

GBAUUF Board Meeting Minutes

March 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.) 6:00 pm
 - A. Attendance: Paul B absent
- II. Check-In
 - A. Carl great day, 50 mile bike ride to Wrightstown
 - B. Annette - good day
 - C. Rev Jim - Great, good weather; ready to go
 - D. Nathan - doing great, got accepted to Harvard Divinity School
 - E. Candy - doing just awesome, very happy
 - F. Karen E - Tater sidekick; doing okay, in pain tear in left hip, seeing ortho surgeon, unable to get outside to enjoy weather.
 - G. Karen Sigl - been a good day
 - H. Cheyenne - in pain, cracked a rib? will find out tomorrow
 - I. Natalie - good, a little anxious, lots to talk about tonight.
- III. Open forum and welcome to guests
 - A. Guest(s): Cheyenne, (note: Michael P absent)
- IV. Consent Agenda
 - A. Minutes - (Karen S.) Motion to accept the minutes from the February board meeting was made by Annette, Natalie seconds.
- V. Minister Report - Proposal for next year Children's RE program

- A. One room classroom model (see document [RE Proposal](#)); planning team from across all consortium member congregations; collaborated with Rev. Christina from FVUU on content.
- B. Coordinate adult them-related content for Zoom session during the week; teen program similar to adult program; building community, mash-up of coming of age, OWL, etc.
- C. Karen E says this looks awesome for when we can congregate again, smart to have Rev. Jim direct the effort and tie into main service's themes.

VI. Discussion Agenda

- A. Stewardship Team (Carl B)
 - 1. Pledge extension to March 15, 34 pledges received; have a way to go toward goal
 - 2. Mortgage at \$201,000; Reserve \$20,079.
 - 3. Finance team meeting 3/15 or 16.
 - 4. Basement update - Paul VanCaster, Commercial Inspector - issues permits, suggests architect help, may need egress; Carl wants to install drop ceiling and resurface floor to make space usable without constructing walls, leave as one big room.
 - 5. Annette states that follow-up email worked well for collecting pledges.
- B. Program Team - NA
- C. Religious Exploration Team
 - 1. Discussed hiring an ed major from UWGB or SNC to implement Rev. Jim's lessons for little ones; suggest budgeting \$60-\$80/month, \$20 per Sunday or \$10 if no kids show up (Natalie)
 - a) About 1.5 hours per week
 - b) Open Circle hired from Boys & Girls Club; Karen Bircher has connection to UWGB ed program; Natalie has connection at SNC
 - c) Nathan suggests contacting Mauthe Center at UWGB for possible candidates
 - d) Karen E states it is exhausting for parents to manage the program, though buy-in from parents is needed, smart to hire a person
 - e) Natalie states that Mark G, Renee, and Michael continue to meet as a team to work on the safety policy
 - f) Annette says we could budget for wages, less than \$1,000 for the 9 month program. **Carl says Finance Team will include in budget proposal.**
 - g) Prep could occur via Zoom with Rev. Jim
 - h) Motion to create position called Religious Enrichment Team Leader made by Karen E, seconded by Karen S. All approved.
 - i) **Natalie will draft a job description.**
- D. Social Justice Team
- E. Building/Facilities Team - Michael

1. Kitchen lights - Cost estimate for replacement; still looking into.
2. Putting the outdoor UU sign on a timer to be lit during peak hours (Natalie), discussed with Rev. Jim and Michael (separately).
3. Annette suggests having Michael get a timer and set up as he sees fit; Nathan will contact Michael.

