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GBAUUF Board Meeting Minutes

December 9, 2019
Bay 6:00 p.m. - 7:45 p.m.

1313 Main St. Green

President Karen Eckberg	Secretary Karen Sigl
Vice President Natalie Buhl	Co-Treasurers Mary Jacobs
Past President Amy Bozzacco	Carl Bennett
	Members at-large Katina Daanen Candy Daoust

Chalice lighting	Karen E	
Approval of items on consent and discussion agenda	Karen E	<ul style="list-style-type: none">• Moved Committee Updates to discussion agenda.
Open Forum	Open to Fellowship	<ul style="list-style-type: none">• None
Consent Agenda <ul style="list-style-type: none">• November Minutes• Financials		<ul style="list-style-type: none">• Discussion and approval of minutes (Danen 1, Daoust 2)
Discussion Agenda		
Lotto offering		<ul style="list-style-type: none">• Brad Terrell started an impromptu collection for the Lottos during Joys and Concerns. Carl, Brad, and Mark will deliver to the Lottos this week.
Inclement Weather		<ul style="list-style-type: none">• The weather this past Saturday brought to light some issues with our policy. While there are general directions, there are no specific directions for HOW to disseminate that information. Karen E. has updated the procedures.• Every October, that policy will be published in the UU Connect• Our plowing needs have changed. The man who plows our parking lot (Steve Gruselle) has spoken with Karen E. about using our online calendar to see when the building is

		being used. Steve G. will send us a contract to reflect these updates.
Key code and key holders	Karen E.	<ul style="list-style-type: none"> ● There's a proposal to create a procedure for asking for/giving out a key/keycode to the building. ● ● There is a proposal to update/maintain the tracking procedure for those with keys/keycodes. ● ● There is a proposal to create an agreement with anyone who has a key/keycode. ● ● Currently, there is a list that the Office Assistant keeps but no formal procedure.
Building Interior	Katina	<ul style="list-style-type: none"> ● Katina is looking into new bolsters/drapes for the south ceiling. ● Katina is looking into scrapping the vault door and replacing with a barn door. ● Karen E. suggested starting an Amazon Wishlist.
Safe Congregation Policy to include provision for known offenders and Limited Access Agreement	Amy	<ul style="list-style-type: none"> ● A motion was made to create an addendum to our Safe Congregation policy (the Limited Access Agreement on the UUA website) (Daanen 1, Daoust 2) Motion passed.
Board covenant suggestion	Karen E.	<p>We promise to:</p> <p>Show up with our best selves, intent on listening with openness and willingness to the voices in the room and those that are not. Speak with an authentic voice, grounded in our lived experience, mindful of differing cultural interpretations and realities that are present.</p> <p>Honor our duty to do the work of the board and to place anti-racism, anti-oppression, and multicultural accountability at the center of that work.</p> <p>Recognize that each of us is fully human, with hurts and vulnerability, and the need to laugh and sing!</p> <ul style="list-style-type: none"> ● Motion to adopt (Buhl 1, Daoust 2)
Finalize draft of Admin Staff position	Karen E.	<ul style="list-style-type: none"> ● Discussion of \$13/hr for a 6 month probationary period <ul style="list-style-type: none"> ○ \$15/hr after the probationary period pending Board discussion ● Post position in mid-December <ul style="list-style-type: none"> ○ Indeed.com, The Connect, Job Center of WI, etc. ● Interviews to occur in mid-January <ul style="list-style-type: none"> ○ Interview team: Andy, Karen E, Katina ● Goal hire date: late January/early February

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WUUSAN Event		<ul style="list-style-type: none"> • Door Cty UU and Madison UU have contacted Janice about coming to our UU on January 8th to build greater social justice. It will be a potluck event.
Town Hall Meeting		<ul style="list-style-type: none"> • January 19th - next Town Hall Meeting • Membership Data • End of Year Statements
Motion to Adjourn		Eckberg 1, Daanen 2

Dates to remember:

Dec 9 @ 6pm	GBAUUF board meeting
January 5	Get committee updates and agenda items to Karen E
January 7	Karen E to get agenda out
January 13 @ 6pm	GBAUUF board meeting
January 15 @ 6pm	Webinar series: Stewardship and Sustainability for the Long Haul

GBAUUF Committee updates

For December 2019

Caring		
Communications and marketing	Karen (for Katina / etc)	<ul style="list-style-type: none"> • Information coming into the UU should come to the Admin. Asst. He/She/They will then disseminate to the various people who manage website, OoS, slides, Facebook, etc.
Facilities	Carl, Michael, Karen E	<ul style="list-style-type: none"> • Key / code holders list has been updated. (Discussion required about both what entitles someone to have a key or code holder, what agreements need to be made, etc) • Potential electrical needs for outside north wall parking lot lights. <i>Meeting with electrician on November 6 to discuss suggestions.</i> • HVAC system – next steps • Inclement weather policy
Fundraising	Katina	Cookie sale
Membership team		
Religious Education	Karen E	Older RE will be working with Adrienne and Maddie to identify when they will be around the next few months. Coming of Age
Social Justice	?	•
Finance / Stewardship	Sam	• (see attached)
Sunday Service	Claudia	• (see updates below)

Sunday Services update:

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1. Next committee meeting to be held sometime after the first of the year.
2. Next opening on the service schedule is 5/10. 12/1 was canceled so we'll probably move that service to an open spot (or shuffle accordingly to accommodate it).
3. The committee still needs another member.
4. We are under budget for speakers, so we will probably consider paid speakers in the summer months (normally we try to stick to free/internal speakers in the summer).
5. We are going to increase our efforts to provide sermon copies for LaVerne. Some speakers work from notes/outline so it won't be possible in all cases, but we're going to work harder at this.
6. The openers/closers have a few items on their list that we think would make more sense to keep on our list - like checking the tealights and microphones before the service. Not a big deal either way, but it seems like their list is very long already.

