

GBAUUF Board Meeting Minutes

June 8, 2020

1313 Main Street, Green Bay

6pm – 8pm

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

We promise to:

- 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.
- 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.
- Recognize that each of us is fully human, with hurts and vulnerability, and the need to laugh and sing!

GBAUUF Board Covenant Adopted December 2019

Chalice Lighting	Karen E	6:02 pm meeting called to order, Karen E read board covenant and lit chalice.
Present	Current Board Members	Karen E, Katina D, Candy D, Janice G, Amy B, Mary J, Natalie B, Karen S
	Incoming Board Members / Guests	Paul Bartlett, Annette Dreier, Janice Galt, Nathan Knutson, Deborah Otto, Michael Paprocki.
Open forum and welcome to guests	Open to fellowship	
CONSENT AGENDA	May board meeting minutes	Natalie B moved to accept, Candy D seconded, all approved.
DISCUSSION AGENDA		
	Stewardship Team (Finance)	see reports for May (further

		<p>below, or follow this link to meeting documents folder:</p> <p>https://drive.google.com/drive/folders/1hHWxDyUP6LBcQ0ff06m8xRuuDNQ-7GI</p>
	<p>Membership Team</p>	<p>Due to COVID-19 restrictions, potential new members cannot currently sign the membership book in person to become new members. Several people expressed interest in becoming members during canvass. Karen E created a membership form to take the place of book signing; added this to pledge form, time/talent form – 3 pieces. Two new members responded to UU Connect newsletter blurb and became members via this new, virtual process. This brings the GBAUUF membership count to 90.</p> <p>A. Natalie B mentioned the need for web-based UU orientation meetings (new to UU classes); may become a duty of Rev. Jim per Katina. Karen E will search for someone to offer classes via Zoom.</p>
	<p>Program / Sunday Services Team</p>	<p>Possible hiring of Rev. Jim Coakley</p> <p>a. Team wants to pursue a contract for a one-year term during next fiscal year. Salary of \$18,500 based on association with two other congregations. Rev. Jim has vacations and sabbatical already planned for this year.</p> <p>b. Rev. Jim’s proposal was flexible; possible start of Sept 1.</p>

		<p>Ten months (Sept-June, 2021) for \$13,500.</p> <p>c. 3 potential, primary funding sources:</p> <ul style="list-style-type: none"> i. Re-allocate budget items ii. Use overage in checking account instead of sending funds to reserve iii. Capital campaign – ask membership for more money to fund minister position. <p>Rev. Jim is currently serving half time at Fond du Lac, quarter time at Stevens Point.</p> <p>Natalie suggests we keep a small budget amount available for staff in case we might be able to start offering in-person services in the next year at our building.</p> <p>Carl B offers to serve as personal financial safety net for paying Rev. Jim.</p> <p>Zoom vote by board was unanimous in support of hiring Rev. Jim.</p> <p>Katina feels we need to be able to tell membership how we will fund salary. Also feels a capital campaign goal is needed; Carl B suggests \$5,000 goal.</p> <p>Next steps: Chip B discusses finances & start date with Jim, then hold special membership meeting and vote.</p> <p>Motion by Katina to approve hiring of Reverend Jim Coakley as quarter time minister for GBAUUF, contingent upon approval by GBAUUF membership; Carl B seconds. All board members approved.</p> <p>June 21 – Sample service with Rev. Jim.</p>
	<p>Staff Positions</p>	<p>Denise Jacobs – music director, \$100 per month, paid through June.</p>

