



# Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda  
August 21, 2025 – 7:00 pm to 9:00 pm

## UUFG Covenant

In our relationships to one another, we covenant to:

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

1. **[7:00 pm] Gathering and Meeting Preparation** **10 min**
  - a. Welcome, Call to Order, Quorum
  - b. Chalice Lighting and Reading
  - c. Board Covenant: *Inspired by our Unitarian Universalist values and principles, together we guide our congregation and its mission and vision with transparency, gratitude, trust and respect.*
  - d. Personal Check-In
  - e. Confirm agenda and roles (timekeeper, gratitude notes, external observer)
2. **[7:10 pm] Congregational Input** **10 min**
3. **[7:20 pm] Consent Agenda** **5 min**
  - a. President's Report (Attachment 1)
4. **[7:25 pm] Action Items and Items for Consideration** **15 min**
  - a. Communications Committee Charter, second reading (Attachment 2)
  - b. Anniversary letters — Would the board like to send anniversary letters to congregants this year? If so, the letters from the last two years for your consideration are attached. (Attachments 3 and 4).
5. **[7:40 pm] Governance and finances** **40 min**
  - a. Budget projections for 2025-26 and 2026-27 (Attachment 5)
  - b. Schedule Congregational meeting for new budget review
6. **[8:20 pm] Wrap up** **10 min**
  - a. Emerging Concerns
  - b. Action Items and Calendaring (see Governing Board calendar)
  - c. Gratitude notes
  - d. Board Process – external observer
  - e. Next meeting September 10, 2025
7. **[8:30] Adjournment**



# Unitarian Universalist

## Fellowship of Gainesville

### **Governing Board Calendar**

1. Winter Governing Board Retreat:
2. Auction:
3. Pledge Drive:
4. Congregational Annual Meeting:
5. Summer Governing Board Budgeting Retreat:



## Attachment 1

### President's Report, 18 August 2025

1. **Attendance at Committee Meetings:** I am attending a meeting 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.
  - a. **Finance Committee meeting, 16 July 2025:** I asked the committee to prepare options for changes to the 2025-26 budget and projections for the 2026-27 budget.
  - b. **Communications Committing Meeting, 19 July 2025:** In discussion with the Committee, we decided to create posters, to be displayed in the Philips Social Hall, that present the current statements of UUFG's vision, mission, and covenant, and provide sticky notes for members to add comments. Also, we will create posters to display the UUA seven principles and UUA values. Posters are nearing completion.
  - c. **Attend Worship Team Meeting, 2 August 2025:** The Committee met in the Phillips Social Hall, so I set up a Zoom link using the mobile TV stand for distant committee members to attend.
  - d. **Attend Social Justice Council Meeting, 17 August 2025:** The Council requests that the UUFG Governing Board consider asking the UUFG Congregation if they wish to 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/>

***I will add consideration of this issue to the next Governing Board agenda.***

2. **Pastoral Caregivers:** I am planning to participate in the recognition of the Care Team members in the Sunday Service on 24 August 2025.
3. **Training and commissioning of Lay Chaplains:** I am discussing the process of training and commissioning lay chaplains with Natalie Briscoe of UUA Southern Region.
4. **Alice Primack Memorial Award:** I will write to the members of Alice Primack's family to inform them our plan to create this award and ask them for comments and suggestions.
5. **Audio/video technician position:** Erin Perish contacted the candidate to offer the position, but the candidate declined the offer stating that the candidate had developed other work so that our position does not fit the candidate's schedule. I suggested to Erin that the advertisement be reissued, since the Governing Board has already authorized the position advertisement.
6. **Winterfest Community Celebration:** I have requested that James and Erin present the plan for the Celebration to the Fellowship Council for consideration, since the



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Celebration is a programming issue. The Board and following with any necessary actions after receiving a recommendation from the Fellowship Council.

7. **Solar Panel Rebate:** Alice Gridley contacted the local law office of Marc Schnoll, who is handling our application. It was originally submitted in 2024, but because of the tremendous backlog, it had to be resubmitted March 2025. The law office reports that it is still under consideration.
8. **United Church of Christ statement about federal grant:** The following is a statement, published online at <https://www.ucc.org/federal-grants-local-churches-must-review-and-understand-requirements/> by the Office of General Counsel of the United Church of Christ. ***We should examine the conditions related to any funds (e.g., Solar Rebate) from the federal government.***

