3/4	No
Real Estate Purchase/Sale	1/2	4/5	No
Organizational Dissolution	1/2	9/10	No



Outside events are considered a congregational statement (if we sponsor the event vs participate in the event)

In Procedure 4, remove the word 'special'.

- iv. Remove GOV-14 Governing Authority, 2nd reading

Covered other places

- v. Remove AMP-4 - Singles Group, 2nd reading

Not needed covered by children and safety

- vi. Remove UU Connections Charter, 2nd reading

If we don't have a committee then we don't have a charter

- vii. Remove COP-4, 1st reading

Same as Cong statements

- viii. Remove COP-5, 1st reading

This is in the UUFG Bylaws

- ix. Draft Lay Chaplain Letter of Appointment and Action Items

Kristin moved to approve Gov 6. Tom 2nd the motion. which passes unanimously

Katelin Action Item: LDC needs to know that this is in effect and review and congregation needs to know send to LDC

Appointment letter should be worded similar to the offer letter signed by minister or president and kept in the office (see Judith's email).

- e. Request for an increased facilities budget (Attachment 10).

This request to add \$7000 to the facility budget was discussed and decided that the cost of replacing the water heaters should come from the capital improve fund. The facilities budget should increase by \$2000, that would give \$1500 for unexpected expenses. The Board discussed the downside of just overspending the budget? In the past at the end of the year, there are parts of the overall budget that are over budget or under budget, but we don't normally stress about this. Reallocation of funds is possible, since we have surplus funds, the Board can move from one category to another. The board may move funds between categories up to a total of 10% or \$25,000, whichever is less.

Tom made a motion to move \$3050 from the minister support fund to the facility budget to cover the addition facilities cost and add extra. Kristin 2nd the motion, which passes unanimously

The Board also discussed the funding increase in item 3.f from the Consent Agenda: The Board had a question about the overall use of funds: Has RF used all the OWL funds and youth group funds. Tom has asked James to provide a budget justification. Tom will talk about this at the next staff meeting. This request should go to the Finance Committee first before Board consideration. We will table this until the Finance Committee considers the request.

- f. Affirm UUFG Foundation grant (Attachment 11).

The Board affirmed the Foundation grant for the replacement of the water fountain in the sanctuary



Unitarian Universalist Fellowship of Gainesville

Attachment 1

g. Request for approval of January 9th fundraiser (Attached 12).

How are the funds divide between UUFG and Earth One

Clarification on free will and mix of both

What is the rental rate? The 1st 150 goes to UUFG and then the rest goes to the group

This is not just an event the lead will the service the following Sunday

The board needs more information we are going to table this and ask for more information

Tom will reach out to Erin



5. [8:10 pm] Action Items

20 min

a. Final organization for November 16 Townhall Meeting (Attachment 13)

i. Questions for consideration

We need someone to take notes in each of the groups.

Jim Wright will take the place of Tom, who has a conflict, and will work with Katelin.

The Board members have been paired with each other for the breakout sessions.

Debra will send the board the outline of the listening-circle conversations.

Kristin will remind people that these are listening circles and what are the rules.

James will present a sermon followed by a soup and bread potluck.

Kristin will introduce what we are going to do

- We will be split into 3 breakout groups
- Have a small group discussion for 30 minutes
- Come back together to review what we talked about

Breakouts group discussion will be facilitated by the following Board members:

- Kristin and Norden in the Phillips Hall
- Katelin and Jim Wright in the Common Room
- George and Beverly in the Choir Room

We need a timer

Care team maybe called in to help to facilitate

Breakout group discussion questions:

Round 1: "How does the move toward gender-neutral restrooms relate to our identity as a Welcoming Congregation? Share what comes up to you personally."

Round 2: "What was your emotional reaction when you saw the new signs?"

What do you personally need to feel safe, comfortable, and respected in our restroom spaces?"

Round 3: "Recognizing budget realities, how do you think we should balance our desire for inclusive spaces with the financial and structural limits of our building?"

OR

"As we imagine more inclusive restroom spaces, how do we work with the building we have today while moving toward the future we want?"

OR

"What would help us creatively move toward more inclusive restroom spaces that support everyone's comfort within our current environment?"

Back together:

"What would help you feel more included in future decisions about changes like this?"

"What perspectives or experiences—within UUFG or from other congregations—feel important for us to keep in mind moving forward?"

Closing Reflection

"What is one small thing you are taking away from this conversation—an insight, a feeling, or a hope for our next steps?"



Logistics: Where will the soups and bread be served?
Ask people to stay give them time to get food and go to their places.

b. Organized a Board/LDC Retreat (January 10)

We are not meet January on January 14th, rather we will have a Board and Leadership Development Committee (LDC) retreat on Saturday, January 10, 2026. The LDC will organize this retreat.

c. Organize a Board sponsored workshop on ministerial needs.

We need to have a congregational town hall meeting to discuss the ministerial needs. Let's have this workshop in January. Details to be discussed at the next Board meeting.

d. Form a working group to explore search options for a new minister.

Details to be discussed at the next Board meeting.

6. **[8:30 pm] Facilities**

5 min

a. Front entrance and welcoming signs (Safety Team and Communications Committee)

In discussion with the comms and safety team. Take expense concern back to the comms/safety team

7. **[8:35] Visioning**

20 min

a. Congregation discussion of UUFG Mission, Vision, and Covenant. Shall we use CommUnity Conversations as the venue? **Not discussed.**

b. Should UUFG join with Gainesville's Westminster Presbyterian Church in the national suit to protect safe spaces from U.S. Immigration and Customs Enforcement (see below).

<https://pres-outlook.org/2025/05/community-organizations-and-houses-of-worship-across-the-nation-sue-trump-administration-to-preserve-the-sanctity-of-safe-spaces/>

This is a congregational statement, so we would need a vote. No real downside but will discuss at next meeting to possible have a special congregational meeting

8. **[8:55 pm] Wrap up**

5 min

a. Emerging Concerns

b. Action Items and Calendaring (see Governing Board Calendar)

c. Gratitude notes; Peggy Maloney for service on the Governing Board

d. Board Process – external observer

e. Next meeting December 10, 2025

9. **[9:00] Adjournment**

Items for future agenda

- Auction plan
- Pledge Drive plan



Unitarian Universalist Fellowship of Gainesville

Attachment 1

Governing Board Calendar 2025-26

- Winter Governing Board Retreat: 10 January
 - Plan 2026-27 budget
- Auction: **Date?**
- Pledge Drive: **Date?**
- Congregational Annual Meeting: **Date?**
- Summer Governing Board Budgeting Retreat: **Date**

President's Report, Board Report for 10 December 2025 Governing Board Meeting

1. **Attendance at Staff Meeting:** I am attending UUFG weekly staff meetings to help coordinate staff activities. In lieu of a Minister/Chief of Staff to supervise staff, the Governing accepts that responsibility.
 - **November 13:**
 - I asked James to write a budget justification for the RE budget request. I provided James with a budget justification I wrote for an NIH grant application.
 - I provided Cam and James with the job appointment letter template created by the Board.
 - We discussed moving the memory garden costs to the facilities budget and decided this sounds appropriate.
 - Cam reports that the bookkeeper earns \$25/hour and works 2 hours/week. Cam suggested that the bookkeeper position might be included in an office helper position.
 - James suggested that James plan to take a paid sabbatical leave when we hire a new minister. I mentioned that this would be discussed by the Board.
 - **November 18:**
 - Cam reported that the Minister's Discretionary Fund (MDF) balance is \$90. We need to maintain a minimum balance of \$500 to avoid a \$2/month fee. The checks for the MDF account are in the Minister's Office.
 - James is planning a January worship service about covenants.
 - **November 25:**
 - Cam reported that our facilities were inspected by our insurance company and the inspector stated that we need to replace our water heaters, which were initially installed when the building was constructed. Cam has scheduled for these to be replaced on December 1st.
 - Cam is planning to revise the membership directory and publish a 2025-2026 version in late December.
 - James reports that LUUMENS needs a new chair for the committee. Arron Elliot-Gaines cannot commit to chair the committee because of family responsibilities.
 - We decided to pay workman's compensation insurance in a single lump sum.
 - **December 2:**
 - We discussed the attendance of a former member. who membership was suspended and the member was barred from all UUFG activities in 2009, has begun to attend UUFG activities again.
 - James is starting Community Evening, which is sponsored by LUUMEN and CUUPs. As part of this activity, a Parents Night Out will be offered on December 19.
 - Cam reported that the renters, Joy of the Lord Church, are behind on rent payment and their drum set has damaged the stage floor.
2. **Attendance at Committee Meetings:** I am attending meetings of UUFG committees and affinity groups to get an overview of UUFG activities. I am encouraging each group to arrange for meetings to be open to the Congregation and offer a period for congregants to provide input, as the Governing Board and Fellowship Council provide during a 10-minute period at the state of meetings. Also, I am

encouraging each group to have a representative attend each Fellowship Council meeting.

- **New Member Orientation**

- i. I attended the Dec. 7 New Member Orientation, presented by Judith Kendall. I introduced myself and spoke briefly about the Congregation.

- **Fellowship Council meeting:**

- i. I attended the Fellowship Council meetings on November 19. I spoke about the Fellowship Council reviewing planned events at UUFG to ensure that events conform to our policies and procedure. The Council is uncertain if the Council should take on that responsibility.

3. **Interaction with Members:** I receive emails from members, or members speak with me in person or in phone conversations. The following are interactions I think are important to record.

- None this month.

4. **Facilities and Ground:** Since we do not have a Facilities and Grounds Committee, I have been working on facilities and grounds projects.

- I investigated the loud sound coming from the fire suppression system and informed Cam Pierce about the sound. Cam informed me that the sound was normal and designed to be loud. I asked Cam to put a note about this in the Gazette.
- I recorded the speaker for each Elder Odyssey meeting during November and shared the recording with Cam.

5. **Interaction with community groups.**

- I attended a Zoom conference of representatives (see below) of north Florida UU congregations about restarting the Northeast Florida Cluster of UU churches. This was organized by Jerome Fosaaen, who is president of the UU Church of St. Augustine. The group was enthusiastic about forming a cluster to share ideas and information. Annette Pearce suggested we include UU congregations in the west Florida area, and I suggested we include the congregation in Valdosta. We decided to meet again on Sunday, January 11, at 2 pm via Zoom, and we may possibly hold an in-person meeting at UUFG in the near future.

Jerome Fosaaen, President of the UU Church of St. Augustine, with about 50 members.

Annette Pearce, President of the UU Church of Tallahassee, with about 110 members.

