

GBAUUF Board Meeting Agenda

September 14, 2020 || 6:00 p.m.

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

Treasurer: Carl Bennett
Jr. Treasurer: Annette Drier
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 6:01pm by Natalie B.
- II. Check In:
 - A. Natalie is feeling energetic & overwhelmed
 - B. Paul - concerned about news, political climate
 - C. Cheyenne - scattered
 - D. Annette - stressed state, busy with work;
 - E. Rev Jim - anxious;
 - F. Mary W - grateful, enthusiastic about new activity involvement;
 - G. Nathan - exhausted but persisting;
 - H. Karen S - Benadryl fog;
 - I. Karen E - in a funk due to school starting, stressed by clutter but getting better;
 - J. Carl B - doing fine on vacation in Cable, WI.
- III. Open forum and welcome to guests
 - A. Guests: Mary Walschlaeger, Michael Paprocki, Cheyenne Miller
 - B. Missing: Candy Doust
- IV. Consent Agenda
 - A. Minutes from August Board Meeting (Karen S)
 1. Motion to accept Carl (1) Natalie (2) all approved.

V. Discussion Agenda

A. Minister Report (Rev. Jim)

1. Merger of all 3 congregations, hearing only positive feedback; 3 pastoral calls already reflects comfort level.
2. Office hours on Tuesday 3-6pm; got to meet Cheyenne.
3. WUUSAN - (Wisconsin UU State Action Network)
 - a) Citizens United - Rev Jim, Natalie, and Marge met to discuss; GBAUUF bylaws give the Board permission to lend support to initiatives if Board agreement is unanimous. Natalie - Will add to October board meeting agenda to discuss further and vote .

B. Stewardship Team

1. Board needs to hold a vote to accept Debra Otto's resignation and appoint Annette Drier to fill the remainder of Deborah's term as Junior Treasurer (Carl B)
2. Motion to accept Annette Drier as new junior treasurer - Carl (1), Karen S (2) - all approved.
3. Karen E will add Annette to appropriate email/Google groups. Will show Cheyenne how to make future additions.

C. Membership Team

1. Reaching out to fallen-away members (Natalie) - Natalie has reached out to several members that we haven't seen on Zoom services; others can do the same and personally invite others to join in; may help to provide links.

D. Program Team - Nothing to report

E. Religious Enrichment Team no updates;

1. Rev Jim suggests hooking in with FVUU for virtual RE, may need to send out new links

F. Social Justice Team

1. Overturning Citizens United - UU Resolution (Natalie)
 - a) See note 3 under Minister Report, above

G. Building/Facilities Team

1. Keys for the building have been turned in by Steve Krings, Mary Jacobs, and Janice Galt. (Natalie)
2. Dehumidifier in the east room (Michael P)
 - a) - others are concerned about mold developing; Carl says using his own personal unit in east room, doors are open and humidity is holding at about 55%;
 - b) Karen E says paper requires low humidity, 40-50%, to prevent damage over time, suggests moving paper archives to west room, Carl says both rooms should have same humidity level; Michael P says this is fine while doors are open, doors will close when

building opens again.

- c) Natalie suggests budgeting for a new dehumidifier unit with plumbing in the future, and move papers to west room now (before we have to close the doors). Carl suggests using basement vault file cabinets and keeping this much smaller space at low humidity.
- d) Karen E & Carl will work together on moving paper archives to the west room.

3. Heat / AC for building all day (Michael P)

- a) Heat or AC currently on 12 hours per day, 7 days per week;
Building currently in use for the following hours:
Cheyenne's office hours - MWF 12-2;
Rev Jim's office hours - Tues 3-6;
Finance team meetings first & third Wednesdays of each month 6-8pm;
Sunday services when hosted by GB.

Michael P suggests 55 degrees during unoccupied hours. Rev Jim suggests use of space heaters for areas in use.

Temperatures recommended by WPS for occupancy: 78 summer (for air conditioning), 68 winter (for furnace). Office temps are controlled by a single thermostat in the child daycare area.

Carl & Michael will work on re-programming thermostats to heat or cool only for occupied hours.

VI. Old Business

- A. Strategic Planning Updates / Mission matching - Natalie designated the appropriate team to focus on each of the initiatives and added designations to Strategic Planning spreadsheet. Natalie will notify teams of mission assignments.
 - 1. Hiring of Congregational Life Coordinator - Board
 - 2. Add time for greeting / welcoming visitors - Sunday Service Team
 - 3. Record Services and Post On Line - Communications Specialist & Web Master; Rev Jim suggests that service recordings are taking place each Sunday and these could be uploaded to our website. Karen E suggests Andy (Comm Spec) could do this, he has some ideas.
 - 4. T-Shirts now available to order - Marketing / Communications Team
 - 5. Host Neighborhood Picnic - Communications, Marketing, & Membership Teams
 - 6. Bumper Stickers - Marketing Team
 - 7. Circle Dinners - Caring Team
 - 8. Photo Directory - Membership Team / Karen E; Per Karen E, LifeTouch will not be conducting in-person photo shoots until end of this calendar

year; suggests members upload their own photos to Breeze database.

