

GBAUUF Board Meeting Minutes & Team Updates

February 10, 2020
6:00pm – 7:45pm

1313 Main Street, Green Bay

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

Chalice Lighting	Karen E	Meeting called to order, and chalice lit, at 6:04 pm. Members Present: Karen E, Katina D, Candy D, Amy B, Karen S Guests: Elisa SB, Janice G. Michael P
Open Forum and welcome to guests	Janice G	1. A place to park the Building Unity Votemobile is needed in Green Bay for a weekend while holding a Defend Democracy Register and Vote event. Tour will include 35 weekends starting weekend of March 8th. Tim Cordon has asked that GBAUUF organize an event for July 4 weekend, with a potluck on Saturday; could

		<p>have event at GBAUUF since no service that weekend. Board will discuss at next month's meeting. (see memo from Janice)</p> <p>2. Building Unity gatherings could become a monthly meeting at GBAUUF, need 4 people committed to the project (Pam F, Mary W suggested as possibilities).</p>
	Michael P.	<p>Voiced concerns about keys / access to building residing with office manager.</p> <p>Karen E emphasized tasks vs process, board is tasked with setting policies for day to day operations of the fellowship and processes for carrying them out.</p> <p>Katina's email to Michael cleared up several misconceptions.</p>
Consent Agenda	January minutes	Motion by Katina (1) Candy D (2), all approved.
Discussion Agenda		
Office Manager	Welcome Elisa Stoiss-Baker!	<p>Motion to accept Candy D (1), Katina D (2); all approved.</p> <p>Elisa will attend board meetings as available. Office hours have been set. Pay initially \$13 per hour, will increase to \$15 after six months. Bio should be in the UU-connect this week, and again in the Order of Service.</p>
Committee updates / discussion items	Facilities / Grounds / HVAC	HVAC - Steve K, Chip B, Karen E working on paperwork for Focus on Energy incentive

		<p>payback will be about \$660 with changes.</p> <p>Parking Lot - grounds master planning meeting brought up conversation about expanding parking area, best use of space, city considerations, tree removal, need to re-pave in next couple of years.</p> <p>Basement Reno - Per Michael, Carl B thinks small side of basement could be done for about \$1K.</p> <p>Michael P currently programs thermostats manually each week; will continue until WiFi can be linked via Honeywell to automate. Katina & Karen emphasize that gbauuf.com emails should be used for these communications.</p> <p>Front GBAUUF sign light - half is not lit; Creative Sign had won the bid; need to call vendor to investigate. Michael will call them to get repair estimate. May have looked at sign previously, approximately September of 2017.</p>
	<p>Finance</p>	<p>Church Mutual Insurance is restructuring; more details to come.</p> <p>Need ways to bank money for future fiscal years' needs such as AV,, remodeling, capital projects. If not used, can funds be rolled over to next year?</p> <p>Women's retreat did not use up</p>

		<p>all of allocated funds. Finance Committee tasked with looking into rollover of funds - Janice will contact treasurers with request. Or possibly start a fund for member emergencies (Chalice Lighters)?</p> <p>Canvass 2020 - Katina D. Endowment option added; biggest change is to Time / Talent / Interest Form</p> <p>Added lines regarding board openings, committees. Two new sections, ongoing cadres, SCRIP sellers, summer grass cutters, etc.; section for strategic tasks; follow-up needed.</p> <p>On-line or paper. Launches this Wed. in UU connect. Four people speaking at Sunday services regarding canvass.</p>
	<p>Administrative</p>	<p>Google Voicemail - For urgent needs, calls will be directed immediately to the Chairperson's phone number.</p> <p>Pam F has used the new Announcement procedure.</p> <p>Community Assistance Folder - could have stash of gift cards, etc., to help the needy (food, gas cards, small denominations, not cash); also a list of resources available (food pantries, shelters). Katina suggests posting something on front door.</p> <p>Amy B offered to put together resource list, and initial plea for stocking campaign.</p>

Other	Katina D	Distributed draft of Facilities Use Priority Policy; modeled after two other sites; requests feedback regarding simplification of group scheduling priorities, vote next month regarding adoption of policy.
	Candy D	Membership Welcoming Caring teams combining - Candy consulted with Dr. Pressley. Decided to combine Welcome & Membership teams, not Caring team. Candy wants to have a third person stand at welcome credenza before Sunday services to speak with newcomers (Kristen suggested "buddy badge"). Candy & Janice will work on the Caring team together.
	Chair	Need team descriptions for by-laws. Could also possibly combine finance & fundraising. Karen E will add description starting points. Philip Lotto asked for a recommendation letter for masters of divinity program; Natalie B drafted a letter. Town Hall meeting in Jan was successful. Will need four people to fill Board openings. Color printer will be coming soon.
Additional	Katina D.	Requested addition to meeting minutes: A big Thank You to Karen E for serving as interim office manager.