Janet Femkin, member of the UU Church of Tallahassee

Annie Svetik, Board member of the All Souls UU Church of Palatka, with about 30 members.

Jack Ford, Minister of the All Souls UU Church of Palatka.

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of October 2025 for General Fund									
Wednesday, November 19, 2025									
Account #	Account Name	Period Activity October 2025	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	14,091.65	25,417.00	105,482.84*	101,668.00	3,814.84	305,000.00	199,517.16	
4.100.050	Sunday Collect/Unidentified G	1,988.62	1,083.00	4,862.48*	4,332.00	530.48	13,000.00	8,137.52	
	Total Sustaining Gifts-Members & Friends	\$16,080.27	\$26,500.00	\$110,345.32*	\$106,000.00	\$4,345.32	\$318,000.00	\$207,654.68	
Miscellaneous Income									
4.100.210	Rental Income	1,349.50	1,500.00	6,595.75*	6,000.00	595.75	18,000.00	11,404.25	
4.100.300	Special Activities and Auction	0.00	1,083.00	0.00	4,332.00	(4,332.00)	13,000.00	13,000.00	
4.100.330	Interest	31.18	292.00	1,559.03*	1,168.00	391.03	3,500.00	1,940.97	
4.100.430	Book Cart Income	0.00	83.00	0.00	332.00	(332.00)	1,000.00	1,000.00	
	Total Miscellaneous Income	\$1,380.68	\$2,958.00	\$8,154.78	\$11,832.00	(\$3,677.22)	\$35,500.00	\$27,345.22	
	Total Income to General Fund	\$17,460.95	\$29,458.00	\$118,500.10	\$117,832.00	\$668.10	\$353,500.00	\$234,999.90	
	Total Income	\$17,460.95	\$29,458.00	\$118,500.10	\$117,832.00	\$668.10	\$353,500.00	\$234,999.90	
Expense									
Expenses from General Fund									
Programs									
5.100.110	Membership	85.79	67.00	153.04	268.00	(114.96)	800.00	646.96	
5.100.120	UU Leadership	0.00	50.00	262.76*	200.00	62.76	600.00	337.24	
5.100.130	Social Justice	200.00	125.00	606.65*	500.00	106.65	1,500.00	893.35	
5.100.140	RELATE	0.00	13.00	0.00	52.00	(52.00)	150.00	150.00	
5.100.150	CUUPS	50.74	21.00	50.74	84.00	(33.26)	250.00	199.26	
5.100.240	RE Program Activities	91.78	183.00	790.57*	732.00	58.57	2,200.00	1,409.43	
5.100.270	Background Checks	125.50	167.00	564.75	667.00	(102.25)	2,000.00	1,435.25	
5.100.280	Hospitality Budgeted	(1.54)	42.00	224.28*	168.00	56.28	500.00	275.72	
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	63.94	500.00	1,685.74	2,000.00	(314.26)	6,000.00	4,314.26	
5.100.320	Music Program	179.44	167.00	1,121.40*	668.00	453.40	2,000.00	878.60	
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	
5.100.440	Special Events - Ordination	0.00	5,000.00	0.00	5,000.00	(5,000.00)	5,000.00	5,000.00	
	Total Programs	\$795.65	\$6,426.00	\$5,459.93	\$10,703.00	(\$5,243.07)	\$22,600.00	\$17,140.07	
Administration & Operational Support									
5.100.010	Board Discretionary Funds	0.00	83.00	335.35*	332.00	3.35	1,000.00	664.65	
5.100.020	Pastoral Care Expense	0.00	17.00	73.00*	68.00	5.00	200.00	127.00	
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	1,558.00	1,558.00	6,232.00	6,232.00	0.00	18,697.00	12,465.00	
5.100.525	Insurance	438.17	1,640.00	8,004.33*	6,560.00	1,444.33	19,681.00	11,676.67	
5.100.530	Office Expense	361.00	583.00	2,038.80	2,332.00	(293.20)	7,000.00	4,961.20	
5.100.532	Audit Expense	0.00	0.00	450.00	600.00	(150.00)	600.00	150.00	
5.100.540	Bookkeeper	0.00	250.00	387.50	1,000.00	(612.50)	3,000.00	2,612.50	
5.100.545	Telephone & Internet	457.63	625.00	1,770.56	2,500.00	(729.44)	7,500.00	5,729.44	
5.100.550	Utilities - Electricity & Water	1,146.23	1,250.00	4,469.34	5,000.00	(530.66)	15,000.00	10,530.66	
5.100.560	Waste Disposal	252.22	241.00	973.67*	964.00	9.67	2,888.00	1,914.33	
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	21.83	69.00	179.22	276.00	(96.78)	825.00	645.78	
5.100.575	Facilities Maintenance	5,311.83	792.00	6,921.69*	3,168.00	3,753.69	12,550.00	5,628.31	

Unitarian Universalist Fellowship - Gainesville, FL
Budget Variance Report
October 2025

Account #	Account Name	
Income		
Income to General Fund		
Sustaining Gifts-Members & Friends		
4.100.030	Current Years Pledges	Pledge income for October is under budget by \$11,325; we're over budget for the year by \$3815.
4.100.050	Sunday Collect/Unidentified Giving	Our Sunday Collection for October is over budget by \$906.
Miscellaneous Income		
4.100.210	Rental Income	Income from Gainesville Bridge Club, Gainesville Secular Science, Joy of the Lord & Chair Yoga.
4.100.300	Special Activities-Auction	
4.100.330	Interest	Interest is from money market account and CD's when they mature.
Expense		
Expenses from General Fund		
Programs		
5.100.110	Membership	Nametag materials
5.100.120	UU Leadership	
5.100.130	Social Justice	Rural Women's Health Project support
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 expenses include batteries for mic's
5.100.320	Music Program	Misc materials, but also piece commissioned from Jane Kozhevnikova
5.100.410	Canvass Expenses	
5.100.430	Book Cart Expense	
Administration & Operational Support		
5.100.010	Board Discretionary Funds	vision/mission posters in Phillips Hall
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	New insurance premiums are front loaded so we're still over budget for the year.
5.100.530	Office Expense	Includes contracts with Konica Minolta and Office 365. In September we had more expenses related to setting up new computers.
5.100.532	Audit Expense	Note revised budget
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.
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 expenses include bulbs for Sanct cove lighting, solar panel cleaning, and \$4600 to SkyFrog for various work. Note the Governing Board approved transferring \$3050 from the Minister's Salary line item to Facilities to cover additional expenses.
5.100.580	Backflow and Fire Suppression	Monitoring service fees. October expenses include \$1320 repair of leaking sprinkler pipe over window room
5.100.583	Security & Safety	

Unitarian Universalist Fellowship - Gainesville, FL
Budget Variance Report
October 2025

Account #	Account Name	
5.100.585	Pest Control	Melrose Pest Control's annual termite treatment,
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.
Compensation & Related Expenses		
5.100.610	Ministers Salary	In July, we paid Rev. JeKaren Bell her final paycheck. She was paid \$4041.67 in salary and \$2500 as her housing allowance. Also, the amount the Congregation approved on September 28 for the salary line item was \$42,250, reflecting a minister starting at UUFG on January. Recognizing that we will likely not have a minister in January, the Governing Board approved transferring \$3050 from this line item to Facilities to cover larger than expected expenses.
5.100.620	Ministers Housing Allowance	See above.
5.100.630	Ministers, In Lieu of Self Employment Tax	
5.100.640	Ministers Pension Fund	
5.100.650	Ministers Health Insurance	
5.100.670	Ministers Professional Expenses	
5.100.710	Congregational Administrator Salary	Admin salary reflects September part time hours. Full time hours will be reflected in the November treasurer's report
5.100.712	Congregational Administrator-Professional Expenses	
5.100.713	Congregational Administrator-Health Insurance	Actual monthly reimbursement is \$137.94 per month
5.100.720	Choir Director Salary	
5.100.722	Music Director's Professional Expenses	
5.100.725	Pianist/Accompanist	
5.100.728	Audiovisual Technician	
5.100.736	Director of Lifespan Faith Development Salary	DLFD salary reflects September part time hours. Full time hours will be reflected in the November treasurer's report
5.100.732	Director of Lifespan Faith Development-Professional Exp.	
5.100.737	Director of Lifespan Faith Development-Health Insurance	Actual monthly reimbursement is \$169.69/month
5.100.740	Child Care	
5.100.820	Staff Pensions	
5.100.910	Payroll Tax Expenses	

Unitarian Universalist Fellowship - Gainesville FL						
Consolidated Fund Activity Report for October 2025						
Thursday, November 13, 2025						
Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	105,159.23	17,460.95	26,660.48	0.00	95,959.70
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	496.44	0.00	0.00	0.00	496.44
3.201.110	Hospitality Fund Balance	159.54	138.00	0.00	0.00	297.54
3.201.120	CUUPS Support Fund Balance	778.10	0.00	0.00	0.00	778.10
3.202.100	Music Support Fund	2,186.10	0.00	0.00	0.00	2,186.10
3.203.110	Memory Garden Fund	234.11	0.00	122.00	0.00	112.11
3.203.120	Courtyard Fund Balance	2,335.16	0.00	0.00	0.00	2,335.16
3.203.140	Interim Ministry Fund Balance	55,023.55	0.00	0.00	0.00	55,023.55
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	512.40	22.00	0.00	0.00	534.40
3.205.100	Jean LeMire Bequest Balance	37,301.53	0.00	0.00	0.00	37,301.53
3.206.100	Foundation Grants					
3.206.123	Playground Improvement (Grant) Fund Balance	1,193.25	0.00	0.00	0.00	1,193.25
3.206.140	UU Leadership Fund - Balance	2,555.81	0.00	0.00	0.00	2,555.81
3.210.100	LUUMEN					
3.210.110	RE Fund Balance	1,522.86	213.00	0.00	0.00	1,735.86
3.210.120	Youth Support Fund Balance	1,315.75	280.00	0.00	0.00	1,595.75
3.210.125	OWL Fund Balance	1,980.23	0.00	56.46	0.00	1,923.77
3.216.100	Social Justice Fund					
3.216.110	Social Justice Unallocated Funds	4,558.93	30.00	0.00	0.00	4,588.93
3.216.160	Share The Plate Balance	342.75	540.24	342.75	0.00	540.24
3.400.100	Future Funding & Capital Reserve Accounts Balance					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	54,204.57	417.00	0.00	0.00	54,621.57
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	UUG Foundation Balance	555,870.64	0.00	0.00	0.00	555,870.64
3.500.250	Ministers Discretionary Fund Bank Account Balance	98.00	0.00	0.00	(2.00)	96.00
Total		\$1,988,491.53	\$19,101.19	\$27,181.69	(\$2.00)	\$1,980,409.03

Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
October 2025

Account #	Account Name	Name	Source	Purpose
3.100.100	General Fund Balance			Beginning Bal is last month's ending balance. Receipts are the total income for the month. Disbursements are the total expenses for the month. End Balance equals the beginning balance, plus income, minus expenses.
3.100.301	Ministers Discretionary Fund Balance	Tom Mareci/Beverly Sanders	Donations	This is a pass-thru account used to manage donations to and expenses out of the MDF bank account. (No activity in October)
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	Beverly Sanders	General Fund	In 2024/25 the Board approved creating a fund for Rev. JeKaren's hotel expenses. As of September 2025, \$496.44 remains in this fund.
3.201.110	Hospitality Fund Balance	Lynn Jamieson/Susan Stannard	Donations	In February 2025, we received a \$200 donation honoring Lynn Jamieson, which she asked be credited to hospitality.
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	Kirsten Flamand	Donations/Events	For music program expenses not covered by the budgeted line item.
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. In October we paid for a plate for Elise Karen Atlas. The MGF is running low.
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, including twice yearly shrub spraying.
3.203.140	Interim Ministry Fund	Beverly Sanders	Donations	Donated funds held to help pay salary and expenses of an interim minister.
3.203.145	Board Special Holding Fund Balance	Beverly Sanders	General Fund transfer	Board authorized fund to use in case we need additional money for FY 2025-2026 expenses.
3.203.150	Labrynth Fund	Debra Neill-Mareci	Donations	Funds to maintain and improve our labyrinth.
3.204.110	Book Cart Fund	N/A	Sales	As of July 2025, the Book Cart is not officially active, though some cash showed up in August.
3.205.100	Jean LeMire Bequest Fund	Beverly Sanders	Estate	This fund holds half of a \$74,603.06 bequest from Jean LeMire's estate. Per UUFG policy and the board's decision, the other half of this bequest was paid to the UUFG Foundation.
	Foundation Grants			
3.206.140	UU Leadership Fund	LDC	Foundation	
3.206.123	Playground Improvement Fund	Debra Neill-Mareci & Tom Mareci	Foundation	Spring 2025 grant.

Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
October 2025

Account #	Account Name	Name	Source	Purpose
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	<i>CYREC</i>			
3.210.120	RE Fund Balance	James Chase	raising activities	To benefit children & youth. October included tshirt sales
3.210.120	Youth Support Fund Balance	James Chase	Fundraisers	To support Youth Group activities and events. October had fundraising activities for the youth (Elder Odyssey and Haunted House)
3.210.125	OWL Fund Balance	James Chase	Payments & fundraisers	Funds received to pay for OWL training and classes. This month's receipts are registrations for an OWL class.
	<i>Social Justice Fund</i>			
3.216.110	Social Justice Unallocated Funds	Mary Bahr/ Judi Oltmans	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/ Judi Oltmans/Mary Anthony	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 suppresson system repair, air conditioners, roof replacement, exterior painting, etc.) In FY 2025-26, 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.	Tom Mareci/Beverly Sanders	Donations	This is the balance in the Minister's Discretionary Fund Bank Acct, updated monthly.

Unitarian Universalist Fellowship - Gainesville FL									
Balance Sheet as of October 31, 2025									
Thursday, November 13, 2025									
Account #		Account Name				Beginning Balance		YTD Balance	
Assets									
Cash									
1.000.130		Ameris Bank-Checking				115,978.57		134,724.85	
1.000.140		Ameris Bank-Money Market				82,056.51		82,189.71	
						Total Cash		\$198,035.08	
								\$216,914.56	
Fixed Assets									
1.000.310		Building & Land				1,043,432.00		1,043,432.00	
1.000.320		Equipment				62,670.00		62,670.00	
						Total Fixed Assets		\$1,106,102.00	
								\$1,106,102.00	
Other Assets									
1.000.160		CDs - Certificates of Deposit				100,000.00		101,425.83	
1.000.410		UUFG Foundation				517,931.61		555,870.64	
1.100.250		Ministers Discretionary Fund Account				1,906.86		96.00	
						Total Other Assets		\$619,838.47	
								\$657,392.47	
						Total Assets		\$1,923,975.55	
								\$1,980,409.03	
Liabilities									
Current Liabilities									
2.000.110		Accounts Payable/Vendors				641.66		0.00	
						Total Current Liabilities		\$641.66	
								\$0.00	
						Total Liabilities		\$641.66	
								\$0.00	
Fund Balance									
3.100.100		General Fund Balance				79,370.49		95,959.70	
3.100.301		Ministers Discretionary Pass Through Fund Balance				(1,906.86)		0.00	
3.100.321		Minister's Sabbatical Fund Balance				27,908.58		27,908.58	
3.100.700		Minister's Housing Fund Balance				496.44		496.44	
3.201.110		Hospitality Fund Balance				159.54		297.54	
3.201.120		CUUPS Support Fund Balance				778.10		778.10	
3.202.100		Music Support Fund				2,186.10		2,186.10	
3.203.110		Memory Garden Fund				356.11		112.11	
3.203.120		Courtyard Fund Balance				2,335.16		2,335.16	
3.203.140		Intermim Ministry Fund Balance				55,023.55		55,023.55	
3.203.145		Board Special Holding Fund Balance				24,652.00		24,652.00	
3.203.150		Labyrinth Fund Balance				2,000.00		2,000.00	
3.204.110		Book Cart Fund				442.90		534.40	
3.205.100		Jean LeMire Bequest Balance				37,301.53		37,301.53	
3.206.100		Foundation Grants							
	3.206.123	Playground Improvement (Grant) Fund Balance				1,193.25		1,193.25	
	3.206.140	UU Leadership Fund - Balance				2,555.81		2,555.81	
						Total Foundation Grants		\$3,749.06	
								\$3,749.06	
3.210.100		LUUMEN							
	3.210.110	RE Fund Balance				1,522.86		1,735.86	
	3.210.120	Youth Support Fund Balance				992.75		1,595.75	
	3.210.125	OWL Fund Balance				2,040.86		1,923.77	
						Total LUUMEN		\$4,556.47	
								\$5,255.38	
3.216.100		Social Justice Fund							
	3.216.110	Social Justice Unallocated Funds				4,558.93		4,588.93	
	3.216.160	Share The Plate Balance				471.75		540.24	
						Total Social Justice Fund		\$5,030.68	
								\$5,129.17	
3.400.100		Future Funding & Capital Reserve Accounts Balance							
	3.404.110	Res. Fd for Large Scale Maintenance- Balance				52,953.57		54,621.57	
						Total Future Funding & Capital Reserve Accounts Balance		\$52,953.57	
								\$54,621.57	
3.500.100		Land & Building Fund				1,043,432.00		1,043,432.00	
3.500.150		Furnishings & Equipment Fund				62,670.00		62,670.00	
3.500.200		UUFG Foundation Balance				517,931.61		555,870.64	
3.500.250		Ministers Discretionary Fund Bank Account Balance				1,906.86		96.00	
						Total Fund Balance		\$1,923,333.89	
								\$1,980,409.03	
						Total Liabilities and Fund Balance		\$1,923,975.55	
								\$1,980,409.03	

Nov 2025 Fellowship Council Summary Report for the Board

This report summarizes the key discussions and policy recommendations from the Fellowship Council meeting held on Monday, Nov. 24, 2025, prioritizing the event review and the necessary shift in governance for congregational activities.

1. Key Event Review: "Find Your Sweet Spot" Service

The Council agreed the Nov. 9 service and fair was a major success, generating high energy, active engagement, and positive feedback from members. Unanimously agreed the format should be repeated annually, preferably in September, maintaining the "Find Your Sweet Spot" title. Suggested that future events must incorporate personal, one-on-one invitations for certain volunteer roles, as tables alone were not sufficient.

2. Urgent Policy Shift: Governance of Congregational Events

The primary focus shifted to the structural need for managing spontaneous and recurring events initiated by congregants that lack clear committee oversight.

- **Need for Policy:** The Council determined that an overarching policy is immediately needed to provide guidance, clarify administrative structure, and ensure accountability for various events. Once the Board drafts this policy, the Fellowship Council will be responsible for implementation.
- **Key Policy Considerations:** The new policy must establish clear guidelines for:
 - **Responsibility:** The event proposer is responsible for organization, with a suggested minimum of three people working on any organized event.
 - **Accountability:** The policy must cover liability, potential exchange of money, and adherence to congregational policies.
 - **Definition & Scheduling:** Establishing clear categories (Fellowship-wide, affinity, private) and a system for scheduling priority to prevent date conflicts.
 - **Checklist:** A standardized checklist should be created for key items: calendaring, money, children/youth involvement, alcohol, and facility use.

3. Volunteer Sustainability and Retention

The Council affirmed core retention principles and postponed formal policies decisions:

- **Culture:** Frame “work” as collaboration and make group decisions to prevent burnout.
- **Next Steps:** The Council will continue its discussion on implementing formal policies, such as exit interviews and structured appreciation programs, at the next meeting.

Respectfully submitted,

Kristin Stevens Board Vice President and Fellowship Council Coordinator

To: Governing Board
 From: Cam Pierce
 Date: December 1, 2025
 RE: Monthly Congregational Admin Report to the Board

Membership Numbers

Since the November Governing Board meeting, we welcomed Sandi Kaiser to membership in UUFG. We currently have 164 members.

We have 25 supporting friends listed in our database.

Sunday Service Attendance

Sundays, November 2025 –

- Average in person attendance for five Sundays: 95
- Average YouTube visits for five Sundays: 38
- Total average participation for five Sundays with YouTube, OWL and in person numbers: 142
- Current YouTube subscribers:436

Date	YouTube	In-Person Attendance	OWL	Total
11/2/2025	50	112	10	172
11/9/2025	28	108	10	146
11/16/2025	49	81	10	140
11/23/2025	26	95	7	128
11/30/2025	37	81	8	126

Sundays, November 2024 –

- Average in person attendance for four Sundays: 95
- Average YouTube visits for four Sundays: 62
- Total average participation for four Sundays with both YouTube and in person numbers: 157
- Current YouTube subscribers:381

Date	YouTube	In-Person Attendance	Total
11/3/2024	58	112	170
11/10/24	55	81	136
11/17/24	64	74	138
11/24/24	71	113	184

UUFG Office Notes

Rentals

Renters in November included Gainesville Bridge Club and Joy of the Lord Outreach Ministries. , Gainesville Secular Science, the Paynes Prairie Chapter of the Florida Native Plant Society, and Chair Yoga.

