

# GBAUUF Board Meeting Minutes

December 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 (Natalie B.) 6:04 pm
  - A. Attendance: all board members present.
- II. Check-In
  - A. Paul doing well; Amazon Smile contribution of \$51.81 by shopping from home; Natalie asks Paul to write a short piece for the Connect newsletter to remind other congregation members to use this feature.
  - B. Annette - doing great, worked out, ate dinner.
  - C. Carl - Sue is doing excellent, walking without a cane, riding bike, but Carl broke his elbow in a bike accident; surgery coming up.
  - D. Karen E - hanging in there, one day at a time,
  - E. Karen S - walked dog in the cold, energized.
  - F. Candy D - migraine, can take light now, otherwise fine.
  - G. Rev Jim - pretty good, gratitude practice for Facebook challenge, worked outside in the cold today unloading firewood with kids, fresh air was invigorating.
  - H. Nathan - new kitty Pudgie Pie, will begin student teaching at Washington Middle School next semester.
  - I. Michael - doing well, wonders how Karen S appears in profile on Zoom call.
  - J. Natalie - left coffee on kitchen counter at home this morning, anticipating winter break from school.

- III. Open forum and welcome to guests
  - A. Guest: Michael P.
- IV. Consent Agenda
  - A. Minutes - Natalie motioned to approve November minutes, seconded by Nathan.
- V. Minister Report - Zoom bombing during Sunday service on December 6th; Katina D. worked wonders, researched safety options and all worked out well, good security measures now in place, all Zoom meetings now have waiting rooms. Annette felt relieved this Sunday to get through the service and breakout session with no incidents.
- VI. Discussion Agenda
  - A. Stewardship Team (Carl B)
    1. January pledge testimonials - Jim, Janice, Paul, Candy, will have a meeting soon to discuss canvas; pledge period will be February.
    2. SASE pledge envelopes, \$.63 to \$.69, can buy 5 or 500. Natalie suggests only some people would require a SASE, as many would reply on-line. Could also send just an addressed envelope without stamp. About 15 pledges came in electronically this year. Karen E described last year's process; described how to use Breeze to print or send statements electronically; suggests slowly converting over to electronic communications and getting members used to using Breeze themselves to check on their contributions, update their own contact info, etc. Natalie suggests purchasing the SASEs for use. Candy requests to purchase 500 envelopes, as they will always be used (motion not required); Annette will purchase. Carl requests that Karen E join the next canvas committee meeting to provide Breeze expertise.
    3. Carl has invited several people to join Finance committee, waiting for responses; currently the committee consists of Carl, Annette, and Sam V. Natalie will follow up with Carl on what is needed from the Board chair in regard to canvas.
  - B. Program Team
  - C. Religious Enrichment Team
  - D. Social Justice Team
  - E. Building/Facilities Team - Michael found a snow plower, will clear front parking lot only and path to front door. Light bulb came back on, may not be burned out; will watch.
- VII. Old Business
  - A. Visa Card - Carl and Annette were going to craft a message, and leave for Karen E to send to bank. Carl reports they decided to leave as is. Michael or Cheyenne can get credit card numbers from Annette, Carl or Sam to make purchases on-line. Currently reimbursing Michael for various purchases; will continue using this method.
  - B. Updating Directory - email sent out to all on 12/4; receiving responses and making updates (Natalie & Cheyenne). Carl has been able to add photo to

Breeze, will describe process for Natalie so she can write a procedure and teach Cheyenne.

- C. Citizens United - Natalie added note in Connect to notify congregation of the Board's support of this initiative.
- D. Safety Coordinator - Natalie reached out to Mark Goldstein; Mark is reviewing the policy, will join our January meeting.