Motion to adjourn	07:36:00 PM	Katina D (1) Amy B (2)
Closed session		Board went into closed session until 8:15 pm.

Dates to remember:

February 12, 2020	Webinar: Being Beloved Community
March 9, 2020	March Board meeting
March 14, 2020	Pi Day in Stevens Point
April 13, 2020	April Board meeting
April 19, 2020	Quarterly Town Hall Meeting
May 11, 2020	May Board meeting
May 17, 2020	Annual GBAUUF meeting

Links:

to website: www.greenbayuu.org

Committee Updates

GBAUUF Board of Trustees

February 2020 Committee/Action Report

Submitted by Katina Daanen, Member-at-Large

Circle Dinners

- 11 people attended the January 25 dinner Sam and I hosted
- To my knowledge, no other dinners have been scheduled

Website

1. Finalizing potential host switch (from UUism.net to ?)
2. Working on rental information with Janice Galt (see also below)
3. Late Spring: Would like to train new office manager on website content management, particularly about how to add Events

Building Usage/Updated Rental Policies

1. Reviewed similar UU websites (e.g. DurangoUU.org) with forms and policies and have edited and/or created recommended GBAUUF documents
2. Have asked Janice Galt to review/provide input (she is involved with both internal GBAUUF groups, i.e. WUUSAN and external, i.e. Italian Club).
3. Will share documents with board after Janice and I discuss feedback
 - Goal is to have these posted online in Spring

Canvass 2020 Update

1. Met with Finance Committee in January to review proposed plan (approved)
 1. 10% Increase or \$52,750 Goal
 2. Run date: February 16 – March 22
 3. Finance committee to handle all tabulation and followup needs
2. “**Stepping Up**” Theme Launch Date: Week of 2/10 (logo, theme and general appeal letter)
3. Updated “Self-pledging” packets and online form for data collection
4. Preparing Weekly UUConnect and OoS educational announcements
5. Four people have agreed to share Fellowship Canvass Moments (Michael P., Annette D., Sabina B. and Natalie B.)

1. Feb. 23, March 1, 8, and 15

Facilities Update – Michael Paprocki

01/07/20 - The peanut butter in the traps is no longer being eaten. Perhaps we have caught the last mouse. Picked up the secondary doorbell push button from Home Depot.

01/08/20 - Changed the receptacle in the first R.E. Room. It had been broken, apparently during prior installation. Carl picked up a supply of one of our furnace filter types (for furnace [#3] - the Sanctuary).

01/09/20 - Changed the broken cover on the switch for the kitchen lights.

01/10/20 - Talked to Steve Gruselle about the trails of snow left between plow stokes and the damage to the back lawn. I understand he has signed a contract with us. He seemed a little upset with me. I suspect perhaps he is of late getting information and direction from both myself and Karen Eckberg, and he's not sure who to listen to. Karen and I really need to decide which of us is going to be in relationship with him.

[Update 01/25/20: It is my feeling that we should have asked that salt be applied for Sunday the 25th, but I am reluctant under the circumstances to speak with Steve about it.](#)

01/11/20 - Put in boundary markers in the back parking lot to mark the boundaries of the lot.

01/12/20 - Changed the 3-way switch in the East Basement Storage Room. Carl brought in the filters for the two smaller furnaces (Basement [#1] and West End Offices [#2]). He installed the two small furnace filters. I reset those two furnaces' thermostat's filter change timers.

01/16/20 - Chip submitted the Focus on Energy application for incentives on the new furnaces.

01/24/20 - Installed the lock on Utility Room door. Notified O&C staff; no longer need to check Storage Room or Utility Room to close the Fellowship. Started removal of automatic door closer on Storage Room.

Update 01/25/20 - Finished removing automatic door opener on Storage Room door.

01/26/20 - Finished testing front parking lot pole light. It's working fine. Turned it back on permanently.

01/28/20 - Finalized the "function" settings on the Sanctuary and Office thermostats. Turned their WiFi capabilities back on. Need yet to set the Basement thermostat.

02/03/20 - Sent in Facilities Report for February Board meeting.

From Janice Galt:

MEMORANDUM OF UNDERSTANDING

Building Unity Tour

Defend Democracy – Register & Vote!