We have two concerts planned for December: The Annasemble orchestra on December 12 and the Vets for Peace Winter Solstice Concert on December 13.

Joy of the Lord Outreach Ministries

In my November report to the Governing Board, I noted that Joy of the Lord may be having financial issues. After making a partial payment in October, they did not make a payment in November. Their invoice that I sent on December 1 was for \$1488.50. Subsequently, Pastor Diane delivered a check on December 4 for \$900.

Additionally, early in November we discovered that the drum set that they have been using has badly scratched the Sanctuary's stage floor. In particular, the bass drum has quite sharp metal legs. I brought this issue to their attention, with the clear requirement that they install rubber protective tips.

Pastor Diane Jackson promised several times to install the tips. When she delivered the check on December 4, she told me that the parts had arrived and will be placed on the drum set on Sunday. Fortunately, Tom Mareci was at the Fellowship when Pastor Diane visited. She explained more about her family and church's somewhat precarious position. Tom may share this information with the board for its consideration.

On December 5, Pastor Diane and her husband, Deacon Boise Jackson, visited the Fellowship. Deacon Bosie owns a flooring company – he examined the stage and indicated that he knows someone who can address the issue. He promised to have more information to me by Tuesday, December 9, which I will forward to the board at that time.

In the meantime, I have reached out to several vendors who specialize in sanding and refinishing floors. All American Floors indicated that they typically charge \$7.50/square foot. My estimation is that the corner of the stage that should be refinished may total around 60 square feet, which would cost \$450.

Pastoral Concerns

Minister's Discretionary Fund

I have discussed the situation regarding our Ministers Discretionary Fund with Tom Mareci, Beverly Sanders and the Finance Committee. My hope is that we can find a way to add money to MDF and create a somewhat streamlined procedure so that people – particularly members – in need can “feel heard” and receive appropriate and timely financial support as available. I see this situation as an important pastoral concern for our Fellowship to resolve in the absence of a minister.

Alice Primack's Celebration of Life

The service went well. I produced the Order of Service and corresponded with family members primarily via email regarding different elements (e.g., tea lights, video recording, etc.). I also met with David Etherington on November 29 in the Sanctuary.

Safety

Welcome/ Campus Use Signs

I attended the Communications Committee meeting on November 8. The Committee discussed the installation of welcome signs. I have not seen minutes from the meeting, and the Safety Team did not meet in November, but my recollection is that the Communications Committee recommended that the Safety Team install signs. The Safety Team is scheduled to meet on Tuesday, December 9 at 10 am in the Common Room to finalize sign wording, design and location.

Safety Training

I attended AED & CPR training and certification at UUFG on Saturday, November 15. Eight people from our Fellowship also completed the training, including James Chase, Jonathan Coron, Debra Neill-Mareci, Erin Parish, Elizabeth Stewart, Catherine Turner and Elise Walker.

Mailings & Communications

Front Signs

We discussed signage at the Communications Committee with the intention of possibly replacing our front sign. Once issue going forward is the size of the sign. Per our zoning, our front sign may be 24 square feet if we keep the current “pole” sign format. Alternately, we may have a 32 square foot “monument” style sign. Debra Neill-Mareci plans to contact a source in the City Planning office to learn more about how we may apply for a variance to build a larger sign.

My sense is that at the Communications Committee’s next meeting we may discuss more specifically how to organize an ad hoc committee to further explore the possibility of rebuilding our sign. I note that the Fellowship Council has “Front Signage” listed as an action item check in item at its December 22 meeting.

SMS / Texting Communications

We discussed texting at the Communications Committee. The Committee is not averse to texting. The consensus seemed to be to bring the texting issue to the Fellowship Council for its recommendations.

Internet & Wi-Fi

Increasing our bandwidth and wi-fi capability is currently on hold.

Miscellaneous Communication

I continue sending postcards to first-time visitors using the postcard designed by James Chase and Debra Neill-Mareci.

Website, Social Media, Online Presence

The Worship Team has affirmed its commitment to Touchstones content this fall, so I have begun uploading Touchstones to our website and Facebook pages.

Finance

Bookkeeper’s Resignation

We have not made progress finding a new bookkeeper to replace Mignon, who retires on December 31. I am working with Mignon, so I have a good understanding of her procedures. One issue is that the job only takes Mignon typically four or five hours per month. I have heard some discussion about expanding the duties of the bookkeeper, making the position more of an office assistant at perhaps 5 hours per week. Debra Neill-Mareci has been communicating with me about her progress in finding a possible bookkeeper or bookkeeping solution.

Finance Committee

I participated in the Finance Committee's October Zoom meeting and prepared the Treasurer's report to the Board. Jim Wright assisted with entering into Church Windows the new budget figures that the congregation approved in September.

Insurance

We still need to thoroughly review our insurance policies and perhaps meet with Connie Farmer, our agent, to answer any questions.

Per an insurance inspection, we must replace two of our three hot water heaters. However, because all of our heaters are "original equipment," we are replacing all three. I obtained three quotes, with the best pricing coming from Quality Plumbing. As of today, Quality Plumbing has replaced one 30 gallon heater (servicing the kitchen). They have a 10 gallon heater on order to replace the one located in the custodial closet off of the choir room hallway. And they have ordered a 30 gallon heater that is thinner than normal to replace the one located over Classroom 7.

I worked with Connie Farmer, our agent, to provide her with information that she used to calculate our new Workers Compensation policy, which goes into effect on December 6. Tom Mareci signed that contract.

Facilities***Drinking Fountain***

Marilyn Roberts obtained a Foundation grant to replace the drinking fountain located in the choir room hallway. Quality Plumbing installed the fountain on Thursday, December 8. Marilyn is completing work on the wall around one side and underneath the fountain – patch a hole and repainting areas that were formerly behind the previous fountain.

Fire Alarm

In November we completed our quarterly inspection by Gator Fire.

Personal Time

Thus far I have used none of my 2025-2026 leave time.

RE Report – November 2025

Submitted by James Chase

December 1, 2025

Items to Review

- Proposed List of possible Sermon/Discussion Topics:
 - I'd like to cover **Covenant & Right Relations** next, in early January. Following that, possibly: Community; UU Foundations (What it means to be UU); Congregational Structure; Mission; Vision.
- I will need to work at least partially remotely during the week between Christmas and New Years - My kids will be home, and though I might bring them in a few days, I think I will be able to work more effectively from home.
- I would like to attend the upcoming UUMA Institute from **January 26–30**, in person - if there is no objection. This training has been recommended by both my Credentialing mentor and Rev. Christe as a valuable professional development opportunity for my role, and it aligns well with the work I'm doing in Lifespan Faith Development.
 - Attendance and costs should be fully covered by my **Professional Development budget**.
 - Here is the information page for the event: <https://uuma.org/programs/uuma-institute/>

Enrollment Numbers (49)

- **Age 0–9:** 17 enrolled
- **Jr Youth** 14 enrolled
- **Age 12–18:** 18 enrolled

Essential Functions Report

1. Develop and Implement Lifespan Curricula

Current Work

- **Snack & Storytime (ages 2–11)** continues weekly, combining ritual, JETPIG values, story, and snack in a sustainable one-room model.

- **OWL (Ages 9–14)** remains active; 4-6 complete, and 7–9 levels nearing completion. Facilitators and families report strong engagement.
- **Youth Group (18 enrolled)** continues weekly meetings, attendance slowing as we approach the holidays.
 - Planning continues for the **January 2026 youth group division** into Jr. Youth (10–13) and Sr. Youth (14–18).
 - The 1st Amendment 101 Class has been postponed due to families traveling for the holidays.
- **Community Evenings (All Ages)** We've resumed Community evenings, a once monthly evening where CUUPS and LUUMEN collaborate on an intergenerational, outdoor activity.
 - The first evening was November 14, we had 18 children and youth in attendance.
 - The next planned Community Evening is December 5, 5:30-8pm
- **Parent's Night Out (Families)** This event will be held on December 19th, 5-9pm.
 - RSVP form has already been distributed.
- **Free Store (All Ages)** At the prompting of the community, we are working to transform Classroom 7 into a free store, where people can donate and take supplies. This will continue until December 20, at which time all remaining supplies will be either held for the Rummage Sale, or donated to Peaceful Paths, Grace Marketplace, or Repurpose Project.

Plan / Next Steps

Continue steady youth programming, continue to process and orient volunteers, support OWL facilitators, and work with LUUMEN to finalize structural shifts into Jr./Sr. Youth divisions for January.

2. Collaborate on All-Ages Worship

Current Work

- Presented or prepared and coordinated volunteer for **Moments for All Ages every Sunday**
- Encouraged children and youth participation in worship and hospitality roles.
- Led a "Glitter Blessing" with 2 children in service.
- Working with the Worship Team to allow the Children and youth more opportunities to engage in service.

Plan / Next Steps

Continue weekly Moments; begin training additional presenters to model sustainability and shared leadership. Planning a Jr. Youth Service in February, for the Animal Blessing.

3. Coordinate Educational Events

Current Work

- Worked with the Safety Team on coordinating a community CPR/AED training on November 15th, completed successfully.
- Worked with Social Justice and Young Adults on **Pride booth preparation**.
- Met weekly with the planning team to finish plans for Winterfest.
- Held a Childcare Staff Training on November 31 after service.

Plan / Next Steps

Implement Winterfest logistics and finalize volunteer groups. Integrate safety learnings into congregational life.

4. Provide Leadership for Adult Religious Education

Current Work

- Adult RE remains informal through Faith Groups and whimsy Groups (Fiber Arts, CUUPS)
- Board approved Sermon/Discussion plans as a stand in for formal adult RE this year.
 - Delivered the Trans Day of Remembrance Sermon on November 16
- Participating with Worship to bring meaningful Moments for All Ages in worship.

Plan / Next Steps

Continue planning for **bimonthly sermon/discussion series** on congregational identity, UU theology, and safety.

5. Manage RE Staff and Volunteers

Current Work

- Continued **volunteer recruitment and onboarding** under the new **Code of Conduct & Ethics**
 - 12 Ethics Forms completed to date.
- Working with updated **volunteer/facilitator calendars**.
Regular supervision of childcare staff and weekly OWL facilitator check-ins.

Plan / Next Steps

Begin full onboarding process once ethics code is approved; expand volunteer tiers for sustainability.

Recruited Krystal Sidel and Erin Parrish for LUUMEN team - We are meeting on December 14.

