

Minutes, UUFLG Board of Trustees Meeting, September 16, 2018

This meeting of the UUFLG Board of Trustees was called to order at 7:04 p.m. at UUFLG.

Present:

Karen O'Brien (vice president)
Lynn Golbetz (secretary)
Rick Roberts (treasurer)

Rev. Fa Jun
Sarah Ditzler (DRE)
Edy Young

As only two trustees present tonight were also present for our August 9 meeting, the board tabled the approval of the August 9 minutes till October.

Religious Education

RE has a green-sanctuary focus for this coming year.

Sarah is working on getting more classroom volunteers.

Finance

The Finance Committee is spending \$100 on a banner publicizing the Fellowship's availability for rental.

Building, Grounds, and Design

Rick has been working on two projects to improve the building and grounds and invites input from the board and the Design Committee on the following:

Replacement of the shade cloth over the deck with sailcloth. Rick is trying to get an aerial overview of the deck in order to be able to design the sailcloth. He is hoping for a cost of around \$1,500.

Removing the asbestos ceiling in the foyer and putting in new lights. Rick is getting a bid for this; it should come to a couple of thousand dollars.

There is money in the budget for both of these at present.

Edy has also gotten bids to remove the foyer ceiling (\$1,600), replace the lights, and replace some windows. Design had already been working on the ceiling when Green Sanctuary went into operation; Design intends to work through Green Sanctuary on this. Edy will give Rick the bid information she has gathered.

Edy requests that the board give Design more authority, i.e., designate it as an official committee, able to make proposals on long-term planning.

Rick suggests that we need to develop a coordinated priority list regarding the facility, with prices.

Rick confirms that the janitors are not giving the Fellowship the six hours a week for which they are contracted (the day he was here, two people spent less than one hour). They also have not provided us their promised proof of workers' compensation, which our insurance company requires. Edy spoke to them following our last meeting and received only "excuses and promises." Rick will call them again, requesting the certificate and asking that they come a different day of the week. Meanwhile, we can look for a replacement service (this contract expires at the end of 2018). (Note: No one in particular has signed up for handling this search.)

Strategic Plan/Process

Rev. Fa Jun suggested that the board develop a “process for getting things done” at the Fellowship (maintenance, long-term building management, fundraising, etc.). This should be a replicable, efficient process for making decisions and helping reconcile what the organization needs with what key volunteers want to do. The board agreed to rough-draft such a process, with the goal of bringing it to a congregation meeting for discussion and approval in early December or mid-January. There should be meetings across the various committees on a quarterly basis thereafter. Rev. Fa Jun offered to prepare an initial draft and circulate it for board comment.

More specific priorities include the following:

1. Clarify Building and Grounds/long-term planning tasks and committee structure. For example, is Design part of B&G, or are they both part of a larger committee? Should there be a stewardship working group of B&G and Finance?
2. Strengthen the membership/growth functions.

The board agreed to look at the decision-making process in October, the B&G/long-term planning functions in November, and growth in December. Trustees are requested to circulate any materials on other matters (e.g., standard committee updates) in advance of each meeting, so that the meetings themselves can focus on the larger priority topics.

Committee on Ministry

Rev. Fa Jun currently feels no need for a Committee on Ministry, which is provided for in the bylaws, but will let the board know if this changes.

The meeting was adjourned at 8:08 p.m. The next meeting of the board will be held at 7:00 on Thursday, Oct. 11, at UUFLG.

Respectfully submitted,
Lynn Golbetz (Secretary)

Action Items

All:	For routine items, circulate materials in advance of board meetings, to allow meeting time to focus on core priorities
Linda	Speak with Rev. Fa Jun about personnel review committee Review remaining policies and circulate one or two each month with proposed updates Review bylaws to ascertain if any other amendments would be useful
Lynn & Sarah	Look at/revise RE portions of safe congregation policy
Ron	Check with Building & Grounds on allocating some bulletin board space for members to advertise their skills/services
Sarah	Prepare draft of procedures for background checks Write up new policy on office use after service for Weekly Update Schedule semiannual parent meetings Encourage more current parents to join RE Committee
Unassigned:	Research alternate cleaning services