VII. Old Business

- A. Natalie shared MOU document with rest of Board - Thoughts? Work continues
- B. Karen E to met with Cheyenne & Carl to review Breeze capabilities.
 1. This meeting took place and was very helpful, per Cheyenne and Carl
- C. [Plan](#) for opening the fellowship (Karen E)
 1. Natalie shared a rough plan document with Board (see link above).
 2. Karen E put thought into team: possibly Steve K, Terry Auger, etc. to work out plan and details of phased re-opening
 - a) Reaching out to several individuals, hasn't got much done, watching GB schools to see what they do
 3. Natalie mentioned that older members are getting vaccinated, may soon be able to gather for service

VIII. New Business

- A. Resignation of Paul Bartlett - see bylaws, article VI, section 9/10
 1. Health concerns
 2. Board can designate someone to step in and fulfil rest of term
 3. Annette suggests bringing up at our Special Meeting to see if someone will step up and volunteer; Nathan suggests announcing this search in the Connect newsletter before the special meeting
- B. Discuss possible volunteer office assistance (Candy)
 1. Cheyenne could reach out to these one or two volunteers for assistance with large projects, etc.
 2. Candy has a list of five people who offer to help with projects; Candy will follow up with volunteers & Cheyenne
- C. Board openings for 21-22 (Natalie)
 1. Vice-chair, secretary, jr treasurer, member-at-large
 2. Karen E will look through Breeze data for possible volunteers and will ask Chip & Karen Bircher to serve as committee again
 3. Consider asking Chip & Karen B to approach members
- D. Consortium update & call for Special Meeting
 1. Jeff Reed from Open Circle is a Human Resources "resource", put together MOU document
 2. Bev at OC is number cruncher working out details of minister contract
 3. Andy Hetzel is a shared resource for consortium Zoom services
 4. Consortium parties need to express their interest by April 1st
 5. GB-Special meeting on 3/21 to vote on joining consortium at 25% buy-in

a) Annette moves to have Special membership meeting on 3/21,
Nathan seconds.

b) Karen E will help Natalie with Zoom voting option for meeting.

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

X. Check Out

A. Cheyenne - doing better

B. Karen E - good

C. Jim - good, efficient meeting

D. Nathan - good, nice to see a Zoom meeting go well

E. Annette - doing well

F. Carl - good

G. Candy - doing good, meeting went well tonight

H. Natalie - less stressed now

I. Karen S - Good

XI. Adjourn - motion to adjourn made by Carl, Karen at 7:34.

Minutes respectfully submitted by Karen Sigl.

FEBRUARY 2021 FINANCIAL REPORT

Checking Account 7272

Previous Statement Balance as of 1/31/20	\$17,833.57
Deposits and other Credits	\$5,980.19
Checks Transfers and other Debts	\$5,145.65
Current Statement Balance as of 2/28/21	\$18,729.11

Savings Account 7281(Reserve/Capital)

Previous Statement Balance as of 1/28/21	\$20,077.75
Intrest (0.45600%)	\$1.29
Current Statement Balance as of 2/31/20	\$20,079.04

Mortgage 0423

Current Statement Balance as of 1 /5/21

Year to Date Financials FY 2020-2021

<u>Month</u>	<u>Checking Account #7272</u>	<u>Reserve Account #7281</u>	<u>Mortgage #0423</u>
July	\$ 17,238	\$ 20,067	\$ 206,865
August	\$ 19,680	\$ 20,069	\$ 206,062
Septembe	\$ 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	\$ 18,729	\$ 20,079	
March			
April			
May			
June			

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
- Update website: Upcoming Services
- Update weekly newsletter
- Update Google Calendar
- Check & respond to emails
- Check & respond to voicemails
- Check and sort mail
- Update Breeze with birthdates and photos
- Update Breeze Time & Talent
- Sent out reminder emails to Carl for incoming mail with due dates
- Assisting Carl with the canvass
- 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