The federal government has recently changed the terms and conditions of certain grants. Some Local Churches have received and relied upon HHS grants, FEMA grants, and other types of federal grants to support their ministries. Some Local Churches are planning to apply for federal grants under the [Nonprofit Security Grant Program](#). The [Notice of Funding Opportunity](#) indicates the standard Department of Homeland Security terms and conditions will apply to subrecipients of the grants. Churches should carefully review the terms and conditions of any federal grant they are choosing to apply for with their own legal counsel. The [standard terms and conditions](#) for any DHS grant, including the Nonprofit Security Grant Program, now require recipients and subrecipients of the funding, among other things, to cooperate with immigration officials, not engage in or promote programs that engage in DEI, DEIA, or “discriminatory equity ideology” within the meaning of the [Executive Order](#), in violation of anti-discrimination laws, and not participate in discriminatory prohibited boycotts relating to Israel. [HHS is also requiring certification of compliance with not engaging in DEI activity](#). The terms and conditions of ANY federal funding MUST be carefully examined to ensure that accepting a grant does not make the church’s ministry an instrument of the state by dictating what religious activities the church can engage in and with whom the church can associate.

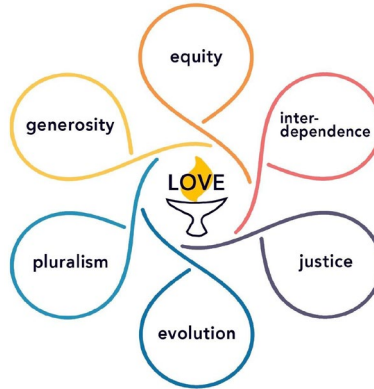
9. **UUA General Assembly Delegates report to the Congregation:** I have drafted a summary of my experiences attending the General Assembly in person. I will ask the other delegates to contribute a summary of their experience, and we can distribute this to the congregation. The other delegates are the following:
  - a. Aaron Eliot-Gaines
  - b. Tom Mareci
  - c. Catherine Turner
  - d. David Willkomm

The summary will be distributed via News-and-Needs.



## Unitarian Universalist Fellowship of Gainesville

10. **Core Values:** I have observed that universities and religious institutions share similar organizational principles, traditions, and culture. Perhaps this is because university developed from religious movement. For example, the revision of the UUA Bylaws, Article II, Section C-2.2. **Values and Covenant**, illustrated below,



is very similar to the fashion in which the University of Florida expresses the University's core values in their strategic plan statement and the accompanying illustration shown below:

<https://www.ufl.edu/about/core-values/>





## **Attachment 2**

### **UUFG Communications Committee Charter**

First Review: 13 August 2025

#### **Purpose**

The Communications Committee helps provide the Unitarian Universalist Fellowship of Gainesville (UUFG) with clear, consistent, inclusive, and effective communication both internally to members and friends, and externally to the wider Gainesville community. The committee will provide guidance, support, best practices, and advice to the UUFG community. All content is aligned with UU principles and UUFG's covenant.

#### **Committee Membership and Meetings**

- The committee will consist of at least one chair or co-chairs appointed by the board for a year-year term with the option. The rest of the committee consists of volunteer members from the UUFG who join the committee officially or work on individual projects as needed.
- The committee meets in person at least quarterly with additional meetings as needed.
- The committee will announce meeting dates at least one week prior to meeting so that congregants may attend.

#### **Responsibilities and Duties**

- Develop and maintain communication policies related to communications—this may include style guides and procedures
- Support other committees, staff, and the Board with communication projects
- Maintain UUFG website
- Maintain and develop social media presence
- Provide design/proofing/editing support to UUFG
- Create strategies to market and promote UUFG events and congregation—this may include tabling, press releases, promotional material, social media campaigns
- Archive important media

#### **Reporting Responsibilities**

- Liaise with Minister, congregation, and other committees
- Chair attends Board meetings as needed
- Chair attends Fellowship Council meetings



# Unitarian Universalist Fellowship of Gainesville

## Attachment 3



# Unitarian Universalist Fellowship of Gainesville

4225 NW 34<sup>th</sup> Ter.  
Gainesville, FL 32605  
352-377-1669 / uufg.org

June 24, 2024

Dear «First\_Name»,

Congratulations on another year of membership with the Unitarian Universalist Fellowship of Gainesville! We are grateful that you are a part of our faith community.

Thank you for letting us be a part of your continued search for truth and meaning in the world. We've been through a lot together, through the pandemic, ministerial changes, and larger political attacks on values we cherish. Through it all, we seek to offer you many ways to engage in the life of the congregation that will nurture your spirit and help change our world. We hope that you will experience our hybrid connectedness of meetings, social events and worship as a way to deepen your own growth within this community.