Building Unity Tour is a 35-week tour aimed at supporting voter education, activation, and registration. Tour-stops may include community gatherings, entertainment, food, volunteer activities, education, and family-friendly fun and creativity. Tours will occur on Saturdays, Sundays, or both, and will bring people from other parts of the state to each scheduled stop. Activities will support local residents to increase participation in our democracy through promotion of voter registration and education about important issues related to peace, justice, sustainability, and democracy.

Building Unity Tour -- Partners:

Building Unity Tour – Partners (BUTPs) are organizations, networks, other projects and campaigns, and individuals that:

1. share our goals to increase accessibility to voting for all Wisconsin citizens, and
2. share our goal to promote world peace, social justice, environmental sustainability, and participatory democracy by supporting an informed and active electorate.
3. believe that all eligible voters should be able to vote.
4. are willing to support **non-partisan** voter education and engagement in communities throughout Wisconsin.

By signing this MOU, BUTP's agree to work with other project partners to promote voter education,

engagement and registration through the Building Unity Tour, and will do this work in a **non-partisan** way that supports the guiding mission, purpose, and general policies of this project:

1. Mission

Voting is not only a right, but a responsibility in a democracy. We seek to eliminate barriers to voting and to maximize voter participation in the electoral process.

2. Purpose

Building Unity Tour will promote, support, and encourage people to vote.

3. Publicity

Only members of the Building Unity Tour – Steering Committee (BUTSC) may speak on behalf of the project as a whole, and they will do so only after consulting at least two other members of the Steering Committee. Other volunteers with the Building Unity Tour are encouraged to identify themselves as “working with the Building Unity Tour”

4. Leadership

- 1. Partnering organizations are encouraged to provide one representative to serve on the BUT Steering Committee. The BUTSC will make decisions by consensus.*
- 2. Local participation and leadership in planning Building Unity tour-stops is essential.*
- 3. The leadership, views, and contributions of all Building Unity Tour Project Partners will be valued and supported.*

***** Building Unity Tour is a non-partisan project. When working in collaboration with this project, it is essential that all project partners refrain from promoting any political party or candidates.**

Print Name: _____ Organization (if representing):

Signed: _____ Date: _____

Building Unity Tour

Defend Democracy! Register & Vote!

All Hands On Deck! Starting the weekend of March 8th (International Women’s Day), **Building Unity** groups and partners will launch a 35-weekend tour calling on Wisconsin citizens to **Defend Democracy - Register & Vote!** The Building Unity Tour is a non-partisan family-friendly project to engage, inform, inspire and empower voters in the run-up to the 2020 elections. Plans are being made for stops in more than 70 communities around Wisconsin to encourage voters to register and vote in their local, State and national



elections.

In a democracy, power doesn't reside in Madison, Washington or in our institutions, but in the people. Reaching out across Wisconsin, for eight full months, we will listen, learn, share, and help each other fulfill our civic duty to vote. Most legs of our tour will be completed in one weekend day. It is time to rise up and vote our values of democracy, peace, sustainability, and justice for all. We are building unity and facing our global and local challenges - together.

We Need You!

It is time to unite and take action! Please, fill out this on-line

form: <https://forms.gle/57CC64ZvQYYhaiw86>. Donations to the Building Unity Tour can be made to Wisconsin Network for Peace, Justice & Sustainability (WNPJS), 520 University Ave. #160 – Madison, WI 53703

(Put **Building Unity Tour** in memo line.) The next planning meeting will be in **Milwaukee on 2/10/20 at 1:00 pm**. If you would like to attend this meeting, or want more info: cuphoff@hotmail.com, or 608-630-3633.

<https://www.facebook.com/Building-Unity-Tour-Defend-Democracy-Register-Vote-100867578133189/>

or on the web at: www.buildingunitywisconsin.org.

Building Unity Tour (subject to change)

Schedule for First 8 Weeks:



- 1st weekend of March (3/8/20) - Baraboo, Reedsburg, Sauk City
- 2nd weekend of March (3/14-15/20) – Milwaukee
- 3rd weekend of March (3/21/20) - Mazomanie (WI Grassroots Festival)

- 4th weekend of March (3/28/20) – Milwaukee
- 1st weekend of April (4/4-5/20) – Milwaukee
- 2nd weekend of April (4/11/20) - Oregon, Stoughton
- 3rd weekend of April (4/18/20) – Deforest, Columbus, Beaver Dam
- 4th weekend of April (4/25/20) – Dodgeville, Mineral Point

Minutes / Summaries respectfully submitted by Karen Sigl, 2/19/2020.