

GBAUUF Board Meeting Minutes

August 10, 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 at 6:04 pm)
- II. Open forum and welcome to guests
 - A. Ramona Macos present and offers to assist in any way possible
 - B. Katina D & Sam V also joined
- III. Consent Agenda
 - A. July Minutes - all approved
- IV. Discussion Agenda
 - A. Stewardship Team
 1. July 27 Finance Committee meeting results (Carl B)
 - a) Sam V leaving committee, Carl will chair
 - b) Deb Otto joined this meeting
 - c) \$10,000 moved from checking to reserve account
 - d) Committee will meet every two months
 - e) Recommend to keep minimum of \$5,000 in reserve fund for emergency buffer; Karen E says By Laws adjustment not needed
 - f) Recommend expenses exceeding \$2500 be considered a capital expense and come out of the reserve fund.
 - g) Carl presented best estimates of actual income \$65,887; expenses \$66,000.

- B. Reinstating Denise's pay @ \$25/service (Natalie); \$100 for August
 - a) Carl would like to pay rest of year's wages in a lump sum
- 2. Update on positions (Natalie)
 - a) Debra Otto stepped down from Junior Treasurer position; Annette Drier will be approached to take her place; this will require a vote by congregation to accept new board member..
 - b) Transition schedules will be developed for Treasurer and Chair/Vice Chair positions
- C. Membership Team
 - 1. Inactive members - Natalie & Carl reviewed, identified and contacted several individuals personally to clarify status. The board reviewed additional situations together and made the following recommendations:
 - a) Kathleen Bahler - hasn't pledged or attended in awhile, move to inactive
 - b) Brumm-Chandler family - have not pledged; will reach out to discuss options
 - c) Georgie Halpin - asked to be taken off list, move to inactive
 - d) Carolyn Hawk - active with Fox Valley, friend of and founding member of GBAUUF, Carl will reach out to discuss with her
 - e) Andy Hetzel - may have forgotten to create a pledge; Paul B will reach out to him
 - f) Eric Gjerde - has not responded to requests; move to friend status
 - g) Beth Jensen & Bruce Rose - have not responded; move to friend
 - h) Landrum Family - move to inactive
 - i) Dave Paluch - Candy D will check notes; move to friend status
 - j) Pat Schauck - move to inactive
 - k) Missy Ziemer - move to friend status
 - l) Notes will be given to Cheyenne to update Breeze
 - 2. Lifetime membership designation (Karen E)
 - a) Bylaws section reviewed as part of inactive members discussion
 - 3. Changes to Bylaws in regard to signing the membership book (Natalie)
 - a) Per Karen E, there is no need to update by laws at this time as we do intend to have new members physically sign the book when this again becomes possible
 - 4. Follow-up with virtual UU101 classes (Natalie)
 - a) Karen E would like to discuss with Rev Jim; Jim suggests holding classes with all congregations; a curriculum exists from Dallas congregation called the Inquirer's Series - 8 sessions of 45 min; may hold in October; Natalie will announce in Connect via Cheyenne, Karen E will reach out to interested individuals.
- D. Program Team - nothing to report
- E. Religious Enrichment Team - Karen E will talk with Kim B, Rev Jim, Mark Goldstein.

- F. Social Justice Team - announcement will appear in Connect regarding Watershed Clean-Up effort on Aug 22. GBAUUF will work on the Joanne's Park location, in memory of Pam Fischer and her extensive work on this project in the past.
- G. Building/Facilities Team
 - 1. Parking lot improvement actions we could take now (Carl)
 - a) Wants to re-seal asphalt, cost of \$1436 should come from the Grounds Maintenance account; needs another volunteer to help - Carl will add to Connect and service announcements via request forms.
 - b) Remove concrete parking stoppers - need trailer to move to landfill, Carl will research costs; if more than \$50, Carl will personally pay the difference.
 - 2. Visa credit card for Michael P (Carl)
 - a) Move card from Karen E to Michael P; Michael can use this card to purchase misc maintenance materials and to purchase office supplies requested by Cheyenne; Sam will keep his card.
 - b) Want to have only 2 cards
 - c) No petty cash at this time
 - 3. Questions on facilities report (Carl)
 - a) Re-routing of dehumidifiers
 - 4. Office space in library for Jim & other Board members (Natalie)
 - a) A computer with MicroSoft is available for use in the library
 - b) Rev Jim may use space for pastoral care meetings
 - 5. Key holders list (Natalie) - Will ask several people to return keys, including Steve Krings and Mary Jacobs, who could use key code instead.