Our inclusive religion values theological and cultural diversity. We seek an ethical and moral life through study, applying the teachings and our learnings of many faith traditions and cultures other than our own to grow both individually and as a community of faith in service to the world. This place of worship is warm, friendly, and supportive of your individual beliefs in part because of the efforts you make to embody these values, helping create a “beloved community” for your fellow members.

Our former minister, Rev. Christe Lunsford, led us into our new digital age and helped us through a pandemic. This year, with new challenges, we embrace new approaches with new faces and new voices. We contracted with Rev. Tracie Barrett to advise our board and staff. We hired Tané Dekrey as our Choir Director/Pianist/Accompanist to support our Fellowship's music and Ricardo Sosa-Melo as our new audiovisual technician. But along with these fresh perspectives, your continuing support and participation is vital. Our congregation continues to offer many opportunities to build our own community and expand Unitarian Universalist values in Gainesville and beyond. Your involvement is more important than ever. If you are willing to join leadership, whether for an event or service on a committee, don't wait for an invitation; contact me to discuss how to move forward into your calling.



Nurture Your Spirit



Help Heal Our World





## Unitarian Universalist Fellowship of Gainesville

Through everything, our Fellowship succeeds because of our members' support and commitment.

If you have any questions or concerns, please feel free to contact any Board member. We all look forward to deepening relationships with one another here at UUFG.

In fellowship,

A handwritten signature in blue ink, appearing to read 'Lh'.

Leah Cobb Lee,  
President on behalf  
of the UUFG  
Governing Board:

Leah Cobb Lee, President  
Mike Hazlett, Vice President  
Erin Parish, Secretary  
Mary Anthony, Treasurer

Tim Christe, Trustee  
Norden Lucke,  
Trustee  
Tom Mareci, Trustee





# Unitarian Universalist Fellowship of Gainesville

## Attachment 4



# Unitarian Universalist Fellowship of Gainesville

4225 NW 34<sup>th</sup> St.  
Gainesville, FL 32605  
352-377-1669 / [uufg.org](http://uufg.org)

June 1, 2025

Dear «First\_Name»,

Congratulations on another year with the Unitarian Universalist Fellowship of Gainesville! We are deeply grateful for your presence in our faith community and hope you feel the warmth and support that comes from being part of it.

As you continue this journey with us, we extend our heartfelt commitment to your well-being. Your presence enriches our collective experience, and we encourage you to explore the many avenues for connection, growth, and service available to you. We hope that our blend of in-person and virtual gatherings enhances your journey within our community.

Our diverse and inclusive Fellowship values the wisdom found in various traditions as we strive to live ethical lives. Your contributions help create the supportive atmosphere we cherish.

Please remember that we are here for you. If you have any questions, concerns, or simply wish to talk, don't hesitate to reach out. Our minister, board members, and fellow congregants are eager to offer support and guidance as you navigate this new chapter.

We look forward to getting to know you better and walking alongside you in your faith journey and personal growth.

