

Minutes, UUFLG Board of Trustees Meeting, Jan. 9, 2020

This meeting of the UUFLG Board of Trustees was called to order at 7:10 p.m. at UUFLG.

Present:

Linda Osborne (president)	Rick Roberts (treasurer)
Karen O'Brien (vice president)	Ron Kirkland (trustee at large)
Lynn Golbetz (secretary)	Rev. Fa Jun

The board approved the minutes for the December 9, 2019, meeting.

RE

Colleen Hamilton has agreed to become our new Director of Religious Education. Rev. Fa Jun will prepare a contract for board review.

HVAC

Ron has obtained a quote for replacement HVAC equipment. Whether to include ductwork is still under consideration. Ron estimates that the job will take approximately five working days from when we get the equipment, and that getting the equipment shouldn't take long. Ron plans to do the job in segments (e.g., equipment, gas piping, electrical). Ron's contacts will prepare the design and a professional schematic (needed to obtain the permit), and Rick has an electrician in mind.

Obtaining the initial permit should be fairly quick, but we will then have to wait our turn for the various inspections. We will need a letter from Linda stating that UUFLG (as a nonprofit) is acting as its own contractor, so we do not need to hire a general contractor. Rick will draft this letter.

Ron and Rick are meeting tomorrow to hash out more of the project details. Ron will get Rick a schematic, and they will consider the schedule, factoring in the inspections.

The board approved the project to replace the HVAC system according to a design to be prepared by Ron Kirkland in consultation with Rick Roberts, and in accord with all applicable codes and permitting requirements, to be completed by March 15, 2020, at a cost not to exceed \$25,000.

The \$25,000 should be more than enough. We will be requesting money from the endowment for this, but can initially use general funds and pay them back out of the endowment. Ron will check with Cindy regarding information on a potential PG&E rebate.

Other Stewardship/Building & Grounds

The garbage disposal has been replaced, and the sink in the men's room has been fixed.

Rick is working on the lease with Unity and David di Lullo; it will be retroactive to January 1. It needs to specify they will put everything back the way they found it after use, and that we have inspection rights after their big events.

The new spotlights are quite bright from the stage; Albert knows how to turn these off as needed. Rev. Fa Jun has a friend who is willing to consult with us on the sound system to avert screeches and squawks.

The lists of contacts for issues regarding the building need to be updated. Clearer and more visible emergency procedures are also desirable.

Rick, Laurie, and Rev. Fa Jun are continuing the closet cleanouts. Anyone who has personal items stored at the Fellowship or opinions about what should be done with other items here should contact Rick or Laurie.

Rick and Rev. Fa Jun are working on the new structure for the stewardship effort.

Rick is researching exit lights for the West Room.

Finance

Rick is listing some potential donors for the auction and recruiting folks to solicit donations. Lynn will organize a meeting among the volunteers to allocate other essential tasks.

Connections

Decisions on whether to hold events such as the auction and the holiday boutique, which are community builders as much as fundraisers, are logically in the Connections wheelhouse. (This does not mean that Connections would do all the work to put them on.) However, at present Connections is short on members.

HR

Rev. Fa Jun will write up a proposed process for evaluation of our minister. Karen and Linda will constitute a Personnel Committee to conduct this evaluation. Rick will talk to Lance about his evaluation. Lynn will revise the staff list currently posted on our website.

Leadership and Decision Making

Rev. Fa Jun proposes creating a quarterly "leadership letter," with each edition focusing on a concept and issues under it.

As an example of an issue apparently lacking an institutional home, the board discussed placement of the library cart containing books for the children's book exchange. Lynn will suggest to Katie Stubstad that it might fit in the back corner of the office.

Motions Approved

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The meeting was adjourned at 9:15. The next meeting of the board will be held at 7:00 on Thursday, February 13, at UUFLG.

Respectfully submitted,
Lynn Golbetz (Secretary)

Action Items

Rev. Fa Jun	Issue call from pulpit for Stewardship volunteers
	Draft proposed minister evaluation process
Lynn	Revise staff list on website
Rick	Check with Cindy re PG&E rebate for new HVAC
Rick & Rev. Fa Jun	Develop a new structure for Stewardship Group
Rick & Ron	Proceed with HVAC replacement, including permitting
?	Update and post new contact lists, procedures for building emergencies