

1/13/2020 ~ GBAUUF Board of Trustees Meeting Minutes

All eight members present: Carl B, Amy B, Natalie B, Karen S, Karen E, Katina D, Mary J, Candy D
6:05 pm

Consent Agenda Approved (minutes only): Karen S (1) Natalie (2)

Discussion Agenda:

Communication & Marketing Team Update:

- Name tags - Congregants can voluntarily add their preferred pronouns to a round sticker that can then be placed on their name tag; stickers to be provided in a basket in the welcoming area.
- Life Touch - professional photography studio willing to take free family portraits for a directory book; congregants can purchase portraits. Katina suggests discussing at Town Hall Meeting to gauge interest.
- Website updated with facility pics included in home page slideshow.
- Durango UU website models a rental agreement that includes a four-level scheduling priority guideline, and rental rates. Katina working with Janice G, as she represents various types of groups that use UU facility. Guidelines may help the new office manager as well.

Caring/Compassion Team & Membership Team Update:

- Candy D spoke with Janice G regarding combining teams. Change would need to be approved by Board, then ratified by congregation at annual meeting.
- Need to keep in contact with new members and encourage involvement.
- Office manager could pick up the data aspect of Membership.
- Co-chairs could back each other up.
- Linda Bartlett is currently helping with welcoming new members.
- Karen E suggests asking Mid America UU for assistance and direction; Lisa Pressley in particular.

Open Forum:

Facilities Team Update:

- Michael P - Plowing contract with Steve G signed for 1 inch snowfalls or more.
 - Carl inquired about tax status of Steve G as a vendor - 1099 needed?
- New HVAC system installation is complete.
 - Big thanks to Michael P, Carl B, Chip.
 - City inspection passed.
 - Filters
 - Carl purchased both large (change semi-annually) & small filters (change monthly), and changed small filters;
 - Bay Area Service Agreement
 - Carl suggests possibly starting agreement next year and budgeting for the expense.
 - About \$600 per year, total.
 - Ten year warranty remains in effect regardless.
- Natalie suggests new office manager use Google calendar reminders to keep track of various maintenance tasks.
- Mice - Michael is trapping.
- Doorbell - Michael purchased front & back (different tones), \$70 total, battery operated.
- Water Utility inspection in Dec - passed.

- Key Holder Agreement Authorization Form - created by Katina.
 - Carl suggests adding footers to all GBAUUF forms and documents, noting electronic documents' storage locations.
 - Karen E will revise Key Holder document with suggestions.
 - Motion to adopt Key Holder Form and Procedure: Candy (1), Katina (2). Karen E will implement immediately. Michael will assist with list of current key and code holders.
- Rental Space Agreement - Katina is updating the document, with input from Janice G, for review at Feb board meeting.

Fundraising Team: No update.

R.E. Team Update: Falling apart due to lack of children.

Social Justice Team Update:

- Very successful on Eats for East, program needs a champion within GBAUUF.
- WUSSAN - organizer hopes to have regular monthly meetings at GBAUUF site.

Finance Team Update:

- Mary J distributed explanation of income and expense categories with examples.
- Contacted QuickBooks for help with employee W2 forms and contractor W9s.
- Telecommunications expense increased; Carl to track difference from last year.
- Miscellaneous income generated by musicians.
- Karen E noted that AV budget of \$1500 may be needed to purchase a new computer to run services, etc.
- Carl suggests capital investments as possible Town Hall Meeting topic for discussion with congregation.

Discussion Agenda, Other Topics:

- Limited Access Agreement (LAA) - needs discussion by Board in February, then need to present to congregation at May meeting for vote.
- Office Manager Position
 - Four people reviewing resumes, narrowing field to three candidates for interviews.
 - Want recommendation for hire by February board meeting; board needs to approve.
 - Interview team: Karen E, Chip, possibly Andy.
- By Laws 2020 version
 - Co-treasurers result in eight voting members on Board, which could result in tied votes. Propose that Secretary does not vote; also Secretary to gather team reports and print minutes for binder kept in sanctuary. Will discuss at May Annual meeting.
 - Other updates were also discussed.
- Fellowship Covenant
 - Behavioral Covenants in Congregations (book)
 - Karen E spoke with Lisa Pressley regarding congregational covenants as described in this book.
 - Covenant is a set of promises, not rules.
 - Will take work to create a covenant.
 - Book includes four models describing creation of a covenant.
 - Board to consider whether to pursue, which model to follow, and timeline for development.
 - requests board fill out surveys rating board's perceived performance.
- Canvass 2020
 - Stepping Up Theme.

- Katina will start the education process with forms, etc.
- Moving towards self-canvass model.
- Carl suggests goal of 10% growth of congregation.
- Candy inquires about reaching out to old members & friends.
- UUA Certification Worksheet - Karen E is working on.
- Town Hall Meeting January 19
 - Karen E will cover recent accomplishments: HVAC installation, office manager position, etc. and Near Future Goals: By Laws, etc.
 - Natalie B will facilitate congregational comments/suggestions discussion.
 - Karen S will take notes.
 - Carl B requests videotaping again (Andy?)
- Dates to remember:
 - April 19 = next Town Hall Meeting.
 - May 17 = 2020 Annual Meeting

Motion to Adjourn: 7:55 pm Natalie (1) Karen E (2)

UUA Meeting in Milwaukee next year, Karen E wants to send someone to this meeting.

Minutes respectfully submitted by Karen Sigl.