

# GBAUUF Board Meeting Minutes

February 8, 2021 || 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.) 6:02pm
  - A. Attendance: Candy missing due to family situation (John in hospital).
- II. Check-In
  - A. Natalie - a bit tired
  - B. Paul B - down, brother is back in hospital
  - C. Annette - okay, relatively relaxed
  - D. Karen - good, cat on lap keeping me warm
  - E. Rev Jim - really chill, pun intended
  - F. Nathan - hanging in there
  - G. Katina - doing good
  - H. Michael - feeling apologetic
  - I. Karen E - doing really well, breakthrough in pottery throwing
  - J. Carl - warm & comfortable, hard to hear about John Daoust
- III. Open forum and welcome to guests
  - A. Guest(s): Michael P. , Katina D,
- IV. Consent Agenda
  - A. Minutes - Carl motions to accept the January board meeting minutes, Annette seconds, all approved.
- V. Minister Report - Rev Jim, planning for next year, will discuss consortium situation

under Old Business; UUA granted him full fellowship effective February 1st, much like tenure; it's been a long process as it was twelve years ago when he considered applying to seminary.

## VI. Discussion Agenda

### A. Stewardship Team (Carl B)

1. Canvas - theme "We Know We Can;" met with Cheyenne, UU Connect will contain information, Annette sent notes out; already have \$4,000 worth of pledges; goal of \$60,950; 15% increase over last year;
2. Capital Expense projects: Proposing \$2500 for basement, and \$2500 for parking lot; Separate account from operating funds. (see proposed budget document)
3. Revising Google forms; new pledge and time talent forms, will provide links in the UU Connect.

### B. Program Team - NA

1. Katina, May 9 service - Pete Angelello, would like to know how long we may be doing Zoom only services. Natalie states we should plan to use only Zoom at least through the rest of this fiscal year (end of May).

### C. Religious Enrichment Team

1. Update on Safe Congregation Policy work (Natalie)
2. Team: Mark, Michael, Natalie, Renee - met twice, looking at resources (UUA videos - Michael reviewing)
  - a) Background checks with Church Mutual; Mark has looked into creating an account, and will do a test check with Michael as the subject. Karen E states we have used CCap in the past.
  - b) Certification through UUA Safe Congregations
  - c) Building/Safety/Fire policies

### D. Social Justice Team

### E. Building/Facilities Team - Michael

1. Kitchen lights - Cost estimate for replacement; still looking into.

## VII. Old Business

### A. Review of Rev Jim's proposals & Consortium discussion update (Natalie)

1. Met this past Sunday (OC, SP, DC) - chairs, vice chairs, tech people
2. Memorandum of Understanding (MOU) drafted, named North East Wisconsin Unitarian Universalist Ministerial Collaboration (NEWUUMC); coordinating council with 3 reps from each fellowship
  - a) Council would have a chair, vice chair, and treasurer from each partner
  - b) Shared ministry
  - c) Continuity
  - d) Ministerial services available to each partner
  - e) Streamlining of financial issues
3. Consortium would send moneys to NEWUUMC treasurer; issue one monthly check for Rev Jim

- a) Each congregation would review Rev Jim separately and determine by April 1st their participation for the new fiscal year (beginning July)
  - (1) GB could vote on consortium participation at April's townhall meeting
- b) Finance OC - will act as treasurer for consortium
- c) Committee for service planning collaboration with all partner UUs participating. Rev Jim suggests all fellowships could be on the same theme, but prepare separate services - Stevens Point fellowship is smaller, kind of collapsing and relying on the consortium for services.
- d) Natalie will share MOU document with rest of Board

- B. Annette ordered 100 stamped envelopes from Amazon.
- C. Annette still has Breeze questions - attachments? Cheyenne is handling. Karen E would still like to assist with this, as Cheyenne does not have permissions to set fields in Breeze. Carl will set up a time for Karen E to meet with Cheyenne & Carl.
- D. Annual employee reviews conducted (Natalie) - completed Andy's & Cheyenne's reviews. Cheyenne will work an extra half hour each week; received raise early.

#### VIII. New Business

- A. Discuss possible volunteer office assistance (Candy); postpone discussion to March.
- B. [Plan](#) for opening the fellowship (Natalie)
  - 1. Phased opening; UUA will be advising further
  - 2. Natalie will share the plan document with Board (use link above).
  - 3. Karen E states Cheyenne should be kept informed about sanitation procedures, etc.
  - 4. Natalie calls on Karen E to put together a team: possibly Steve K, Terry Auger, etc. to work out plan and details of phased re-opening.
- C. Calls to fellowship members & friends (Candy/Natalie) -proposing a personal phone call to check in with everyone in our directory with help of Board and Membership team (Linda Bartlett, Kristin Fliss) and Caring team
  - 1. Board agrees to assist.

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

#### X. Check Out

- A. Paul B - fine
- B. Michael - overwhelmed, a lot of moving pieces
- C. Annette - doing great, relaxation stone
- D. Karen S - doing well, cat is gone from lap; with Michael on a lot of moving pieces.
- E. Rev Jim - contributing to moving pieces, good.

- F. Nathan - good as well
  - G. Katina - I got answers!
  - H. Karen E - I'm good, a lot on my plate but that's okay
  - I. Carl - okay, lip synching
  - J. Natalie - overwhelmed but we have a good team.
- XI. Adjourn - motion to adjourn made by Carl, Annette seconded. Meeting adjourned at 7:18pm.

Minutes respectfully submitted by Karen Sigl.