#### VIII. New Business

- A. Website updating (Natalie) - Katina has been in charge of for many years; would like to train our office admin to do some of the minor, routine updates - Annette & Karen E voiced support for this idea. Natalie asks whether we need to update Cheyenne's job description. Karen E suggests **discussing with Cheyenne during review, perhaps offer additional hour per week?** Carl suggests this may be a win-win for everyone as Cheyenne may be looking for additional hours.
- B. Reaching out to MIAs (Natalie) - Caring team sent out letters, this may have been a good first step. Don't want to pressure. Hold off on further communication.
- C. Extending Rev. Jim's contract (Carl B) - proposes we budget for next year, extend contract, want to mention during January quarterly town hall; Rev Jim leads several small group discussions - Annette mentions these are great and valuable. Karen E asks whether Rev Jim wants to continue. Natalie meets every other Sunday with Jim and other fellowship chairs - discussions are ongoing. Natalie motions to extend Rev Jim's contract, Carl seconds, all approved.
- D. Bereavement Pay for Cheyenne? (Carl B) - Cheyenne's father passed away unexpectedly, suggests 8 hours of pay. Carl motioned, Candy seconded, all approved. Carl previously paid.
- E. Annual Employee Reviews (Natalie, Paul, Karen E) - **Natalie will coordinate dates and times in January for review meetings with Andy and Cheyenne, with Paul & Karen E. Karen E will supply info she has.**

IX. Review Action Items - see above, highlighted in orange.

#### X. Check Out

- A. Paul - doing well, enjoying retirement.
- B. Nathan - good
- C. Karen E - good, days are pottery studio centric, workout at home, working on a show at the Neville, bee-related.
- D. Carl - one arm, doing great
- E. Annette - doing great, good meeting
- F. Michael - doing wonderfully, spent time with Chip & Karen Bircher this morning, had a good day.
- G. Candy - feeling okay, inquires about looking for 3 volunteers to go into the office to do envelope stuffing, etc., also as back-ups for Cheyenne should she need to be absent from the office - **table discussion till next month.**
- H. Natalie - looking forward to nightly bowl of ice cream.
- I. Karen - Betty (White) left lap, was able to keep up with typing comments.

XI. Adjourn - motion to adjourn by Candy, Karen E. seconded, all approved. Meeting adjourned at 7:09 pm.

## **November**

### **Checking Account 7272**

Previous Statement Balance as of 10/31/20	\$16,493.86
Deposits and other Credits	\$3,754.09
Checks Transfers and other Debts	\$5,599.47
<b>Current Statement Balance as of 11/30/20</b>	<b>\$14,648.48</b>

### **Savings Account 7281**

Previous Statement Balance as of 10/31/20	\$20,073.35
Intrest (0.45600%)	\$1.54
<b>Current Statement Balance as of 11/30/20</b>	<b>\$20,074.89</b>

### **Mortgage 0423**

Current Statement Balance as of 11 /7/20	<b>\$204,229.16</b>
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## ***Year to Date Financials FY 2020-2021***

<b><u>Month</u></b>	<b><u>Checking Account #7272</u></b>	<b><u>Savings Account #7281</u></b>	<b><u>Mortgage #0423</u></b>
July	\$ 17,238	\$ 20,067	\$ 206,865
August	\$ 19,680	\$ 20,069	\$ 206,062
September	\$ 17,773	\$ 20,071	\$ 205,538
October	\$ 16,494	\$ 20,073	\$ 204,834
November	\$ 14,648	\$ 20,075	\$ 204,229
December			
January			
February			
March			
April			
May			
June			

## Facilities Report for the December Board Meeting - 12/14/20

This last month or so:

Placing stakes for snow plow boundaries. (in progress / 2 bollard markers left)

Finished catching this year's cabal of mice. (seems to be over)

11/20 Interviewed Phil for snow plowing.

12/4 Interviewed Dave for snow plowing.

12/7 Chose and informed Dave Hanold as our snow removal service.

Noticed lamp failure on north wall in back.