V. Old Business

- A. Rental policy update (Natalie) - updates are complete.
- B. Rev. Jim contract is completed and signed
- C. Thank You for Chip (Natalie) - Carl will present a card and gift of coffee & chocolate (from Candy D) to Chip in thanks for his work on Rev. Jim's contract
- D. COVID-19 response update (Karen E)
 - 1. Cleaning, disinfecting, PPE
 - 2. Re-opening concerns
 - a) Number of people in building at one time
 - b) Contact tracing
 - 3. Karen E has two requests:
 - a) Task Force (COVID response team), to include:
 - (1) Facilities person
 - (2) Someone with Health Dept ties
 - (3) Rev Jim suggests Marge from Open Circle Fellowship who

is a retired nurse who is also working on this, pool resources with our sister congregations. Jim will send Marge's contact info to Karen E.

- b) Swipe Reader, key fob (swipe if visit is less than 10 min) in name tag, reader near name tag rack. Cost would be \$752.
 - (1) Currently using manual sign-in sheet
 - (2) Would help with contact tracing if that should become necessary
 - (3) Let Task Force research and recommend, per Natalie

VI. New Business

A. Zoom help for those without electronic means (Natalie)

- 1. GBAUUF is no longer printing and mailing Connect, so info is not reaching everyone
- 2. What can we do to connect (ex. LaVerne)
 - a) Candy suggests bringing her to Candy & John's home to participate in services
- 3. need to identify all members & friends who do not have email / internet access. Karen E & Candy will work together to identify those in need. Natalie suggests bringing to fellowship to use library computer.

B. Admin Assistant needed at Point Fellowship (Natalie & Rev Jim)

- 1. Paid position is 3-4 hours/week
- 2. Communication, Facebook, website, weekly announcements via email
- 3. Karen E will mention opportunity to Cheyenne
- 4. Natalie suggests adding announcement to the Connect;
- 5. Rev Jim will collect specifics and contact info, if Cheyenne is not interested

C. Board transitioning procedures (Natalie)

- 1. Treasurer and President positions are complex
- 2. Natalie suggests documenting a timeline for training and transition to successors for both positions

VII. Motion to Adjourn - Carl (1) Karen E (2), all approved. Meeting adjourned at 7:48 pm.

Minutes respectfully submitted by Karen Sigl.

July GBAUUF Treasure Report

Checking Account 7272

Previous Statement Balance as of 6/30/20	\$19,755.91	
Deposits and other Credits	\$13,866.50	
Checks Transfers and other Debts	\$16,384.73	
Current Statement Balance as of 7/31/20	\$17,237.68	

Savings Account 7281

Previous Statement Balance as of 6/30/20	\$10,066.06	
Intrest (0.45600%)	\$1.06	\$10000 deposited from Checking account
Current Statement Balance as of 7/31/20	\$20,067.24	

Mortgage 0423

Current Statement Balance as of 8 /6/20		
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Year to Date Financials FY 2020-2021

Year to Date Financials FY 2020-2021

Month	Checking Account #7272	Savings Account #7281	Mortgage #0423
July	\$ 17,238	20067.24*	\$ 206,062
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

* Recommend to the board that we do not go below \$5000 in reserve fund & an expense exceeding \$2500 be considered a capital expense and come out of the reserve fund.

