

# GBAUUF Board Meeting Minutes

July 13, 2020 || 6:00 p.m.

**Chair:** Natalie Buhl  
**Vice Chair:** Paul Bartlett  
**Past Chair:** Karen Eckberg  
**Secretary:** Karen Sigl

**Treasurer:** Carl Bennett  
**Jr. Treasurer:** Deb Otto  
**Member At Large:** Nathan Knutson  
**Member At Large:** 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

*Adopted December 2019 by GBAUUF board of trustees*

- I. Chalice Lighting - Natalie B lit the chalice at 6:05 pm. Board Covenant was read together by all Board members
- II. Open forum and welcome to guests
  - A. Roofing specialist Robert Boyda of Roof Pros of America, who was to be present to explain our roof repair needs, was delayed
- III. Consent Agenda
  - A. June Minutes - motion to approve Candy D (1), Karen E (2), all approved.
- IV. Discussion Agenda
  - A. Stewardship Team
    1. End of year pledges vs. actual payments - \$10K difference. Carl B reports we are currently in great financial shape (see report).
    2. Annette Drier will join the team; Mary Jacobs & Mary Walschleager have left the team.
    3. QuickBooks update
      - a) Karen E has restructured account so four team members have access:
        - (1) Master Admin
          - (a) The Master Admin information is set up now for the [treasurer@greenbayuu.org](mailto:treasurer@greenbayuu.org) email account so that each year we don't need to designate a new master admin user.
        - (2) Carl B
        - (3) Don F
        - (4) Deb O

## B. Membership Team

1. Follow-up on adding new members by 'virtually' signing the book (Karen E.)
  - a) Karen E has set up digital forms for
    - (1) Membership information
    - (2) Financial pledge
    - (3) Time, talent, and interest survey
  - b) Follow-up with offering virtual UU101 classes (Karen E.)
    - (1) Candy says Kristin Fliss was working on class content; Candy D and Karen E will collaborate. Per Natalie B, Rev Jim may want to be involved
2. Addressing inactive members (Natalie B)
  - a) Per our By Laws, procedure is for Treasurer and new Board Chair to review members list in July and remove inactive members.
  - b) Natalie and Carl will review and recommend actions at August Board meeting.
3. Church UUA Membership Requirements (Karen E.)
  - a) GBAUUF pays \$750 per year to the UUA; they ask for \$5700 ? Karen E asks if we want to pay now, or wait till later in fiscal year. Candy states we have funds now, should pay now.
4. Church photo directory (Karen E)
  - a) LifeTouch photography session opportunity
  - b) GBAUUF hasn't had a photo directory in about 10 years.
  - c) Karen E spoke with a sales person from LifeTouch
  - d) Portion of proceeds would be given back to GBAUUF
  - e) no cost up front
  - f) No obligation to buy photo packages
  - g) Offering two days of photo sessions
  - h) Possibly in August or September; waiting to see how much interest there is; will discuss further in August
  - i) Currently have 54 family units.
  - j) Could reach out via FB poll, UU Connect form to gauge interest.
  - k) Paul B asks how directory is kept up to date? Natalie B responds Breeze database is updated by Karen E currently, and by office manager in future.

## C. Program Team

1. Sunday Service Team meeting on July 21 (Natalie)
  - a) Will plan for GBAUUF services in August & 4th Sundays thereafter
  - b) Joe E will provide technical assistance for GBAUUF's own services and will train others to assist in the future
  - c) Plan to reinstate Denise's pay to choose hymns and arrange music; GBAUUF to pay Denise \$100 for August and \$25 for each month thereafter.
  - d) the need for Denise's services will ebb & flow as needs change.

## D. Religious Enrichment Team

1. Will meet with Rev Jim in August to plan
2. Kim Brumm may be lead for this as she has performed the role in the past
3. Karen E will discuss with Kim and ask her to kick off

## E. Social Justice Team

1. BLM vote mobile arrived in our parking lot on June 26
  - a) All went well with Tim Cordon during the visit
- F. Building/Facilities Team - Michael P joined meeting at 6:50 pm
  1. Roof repairs
    - a) Estimate for work is about \$2300 (see report). Robert Boyda was unavailable to join meeting to explain in detail; Carl says gable end boards will be taken down, repaired, put back up by Terry Auger.
    - b) Motion to move forward with roof repairs made by Candy D (1), Nathan K (2), all approved. **Michael will contact Robert to begin.**
  2. Update on dehumidifiers
    - a) Carl B has been emptying unit in east room; would like to run a hose to drain in west room.
    - b) Possibly add to HVAC system; need estimate of cost.
    - c) Natalie B suggests Renovation team may want to add input.
  3. Update on landscaping in front of building
    - a) Natalie & Carl moved stones away from front of building and relocated to other areas, put down new landscape fabric and cocoa bean mulch.
    - b) Natalie wants to put together a chore list and have members volunteer to perform chores as their time allows.
  4. Basement renovation (Karen E.)
    - a) Nat suggests we need a Reno team for future work beyond dehumidifiers. **Carl B will make some contacts.**