Facilities update: (from Michael Paprocki)

I'm pretty sure it was in November that the two lights on the North wall for the parking lot were repaired/upgraded to LED lights.

The shrubs in back by the A/C condensers were trimmed to allow for air circulation when the new HVAC system is installed. Yard waste was removed.

The lawn was mowed for the last time this year/season. Neighbors in both the upper and lower levels of the yellow house behind the Fellowship building were spoken to and asked to use pooper scooping technology after problems developed late in the season with doggie doo being encountered on the lawn. Doug Gjerde did the "encountering." We owe him.

The front Hg parking lot light was turned off due to its photocell failing, causing it to be "always on." A question might be if we should leave it always on rather than always off, for the sake of security, until it is fixed. Repair will require finding a firm with equipment to work at a height to do the repair at the top of the pole.

Locks sets have been purchased for the East basement storeroom doors, the utility room door and the ATM room door. They will all use the same key as the current ATM room door lock. They need yet to be installed, which is relatively simple.

LED lights were installed under the soffits over both front and back doors, replacing the prior motion detector activated lights. They remain on 24/7. They will eventually be rewired to turn on only during hours of darkness. This is done in the utility room. Because these light provide some "security," the lights in the front hall are no longer left on 24/7.

Thanks to Karen Eckberg's insight regarding their use, the automatic handicapped door openers are to be on at all times.

I have been asked to determine the cost of lighting our "Green Bay Unitarian Universalist Fellowship" sign in front but have not gotten to it as yet.

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The keys for the back door BY the back door have been MOVED to the office for security reasons. Childcare has been made aware.

I realized that our thermostats will require rewiring those thermostats when the new HVAC system is installed. This because they use a "C wire neutral" for power. I'm pretty sure Bay Area Services is unaware of this. I DON'T however foresee this being enough of a problem for them to have to alter their estimate.

After the locks for the doors described above are installed, I anticipate the next project will be the acquiring and installation of a door bell for at least the front door. This unless the Board has another priority.

I need to ask a couple of fellows to bring the lawn mower downstairs both for repair and for yearly maintenance. The weed whacker is on my kitchen table awaiting carburetor repair.

WRT the "O&C Folks:"

Deborah Otto has joined the O&C team. She will be opening and closing approximately once every fourth Sunday, replacing Carl. A few minor details with regard to training need yet to be completed.

Imho, Ramona Makos has become a real backbone for the team. Thank her.

The schedule for the first quarter of 2020 is being reviewed by the team before being finalized.

Administrative Assistant update: (Karen Eckberg)

- Updating procedures for emails (utilizing Microsoft Outlook to ***finally*** receive the emails coming from admin@greenbayuu.org
- Reminders / email lists/ monthly and weekly calendars
- Proofing / editing / printing / downloading slides, OoS, inserts
- Filing & computer cleanup continues... Margaret Krings has helped tremendously!
- Working out a system for how communication / announcements are advertised within the scope of newsletter, facebook, eblasts, announcement slides, etc.
- Inclement weather policy. (by Karen E)
 - **Report:** The storm of Dec 1 was a major headache. There was word from Denise Jacobs on Nov 30 about the impending storm. It was decided to cancel the service at 9:45pm on Saturday night. I found some general policy (see below) that someone put together in 2016. There is definitely room for improvement about that policy. There were no procedures as to HOW to announce the cancelation on the various networks so I spent the rest of the night (until midnight) trying to contact the 5 networks. I was successful getting the word out on 4 out of the five (not NBC). I documented the entire affair.
 - The policy needs to be updated and made available on the website, the facilitators, the greeters, the musicians, etc...
 - The procedure needs to be finalized / made easier
 - Despite all the information out about the cancelation – (including emails to everyone I could think of), 5 people came to the UU on Sunday morning. Someone (Michael P?) called the plow service that the

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- parking lot was not yet plowed. Steve Grussell (the plow service owner) informed them that it said on the website that we weren't open.
- I called Steve G. on Monday morning at 8ish asking when he would get to our parking lot as I was there for my office hours. He actually came into the UU at about 10ish to talk with me. He was a bit frustrated because he was under the same schedule that was given to him by Michael P. from last year (only Tuesdays and Wednesdays was there someone at the UU). There is something at the UU now virtually every single day of the week.
 - We came to the conclusion: he will use the calendar that is posted on our website to inform him when we have something of importance that we need plow service, that he will have a contract created and sent to the UU, and that the office number is the main number of the UU.
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UUA General Assembly

June 24 - 28, 2020 in Providence, RI

June 23 - 27, 2021 in Milwaukee, WI

June 22 - 26, 2022 in Portland, OR

June 21 - 25, 2023 in Pittsburgh, PA