6. Ensure Safe and Healthy Environment

Current Work

- Childcare staff completed online safety modules.
- Mandated Reporter guide distributed and posted in classrooms.
- Serving on the Safety Team to integrate learning and strengthen protocols.
- Completed 2 hour Staff Training on Nov 30

Plan / Next Steps

Continue to support Safety Team implementation; send several volunteers to be trained to be CPR/AED certified - If invited, I will participate in Safety-focused worship service.

7. Administer RE Resources and Budget

Current Work

- Maintaining organized tracking for all RE program budgets.
- Coordinating **Winterfest budget** with Fellowship Council.
- Finished Tee-shirt Fundraiser with Dragonfly Printing

Plan / Next Steps

Maintain a balanced budget; explore small fundraisers for program enhancements. I was unable to submit the request for budget increase to the Finance Committee in time for this month, but will aim to have it completed before their next meeting.

Professional Development

Current Work

- Serving on the Leadership team for TRUUST
- Participating in LREDA Community work, as well as the South East LREDA Chapter
- Continuing work on the Community Ministry Certificate Program through Cherry Hill Seminary
- Approaching completion for Religious Educator Credentialing Program

Plan / Next Steps

- Continue keeping on top of the various programs I'm participating in
- Meeting Monthly with my program mentors
- I would like to attend the UUMA in person training in January, with Board Approval

Policies and Procedures Working Group for December

Since the last regular Board meeting, the Working Group met Nov. 22. Although we have been meeting twice a month, for November, December and January, we are scaling back to monthly. In February, we plan to return to meeting twice per month. We have invited Harry Mangle to join our Working Group, and he has accepted.

We are following up with various committees on their review of their associated policies and expect to continue bringing those policies forward to the Board in the new year. Additionally, the Working Group has started working on a draft Alcohol policy that it will be bringing to the Board soon.

This month, we have two policy revisions (below) ready for final approval. Additionally, we have two policies (GOV-14 and AMP-4) and one charter (UU Connections) up for removal.

GOV-7 Acceptance of Gifts

For the GOV-7 Acceptance of Gifts policy, we've made the following changes since the last version: Rewrote the purpose statement (to be a purpose). Rewrote the language of the acceptance and refusal conditions to be one policy. Changed the delegation of authority to not have a monetary limit, but to be limited by the conditions. Anything that is questionable will come to Board. Separated out procedures and added delegate notifying Board.

FAP-4 Fundraising Approval and Reporting

For the FAP-4 Fundraising Approval and Reporting policy, we've made the following changes since the last version: Change the 45–60-day notice to two weeks before regular Board meeting, and Board approval needed before advertising. On the form, we added clarifying information for the purpose and details portion. There is an online, mobile-friendly test form at <https://forms.gle/TDx6bHXubHDChvJE8>.

Lay Chaplain Follow-up

The Board will need to proactively plan for a commissioning ceremony for future Lay Chaplains, as well as follow up on informing the congregation about the Lay Chaplain option and that interested people should contact the LDC for screening.

P&P Process Update

Here is an updated “table of contents” for our policies and procedures. Italics have been reviewed and approved, bold italics are in process with the Board, bolded are in progress, plain text are to be reviewed.

Governance Policies and Procedures

- GOV-1 *Policy on Policies and Procedures*
- GOV-2 *Governing Board*
- GOV-3 *Committees and Working Groups*
- GOV-4 *Members and Supporting Friends*
- GOV-5 *Employment*
- GOV-6 *Lay Chaplains*
- GOV-7 *Acceptance of Gifts*
- **GOV-8 *Public Congregational Statements***

Safety Policies and Procedures

- **SAF-1 *Physical Safety and Security***
- **SAF-2 *Relational Safety and Security***
- **SAF-3 *Safety and Protection of Minors***
- **SAF-4 *Sensitivities and Environmental Safety***

Communications Policies and Procedures

- COM-1 *Electronic Communications*
- COM-2 *Print Communications*
- COM-3 *Bulletin Boards*
- COM-4 *Policy on Use of UUFG Electronic Equipment*
- COM-5 *Privacy*

Facilities Policies and Procedures

- FP 1 *Policy on Overnight Guests on UUFG Campus*
- FP-1.1 *Policy on Facility Rental Reductions and Waivers*
- FP-2 *Policy on Paul & Ginny Bird Memory Garden*

Financial Policies and Procedures

- FAP-2 *Policy on Expense Reimbursement*
- **FAP-3 *Money Handling and Accountability***
- FAP-4 *Fundraising Approval and Reporting*
- FAP-6 *Minister's Discretionary Fund*
- FAP-7 *Policy on Use of UUFG Credit Cards*
- **FAP-8 *Budget Revisions and Allocation of Funds***
- FAP-9 *Payment of Denominational Dues*
- FAP-10 *Professional Expenses*
- FAP-11 *Purchase of Items or Services*

Religious Education Policies and Procedures

- REP-1 *Childcare at UUFG Events*

Respectfully submitted,
Kristin Stevens

GOV-7 Acceptance of Gifts

Annual Review: Governing Board

Initial Approval: Feb. 15, 2017

Latest Revision: Dec. 12, 2025 (3rd reading)

Purpose

The purpose of this policy is to establish the criteria and guidelines for the acceptance or refusal of gifts (other than those intended for the Foundation) to ensure all accepted gifts align with the Fellowship's mission, principles, and operational capacity.

Policies

1. Gifts may be in the form of cash, marketable securities, or other tangible personal property.
2. Acceptance of gifts shall adhere to the criteria established herein, and gifts shall be refused if any of the following conditions apply:
 - a. Terms of the gift violate the Fellowship's Bylaws.
 - b. The gift is designated for purposes inconsistent with the Fellowship's Mission, or Unitarian Universalist principles and values.
 - c. The gift is reasonably expected to incur administrative costs exceeding its value.
 - d. The gift would be excessively burdensome to administer.
 - e. Tangible personal property is offered with restrictions on retention or display, or without documentation, including terms and processes for dissolution should circumstances warrant.
 - f. Ownership and control of the gift are not exclusively held by UUFG.
3. The Board delegates to the Administrator, Minister, or other designee authority to accept gifts meeting the conditions for acceptance. Any gift falling outside the scope of this delegation, or any gift the delegate is uncertain about, must be referred to the Board for a final decision. The delegate shall be responsible for ensuring proper documentation of any terms and restrictions.
4. UUFG shall retain full control over the use of any accepted gift or contribution, and the Board shall determine how to use both any excess funds and any designated funds if the project is cancelled.

Procedure

1. Receipts for all gifts will be given to the donor, but determination of the value of any noncash gift is the responsibility of the donor.
2. The delegate accepting the gift shall ensure the Board is notified of the gift's acceptance, its terms, and the acknowledgement issued to the donor at the next regularly scheduled meeting.

FAP-4 Fundraising Approval and Reporting

Annual Review: Governing Board, with substantive changes by the Finance Committee
 Initial Approval: Feb. 8, 2005
 Latest Revision: Dec. 12, 2025 (3rd Reading draft)

Purpose

Fundraising activities are essential to the Fellowship's financial health and community building. This policy sets a clear process for approving all fundraising activity, from large, budgeted efforts, such as the service auction and yard sale, to smaller, unplanned (ad hoc) activities.

Policy

All fundraising activities must be reviewed and approved by the Governing Board to ensure mission alignment and prevent undue burden on the community. Undue burden may include proximity to other major events, competition for volunteers, or excessive use of physical space.

Procedure

1. **Approval Process:** All proposals must be sponsored by an individual or a standing committee and submitted via the **Fundraising Request Form** to the Board at least two weeks prior to a scheduled Board meeting. Board approval is required before advertising fundraising events.
2. **Fundraisers for an Outside Cause:** Requests to raise money for an external cause must be sponsored by the committee whose subject area most closely relates to the cause. The Board will determine appropriateness and may require a sharing of proceeds with the Fellowship (to cover administrative/facility costs or to contribute to the general mission).
3. **Repeated or Ongoing Fundraisers:** Any repeated or ongoing fundraising activity must be reviewed and approved by the Board annually.
4. **Fundraiser Exemptions:**
 - a. **Share the Plate:** The monthly "Share the Plate" offering is managed by the Social Justice Committee and is exempt from this policy.
 - b. **Incidental Donations:** A donation jar for a specific, Fellowship-related purpose (e.g. refreshments, to run a specific group) is exempt, provided it is displayed only within its regular meeting space, and is **not** advertised to the general public or placed in a high-traffic area.
 - c. **Covering Costs:** Events that only collect money to cover their own expenses are not considered fundraisers and are exempt. If any portion is intended to be a profit or a donation, it must be submitted for approval as a fundraiser.
5. **General Restrictions:**

- a. Individuals **cannot** raise funds for their own personal benefit, such as travel or training expenses.
- b. Fundraising activities **may not** be held before the Sunday service.

6. Financial and Reporting Procedures:

- a. **Post-Event Reporting:** The planning group must submit a final financial report to the Treasurer within two weeks of the event. This report must include all receipts and an accounting of all money collected.
 - b. **Money Handling:** All money collections and fundraising events must follow proper money handling procedures (see FAP-2 and FAP-3). This includes events exempted from approvals.
7. **Fundraising Request Form:** All funding requests must include contact person and sponsoring committee, fundraiser details, financial plan, information for third-party proceeds, and acknowledgement of applicable UUFG policies.

8. Public Solicitation and Legal Compliance

- a. **Solicitation:** Only Board-approved fundraisers can use the UUFG membership list. Email solicitation is limited to those who have given us permission to communicate with them. Any personal information gathered for fundraising purposes will not be sold or distributed.
- b. **Public Benefit:** Any activity that advertises to or asks the non-Fellowship community for money should provide a public benefit. This may include allocating a percentage of net funds raised to a community project or providing fair value services or goods (such as a concert, meal, or yard sale items) to participants.
- c. **Legal and Non-Profit Status Compliance:** The Fundraising Proposer must research and get all necessary local permits, if required. Final determination and responsibility for legal compliance rests with the Board.