#### V. Old Business

- A. Facilities rates/rentals policy update
  1. Karen E confirms policy is complete
  2. Natalie B suggests we may need to add a COVID-19 disclaimer; **Natalie will follow up with Katina D**
- B. Office Manager update (Karen E.)
  1. Cheyenne Miller, new hire, started training today with Karen E. Will not be able to attend board meetings as she is in classes Mon and Wed nights.
  2. ITTOC = In The Time of COVID19. Duties differ from the norm, such as no order of service; duties will shuffle a bit between Office Manager and Communications Specialist. Going back to Wednesday distribution of newsletter rather than Thursdays
- C. Comm Spec updates (Karen E.)
  1. Role will evolve in tandem with Office Manager role.

#### VI. New Business

- A. Social Media presence
  1. Karen E announced that GBAUUF now has an Instagram account
  2. Daughter Maddie E has been posting daily
- B. Candy D announced that Kerry Sadowitz passed away. Paul B offers to contact Jerry Keiler.
- C. Chip Bircher is working on contract for Rev Jim; Natalie B asks board to review four documents located on Google drive, Board / Personnel / Pastor / four Word docs, and email comments by Thursday..
- D. Town Hall Meeting topics for this coming Sunday
  1. Welcome Rev Jim and Cheyenne
  2. Mention the passing of Pam Fischer and Kerry Sadowitz.

3. COVID19 - life after? How can we connect, reach out to each other?

VII. Motion to adjourn Candy D (1) Carl B (2), all approved. Meeting adjourned at 7:40 pm.

Minutes respectfully submitted by Karen Sigl.

Below, find his itemized estimate from **Roof Pros**. It includes repairing the edges of the dormers from the inflection point to the face posts on both sides of the dormer. In addition, it also includes three points needing repair on the north roof that were discovered during the walk over.

Sincerely,  
Michael

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**Subject: Proposal for sidewall and post leaks**

In our focus of the current sidewall leaks we suggest that the post area up to the hip and ridge is inspected on both sides, when we see the entry point leak we can then remedy a solution. Most likely the post area is the area that needs attention.

Michael Paprocki  
1313 Main st.  
Green Bay Wi. 54302

1. Remove Post areas for access to flashing.
2. Remove siding
3. Inspect all areas of wall and decking.
4. Install custom flashing on corners.
5. Re-install shingle to match or reuse if possible.
6. Seal on transition points of hip and ridge to post.
7. Install new fascia wood on all post areas.
8. Paint all fascia wood
9. Install new boots and any maintenance needed on fixtures.
10. Remove all debris

Total: 2240.00

Additional wood repair not to exceed 300

2 yr. labor warranty

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Robert Boyda  
920-450-7100  
Quality Control Manager  
Roof Pros  
Appleton WI. Division

## June GBAUUF Treasure Report

### Checking Account 7272

Previous Statement Balance as of 5/31/20	\$16,667.24
Deposits and other Credits	\$4,276.78
Checks Transfers and other Debts	\$3,421.01
Current Statement Balance as of 6/30/20	\$19,755.91

### Savings Account 7281

Previous Statement Balance as of 5/31/20	\$9,365.33
Intrest (0.45600%)	\$0.85
Current Statement Balance as of 6/30/20	\$10,066.18 * \$700 quarterly transfer to Reserve Fund

### Mortgage 0423

Current Statement Balance as of 6 /5/20	\$206,685.78
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### Year to Date Financials FY 2019-2020

Month	Checking Account #7272	Savings Account #7281	Mortgage #0423
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
June	\$ 19,756	\$ 10,066	\$ 206,686

#### FY 2019/2020 Statistics:

Total Income	\$71,171 '
Total Expenses	\$60,942
Difference	\$10,229

PS. Sam will be setting up a financial meeting later this month to draft a new budget for the 2020/2021 Fiscal Year.