		<p>Renae Sohlden– child care; ended end of March</p> <p>Andy Hetzel – communications specialist, continues to work</p> <p>Natalie B. will write notes to Denise and Renae regarding employment status.</p> <p>Per Janice G: Mark Goldstein & Renae started RE home visits, one family at a time, to visit children. Note will be added in Gratitude section of UU Connect newsletter to thank Mark and Renae for doing this.</p>
	Sunday Service Contingencies	<p>Natalie suggests a meeting of Sunday Services team to plan for future if Rev. Jim joins the mix; or what to do if he does not join the mix.</p> <p>Katina asks whether we need to consult with Fox Valley UU regarding our plans for future services. Karen E suggests we talk with them after membership vote regarding Rev. Jim is held.</p>
	R.E.	Kim Brumm to organize on-line program, possible picnic.
	Social Justice	<p>Janice G -</p> <p>Tim Cordon, WUUSAN – still plans to be in GBAUUF parking lot week of July 4 with “voter mobile”</p> <p>Karen E suggests we need a contract with group to manage expectations; Karen E will communicate directly with Tim</p> <p>Amy B – reports that a group interested in drive-up voter registration contacted her; Janice & Amy to coordinate efforts with WUUSAN.</p>
	Grounds / building / facilities	Carl B reports bollard removal project has been postponed one year; contract was signed with

		<p>Nick Van Beek, who stated that asphalt price may increase by then.</p> <p>Damaged exit sign will be taken care of this week. John Drier was very helpful.</p> <p>Roof repair – Michael P getting estimates; Carl B states front roof soffit has been painted by Terry Auger</p> <p>Garden Future – Carl has been prepping garden bed; composter available; Karen E will add note in newsletter to gauge interest in planting this year.</p> <p>Basement – Karen E, Margaret K, and others conducted survey – 11 responses emphasized space should be multi-functional, something for older students.</p> <p>Security in relation to riots recently in downtown Green Bay. Karen E closed all blinds; will discuss options with Officer Carlson.</p>
	Old Business	<p>Office Manager hiring – ten applicants; Karen E asks that all board members review her spreadsheet in the next two weeks; hope to have new hire by mid-July.</p> <p>Sanctuary re-arranged – podium to the right, musicians to the left, screen and projector to middle of wall.</p> <p>Michael and Chip suggest another dehumidifier for basement; mold concerns (one unit for each room). Carl B asks for quotes.</p>
	New Business	<p>This is the last board meeting for the current board – Karen E offers thanks to Mary J, Katina D, and Amy B, who will be rolling off.</p>

		Engaging with fellowship: weekly trivia questions; looking for additional suggestions. Website updates – Katina Karen E will offer training to new board members on Zoom, Google docs, etc.
	Calendar – important upcoming dates	June 21 – Rev Jim Zoom service July 13 – next board meeting July 19 – quarterly town hall meeting
Meeting adjourned.	Karen E.	Chalice extinguished at 7:41 pm.

Minutes respectfully submitted by Karen Sigl.

Reports for June 8, 2020, Board Meeting:

FACILITIES

05/02/20 - Terry, Chip, and Michael took away wood chips from tree removal, picked up yard, and replaced grass tufts.

Note: Repeated from May Board Meeting.

This is in red, not to convey upset, but to emphasize its importance.

Something I think should be a priority for our scheduled maintenance as well as our budget, is our roof - even before the parking lot or the basement work. It was leaking last year. Keith tarred it somewhat to get us through the winter. It needs both roof work AND carpentry work. I strongly suggest we make this repair this summer. Letting it go will put at risk the integrity of the building and/or lead to more costly repairs later. Added more recently is Carl's suggestion that we replace damaged fascia boards at the same time we repair the roof and dormer trim. I think this is a very good idea ! Then we could paint them as has been suggested, this Summer.

05/06/20 - Lawn mowing commenced (Chip on May 6th).

05/18/20 - Changed furnace filter # 3. Reset T-stat timer (code 0500; set to

number 2; cancelled and reset). Checked filters on furnaces # 2 and # 1. They were both fine. If the past month is any indication, we can definitely change filters less often than once every month. (And I am aware - the last month MAY indeed NOT be a good/fair indicator. In addition, we are now running the fans 24/7. This will shorten filter life in days/weeks/months as we keep run hours constant.)

05/23/20 - Few minutes on the Bunn coffee maker.