Fundraising Request Form:

Section 1: Contact and Sponsoring Information

- **Planner(s) Name(s):** *(Short answer text)*
- **Sponsoring Committee:** *(Short answer text or dropdown)*
- **Contact Information:** *(Email address)*

Section 2: Event Details

- **Fundraiser Name:** *(Short answer text)*
- **Event Purpose and Description:** Provide a full summary of the event, including purpose, description, about the beneficiary, and anything else to let the Board know about this proposal. *(Long answer text)*
- **Beneficiary (Who receives the money?):** *(Multiple choice or short answer)*
 - The UUFG Fellowship
 - A specific UUFG Committee
 - An Outside Cause (Please specify)
- **Proposed Dates and Times:** *(Date and Time pickers)*
- **Event Frequency:** *(Multiple choice)*
 - Single Event
 - Ongoing Activity
 - Repeated Event (e.g. Annually, Monthly)
- **Resource Needs for Ongoing or Repeated Events:** Detail any recurring needs that will impact the Fellowship's space or staff (e.g., storage, weekly room booking). *(Long answer text)*

Section 3: Financial Plan

- **Fund Collection Method:**
 - Ticket Sales/Set Prices
 - Free Will Donations Only
 - Mix of Both
- **Projected Income and Expense Breakdown (FAP-4, 7.d.):** Provide a detailed budget, listing estimated income sources (e.g., ticket sales, donations) and all projected expenses (e.g., supplies, speaker fees). You may attach a spreadsheet for detailed budgeting if preferred. *(Long answer text - ask for a breakdown of projected income and expenses)*
- **Target Financial Goal (\$):** *(Number field)*
- **Total Projected Expenses (\$):** *(Number field)*
 - **Note:** If the event involves only a donation jar and no expenses, enter \$0
- **How will anticipated expenses be covered?** Describe if an advance from the Fellowship is required, if you will seek reimbursement, or if funds are already on hand. *(Long answer text)*
- **Third-Party Proceeds (FAP-4, 7.e.):** Will a third party receive any proceeds? *(Multiple choice)*
 - Yes (If yes, please list the names and a detailed breakdown of the amounts.)
 - No

Section 4: Acknowledgment and Compliance

- **Sponsor Approval:** I confirm that this proposal is officially sponsored and endorsed by the committee/individual names in Section 1. *(Checkbox)*
- **UUFG Policy Compliance (FAP-4, 7.f.):** I understand and agree to comply with all applicable UUFG policies, including FAP-2 and FAP-3 (Money Handling). *(Checkbox)*
- **Legal Compliance:** I have researched whether the local permits or licenses are required, and agree to secure them before the event if approved. *(Checkbox)*
- **Undue Burden Review:** I have checked the Fellowship calendar and confirm this event does not create undue burden or significant conflict with other scheduled events. *(Checkbox)*



Thomas Mareci <thmareci@gmail.com>

[Board] fundraising request for Jan 9

1 message

Erin Parish via Board <board@lists.uufg.org>

Sat, Nov 22, 2025 at 2:22 PM

Reply-To: Erin Parish <erinuu603@gmail.com>

To: board@uufg.org

Fundraising Request Form:

Section 1: Contact and Sponsoring Information

Planner(s) Name(s): *Mary Bahr & Erin Parish*

Sponsoring Committee: *Social Justice*

Contact Information: erinuu603@gmail.com

Section 2: Event Details

Fundraiser Name: One Earth Conservation \ UUFG

Event Purpose and Description: One Earth Conservation promotes parrot health and well-being in the Americas by conducting a transformative parrot conservation, taking action to end the wildlife trade, and encouraging in people a strong sense of human connection to all life that results in that well-being of all.

Presentation on parrot conservation work by Rev. LoraKim Joyner from One Earth Conservation is open to UUFG congregation and the public at large. Reception to follow by Social Justice. Rev. LoraKim would like to sell books with all proceeds going to One Earth Conservation at reception.

Beneficiary (Who receives the money?):

The UUFG from donations at the door, if a good amount of donations are collected, would like to split with Social Justice.

One Earth Conservation, speaker would like to sell books with all proceeds going to One Earth Conservation.

Proposed Dates and Times: *January 9, 2026. 7pm-9pm*

Event Frequency:

Single Event

Resource Needs for Ongoing or Repeated Events: Will need Sanctuary, Social Hall, sound room and tech person.

Section 3: Financial Plan

Fund Collection Method:

Free Will Donations Only

Donations at door for UUFG. Book sale proceeds going to One Earth Conservation.

Projected Income and Expense Breakdown (FAP-4, 7.d.): Possibly \$0 income because of donations for entry. Book sales are for One Earth Conservation and are separate.

Target Financial Goal (\$): see above

Total Projected Expenses (\$):

\$0

How will anticipated expenses be covered? Social Justice will cover reception after presentation.

Third-Party Proceeds (FAP-4, 7.e.): Will a third party receive any proceeds?

Yes, non-profit One Earth Conservation from any sale of their books.

Section 4: Acknowledgment and Compliance

Sponsor Approval: I confirm that this proposal is officially sponsored and endorsed by the committee/individual names in Section 1. x

UUFG Policy Compliance (FAP-4, 7.f.): I understand and agree to comply with all applicable UUFG policies, including FAP-2 and FAP-3 (Money Handling). x

Legal Compliance: I have researched whether the local permits or licenses are required, and agree to secure them before the event if approved. x

Undue Burden Review: I have checked the Fellowship calendar and confirm this event does not create undue burden or significant conflict with other scheduled events. x

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Board mailing list

Board@lists.uufg.org

<http://lists.uufg.org/listinfo.cgi/board-uufg.org>

To: Tom Mareci
From: Cam
Date: 11/18/2025
RE: Minister's Discretionary Fund History

ON page 2 and 3 is a table providing information for our Minister's Discretionary Fund from the 2015-2016 fiscal year through our current fiscal year.

Note that before 2021, we did not include information about the monthly amount of money actually in the MDF bank account on our treasurer's reports. Rather, we tracked income donated to the MDF and our transfers into the MDF bank account from the UUFG checking account.

Consequently, in the table below, the first five fiscal years include total money donated to the MDF that we processed through the UUFG checking account.

However, starting in 2021 we began tracking monthly balances on our treasurers reports, entering changes to the MDF balances in monthly journal entries. (Where you see occasional skips in monthly amounts, the balance in the MDF account had remained unchanged from the previous month.)

You'll note that we had a big surge in income during the 2019-2020 fiscal year. Because of the COVID pandemic, many members donated to the MDF fund to give Rev. Christe Lunsford more capacity to help people in financial distress.

Rev. Tracie Barrett, as a part-time minister, did not use the Ministers Discretionary Fund, so you see very little variation in the low monthly MDF balances.

In anticipation of Rev. JeKaren Bell beginning her tenure as our contract minister for the 2024-2025 fiscal year, several of our members made generous donations totally over \$5000 to "pump up" our MDF account. Rev. JeKaren Bell spent the entire amount of the MDF before her tenure as UUFG's minister ended in June 2025. The remaining \$100 represents a member's donation.

Currently, we are charged \$2 per month because our average daily balance is below \$500.

Unitarian Universalist A1:M64 Fellowship - Gainesville FL
Minister's Discretionary Fund General Ledger Starting February 2021

Tuesday, November 18, 2025

Account Name		Balances:	
Date Occurred	Primary Bal. Acct.	Beg/Run/End	Minister
2015-2016	MDF Income	3,665.00	Rev. Maureen Killorn
2016-2017	MDF Income	4,583.00	Rev. Maureen Killorn
2017-2018	MDF Income	3,612.00	Rev. Maureen Killorn
2018-2019	MDF Income	1,307.00	Rev. Cathy Harrington
2019-2020	MDF Income	11,505.00	Rev. Christe Lunsford

2021 we began tracking the monthly balance of the MDF checking account

Ministers Discretionary Fund Account Monthly Balance

02/28/2021	Ministers Discretionary Fund Bank Account Income	10,468.13	Rev. Christe Lunsford
03/31/2021	Ministers Discretionary Fund Bank Account Income	10,730.15	
04/30/2021	Ministers Discretionary Fund Bank Account Income	12,245.15	
05/31/2021	Ministers Discretionary Fund Bank Account Income	11,745.15	
06/30/2021	Ministers Discretionary Fund Bank Account Income	9,867.21	
07/31/2021	Ministers Discretionary Fund Bank Account Income	8,341.14	
09/30/2021	Ministers Discretionary Fund Bank Account Income	4,421.83	
10/31/2021	Ministers Discretionary Fund Bank Account Income	5,472.83	
11/30/2021	Ministers Discretionary Fund Bank Account Income	5,097.83	
12/31/2021	Ministers Discretionary Fund Bank Account Income	7,137.43	
01/31/2022	Ministers Discretionary Fund Bank Account Income	6,887.43	
02/28/2022	Ministers Discretionary Fund Bank Account Income	6,712.54	
03/31/2022	Ministers Discretionary Fund Bank Account Income	8,009.99	
04/29/2022	Ministers Discretionary Fund Bank Account Income	6,944.99	
05/30/2022	Ministers Discretionary Fund Bank Account Income	6,794.99	
06/30/2022	Ministers Discretionary Fund Bank Account Income	5,044.99	
07/15/2022	Ministers Discretionary Fund Bank Account Income	5,304.99	
08/31/2022	Ministers Discretionary Fund Bank Account	3,299.99	

09/30/2022	Ministers Discretionary Fund Bank Account	2,199.99	
10/31/2022	Ministers Discretionary Fund Bank Account	1,870.99	
01/30/2023	Ministers Discretionary Fund Bank Account	1,761.99	
02/28/2023	Ministers Discretionary Fund Bank Account	459.99	
03/31/2023	Ministers Discretionary Fund Bank Account Income	627.99	
04/30/2023	Ministers Discretionary Fund Bank Account Income	877.99	
05/31/2023	Ministers Discretionary Fund Bank Account	627.99	<i>End of Rev. Christe Lunsford's tenure</i>
09/29/2023	Ministers Discretionary Fund Bank Account	325.99	Rev. Tracie Barrett
10/31/2023	Ministers Discretionary Fund Bank Account	323.99	
11/30/2023	Ministers Discretionary Fund Bank Account	321.99	
12/29/2023	Ministers Discretionary Fund Bank Account	319.99	
02/29/2024	Ministers Discretionary Fund Account	599.99	
02/29/2024	Ministers Discretionary Fund Account	597.99	<i>End of Rev. Tracie Barrett's tenure</i>
07/11/2024	Ministers Discretionary Fund Bank Account Income	6,265.99	Rev. JeKaren Bell
09/18/2024	Ministers Discretionary Fund Bank Account Balance	5,965.99	
11/20/2024	Ministers Discretionary Fund Bank Account Balance	5,465.99	
11/21/2024	Ministers Discretionary Fund Bank Account Balance	5,454.34	
12/05/2024	Ministers Discretionary Fund Bank Account Balance	4,944.34	
01/02/2025	Ministers Discretionary Fund Bank Account Balance	4,844.34	
01/30/2025	Ministers Discretionary Fund Bank Account Balance	5,337.64	
03/31/2025	Ministers Discretionary Fund Bank Account Balance	3,622.54	
04/30/2025	Ministers Discretionary Fund Bank Account Balance	2,619.36	
05/31/2025	Ministers Discretionary Fund Bank Account Balance	2,516.16	
06/30/2025	Ministers Discretionary Fund Bank Account Balance	1,906.86	<i>End of Rev. JeKaren Bell's tenure</i>
09/18/2025	Ministers Discretionary Fund Bank Account Balance	100.00	
09/30/2025	Ministers Discretionary Fund Bank Account Balance	98.00	
10/31/2025	Ministers Discretionary Fund Bank Account Balance	96.00	

Worship Committee Charter

Approved: 02/26/2024

Revised: 12/12/2025 (1st reading draft)

Purpose

The Worship Committee, also known as the Worship Team, is rooted in Unitarian Universalist values and principles, and collaborates with staff and volunteers to create and execute inclusive worship services that speak to the mind, heart, and spirit. This work is essential to the spiritual vitality of our Fellowship.

