

Minutes, UUFLG Board of Trustees Meeting, Oct. 10, 2019

This meeting of the UUFLG Board of Trustees was called to order at 7:06 p.m. at UUFLG.

Present:

Lynn Golbetz (secretary)

Ron Kirkland (trustee at large)

Rick Roberts (treasurer)

The board approved the minutes for the September 12, 2019, meeting.

Stewardship/Building & Grounds

Ron has fixed some electrical safety issues, the garbage disposal, and the closet sink, and has posted some simple instructions for operating the AC.

The board confirmed that it has approved painting the exterior siding a similar color to the current one for weatherproofing purposes. Any other exterior painting matters will be resolved separately at the appropriate time.

The Finance Committee believes the main project we need to proceed with this winter is the AC replacement, because we will need the outside space occupied by the current system whenever we redo the bathrooms. The current rough estimate, with Ron as general contractor, is about \$15,000. Finance would like someone to liaise with PG&E regarding potential rebates, as the new system will be much greener. Rick will ask Cindy Giesing if she would be willing. Rick also plans to check with Los Gatos on how long the permitting process will take.

Ron is drafting the design, game plan, scope of work, and timeline. The board hopes to review these in December or January and vote to approve in February. He will also reach out to a controls professional regarding potential sponsorship.

The canvas sign at the back of the building is fading. A nice wood sign would cost about \$5,000. Stewardship will draft a proposal for a new sign. The board requested that they consider having the design indicate that we are a welcoming congregation.

Our renter Unity still has issues with the lighting. Ron will tell them what circuits they can safely use. However, they also want more lumens. They have suggested a system on the back wall (above the clock); they would pay two-thirds of the cost. The main use would be for musical events by their minister. He does about five of these a year, and the space rent would cover the cost of the new lighting. One event is scheduled for October 19, for which he will rent stage lighting; we can attend and see what it would look like. If this upgrade is made, we might need to sign a longer-term lease with Unity (the current one is month to month) and lock in the five events.

Finance

This year's pledge drive may adopt the approach of notifying everyone we will assume they will be making the same pledge as last year. Finance will draft a letter for board approval. The committee is also thinking about ways to streamline the auction and make it (even) more fun.

It has been suggested that we increase Rev. Fa Jun's salary or give him a bonus. The board discussed the need for a process of evaluating him and incorporating compensation decisions into that. Lynn will send Rick the evaluation forms we gathered last time this came up. The possibility of doing a SurveyMonkey or the like for congregational input was also raised.

In response to a question raised at the leadership retreat, Rick indicated that pledges can be paid by direct deposit if the member sets that up with his/her bank.

Ann Campbell has lined up an accountant who can assist the fellowship as an independent contractor. She would handle reconciliation and prepare monthly reports and quarterly taxes.

The board approved the engagement of Carol as bookkeeper for \$50 per hour, up to an estimated maximum of \$1,200 per year. The Finance Committee will list the items for which she will be responsible.

The meeting was adjourned at 8:36. The next meeting of the board will be held at 7:00 on Thursday, November 14, at UUFLG.

Respectfully submitted,
Lynn Golbetz (Secretary)

Motion Approved

The board approved the engagement of Carol as bookkeeper for \$50 per hour, up to an estimated maximum of \$1,200 per year. The Finance Committee will list the items for which she will be responsible.

Action Items

- Rick: Ask Cindy if she is willing to liaise with PG&E on AC rebate
Check with town regarding permitting timeline
- Ron: Draft design, game plan, scope of work, timeline for AC replacement
Check with controls guy re sponsorship