05/??/20 - Somewhere in here, Carl cleaned up the boarder between the BP station and our UU property. Looks really nice Carl. He replaced the wire fencing around the "garden." Brought in a compost "?bin?" . More I'm sure that I don't know about. He is working on the outside edge of our back driveway.

05/31/20 - Changed the thermostats for the three furnace/air conditioning units to correspond to the cooling season. (for now, ... set 85* as maximum temperature for all three, and 24/7). Turned fans to always "on" to aid moisture control. Partially scoped out the dehumidifier situation. A few minutes on the Bunn coffee maker.

Approximately 3:50pm: Was going to check on the string trimmer in the ATM room. A person was sleeping there on the "porch," under his blanket. He was pretty obviously homeless. I chose to let him sleep. As further evidence my "questionable" judgment, my vote is that we allow this, unless it becomes a problem for some reason. This is the first time I (or anyone??? to my knowledge) has seen him, although there have been signs of someone being there in the past. He seems to have caused no harm. Many people - especially during the summer months - sleep outside at various places in Green Bay. I see no harm in allowing him this place on

occasion. I identify with him, and I see this as a small thing we might do for him. It was a beautiful day. That he was there sleeping in the middle of that nice day on a concrete slab, means to me that he must have been very tired. I fully expect him to avoid times we might be having service there on Sundays, for his own reasons and need for privacy.

06/01/20 - I'm starting the search for someone to do our roof and fascia repair (in case it is approved). I intend first to speak to Keith, and Sam, as well as get up there and take a look at the situation myself.

Respectfully, Michael

Rev. Jim Coakley Exploratory Task Force Meetings Report From Katina Daanen

May 27, 2020, 7:15 pm Zoom Call Meeting Organized by Katina Daanen Present: Chip Bircher, Annette Drier, Emilyn Linden, Steve Krings, Sally Terrell

A task force of six met to discuss Rev. Jim's proposal to become a 1/4 minister for our congregation. At this point, Rev. Jim is aware that we are only evaluating one year of employment. This email serves as both a meeting recap and to keep the board abreast of our discussion and next steps.

In a nutshell, Rev. Jim is proposing that he provide leadership as part of a coordinated Stevens Point/Fond du lac/GBAUUF virtual Sunday service approx. 2x/month. Exact details TBD. Once (or if) we resume meeting at the building, he would then provide in-person services, rotating between each congregation (likely 1x/month or 1x/every five weeks. TBD). In addition he'd provide leadership and other ministerial services to our congregation that total 10 hours per week.

In light of the understanding that UUA is recommending all in-person services be suspended until May 2021, the Rev. Jim exploratory team is recommending that we find a means of making the opportunity happen for the following reasons:

- We are currently treading water while everything has been put on hold. FVUUF has been a fantastic resource, but no one envisioned we'd be riding on their coat tails for another year. (We did discuss what it would mean if we did continue this course. See separate point below.)
- We need to consider how we keep our own congregation and identity relevant. What will we be offering our membership if we are directing them to continue attending the FVUUF service? People may drift away.
- If we don't provide GBAUUF-specific programming or services for a full year, we will likely experience negative repercussions securing this year's pledges and will potentially have a harder time with next year's Canvass.
- Rev. Jim is a known—and more importantly—well liked entity. We know who we are getting.
- Having Jim on board not only positions us to have professional UU leadership coming out on the other side of this pandemic, it also illustrates to our membership that we are being proactive in spite of it.
- The presence of Rev. Jim provides value to our members and friends, and one that may even be leveraged as part of next year's canvass.
- With Jim at 1/4 time—and once we are able to meet again in person—we still would retain autonomy with programming (especially the variety of speakers/topics we offer), coupled with a consistent ministerial presence.
- Jim is relocating to Green Bay (Whitney School apartments). We'd have him close to home.
- Everything about this hybrid position appears to be a win-win—if we can afford it. In light of the latest information that we may not be meeting together again in person for a long, long time, I've asked Carl and Mary to look at the 20/21 budget. For example, could our speaker budget of \$4500, be reallocated to help fund Jim's position? Without childcare and a band, can those expenses be applied to Jim's salary? We recognize, however, that the we currently do not have enough resources to completely pay out of pocket and for this reason we feel that we'd need to go back to membership and ask for additional financial support. We also recognize that moving all the budget to Jim's salary isn't currently sustainable beyond a year at this point, but is hoped that people would experience demonstrated value and figure out how to sustain Jim's presence beyond a year—but that is a separate discussion. It would be made clear to all parties that we are entering this commitment for one-year.