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Budget vs. Actual Overview

for FY2020 7/1/2019 - 6/30/2020  
as of 7/1/2020

	June	Budget	Actual	Budget To Date	Difference \$	%
<b>Income</b>						
Annual Canvass	\$4,036.00	\$47,850.00	\$52,036.00	\$47,850.00	\$4,186.00	8.7%
Offering - Undesignated	\$240.78	\$4,000.00	\$3,849.32	\$4,000.00	(\$150.68)	-3.8%
Special Designated Gifts	\$0.00	\$200.00	\$0.00	\$200.00	(\$200.00)	-100.0%
Fair Trade Coffee (net)	\$0.00	\$225.00	(\$22.24)	\$225.00	(\$247.24)	-109.9%
Scrip Program (net)	\$0.00	\$1,500.00	\$1,767.45	\$1,500.00	\$267.45	17.8%
Special Events and Fun-raisers	\$0.00	\$1,500.00	\$2,930.09	\$1,500.00	\$1,430.09	95.3%
Amazon Smile (net)	\$0.00	\$150.00	\$135.08	\$150.00	(\$14.92)	-9.9%
Cans & Other Recycleables (net)	\$0.00	\$225.00	\$28.40	\$225.00	(\$196.60)	-87.4%
Miscellaneous Income	\$0.00	\$100.00	\$9,947.50	\$100.00	\$9,847.50	9847.5%
Fellowship Usage	\$0.00	\$850.00	\$499.75	\$850.00	(\$350.25)	-41.2%
<b>Total Income</b>	<b>\$4,276.78</b>	<b>\$56,600.00</b>	<b>\$71,171.35</b>	<b>\$56,600.00</b>	<b>\$14,571.35</b>	<b>25.7%</b>
<b>Expenses</b>						
Social Action	\$0.00	\$500.00	\$250.00	\$500.00	(\$250.00)	-50.0%
NEW Community Shelter Meals	\$0.00	\$248.00	\$0.00	\$248.00	(\$248.00)	-100.0%
Advertising	\$0.00	\$250.00	\$383.00	\$250.00	\$133.00	53.2%
Website	\$132.20	\$90.00	\$132.20	\$90.00	\$42.20	46.9%
Caring Committee	\$0.00	\$100.00	\$0.00	\$100.00	(\$100.00)	-100.0%
Enrichment Programs & Workshops	\$0.00	\$250.00	\$80.00	\$250.00	(\$170.00)	-68.0%
Pulpit Expenses	\$0.00	\$4,750.00	\$2,275.00	\$4,750.00	(\$2,475.00)	-52.1%
Audio Visual (AV)s	\$9.98	\$1,500.00	\$220.93	\$1,500.00	(\$1,279.07)	-85.3%
Music	\$0.00	\$500.00	\$489.07	\$500.00	(\$10.93)	-2.2%
UUA Annual Program Fund	\$0.00	\$750.00	\$750.00	\$750.00	\$0.00	0.0%
Music Coordinator	\$0.00	\$1,200.00	\$1,000.00	\$1,200.00	(\$200.00)	-16.7%
Communications Specialist	\$180.00	\$5,000.00	\$4,640.00	\$5,000.00	(\$360.00)	-7.2%
Reserve Fund	\$700.00	\$2,800.00	\$2,800.00	\$2,800.00	\$0.00	0.0%
Mortgage	\$1,390.00	\$18,427.00	\$18,135.80	\$18,427.00	(\$291.20)	-1.6%
Insurance & Fire Protection	\$0.00	\$2,000.00	\$2,165.25	\$2,000.00	\$165.25	8.3%
Grounds Maintenance	\$0.00	\$2,000.00	\$2,627.13	\$2,000.00	\$627.13	31.4%
Building Maintenance	\$0.00	\$2,500.00	\$10,715.37	\$2,500.00	\$8,215.37	328.6%
Utilities	\$443.58	\$4,500.00	\$5,120.11	\$4,500.00	\$620.11	13.8%
Telecommunications	\$133.66	\$1,400.00	\$1,541.37	\$1,400.00	\$141.37	10.1%
Office Supplies	\$146.53	\$500.00	\$1,518.80	\$500.00	\$1,018.80	203.8%
Data Systems	\$285.06	\$1,500.00	\$2,270.71	\$1,500.00	\$770.71	51.4%
Employees Wages	\$0.00	\$5,150.00	\$3,332.00	\$5,150.00	(\$1,818.00)	-35.3%
Workman's Comp	\$0.00	\$335.00	\$317.00	\$335.00	(\$18.00)	-5.4%
Employer Taxes	\$0.00	\$350.00	\$178.37	\$350.00	(\$171.63)	-49.0%
<b>Total Expenses</b>	<b>\$3,421.01</b>	<b>\$56,600.00</b>	<b>\$60,942.11</b>	<b>\$56,600.00</b>	<b>\$4,342.11</b>	<b>7.7%</b>
<b>Net Operating Income</b>	<b>\$855.77</b>	<b>(\$0.00)</b>	<b>\$10,229.24</b>	<b>(\$0.00)</b>	<b>\$10,229.24</b>	<b>###</b>

## uu - Facilities Report for July Board Meeting - 07/13/20

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.