With love and warmth,

*Rev. JeKaren Bell*

Rev. JeKaren Bell



Nurture Your Spirit



Help Heal Our World





# Unitarian Universalist Fellowship of Gainesville

## Attachment 5

				Notes		Notes		Pledge Income History
	24-25 Budget	24-25 Actual	Current 25-26 Budget FT Resident Interim Min for 12 months		Draft 25-26 Budget FT Resident Interim Min 6 months Jan-June 26 and increased staff hrs		Draft 26-27 Budget FT Resident Interim Min for 12 months and increased staff hrs	21-22 231K 22-23 283K 23-24 264K 24-25 298K
<b>INCOME</b>								
Pledge Income	292,748	297,774	305,000		305,000		320,000	
Sunday Collection	11,394	14,114	13,000		13,000		16,000	
Rental Income	11,000	19,655	18,000		18,000		20,000	
Special Activities and Auction	16,000	16,035	13,000		13,000		16,000	
Interest	3,500	3,240	3,500		3,500		4,000	
Book Cart Income	300	1,000			1,000		1,000	
Interim Ministry Fund	24,703		27,000		27,000		28,000	
Board Holding Fund	24,652		32,041		25,023		25,000	
LeMire Bequest			18,500				36,464	
<b>TOTAL INCOME</b>	<b>384,297</b>	<b>351,818</b>	<b>430,041</b>		<b>405,523</b>		<b>466,464</b>	
<b>EXPENSE</b>								
Membership	800	515	800		800		800	
UU Leadership	600	400	600		600		600	
Social Justice	1,500	1500	1,500		1500		1,500	
RELATE	100	0	150		150		150	
CUUPS	250	131	250		250		250	
Religious Education	2,200	2,200	2,200		2,200		2,200	
Background Checks	600	1463	2,000		2,000		2,000	
Hospitality	200	200	500		500		500	
Worship - Sunday Services	7,400	2,250	4,000		6,000		2,500	
Special Activities and Auction Exp	1,000	925	1,000		1,000		1,000	
Music	2,000	1607	2,000		2,000		2,000	
Canvass Exp	500	509	500		500		500	
Book Cart Exp	100	0	100		100		100	
<b>SUBTOTAL FOR PROGRAM</b>	<b>17,250</b>	<b>11,700</b>	<b>15,600</b>		<b>17,600</b>		<b>14,100</b>	
<b>ADMINISTRATION AND OPERATIONS</b>								
Board Discretionary Funds	1,000	740	1,000		1,000		1,000	
Pastoral Care	200	73	200		200		200	
Contributions to Reserves	5,000	5,000	5,000		5,000		5,000	
Denominational Dues	17,078	17,078	18,697		18,697		20,000	
Insurance	19,000	23,142	23,000		26,000 Estimate		28,000	
Office Expense	7,000	6,606	7,000		7,000		7,500	
Bookkeeper	3,000	1,485	3,000		3,000		3,000	
Audit		0	5,000		600		0	
Telephone/Internet	7,500	6,399	7,500		7,500		7,500	
Utilities - Electricity & Water	15,000	13,296	15,000		15,000		15,000	
Waste Disposal	2,600	2,532	2,880		2,880		2,880	
Custodial Services	10,800	10,800	10,800		10,800		12,000	
Custodial Supplies	825	665	825		825		825	
Facilities Maintenance	9,500	8,616	9,500		9,500		10,500	
Backflow & Fire Suppression	4,000	5,235	4,000		4,000		5,500	
Security & Safety	700	294	700		700		700	
Pest Control	400	400	400		400		500	
Other Exp & Bank Fees		141			100		0	
VANCO and Bank Fees	2,000	2,079	2,000		2,300		2,300	
<b>SUBTOTAL FOR ADMINISTRATION</b>	<b>105,603</b>	<b>104,581</b>	<b>116,502</b>		<b>115,502</b>		<b>122,405</b>	
<b>COMPENSATION &amp; RELATED EXPENSES</b>								
Minister's Salary	48,500	47,561	80,500		40,250		83,000	
Minister's Housing Allowance	30,000	27,500	0 Allocated by Minister		Allocated by Minister		0	
Minister In Lieu of Self Employment Tax	6,005	5,505	6,005		3,000		6,300	
Minister's Pension Fund	8,500	8,500	8,050		4,025		8,500	
Minister's Health Insurance	15,000	3,467	15,000		7,500		17,000	
Ministerial Transition Expense	13,500	0	13,500		13,500		0	
Minister's Professional Expenses	8,000	8,000	8,050		4,025		8,300	
Office Administrator Salary	44,480	44,505	46,000 Dir Level - 32 hrs		57,500 40 hrs/wk dir level		58,940 40 hrs/wk	
Office Administrator Health Insurance			2,820		2,820		2,820	
Office Administrator Professional Expenses	2,000	1,156	4,140		4,600		4,700	
Music/Choir Director Salary	22,200	21,990	22,755		22,755		24,000	
Music Director Professional Expenses	2,200	943	2,050		1,820		1,850	
Pianist/Accompanist - Payroll	3,000	2,250	3,000		3,000		3,000	
Audio/Visual Technician	5,000	2,204	3,323		3,323		3,400	
Director of Religious Education Salary	27,000	33,654	40,425 Mgr/Dir Level - 30 hrs		53,900 40 hrs/wk mgr/dir level		55,250 40 hrs/wk	
Director of RE Health insurance			12,000		15,000		15,000	
Director of RE - Professional Expenses			3,638		4,312		4,400	
Child Care	8,000	8,334	9,000		9,000		10,000	
Staff Pensions	7,148	7,523	8,642		11,140		12,000	
Payroll Tax Expenses	8,161	8,705	9,041		10,951		11,500	
<b>SUBTOTAL FOR COMPENSATION</b>	<b>261,394</b>	<b>234,661</b>	<b>297,939</b>		<b>272,421</b>		<b>329,960</b>	
<b>TOTAL EXPENSES</b>	<b>384,247</b>	<b>350,943</b>	<b>430,041</b>		<b>405,523</b>		<b>466,465</b>	