Spiritual Development - Sunday Morning Children's Religious Exploration Program

Design Criteria	Staffing and Space Requirements
- Intended for children level Kindergarten through 5th grade	- Requires a teacher who is comfortable managing a group of children with wide levels of ability and maturity (probably paid, consistent, and not part of the congregation)
- One-room classroom model	- Requires an assistant to help manage the group and safety requirements (probably a volunteer who rotates weekly)
- Much of the program is customized to the needs and preferences of the children involved. Parent and guardian input is vital.	- Planning team consists of minister along with interested adults and youth across all congregations.
- To be a companion program to the adult Sunday morning program	- Very important quarterly parent/guardian meetings offered for feedback, information and planning.
- Children included in the adult service for opening, gathering song, offering, sharing joys/concerns and time for all ages before the start of this program	- One primary classroom with a door for noise abatement
- Each session follows the same format - opening and closing rituals remain consistent while the content for the lesson and activities changes weekly	- A secondary space for body movement activities
- Length is approximately 40 minutes	

Component	Description	Timing
Time for All Ages	Informational - designed to give background on the day's topic. Delivered at a 5th grade level - adoptions to accommodate younger children.	in service until about 20-after
Opening & Chalice Lighting	Consistent Ritual - Begin with something to transition to a quiet time - rain stick or singing bowl. Opening words. Bring flame from adult service and light separate chalice in their space	2 min
Joys & Concerns	Consistent Ritual - Opportunity to share again with peers. Marked by putting stones in bowl.	5-10 min

Lesson/Discussion	A video created by Jim tied to the service theme with an age appropriate message. It is designed to support the teacher to lead a brief discussion and describe possible activities.	10 min
Activities	3-4 "stations" set up with different activity options to support the theme which change weekly or monthly. Note that each activity station should be clearly labeled with signage in words and pictures to show how many kids can be at that station at a time, whether it's quiet or active, whether it's solo or group, and any other descriptors. Delineating each station with chairs, cushions, tables, mats, and/or trays of supplies so it's not a free-for-all (eg, one child per art tray) Clean up.	20 min
Sharing	Share what activities they did. Give/get positive feedback and ask questions.	5 min
Closing	Consistent Ritual - Closing words and extinguish children's chalice. Return to adults in service during closing song.	2 min

Possible Activity Stations	Ideas For Each Station	Supplies Needed for Station "Kit"
1- Book Nook	quiet area for reading	beanbags or cushions, tent or rug to delineate quiet area, several books (some could be generic about Unitarian Universalism , the chalice , or themes that are generally about kindness, diversity, etc. -- see UUA Bookstore!), and then a few could be pulled from the library each month to fit the theme)
2 - Children's Chapel	UU/ churchy things! An altar table, singing, preaching, baby blessing, making cards for sick people, making snacks to share at coffee hour, joys and concerns stones, chalice(s), etc.	altar table for arranging: small table, cloths, gems or stones, votive candles (real or battery-- up to you), small objects, silk flowers, etc... chalice (could do a large terra-cotta pot version and have kids decorate it all year), small "pulpit" and mini stoles for preaching or playing minister, a couple baby dolls and the elements of a baby blessing (flower, water, candle, whatever you church usually uses), hymnals, children's hymnals or prayer books (Sunday and Every Day is a good one), UU/ Alice the Chalice coloring or activity pages and crayons, laptop of tablet with headphones for

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3 - Paper Crafts	doodling, drawing, collage, zentangles, mandalas, torn paper art, paper chains, quilling	white paper, construction paper, magazines, markers, crayons, colored pencils, scissors, stapler, glue, plastic trays
4- Sculpting	sculpting with prompts (eg, "sculpt an animal that could exist in the future" or "sculpt what you think justice looks like")	play doh or clay (be aware of severe gluten allergies with play doh), large plastic trays , baby wipes for cleaning off hands
5 - Building	building structures with prompts (eg, "build the tallest tower you can while having it still be able to balance something," "build the most peaceful thing you can imagine")	legos and/or duplos, wooden building blocks, cardboard tubes and boxes, spaghetti and marshmallows
6 - Painting	painting with prompts (eg, "paint something that makes you say WOW!" or "Paint the universe")	watercolor kits, tempera paint, paint brushes, cups for water, smocks, large plastic trays , thick paper, baby wipes for cleaning off hands
7 - Collaborative Play	collaborative games or activities	3 or 4 board games of different levels from Peaceable Kingdom or another cooperative game company (I recommend Hoot Owl Hoot, Feed the Wozzle, Stone Soup, Race to the Treasure, Cauldron Quest older), Puzzles. Yarn for string-hand-games and book or laminated instructions for 2-person games at simple and complex levels.