Budget vs. Actual Overview

for FY2021 7/1/2020 - 6/30/2021

as of 8/1/2020

	July	Budget	Actual	Budget To Date	Difference \$	%
Income						
Annual Canvass	\$8,755.00	\$53,032.00	\$8,755.00	\$4,419.33	\$4,335.67	98.1%
Offering - Undesignated	\$41.41	\$4,000.00	\$41.41	\$333.33	(\$291.92)	-87.6%
Special Designated Gifts	\$4,960.00	\$200.00	\$4,960.00	\$16.67	\$4,943.33	29660.0%
Fair Trade Coffee (net)	\$0.00	\$150.00	\$0.00	\$12.50	(\$12.50)	-100.0%
Scrip Program (net)	\$150.00	\$2,000.00	\$150.00	\$166.67	(\$16.67)	-10.0%
Special Events and Fun-raisers	\$0.00	\$1,500.00	\$0.00	\$125.00	(\$125.00)	-100.0%
Amazon Smile (net)	\$0.00	\$150.00	\$0.00	\$12.50	(\$12.50)	-100.0%
Cans & Other Recycleables (net)	\$0.00	\$150.00	\$0.00	\$12.50	(\$12.50)	-100.0%
Miscellaneous Income	\$0.00	\$100.00	\$0.00	\$8.33	(\$8.33)	-100.0%
Fellowship Usage	\$0.00	\$750.00	\$0.00	\$62.50	(\$62.50)	-100.0%
Total Income	\$13,906.41	\$62,032.00	\$13,906.41	\$5,169.33	\$8,737.08	169.0%
Expenses						
Social Action	\$0.00	\$500.00	\$0.00	\$41.67	(\$41.67)	-100.0%
NEW Community Shelter Meals	\$0.00	\$250.00	\$0.00	\$20.83	(\$20.83)	-100.0%
Advertising	\$0.00	\$500.00	\$0.00	\$41.67	(\$41.67)	-100.0%
Website	\$0.00	\$300.00	\$0.00	\$25.00	(\$25.00)	-100.0%
Caring Committee	\$0.00	\$150.00	\$0.00	\$12.50	(\$12.50)	-100.0%
Enrichment Programs & Workshops	\$0.00	\$700.00	\$0.00	\$58.33	(\$58.33)	-100.0%
Pulpit Expenses	\$0.00	\$4,500.00	\$0.00	\$375.00	(\$375.00)	-100.0%
Audio Visual (AV)s	\$529.99	\$2,000.00	\$529.99	\$166.67	\$363.32	218.0%
Music	\$0.00	\$500.00	\$0.00	\$41.67	(\$41.67)	-100.0%
UUA Annual Program Fund	\$750.00	\$750.00	\$750.00	\$62.50	\$687.50	1100.0%
Music Coordinator	\$0.00	\$1,200.00	\$0.00	\$100.00	(\$100.00)	-100.0%
Communications Specialist	\$240.00	\$5,000.00	\$240.00	\$416.67	(\$176.67)	-42.4%
Reserve Fund	\$10,000.00	\$5,047.00	\$10,000.00	\$420.58	\$9,579.42	2277.7%
Mortgage	\$1,390.00	\$17,100.00	\$1,390.00	\$1,425.00	(\$35.00)	-2.5%
Insurance & Fire Protection	\$549.25	\$2,200.00	\$549.25	\$183.33	\$365.92	199.6%
Grounds Maintenance	\$0.00	\$2,500.00	\$0.00	\$208.33	(\$208.33)	-100.0%
Building Maintenance	\$2,376.44	\$2,750.00	\$2,376.44	\$229.17	\$2,147.27	937.0%
Utilities	\$297.00	\$5,000.00	\$297.00	\$416.67	(\$119.67)	-28.7%
Telecommunications	\$130.72	\$1,500.00	\$130.72	\$125.00	\$5.72	4.6%
Office Supplies	\$76.00	\$1,500.00	\$76.00	\$125.00	(\$49.00)	-39.2%
Data Systems	\$127.64	\$2,000.00	\$127.64	\$166.67	(\$39.03)	-23.4%
Employees Wages	\$91.00	\$5,400.00	\$91.00	\$450.00	(\$359.00)	-79.8%
Workman's Comp	\$0.00	\$335.00	\$0.00	\$27.92	(\$27.92)	-100.0%
Employer Taxes	\$6.96	\$350.00	\$6.96	\$29.17	(\$22.21)	-76.1%
Total Expenses	\$16,565.00	\$62,032.00	\$16,565.00	\$5,169.33	\$11,395.67	220.4%
Net Operating Income	(\$2,658.59)	(\$0.00)	(\$2,658.59)	(\$0.00)	(\$2,658.59)	###

GREEN BAY AREA UNITARIAN UNIVERSALIST FELLOWSHIP

MONTHLY REPORT TO THE BOARD OF DIRECTORS

JULY 2020

Monthly Duties:

- Clean & sanitize
- Maintain office hours – MWF 12pm-2pm
- Learn & remember all log-in information
- Review GBAUUF FaceBook and website
- Train in Breeze software
- Train in MailChimp software
- Update weekly newsletter
- Check & respond to emails
- Check & respond to voicemails
- Update Google Calendar
- Check and sort mail
- Update & print check-in/out log sheets
- Print previous newsletters & put in binder
- Print documents for Board members
- 2 Meetings with Communications Specialist
- Met Natalie & Carl
- Change ink cartridges for color printer
- Water plants weekly
- Submit bi-weekly work hours
- Monthly report

Submitted by:

Cheyenne Miller, Office Manager

uu - Facilities Report for the August Board Meeting -
08/10/20

Terry is continuing to paint the fascia and gable end
woodwork.

The dormer "posts" were largely redone with the roof repair. Terry made
and painted new face boards for these east and west posts. The finish
coat painting can be done after about a week, after the caulk cures.

Carl moved one of the dehumidifiers into the east room. We are manually
emptying the bucket. This is the room for which Chip has suggested a
commercial dehumidifier. Another option would be to install two
dehumidifiers of residential style. In either case we would need to plumb
the condensate through the chase walls and into the utility room. We
cannot install a dehumidifier in the air stream for that east room (we have
no HVAC air stream to work with).

Karen E. has reset both the Sanctuary thermostat and the Office
thermostat down to: 74* between 8:30am and 8:45pm ; and 80* between
8:45pm and 8:30am - all 7 days of the week.

Natalie and Karen S. and Carl (and ???), are cleaning up, weeding,
putting in cocoa bean shells, pruning bushes, and (my guess) a whole
bunch of other things, to keep our property looking nice. Things are
looking better every day. Thank you.