Sincerely,  
Michael

GREEN BAY AREA UNITARIAN UNIVERSALIST FELLOWSHIP  
MONTHLY REPORT TO THE BOARD OF DIRECTORS

NOVEMBER 2020

Monthly Duties:

- Clean & sanitize
- Maintain office hours – MWF 12pm-2pm
- Review GBAUUF FaceBook and website
- Update Breeze software
- Update weekly newsletter
- Check & respond to emails
- Check & respond to voicemails
- Update Google Calendar
- Check and sort mail
- Print previous newsletters & put in binder
- Water plants weekly
- Submit bi-weekly work hours
- Ordered office supplies and boxes
- Get pill bottle donation ready for shipment
- Empty dehumidifier downstairs
- Submit Monthly report

Submitted by:

Cheyenne Miller, Office Manager





<b>October GBAUUF Treasure Report</b>			
<b>Checking Account 7272</b>			
Previous Statement Balance as of 9/30/20			\$17,772.99
Deposits and other Credits			\$2,923.87
Checks Transfers and other Debts			\$4,203.00
Current Statement Balance as of 10/31/20			\$16,493.86
<b>Savings Account 7281</b>			
Previous Statement Balance as of 9/30/20			\$20,071.33
Interest (0.45600%)			\$2.02
Current Statement Balance as of 10/31/20			\$20,073.35
<b>Mortgage 0423</b>			
Current Statement Balance as of 11 /5/20			\$204,229.16
<b>Year to Date Financials FY 2020-2021</b>			
Month	Checking Account #7272	Savings Account #7281	Mortgage #0423
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November			
December			
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February			
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Green Bay Area Unitarian Universalist Fellowship

Office Manager's

Monthly Report for October 2020

- Clean & sanitize
- Check & sort mail
- Check & respond to voicemails & emails
- Update weekly newsletter
- Print out & file a copy of the weekly newsletter in binder
- Print out & file a copy of the monthly board meeting minutes in binder
- Update Google calendar
- Email all weekly joys & announcements to weekly facilitator
- Collect payments for special coffee orders
- Water plants
- Vacuum office floor
- Empty dehumidifier downstairs

## Facilities Report for the November Board Meeting - 11/09/20

This last month or so:

Placing stakes to mark snowplowing boundaries. (in progress)

Catching this year's cabal of mice. (in progress)

Looking for a new Snow Plowing Service. (in progress)

Steve Gruselle is no longer plowing.

Carl and John Dreier removed the concrete parking stops in front of the Fellowship. (complete)

Sincerely,  
Michael

## GBAUUF STEWARDSHIP POLICY

11/2/2020

**OBJECTIVE:** This policy defines the general process by which GBAUUF raises funds to cover its annual operating budget. This budget includes all operating expenses during the fiscal year, which commences on July 1 each year and ends on June 30 of the following year.

**SCHEDULE:** As general practice, the following schedule should be followed to solicit pledges from members and build the annual budget:

- First Monday in November – The Finance Committee meets and sets a specific schedule for the upcoming effort to solicit funds and prepare an operating budget.
- First Monday in December - The following paperwork should be prepared and finalized:
  - A letter from the Board Chair announcing our upcoming Pledge Drive including a due date for pledges to be returned to the Finance Committee.
  - A revised pledge form.
  - An informational sheet describing how to make contributions from a mandatory IRA distribution.
  - A fair giving guide with a graphic display of our Fellowship's giving levels for the previous year.
  - A request form to go to each GBAUUF committee and group asking for their funding needs for the next fiscal year.
  - Send out pledge form with Tax information by January 31<sup>st</sup>.  
(self-addressed envelope plus pledge status)
- January Testimonials (5 minutes each) During Breakout sessions while meeting remotely (Zoom).
  - 1<sup>st</sup> Sunday – Personal experience from an Old Member
  - 2<sup>nd</sup> Sunday – Recap of the Fellowship History
  - 3<sup>rd</sup> Sunday – Description of last fiscal year accomplishments from Caring Committee
  - 4<sup>th</sup> Sunday – Rev, Jim Coakley thoughts on GBAUUF future.
- First Sunday in Feb
  - Chair's Vision for moving forward (10 minutes max)
  - Pledge letter and supporting information is given to Fellowship members.  
(Electronic version in UU Connect)\_
- Last Sunday in February – Completed pledge forms are returned to the Finance Committee. Treasure and co-treasurer to enter pledges into Breeze.
- Send any late pledges to Co-treasurer.

- At May Board Meeting – The proposed budget for the upcoming fiscal year is presented by Financial committee for approval.
- **May 15<sup>th</sup>**. – The final version of the operating budget is presented to our members at our Annual Meeting and they are asked to approve it.