8 - Body Movement	relay races (often good to combine with trivia or cooperative puzzles), dancing, charades, toss-the-object check in, balloon-catch (sometimes fun to add a prompt or activity to the balloon to do once it's caught), musical chairs, yoga (see spiritual practices below), cooperative movement like the knot game or "the floor is lava"	need a list of activities, a couple soft/plush toys for tossing, rubber dots for the floor, speaker that can connect to a phone or a boom box with CD player, charades prompts, balloons (be aware of latex allergies)
9 - Science	learn about a particular scientist (particularly women and/or BIPOC), microscope, nature observation: measurement, categorization, rubbings, etc either outdoors or from a box, make a timeline or compare distances (eg, 1 mm = 1 million years, or 1 foot = 1 light year) when thinking about history or outer space, make Ooblek, make balloon rockets, food-coloring-in-milk-with-detergent experiment, mini explosions/ volcanoes, etc. - good for learning about our 6th source! https://www.weareteachers.com/easy-science-experiments/	shoe boxes for assembling nature kits, balloons, plastic bins for making messes, crayons, measuring tape, microscope if possible, magnifying glass, paper and pens, cornstarch, plastic straws, string, food coloring, dish soap
10 - Pretend Play	in this station kids can inhabit an imaginary world. The props will change with the theme. ideas include: monsters, outer space, in our community, jungle, time-travel, etc.	Gigantic boxes (like for a refrigerator or large shipping box), markers, masks or paper plates scissors and string, dress-up clothes and/or random large pieces of fabric, various props like wands, hats, magnifying glass, silk flowers, tails, etc., a couple jump ropes (who knows what kids can make with rope?)
11 - Fish Bowl Discussion	pull a prompt out of the bowl, discuss together! could change prompts per theme	cushions or chairs to delineate conversation area, a jar or fishbowl, index cards or laminated pieces of paper with simple questions or prompts for conversation
12 - Other crafts	beading, tissue flowers, papier mache, yarn crafts like God's-eyes, make glitter "meditation" bottles, upcycled musical instruments (eg, trash drums, bottle shakers, or cardboard flutes), dye Easter/Ostara eggs, carve pumpkins, make treasure boxes, make stress balls, etc.	beads, lanyards, craft sticks, yarn, tissue paper, pipe cleaners, balloons (be aware of latex allergy), tape, glue, hot glue gun, whatever else is needed for specific crafts.
13 - Spiritual practices	yoga, finger labyrinth, glitter bottle or timer meditation, seasonal altar and/or sensory bin for earth-based practice, list or booklet of Christian, Jewish, Muslim, Sikh or other prayers or graces, pictures of famous houses of worship, pictures of saints or prophets, religious symbols -- can rotate based on what kids are learning about (eg, learning about Jesus? focus on that...)	1 and 2 minute sand timers , finger labyrinth (wooden or on laminated paper), yoga mat, laminated yoga pose poster or cards , glitter bottles (water bottles with glitter inside to shake up and settle), mindfulness prayers , laminated pictures, religious symbols, books , list or booklet of various religions' prayers or graces, fill-in-the-blank prayer sheets ("I'm sorry for... I'm grateful for... I love... I wonder... I need...")