Karen E & Linda will continue to work on.

- B. Natalie/Karen E & Carl continue to work on creating transition documents for the Chair & Treasurer positions (Natalie / Karen E)
 - 1. Carl says Annette is already in good shape to take over Treasurer duties.
 - 2. Natalie will work with Paul on chair position transition

VII. New Business

- A. Employee records - Updates needed (Natalie);
 - 1. Upcoming Chair, Old Chair & Current Chair should review all employee records at yearly transition. **Natalie will reach out to Paul & Karen E to review employee records.**
- B. UU [T-shirts](#) are coming SOON! (Natalie)
 - 1. Sept 29 is cut-off date for order
 - 2. Will deliver all shirts to UU, then distribute.

VIII. Review Action Items (Karen S) - see highlighted items above.

IX. Check Out

- A. Natalie now energized & organized
- B. Annette excited to be back on board
- C. Karen S - more awake & focused
- D. Karen E - tshirts? Designed by Andy, link is in agenda and on website, in awe of Natalie's organization and thankful, good
- E. Carl - great, thankful, ready to adjourn;
- F. Michael - impressed by competence of our Chair
- G. Nathan - truly neutral
- H. Paul - good, excited to get tshirt & bumpersticker
- I. Cheyenne - good, likes to attend so she can understand things more.

- X. Motion to Adjourn at 7:07pm, Carl (1) Nathan (2), all approved.

Minutes respectfully submitted by Karen Sigl.

July GBAUUF Treasure Report

Checking Account 7272

Previous Statement Balance as of 7/31/20	\$17,237.68
Deposits and other Credits	\$7,722.04
Checks Transfers and other Debts	\$5,279.06
Current Statement Balance as of 8/31/20	\$19,680.06

Savings Account 7281

Previous Statement Balance as of 7/31/20	\$20,067.24
Intrest (0.45600%)	\$2.08
Current Statement Balance as of 8/31/20	\$20,069.32

Mortgage 0423

Current Statement Balance as of 8 /9/20	\$205,538.27
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Year to Date Financials FY 2020-2021

<u>Month</u>	<u>Checking Account #7272</u>	<u>Savings Account #7281</u>	<u>Mortgage #0423</u>
July	\$ 17,238	\$ 20,067	\$ 206,062
August	\$ 19,680	\$ 20,069	\$ 205,538
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