We all agreed that the enthusiastic response received during the annual meeting suggests that additional financial support (TBD) is possible. Know that this is currently a key part of our calculation. If members do not agree with this, it would be a reason not to pursue the opportunity.

The exploratory team has invited Rev. Jim to meet with us next week (week of June 1). We have more questions and want to hear what questions he has of us.

After that meeting and looking at Carl and Mary's evaluation, my goal is to bring a recommendation to the board on June 8 for discussion. I expect that a proposal will either die or taken to the membership for input and/or voting.

FVUUF Services and Scenarios We also briefly discussed what happens if we don't retain Rev. Jim. We recommend that a conversation with FVUUF should occur. Would they continue to let/want us share in their services? For another year?! (If this is the case, a suggestion was made that we use some of our speaker budget to support them.) Would we want to stick with them that long?

In conclusion, it seems we have three possible scenarios for consideration looking ahead to a potential year of uncertainty and budget implications:

1. Stay with FVUUF (and the ramifications this might represent) and resume our normal programming once we are meeting back in person. *This honors our existing expenses, but likely will affect our income.*
2. Hire Rev. Jim knowing we'd alternate services with some kind of GBAUUF Sunday offerings TBD (but not using paid speakers). *This requires rethinking the budget and asking for more.*
3. Develop our own unique GBAUUF programming recognizing it wouldn't be as produced as FVUUF. Or possibly also alternating with FVUUF or other UU congregations. Note: Sunday Services has not discussed what happens if we don't meet for a year as a team. However, the three of us on the Rev. Jim exploratory committee who are also Sunday Service coordinators expressed concern about our ability to pull off services coordinating music and speakers remotely each week. This is a much bigger discussion/plan. *This likely honors our existing budget.* No action is required at this time (except number crunching by the treasurers). Nothing will be offered to Rev. Jim without Board approval and input. I am also going to be sharing these last conclusions to the Sunday Services Team so they are kept in the loop regarding this discussion.

May 29 Emails Regarding Budget Review Carl, Mary and Katina; Shared with the Task Force prior to our June 1 phone call.

In light of the UUA recommendations that no in-person gatherings be held well into next year (May 2021), Carl and Mary reviewed the previously approved 20/21 budget looking at areas where allocated money may no longer be needed as much as originally planned that could be shifted to help fund Rev. Jim's employment with us for one year. The estimated expense of this position is \$18,875.

- Salary \$10,343 - Housing \$5,466
- Reimbursable professional expenses \$1,475 - SECA
- \$\$\$1,500 TOTAL \$18,875

Sources of reallocation from our 20/21 budget:

- Speaker budget: **\$4500.**
- Music director: \$1200*. **But we may need some of this for our possible virtual services on the Sundays Jim is not with us.)*
- Sunday Childcare: **\$1,000**
- Less AV/Office Supplies, etc: *We feel this needs to stay available for AV/Office Supplies. Any decrease in amount used would be insignificant.*
- Less of everything needed to keep the heat on or run a Sunday Service: *I don't know how we'd determine any dollar savings or if that savings would be significant. We are on a budget plan.*
- Other sources of revenue:
 - Transfer **\$6000** from checking to fund the position rather than to the Reserve fund. *Possible.*

About \$5,500 - \$6,000 factoring in some savings in utilities and/or AV, may be available, plus \$6,000 from checking for the position instead of to the reserve fund. That is around **\$12,000 total**.