Members and Leadership

The Worship Team is composed of the chair or co-chairs, Worship Associates, representatives from the Choir Circle and Tech Team, the Minister, the Director of Lifespan Faith Development, and the Office Administrator. The chair(s) will be annually appointed or affirmed by the Governing Board.

Meetings

The committee meets monthly either in person or online. Non-members are welcome to attend.

Responsibilities

1. Schedule Worship Associates to cover each Sunday service and special services.
2. Work with the minister and/or guest speaker to prepare the Order of Service for each Sunday.
3. Write and/or gather necessary readings, stories, chalice lighting/extinguishing words.
4. Work with the Choir Circle to select hymns and other music.
5. Ensure delivery of necessary slides to the Tech Team in a timely manner.
6. Prepare and restore the Sanctuary for Sunday service.
7. Conduct the service with the minister and/or guest speaker.
8. Allocates resources — volunteers, budget, training, space, and materials —for successful worship execution.
9. Provide opportunities for congregational feedback regarding worship services to ensure alignment with Fellowship values and community needs.

Reporting Responsibilities

The Worship Team reports to the Fellowship Council and the Minister.

Worship Committee Charter

Approved: 02/26/2024

Revised: 12/12/2025 (1st reading draft)

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Reporting Responsibilities

The Worship Team reports to the Fellowship Council and the Minister.

GOV-8 Public Congregational Statements

Annual Review: Governing Board

Initial Approval: March 18, 2007

Latest Revision: Dec. 12, 2025 (2nd reading draft)

Purpose

The purpose of this policy is to establish clear, consistent, and democratic procedures to take public action in the name of the entire congregation. The intent is to ensure that any public stance reflects a broad, strong consensus of its members, while providing a defined process for timely action on urgent issues already aligned with Fellowship values.

Policy

Any statement or action considered a **public action** taken **in the name of UUFG** on an issue or topic not having **prior approval** must be presented to and approved by the congregation.

- **Public Action:** A verbal or written statement made by an individual or group on behalf of the congregation (e.g., letters to the editor, media interviews, official social media posts) or support of an outside event.
- **“In the name of UUFG”:** An action or statement that carries the name of UUFG without a specific modifier that attributes the statement to a smaller body (e.g., *“The Social Justice Council of UUFG endorses...”*). Ministers or committees are exempt when making statements clearly identified as representing only their official capacity or group.

The Governing Board (Board), in consultation with the Minister, determines an issue or topic has **prior approval** and is exempt from the congregational vote requirement if it:

- Clearly aligns with a A UUA Statement of Conscience or other UUA-supported issue,
- Has been a clear focus of the UUFG Social Justice Council (SJC), or
- Is unequivocally in line with UU values and principles.

This option is for rapid response only and should not be used to avoid a congregational vote.

Procedures

1. **Consultation with Social Justice Council (SJC):** A member of UUFG (the Proposer) who desires to obtain Fellowship sponsorship for a public action must first submit the full proposal (including the draft resolution, pros/cons, and rationale) to the SJC. The SJC will review the proposal, offer feedback, and may formally recommend it to the Board.
2. **Board Presentation:** Following consultation with the SJC, the Proposer (or SJC Chair, if sponsored) must request and obtain time on the Board's agenda to present the proposal for review.

3. **Board Vote to Call Meeting:** The Board will discuss the proposal and vote on whether to call a special congregational meeting to consider the public action. A simple majority vote of the Board members present is required to call a special congregational meeting.
4. **Statements Approved by Congregation:** If the statement is approved at a special congregational meeting, the Board Secretary shall be responsible for permanently archiving the final text of the statement and the motion of record that authorized its approval (including the date and final vote count) within the Congregational Motions section of the Governance Manual.

Corresponding Bylaws revision to be considered at Annual Meeting:

In Article VI, section 6.7:

Add row to table:

Question	Quorum	Minimum Favorable Vote	Absentee Voting
Bylaws Change	1/5	2/3	No
Articles of Incorporation Change	1/5	2/3	No
Suspension of Rules of Order	1/5	2/3	No
Public Congregational Statement	1/3	4/5	Yes?
Calling a Minister	1/2	9/10	No
Dismissing a Minister	1/2	3/4	No
Real Estate Purchase/Sale	1/2	4/5	No
Organizational Dissolution	1/2	9/10	No

FAP-3 Money Handling and Accountability

Annual Review: Finance Committee

Initial Approval: Unknown

Latest Revision: December 12, 2025 (1st reading draft)

Purpose

The purpose of this policy is to ensure the financial integrity of the Fellowship by safeguarding assets, promoting accountability, and maintaining accurate records for all revenue streams by establishing mandatory procedures and robust internal controls.

Policies

1. Only UUFG members and employees are allowed to handle Fellowship funds.
2. At least two unrelated members must be in **continuous custody** of all money until it is securely deposited.
3. Money collected in relation to UUFG-sponsored fundraising events is to be collected under the UUFG name and not under the names of individual Fellowship members.
4. All funds must be secured in a Governing Board-approved location (such as the Treasurer's Lockbox) on the same day as collected or immediately upon the conclusion of the event.
5. All online and digital collection of funds must use Finance Committee-approved and documented procedures.
6. The Finance Committee shall ensure that money handlers rotate to reduce risk and maintain internal control integrity.
7. The completed monthly bank statement reconciliation must be reviewed and signed by an independent member of the Finance Committee or Governing Board who was not involved in the deposit process.

Procedures

1. Processing Monetary Donations to UUFG
 - a. Money from the collection or donations shall be counted as follows:
 - i. Obtain a Deposit Envelope from the top of the Treasurer's Lockbox in the Phillips Social Hall.
 - ii. Separate the monies into currency and checks.
 - iii. Separate the currency into its various denominations (coins, \$1 bills, \$5 bills, etc.)
 - iv. *Independently* count and record:
 1. The total number of checks **not in pledge envelopes**.
 2. The total amount of coin currency.
 3. The total number each of \$1, \$5, \$10, and \$20 bills.
 4. The total number of bills of other denominations.
 5. **The number of pledge envelopes and total amount recorded on each pledge envelope.**

- v. Compare independent counts of the basket contents. If counts agree, record the appropriate number on the designated envelope. If counts disagree, repeat the *independent* count until agreement is reached.
 - vi. Clearly print names of counters on the Deposit Envelope. Both counters must sign the envelope
 - vii. Indicate the date and name of the event (or account number) on the envelope.
 - b. Depositing the Collection or Donation
 - i. Place the checks, coins, currency, and **pledge envelopes** into the Deposit Envelope.
 - ii. Place the sealed Deposit Envelope in the Treasurer's Lockbox in the Phillips Social Hall. If necessary (so that the envelopes will fit through the slot in the box), place part of the collection in a second envelope. Seal both envelopes and label them "1 of 2" and "2 of 2."
2. Handling Contents of the Treasurer's Lockbox
- a. Weekly processing shall use a long-form deposit slip to itemize donations by category to support bookkeeper data entry, and complete an Ameris bank deposit slip itemizing checks by number and amount, and including total cash donations.
 - b. Documentation and Security
 - i. Bring all materials into the mailroom. Make paper copies of the checks and the deposit slip for the bookkeeper and for our records.
 - ii. Place the check copies, the deposit slip copy, the deposit form and any other documentation found in the Treasurer's Lockbox into the bookkeeper's mailbox. This packet of documentation includes the empty collection envelopes to maintain a good paper trail.
 - iii. Verify and seal the bank deposit bag/envelope prior to transporting the funds to the bank.
 - c. Bank Deposit and Follow-Up
 - i. Take the cash money, checks and deposit slip to the Hunters Crossing Ameris branch, and receive a "deposit receipt" from the bank.
 - ii. Return to UUFG with the bank deposit receipt, and add to the other deposit documentation in the bookkeeper's mailbox.
 - d. Accounting and Verification
 - i. After the bookkeeper enters the data, they paperclip the entire packet of deposit records together with a Church Window Donation report that documents the entries.
 - ii. The bookkeeper puts that entire collection of materials into a folder with the other deposits for that month. That folder is kept in the locked filing cabinet in the mailroom.
3. **Sunday Collections Usher Procedures**
- a. **At the announcement of the offering, and once the music has started, the ushers distribute the collection baskets to the congregation.**
 - b. **Ushers will assist the passage of the collection baskets to the rear of the congregation as necessary.**

- c. The two Ushers will meet in the rear of the sanctuary and proceed to the Social Hall or other location to count the collection. At this point, the two Ushers should always be together with the collection until the deposit is made in the Treasurer's lockbox.
- d. If there is only one usher on Sunday morning, another unrelated member or employee must be recruited to assist with the processing of the offering.

FAP-8 Financial Adjustments and Unbudgeted Funds

Annual Review: Finance Committee

Initial Approval: April 15, 2007

Latest Revision: December 12, 2025 (1st reading draft)

Purpose

This policy defines the Governing Board's authority to make changes affecting the overall budget structure or to allocate new, unbudgeted income. It does not govern the spending of targeted funds (which accrue from specific donations and roll over year-to-year) whose expenditure authority resides with their designated fund managers. This mechanism ensures the continuity of the congregation's mission and ministry when unforeseen financial circumstances arise.