Sunday Morning Children's Religious Exploration Example

Based on February 2021 Service Planning

February Theme - Creativity and Resilient Imagination

2/7/2021	2/14/2021	2/21/2021	2/28/2021
The Gift of Creative Imagination	Matisse's Creative Resilience	A Tribute to Our Creative Resilience	Nuns on the Bus and Our 5th Principle
Time for All Ages	Time for All Ages	Multi-generational Service	Time for All Ages
How to Unleash Your Imagination	10 Amazing Facts About Matisse	The whole service is a time for all ages	Pure Imagination with the Muppets , Josh Groban and Lindsey Stirling
Ritual - Opening & Chalice Lighting	Ritual - Opening & Chalice Lighting	Ritual - Opening & Chalice Lighting	Ritual - Opening & Chalice Lighting
Something to quiet them down - rain stick, singing bowl...The usual opening words, but have the children pantomime lighting an imaginary chalice - as large or small and as fiery as they want.	The usual words, but create a paper chalice and flames ala Matisse style. Ask everyone to keep adding "flames" until it looks like a bonfire.	The children's chalice from the previous week is brought into the sanctuary and the children are invited to "light" it for everyone.	Usual opening words and chalice lighting
Joys and Concerns	Joys and Concerns	Joys and Concerns	Joys and Concerns
Instead of putting stones in a bowl, we stick colorful items on a foam heart. Ask if they can name something creative they've done recently	Instead of putting stones in a bowl, we stick colorful items on a foam heart. Ask if they can name something creative they've done recently	The usual stones and bowl the children use for joys and concerns is added to the table in the sanctuary along with the adult version. Everyone is invited to use either. (No separate child centered ritual this Sunday).	Usual ritual of putting stones in a bowl for each joy or concern shared.
Lesson	Lesson	Reflection	Lesson
- Tell a story from childhood in which creativity and imagination were very important. - Ask the children to think of their own examples (they may be repeated from Joys and Concerns but with perhaps more detail). Pause recording. - Talk about how ancient peoples thought we didn't have our own imaginations but the ideas came from	- Think about a time they were sick in bed and couldn't do much - so they can understand how Matisse felt. - How does creativity and imagination help make us feel better? Pause and let them discuss.... - Add some prompts for the teacher	Slide show with examples of creativity which have been submitted. This includes photos of what the children have created the previous two weeks.	Focus on the 5th principle and connect with the Nuns on the Bus. - Explain what the right of conscience and the use of democratic principles means in age appropriate terms. - Talk about we each have the right to think and speak what we believe as long as what we say is not

- Science has learned that being creative helps us solve problems and feel better about ourselves. Ask if they can think of examples of this type of creativity. Something like they were hungry and had to help make something to eat from scratch. How did they think about it?

Activities	Activities	Activities	Activities
1 - Book Nook: a collection of age appropriate picture books on art and creativity - including Matisse 2 - Other crafts: make things that can be used in the intergen service on March 21st - e.g. shakers, decorations, collages for the walls etc. 3 - Body movement: ad lib - charades, posing, dress up, songs, skit, etc. 4 - Fish Bowl Discussion: Scraps of paper containing "problems" that need creative solving	1 - Book Nook: a collection of age appropriate picture books on art and creativity - including Matisse 2 - Paper crafts: paper, scissors, glue, images, etc. - make a colorful collage like Matisse 3 - Painting: Use your imagination to create something that makes you go WOW! 4 - Spiritual Practices: Incorporating beauty into meditation - build an altar, ritual, etc.	For everyone (adults and children), tables are set up in the back with coloring supplies and mandalas as well as colored paper and scissors to create collages ala Matisse. (Examples are lying around).	vote or have a say in what happens. Ask them about their feelings of fairness. - One of the nuns will be a guest speaker for the recorded lesson and talk about what they do and why it's important in age appropriate language.
1 - Book Nook: a collection of age appropriate picture books on making a difference in the world 2 - Paper crafts: make cards for the children in the detention center or some other cause the nuns choose 3 - Sign Making: Make signs to be used at a demonstration the Fellowship participates in or to place in a home window 4 - Body Movement: Role play what it's like to demonstrate in public			