06/04/20 - Terry began sanding and painting the fascia on the front of our building. Chip and I placed a hygrometer to test the humidity of the Sanctuary and the Basement (East and West rooms). I got up on the roof to look at the dormer corners. Scheduled an appointment to estimate the repair of our roof for Monday (06/08/20); exact time TBD.

06/06/20 - Terry completed painting the front (South facing) fascia on the main building.

06/08/20 - Determined the humidity of the East Basement storage room to peak at at least 80%. Reviewed the blueprints to determine the size of the East and the West basement rooms (West room = 1,280 sq. ft. {not including the utility room} / 10,880 cu. ft. ; East room = 2,000 sq. ft. {including the Vault} / 17,000 cu. ft. ) . Robert from Roof Pros of America didn't show for the roof top walk through. Working to reschedule.

06/11/20 - The EXIT sign in front of the building was removed.

06/12/20 - Carl took the EXIT sign away and filled in the hole where it had been. I met with Robert from Roof Pros of America to walk through our repair needs on the roof. We found three quite small but additional issues that need attention in addition to the two dormer corners.

06/15/20 - Somewhere in the last few days, Terry finished painting the back (North facing) fascia on the main building. I noticed when I was there today.

06/??/20 - 07/??/20 - Terry has come several days to paint the fascia. As of today, all north facing and south facing fascia has been painted - two coats. The gable ends and the dormer posts have yet to be done. It is hoped the dormer



posts can be replaced or painted when our roof repair is done. For the gable ends we will need to coordinate several people.

06/??/20 - 07/??/20 - Carl has turned on the dehumidifier in the basement and brought in a second one. Both are being used in the west room. Planned is to pipe the condensed water through the wall into the utility room drain. Chip and I are still working on something for the east room. It will also need to be plumbed through the chase walls.

06/??/20 - 07/??/20 - Natalie is cleaning up the grounds, removing stones, replacing with mulch, and god only knows what all. We are blessed to have such a diligent and hard working soul in our midst to keep our property looking prim and proper.

06/??/20 - 06/28/20 - Someone cleaned up the west room in the basement. My two best guesses are Carl, or Eckberg and Company. It looks really really nice. Thank you, whoever you are !

07/05/20 - I am reconsidering how to dehumidify the west basement room. I'm thinking it might be best to install a dehumidifier in the air intake for the furnace (and A/C) and remove the incoming duct near the utility room door.

Sincerely,  
Michael

## **Katina Daanen - Member At Large Report for June, 2020**

**Building Usage/Rental Fees** It appears I actually had a rate fee sheet and proposed hold harmless agreement written up months and months ago. I've attached a copy here and have also uploaded it to the same drive folder noted below. See also attachment below.

Karen E: I created a new folder on the drive within the Facilities Committee labeled "Building Usage-Rentals" and moved the old rental forms into a separate subfolder. I created a new folder where I transferred the Word forms approved by the board in March and which had been uploaded to the web site.

Unless there the board deems the rates in need of change, I consider my work with this task (building usage) completed. Both the website and the forms can be updated by any admin going forward.

One note: With the sanctuary being reconfigured, new photos should eventually be taken and replaced on the website. I also recommend photos be taken of the tables set up to show them in use.

**Web Site** Entire site has been reviewed for links errors and updates made including new board member pages\*, terminology updates (such as committee to team and president to chair), and the building usage section (rates and forms) is now complete.

\* The only thing lost during the updates are bios for Karen Eckberg and Karen Sigl. I will fix this if you can send me blurbs. The only photo I have is of Candy. I also lost the media library from the old site with the rest of the board member photos. If you want them added, I'll need them resent. Sorry!

Question: There are links to the google drive for downloading meeting minutes and files. Is this secure? If anyone would click on these from anywhere in the world, would they be able to access the rest of our drive or is each link limited to only that particular monthly report? If not, I don't recommend we leave these links out there for the world to access. We should instead look into a "Members Only" portal.

Reminder that the rental Google form needs "Wendy" changed (instead of "Name") and that the form be housed within the Facilities > Building Usage folder.

### **Sunday Services Team**

- Rev. Jim and I have been playing telephone tag. I won't be back until the week of July 13, but I am following up with him regarding the three-congregation spreadsheet and a few scheduling questions I'm seeing.
- The Sunday Services Committee has a Zoom meeting scheduled on July 21 to touch base about everything—including our August services and virtual production needs and breakouts going forward.
- Aug. 2 will still be a FVUU service as Rev. Jim is the speaker that Sunday.
- Aug. 9 will be our first service, Natalie is coordinating/facilitating Poetry Sunday.