But, something else to think about: We may lose much of our \$4,000 budgeted income from our "undesignated offerings" that had come in the weekly basket. We may lose our Fundraiser budgeted income of \$1,500 if we don't have Bunco, etc. So, any savings from expenses may be needed to make up for a loss of income of \$5,500.

Katina's Note: Assuming we are really one year away from meeting in person, as the web site admin, I will propose that we add online payment functionality (e.g. Paypal or similar) for a virtual offering basket. I have other ideas about online fundraising and getting Scrip to be more active again. I don't expect we'll meet the budgeted income, but I also don't think it will be completely lost either.

Regardless, we are short of having readily available cash for funding a one-year position.

June 1, 2020, 7:30 pm Zoom Call Meeting report Facilitated by Katina Daanen Present: Chip Bircher, Annette Drier, Emilyn Linden, Steve Krings, Sally Terrell, Natalie Buhl, Karen Eckberg, Carl Bennett and Rev. Jim Coakley

The six member task force were joined by GBAUUF Board current and incoming chairs, treasurer and Rev. Jim Coakley. The open format of this meeting included the following conversation:

- What would a typical month look like for a 1/4 minister?
- What might be expected of us? (e.g from producing services during the off Sundays, how to loop him in with our leadership, etc.)
- Confirm how often we'd see Rev. Jim in the pulpit once services resume in person (understand we are looking at approx. 2x or more per month for virtual services)
 - Approx. 1 x per month for in-person.
- What is the earliest Jim would be available to begin his 1/4 position or the latest he'd consider?
 - Rev. Jim expressed willingness to be flexible and look at a less-than one-year appointment, starting in September vs. July 1.
- What does he see are our strengths and weaknesses?
 - Strengths: Our size and ability to overcome obstacles, buying a building; Weaknesses: RE program (young families)
- Any questions Jim has of us?

After Jim left the meeting, we discussed his responses and the budget in greater detail. There was concern expressed about reallocating all the speaker fees to Jim's salary—might we still want to earmark funds for a few paid speakers, for example? And what about income in general—not meeting in person or having the ability to fundraise as previously done? We also discussed the need to ask membership to financially support this position—above and beyond the canvass. We'd need membership to step up with another \$5000-\$6000 without dipping deeper into the reserve fund.

All present were in favor of bringing this opportunity before the board and membership and continuing exploring how to make this work.

Rev. Jim will be leading a worship service with his two current congregations and speaking on June 21 We will be encouraging members and friends to join in to this service which would be an example of what we would expect if we were to hire him as our 1/4 minister.

May GBAUUF Treasure Report

Checking Account 7272				
Previous Statement Balance as of 4/30/20			\$16,667.24	
Deposits and other Credits			\$4,719.81	
Checks Transfers and other Debts			\$2,486.91	
Current Statement Balance as of 5/31/20			\$18,900.14	
Savings Account 7281				
Previous Statement Balance as of 4/30/20			\$9,364.48	
Intrest (0.45600%)			\$0.85	
Current Statement Balance as of 5/30/20			\$9,365.33	
Mortgage 0423				
Current Statement Balance as of 5/6/20			\$207,281.43	
<i>Year to Date Financials FY 2019-2020</i>				
	<u>Checking Account #7272</u>	<u>Savings Account #7281</u>		<u>Mortgage #0423</u>
Month				
July	\$ 13,961	\$ 26,062		\$ 213,802
August	\$ 14,032	\$ 26,074		\$ 213,159
September	\$ 14,782	\$ 26,781		\$ 212,543
October	\$ 17,070	\$ 26,787		\$ 211,838
November	\$ 15,963	\$ 17,045		\$ 211,159
December	\$ 16,667	\$ 7,301		\$ 210,553
January	\$ 17,005	\$ 8,002		\$ 209,849
February	\$ 17,090	\$ 8,663		\$ 209,133
March	\$ 15,366	\$ 9,364		\$ 208,499
April	\$ 16,667	\$ 9,364		\$ 207,875
May	\$ 18,900	\$ 9,365		\$ 207,281