Roof Pros of America (Robert Boyda) has repaired the leaks and other
faults in our roof. Found were leaks on BOTH (east and west) sides of our
dormer, as well as deteriorated seals on the vent stack and bathroom vent
hoods. Because the underlying construction materials were yet in good

shape, Roof Pros of America has agreed to a 5 year warrantee, as opposed to the 2 years warrantee originally offered.

Michael installed the p-trap in the basement west room so that our discharge condensate for the dehumidifier is code compliant. A special thanks to Terry from Michael for on very short notice, and an almost immediate deadline, Terry cut boards to spec for the dormer posts.

Things to consider: / Agenda items?

Do we want to put a dehumidifier in the east room? I could nail down an estimate if you like, but I'm guessing about \$1000 to \$1300. This would be a) for a commercial unit and plumbing, or b) two residential units and plumbing.

We have a light pole in the front parking lot, used primarily for security reasons. One of the two lamps is burned out. Do we want to repair this?

Do we really want to air condition the building all day, 7 days a week? If not, what DO we want to do?



P.O. Box 248 | Green Bay, WI 54305 | (920) 435-5353
 Fax (920) 438-0389 | cccp.com

ECKBERG, JOE
 716 S ROOSEVELT STREET
 GREEN BAY, WI 54301

QUOTATION

QUOTE #: 0524249
 DATE: 7/29/2020
 CUSTOMFR #: 0005165
 EXPIRATION DATE: 8/28/2020
 0358

Doc ID

Ship To: JOE ECKBERG
 716 S ROOSEVELT STREET
 GREEN BAY, WI 54301

(920) 619-1092
 JOE.ECKBERG@CCCP.COM

PAXTON

ITEM NUMBER	DESCRIPTION	QTY.	PRICE	EXTENDED
682-950-US	PAXTON NET2 EXPANSION KIT	1.00	489.99	489.99
692-500US	PAXTON PROXIMITY CARD-10 PK	10.00	19.99	199.90
514-326-US	PAXTON NET2 DESKTOP READER	1.00	61.99	61.99
	OPTIONAL			
345-220-US	PAXTON P50M PROXIMITY READER	1.00	93.99	93.99
930-010-US	PAXTON NET2 PRO SOFTWARE	1.00	420.99	420.99
/AVSHIP	SHIPPING/HANDLING/INSURANCE ACTUAL SHIPPING TO BE CHARGED	1.00	15.99	15.99

SIGNATURE/DATE _____

NET ORDER: 1,282.85
 SALES TAX: 70.55
 ORDER TOTAL: 1,353.40

SIGNATURE ABOVE AUTHORIZES CAMERA CORNER/CONNECTING POINT TO ORDER THE ABOVE EQUIPMENT. ORDERS CONVERTED FROM THIS QUOTE, AS AUTHORIZED BY THE CUSTOMER, ACKNOWLEDGES THE CUSTOMER HAS READ OUR RETURN POLICIES AND CONDITIONS LOCATED ON COMPANY INFO PAGE OF THE CAMERA CORNER/CONNECTING POINT WEBSITE WWW.CCCP.COM. SHIPPING AND HANDLING WILL BE CHARGED AT TIME OF INVOICING UNLESS NOTED **IMPORTANT:** deliveries, especially LFD (Large Format Displays)/TV's, need to be opened, turned on and inspected thoroughly for concealed damage within 5 days of receipt to ensure full value replacement. For further details, please refer to our **Order Receiving Guidelines** at www.cccp.com/return-policy.

PREPARED BY: JON WARDEN SALESUPPORT@CCCP.COM 920-438-0307

Joe Eckberg

From: Scott Wittman <Scott.Wittman@cccp.com>
Sent: Wednesday, July 29, 2020 12:50 PM
To: Joe Eckberg
Subject: FW: Paxton parts - Employee purchase for Joe Eckberg
Attachments: QUOTE#524249.pdf

Hi Joe,

Here is the quote.

The expansion kit includes a single door controller cabinet and one reader. The thought is that you can place this cabinet in the ceiling above the board where you have the name tags (it could be possible put in the cabinet on the wood wall as well). The reader can be placed anywhere – either below the tags or on the wood covered wall around the corner. It comes with a 15' whip that can be extended if needed.

The reader would be used to "check-in". My thought is that you would place blank cards behind each name badge. You could print them for each person, but then they are not reusable.

The second reader would be for "check-out". This would only be applicable if you are trying to look at current occupancy loads. Since you mentioned you were likely just going to go with the free software then I wouldn't bother.

The desktop reader is for enrollment of the cards. It is not strictly needed, but it is much easier with it. You would use that on the computer where the software is installed.

Let me know if you have any questions.

Thanks!



Scott Wittman
Security Systems Engineer
T. 920-438-0395
M. 920-370-3486