## JANUARY 2021 FINANCIAL REPORT

### Checking Account 7272

Previous Statement Balance as of 12/31/20	\$14,992.99
Deposits and other Credits	\$7,833.06
Checks Transfers and other Debts	\$4,931.48
<b>Current Statement Balance as of 1/31/21</b>	<b>\$17,833.57</b>

### Savings Account 7281( Reserve/Capital)

Previous Statement Balance as of 1/31/21	\$20,076.32
Intrest (0.45600%)	\$1.43
<b>Current Statement Balance as of 12/31/20</b>	<b>\$20,077.75</b>

### Mortgage 0423

<b>Current Statement Balance as of 1 /5/21</b>	<b>\$202,987.02</b>
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### Year to Date Financials FY 2020-2021

Month	Checking Account #7272	Reserve Account #7281	Mortgage #0423
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	\$ 14,993	\$ 20,076	\$ 203,647
January	\$ 17,834	\$ 20,078	\$ 202,987
February			

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**Proposed Budget for FY 2021/22 February 4, 2021**

<b>Income</b>			<b>Last Years budget</b>
Annual Canvas - 4110	\$ 60,950.00	15% increase	\$53,032.00
Offering Undesignated - 4120	\$ 4,000.00		\$4,000.00
Special Designated Gifts - 4130	\$ 250.00		\$200.00
Fair Trade Coffee/Chocolate (net) - 4323	\$ 500.00		\$150.00
Script	\$ 2,000.00		\$2,000.00
Special Events and Fundraisers	\$ 1,500.00		\$1,500.00
Amazon Smile (net)	\$ 250.00		\$150.00
Cans and recyleables - 4411	\$ 50.00		\$150.00
Miscellaneous income	\$ 230.00		\$100.00
Fellowship Usage - 5301	\$ 75.00		\$750.00
<b>Total</b>	<b>\$ 69,805.00</b>		<b>\$62,032.00</b>
<b>Expenses</b>			
Minister -8021	\$ 21,000.00	Rev. Jim Proposal \$21,273.84	\$0.00
Mortgage - 8515	\$ 16,680.00		\$17,100.00
Employee Wages	\$ 5,800.00	Cheyene-1/2hr./wk web	\$5,400.00
Communication Specialist - 8024	\$ 5,000.00		\$5,000.00
Utilities - 8540	\$ 4,800.00		\$5,000.00
Insurance & Fire Protection - 8520	\$ 2,400.00	\$601/Qtr.	\$2,200.00
Pulpit Expenses -7510	\$ 2,250.00	2wks / mo	\$4,500.00
Data Systems-8556	\$ 2,000.00		\$2,000.00
Building Maintenance - 8531	\$ 1,000.00		\$2,750.00
Telecommunications - 8551	\$ 1,000.00		\$1,500.00
Grounds Maintenance - 8521	\$ 1,250.00		\$2,500.00
Music Coordinator - 8023	\$ 1,200.00		\$1,200.00
UUA Annual Program Fund - 8012	\$ 1,000.00	UUA - 10% Pledges	\$750.00
Audio Visuals	\$ 1,000.00		\$2,000.00
Office Supplies - 8555	\$ 650.00		\$1,500.00
Enrichment Programs & Workshops	\$ 350.00		\$700.00
Social Action -	\$ 500.00		\$500.00
Employee Taxes	\$ 375.00		\$350.00
Workmans Cop -	\$ 350.00		\$335.00
Website	\$ 300.00		\$300.00
Caring Committee	\$ 200.00		\$150.00
Advertising -	\$ 250.00		\$500.00
New Community Shelter Meals	\$ 250.00		\$250.00
Music - 7530	\$ 200.00		\$500.00
Reserve Fund	\$ -	\$10000 checking - Reserve	\$5,047.00
<b>Total</b>	<b>\$ 69,805.00</b>		<b>\$62,032.00</b>
<b><u>New Capital Expenses:</u></b>			
Basement Renovation	\$ 2,500.00		
Parking Lot Sealing/Stripping	\$ 2,500.00		
<b>Total</b>	<b>\$ 5,000.00</b>		

**GREEN BAY AREA UNITARIAN UNIVERSALIST FELLOWSHIP**

**MONTHLY REPORT TO THE BOARD OF TRUSTEES**

**OFFICE MANAGER**

**JANUARY 2021**

Monthly Duties:

- Clean & sanitize
- Maintain office hours – MWF 12pm-2pm
- Re-verified Google Voice account
- Review and update website
- Update weekly newsletter
- Update Google Calendar
- Check & respond to emails
- Check & respond to voicemails
- Check and sort mail
- Sent out 2nd email blast via Breeze to request photos and birthdates
- Update Breeze software with birthdates and photos
- Borrowed the speaker and camera/mic from Library
- Met with Katina to train on WordPress (website)
- Sent out reminder emails to Carl for incoming mail with due dates
- Assisting Carl with the pledge
- Verified newsletter subscriptions in Breeze
- Dropped off letters at the post office
- Print previous newsletters & put in binder
- Water plants weekly
- Submit bi-weekly work hours
- Submit Monthly reports

Submitted by:

Cheyenne Miller

Office Manager

## Facilities Report for the February Board Meeting - 02/08/2021

This month little was undertaken. However:

I was present for the three furnace inspections.

Terry Auger and I took an initial look at the Child Care Room door to evaluate the possibility of window installation. Mark Goldstein would like to see a window in the last R.E. room door for safety concerns. Sexual abuse prevention guidelines ask for visibility into each R.E. room.

I made an initial contact with Roz Barker who says she'd like to help the Facilities Committee's work.

I didn't collect estimates for kitchen lights replacement.