Budget vs. Actual Overview

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

as of 9/1/2020

	August	Budget	Actual	Budget To Date	Difference \$	%
Income						
Annual Canvass	\$7,236.90	\$53,032.00	\$15,991.90	\$8,838.67	\$7,153.23	80.9%
Offering - Undesignated	\$50.00	\$4,000.00	\$91.41	\$666.67	(\$575.26)	-86.3%
Special Designated Gifts	\$400.00	\$200.00	\$5,360.00	\$33.33	\$5,326.67	15980.0%
Fair Trade Coffee (net)	\$0.00	\$150.00	\$0.00	\$25.00	(\$25.00)	-100.0%
Scrip Program (net)	\$0.00	\$2,000.00	\$150.00	\$333.33	(\$183.33)	-55.0%
Special Events and Fun-raisers	\$0.00	\$1,500.00	\$0.00	\$250.00	(\$250.00)	-100.0%
Amazon Smile (net)	\$35.14	\$150.00	\$35.14	\$25.00	\$10.14	40.6%
Cans & Other Recycleables (net)	\$0.00	\$150.00	\$0.00	\$25.00	(\$25.00)	-100.0%
Miscellaneous Income	\$0.00	\$100.00	\$0.00	\$16.67	(\$16.67)	-100.0%
Fellowship Usage	\$0.00	\$750.00	\$0.00	\$125.00	(\$125.00)	-100.0%
Total Income	\$7,722.04	\$62,032.00	\$21,628.45	\$10,338.67	\$11,289.78	109.2%
Expenses						
Social Action	\$0.00	\$500.00	\$0.00	\$83.33	(\$83.33)	-100.0%
NEW Community Shelter Meals	\$0.00	\$250.00	\$0.00	\$41.67	(\$41.67)	-100.0%
Advertising	\$0.00	\$500.00	\$0.00	\$83.33	(\$83.33)	-100.0%
Website	\$0.00	\$300.00	\$0.00	\$50.00	(\$50.00)	-100.0%
Caring Committee	\$0.00	\$150.00	\$0.00	\$25.00	(\$25.00)	-100.0%
Enrichment Programs & Workshops	\$0.00	\$700.00	\$0.00	\$116.67	(\$116.67)	-100.0%
Pulpit Expenses	\$0.00	\$4,500.00	\$0.00	\$750.00	(\$750.00)	-100.0%
Audio Visual (AV)s	\$0.00	\$2,000.00	\$529.99	\$333.33	\$196.66	59.0%
Music	\$15.58	\$500.00	\$15.58	\$83.33	(\$67.75)	-81.3%
UUA Annual Program Fund	\$0.00	\$750.00	\$750.00	\$125.00	\$625.00	500.0%
Minister	\$662.50	\$0.00	\$662.50	\$0.00	\$662.50	
Music Coordinator	\$350.00	\$1,200.00	\$350.00	\$200.00	\$150.00	75.0%
Communications Specialist	\$300.00	\$5,000.00	\$540.00	\$833.33	(\$293.33)	-35.2%
Reserve Fund	\$0.00	\$5,047.00	\$10,000.00	\$841.17	\$9,158.83	1088.8%
Mortgage	\$1,390.00	\$17,100.00	\$2,780.00	\$2,850.00	(\$70.00)	-2.5%
Insurance & Fire Protection	\$0.00	\$2,200.00	\$549.25	\$366.67	\$182.58	49.8%
Grounds Maintenance	\$0.00	\$2,500.00	\$0.00	\$416.67	(\$416.67)	-100.0%
Building Maintenance	\$186.49	\$2,750.00	\$2,562.93	\$458.33	\$2,104.60	459.2%
Cleaning	\$45.02	\$0.00	\$45.02	\$0.00	\$45.02	
Utilities	\$297.00	\$5,000.00	\$594.00	\$833.33	(\$239.33)	-28.7%
Telecommuncations	\$130.72	\$1,500.00	\$261.44	\$250.00	\$11.44	4.6%
Office Supplies	\$2,134.69	\$1,500.00	\$2,210.69	\$250.00	\$1,960.69	784.3%
Data Systems	\$112.26	\$2,000.00	\$239.90	\$333.33	(\$93.43)	-28.0%
Employees Wages	\$468.00	\$5,400.00	\$559.00	\$900.00	(\$341.00)	-37.9%
Workman's Comp	\$0.00	\$335.00	\$0.00	\$55.83	(\$55.83)	-100.0%
Employer Taxes	\$35.81	\$350.00	\$42.77	\$58.33	(\$15.56)	-26.7%
Total Expenses	\$6,128.07	\$62,032.00	\$22,693.07	\$10,338.67	\$12,354.40	119.5%
Net Operating Income	\$1,593.97	(\$0.00)	(\$1,064.62)	(\$0.00)	(\$1,064.62)	###

uu - Facilities Report for the September Board Meeting - 09/14/20

During August: Carl, Keith, and Terry continue to replace and paint the fascia and gable end trim.

Carl (and others) may well have done other work that I am not aware of.

Things to consider: / Agenda items?

Rolled over from last month's meeting - not addressed then.

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 for a) 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?

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

Plus for this month:

Will we want to heat the building all day, every day? This has been expropriated from the facilities committee. Perhaps someone could make a decision and take this thermostat/HVAC thing over.

Office Manager's Monthly Report - August, 2020

- Check and sort the mail
- Drop outgoing mail at the Post Office
- Reply to emails
- Reply or forward voicemails
- Fax documents
- Met with Communication Specialist 3 times for training
- Update the UU Connect newsletter
- Search for certain images to put in the newsletter
- Print out the weekly newsletter and file in a binder
- Update the Google Calendar with Sunday Service information and the new discussion groups
- Receive and enter all announcements/events in the newsletter
- Check the "Rev. Jim's spreadsheet" to see who the facilitator is for the upcoming Sunday service
- Email Announcements and Joys & Concerns for the week to the facilitator each Friday
- Email Carl my bi-weekly hours for processing
- Maintain office hours 6 hours a week and post in the Google Calendar
- Clean/sanitize the office
- Reviewed contents of drawers in the office
- Use and navigate Google Docs
- Collect and file keys and update the spreadsheet
- Water the plants
- Received new computer
- Connected the printer to the new computer via wireless connection
- Write monthly report
- Attend monthly board meetings

Thank you,
Cheyenne Miller