Policies

1. **Internal Budget Revisions:** The Governing Board is authorized to move funds between approved budget categories to address unspent funds or program overruns (cost items exceeding budget). This authority is strictly limited by the following rules:
 - a. The total amount moved cannot exceed 10% of the UUFG approved operating budget or \$40,000, whichever is less. Any change exceeding this cap requires congregational approval.
 - b. Revisions must be internal only; the overall total amount (bottom line) of the approved annual operating budget may not be increased or decreased.
2. **Allocation of Additional Funds:** The Governing Board is authorized to allocate funds outside the approved operating budget when additional income (including unexpected revenue or grants) becomes available.
 - a. Funds received that are nonrecurring in nature (e.g., specific donations, capital campaign surpluses) must only be used for nonrecurring costs, such as capital items, emergency repairs, or specific one-time projects.
 - b. All requests for these funds must first be vetted and recommended by the Finance Committee before the Governing Board grants final approval.

SAF 1: Physical Safety and Security

Annual Review: Governing Board

Initial Approval: June 15, 2020

Latest Revision: Dec. 12, 2025 (1st reading)

Purpose

This policy establishes the Fellowship's commitment to maintaining a physically secure environment, providing for the safety of all attendees.

Policy

The Fellowship makes diligent and good faith efforts to secure its property and buildings, and to provide for the physical safety of those attending UUFG services and events.

Procedures

1. The Governing Board shall ensure that the Safety and Security Manual is kept current and available to all employees, lay leaders, and congregants. The manual will explicitly include the Emergency Operation Plan and all specific procedures and forms used to enforce physical safety and acute emergency interventions.
2. The Governing Board shall annually conduct a comprehensive facility safety and security assessment, maintain appropriate insurance and liability coverage, and ensure all physical safety equipment is inspected and maintained according to regulatory standards.
3. The Safety Team shall maintain a current Emergency Operations Plan (EOP), ensure designated staff and lay leaders receive annual training, and rigorously document all safety-related incidents and property damage using the official incident reporting mechanism.

SAF 2: Relational Safety and Conduct

Annual Review: Governing Board

Initial Approval: Dec. 14, 2024

Latest Revision: Dec. 12, 2025 (1st reading)

Purpose

This policy establishes the Fellowship's commitment to fostering a community free from disruptive behavior and interpersonal violence, and provides a principled, multi-step process to prevent and manage conflicts with an emphasis on repair and accountability.

Policy

1. The Fellowship actively maintains a space safe from the effects of disruptive behavior and interpersonal violence, such as harassment, bullying, and abuse (see definitions in Safety and Security Manual).
2. The Fellowship shall proactively manage conflict and promote healthy relational dynamics.
3. The Fellowship reserves the right to intervene, suspend, or exclude persons whose behavior severely disrupts the mission or safety of the community.

Procedures

1. The Governing Board shall ensure the Safety and Security Manual explicitly includes the conflict management plan, procedures, and forms necessary to prevent and manage relational conflict and disruptive behavior.
2. The Governing Board shall charter and maintain a conflict resolution body responsible for promoting the Covenant of Right Relationship, educating the congregation on relational dynamics, and managing conflict through mediation and enforcement.
3. **Initial Action:** An observer of disruptive behavior must first attempt to address the disruption directly to prevent escalation; if this attempt fails or confrontation is deemed unsafe, the observer shall immediately notify a staff member or leader to initiate the formal Safe Congregations Procedures detailed in the Safety and Security Manual.
4. **Final Resolution:** The designated conflict resolution body shall process all reported behavioral concerns according to the formal procedures and escalation levels detailed in the Safety and Security Manual and shall document the process using the official incident reporting mechanism. The Governing Board shall review and finalize all recommendations for Limited Access Agreements or removal from membership.

SAF-3: Safety and Protection of Minors

Annual Review: Governing Board

Initial Approval: April 16, 2009

Latest Revision: Dec. 12, 2025 (1st reading)

Purpose

This policy establishes the Fellowship's highest commitment to assuring the physical and emotional safety of all children and youth and mitigating the risk of abuse and molestation.

Policy

1. The Fellowship shall maintain a zero-tolerance standard for all forms of child abuse, neglect, and exploitation.
2. The Fellowship shall mandate and strictly enforce the use of current criminal background screening and mandatory safety training for all adults working with minors, and adherence to all established supervisory guidelines for minor safety.

Procedures

1. The Governing Board, advised by the senior religious education professional, shall ensure that the Safety and Security Manual explicitly includes the Children and Youth Abuse Prevention Program and all procedures, forms, and guidelines for background screening, training, supervision, and reporting.
2. The Fellowship shall conduct criminal background screening for all adults working with minors, updated according to the schedule detailed in the manual, and require all adults to receive mandatory safety training prior to service.
3. The Fellowship shall require all adults working with minors to adhere strictly to the multiple-adult supervision requirement and all designated guidelines for safe supervision, as detailed in the Safety and Security Manual.
4. **Mandatory Reporting (Florida Law):** Any person (everyone is a mandatory reporter in Florida) who knows, or has reasonable cause to suspect, abuse or neglect of a child or vulnerable adult, **must immediately report** the knowledge or suspicion to the **Florida Abuse Hotline** (1-800-96-ABUSE).
5. The Fellowship shall ensure all complaints, disclosures, proscribed behaviors, or incidents concerning minors are addressed immediately and formally documented using the official incident reporting mechanism, following the specific chain of command and safety procedures detailed in the Safety and Security Manual.

SAF-4: Sensitivities and Environmental Safety

Annual Review: Governing Board

Initial Approval: Feb. 16, 2011

Latest Revision: Dec. 12, 2025 (1st reading)

Purpose

This policy provides a safe environment for chemically sensitive members and visitors. Chemical sensitivity is a chronic medical condition where exposure to low levels of common chemicals, such as fragrances or cleaning products, can cause adverse health effects.

Policy

The Fellowship maintains an environment supportive of chemically-sensitive individuals by using products that are non-toxic and fragrance-free as much as possible and practicable, and asking that all congregants not wear scented products to UUFG services and gatherings.

Procedures

1. The Governing Board shall ensure that the Safety and Security Manual includes the chemical sensitivity plan and all related guidance regarding product use, vendor notification, and congregant communication.
2. The Governing Board shall implement the policy through ongoing education, clear communication, and the consistent use of chemically sensitive practices as defined in the Safety and Security Manual.
3. The Governing Board shall ensure that outside vendors, contractors, and facility users are informed of and asked to adhere to this policy.



Unitarian Universalist Fellowship of Gainesville

INVOICE

Unitarian Universalist Fellowship of Gainesville
4225 NW 34th Street
Gainesville, FL 32605
352-377-1669

DATE - 12/1/2025

BILL TO

Joy of the Lord Outreach Ministries
Pastor Diane Jackson
Deacon Bosie Jackson

FOR

Fellowship Hall and Other Rentals

Details - Sundays in November	AMOUNT
Fellowship Hall 11/2/2025 3:00pm-5:30pm (billed for 2 hours in Sanctuary)	\$97.50
Fellowship Hall 11/9/2025 3:00pm-5:30pm (billed for 2 hours in Sanctuary)	\$97.50
Fellowship Hall 11/16/2025 3:00pm-5:30pm (billed for 2 hours in Sanctuary)	\$97.50
Fellowship Hall 11/23/2025 3:00pm-5:30pm (billed for 2 hours in Sanctuary)	\$97.50
Fellowship Hall 11/30/2025 3:00pm-5:30pm (billed for 2 hours in Sanctuary)	\$97.50

Details - Non-Sundays in November

Choir Room - Wed 11/5/2025 6:00 pm-7:00pm	\$19.50
Fellowship Hall - Fri 11/7/2025 7:00pm-9:00pm (billed for 2 hours in Sanctuary)	\$97.50
Fellowship Hall - Sat 11/8/2025 3:00pm-5:30pm (billed for 2 hours in Sanctuary)	\$97.50
Social Hall - Wed 11/12/2025 6:00pm-7:00pm	\$22.75

Total for November \$724.75

Balance carried forward from November 3, 2025 invoice \$763.75

Current Total Balance Due \$1,488.50

Make all checks payable to "UUFG" (Unitarian Universalist Fellowship of Gainesville).



Thomas Mareci <thmareci@gmail.com>

Fw: Estimate 1041 from Lazer Linez Painting

1 message

Beverly Sanders <bev_sanders@bellsouth.net>

Mon, Dec 1, 2025 at 11:51 AM

To: Thomas Mareci <thmareci@gmail.com>, Debra Neill-Mareci <dneillmareci@gmail.com>, Norden Lucke <bobosuncoast@hotmail.com>

This is an estimate for remodeling the bathrooms from Sierra's boyfriend and his partner. (Build new stalls, paint) It is for labor only, no materials are included. Also, they said they would put mesh at the top, so there would not be a need for any changes to air handling, sprinkler system, etc. For the men's room, they are talking about enclosing the urinal and toilet in a single stall.

I am a little concerned that these guys are handymen. I don't think they know anything about building codes and that sort of thing, so we should think carefully before hiring them.

Also, other than paint it wouldn't be much of a refresh--we'd still have old grungy tile, etc.

----- Forwarded Message -----

From: Lazer Linez Painting <quickbooks@notification.intuit.com>

To: "bev_sanders@bellsouth.net" <bev_sanders@bellsouth.net>

Sent: Thursday, November 27, 2025 at 07:05:36 PM EST

Subject: Estimate 1041 from Lazer Linez Painting

ESTIMATE 1041 DETAILS

Lazer Linez Painting

\$11,750.00

Review and
approve

Powered by QuickBooks

Please find your estimate details here. Feel free to contact us if you have any questions. We look forward to working with you.

Have a great day!
Lazer Linez Painting

Address

Bev

Demo old bathroom stalls

\$1,250.00

Remove all the bathroom stalls from both bathrooms

1 X \$1,250.00

Build new bathroom stalls

\$8,500.00

We will build all new stalls in both bathrooms. 3 stalls in the bathroom on the right/
We will convert the left bathroom with the urinal into 2 stalls

1 X \$8,500.00

Full Interior Paint

\$2,000.00

We will paint all the ceilings and walls/ 2 coats in both bathrooms to complete the
look with your new stalls. We can match the color of the walls now or you guys can
pick a new color for all the walls!

1 X \$2,000.00

Total \$11,750.00

This would be our labor cost for the project. I can give you guys a really close
guess on the materials so you will have an idea of final cost. We will do a
small deposit to get the materials and get started, and then we will just add
material cost upon completion of the job. Thank you for your time and we look
forward to providing you with lasting, quality work!

Review and
approve

Lazer Linez Painting

1500 NW 16th Ave Apt 269 Gainesville, FL 32605-4065 USA

tyler@lazerlinezpainting.com <https://www.lazerlinezpainting.com>

If you receive an email that seems fraudulent, please check with the business owner before paying.



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