

## **Minutes, UUFLG Board of Trustees Meeting, Feb. 13, 2020**

This meeting of the UUFLG Board of Trustees was called to order at 7:05 p.m. at UUFLG.

### **Present:**

Linda Osborne (president)  
Lynn Golbetz (secretary)

Rick Roberts (treasurer)  
Colleen Hamilton (DRE)

The board approved the minutes for the January 9, 2020, meeting.

### **RE**

Colleen started as DRE in the third week of January. She is developing an overall vision for the program, to be introduced in combination with an enrollment drive at the start of the new school year (September). One possibility under consideration is inviting our 12- and 13-year-olds to volunteer as assistants with the younger kids.

### **Stewardship/Building & Grounds**

The fire inspection is scheduled this month. Ron will install the required exit signs in the West Room this Saturday.

Ron is in the process of getting a contracting license, which would reduce our risk in installing the new HVAC system and is required for the PG&E rebate. Accordingly, he requests that the project deadline be extended to the end of April. Development of the plan is proceeding, and he expects to submit the final proposal to the town for review next week.

The board approved extending the expected completion date for the HVAC replacement to the end of April.

Linda will need to inform the Planning Division that UUFLG is a nonprofit organization and that Rick and Ron are its authorized agents for purposes of applying for and constructing facility modifications. She will also need to request access for Ron and Rick to the building plans on file with the division in order to draft the proposed modifications. Lynn will draft these letters for the board's review.

Current Stewardship Working Group (SWG) members are Rick; Ron; and Rechelle Voris. Colleen will be representing RE on the SWG. One RE-related item she may raise is possible replacement of the steps in the play area with a slope. The group will probably meet in March.

On behalf of Sunday Services, Lynn noted that the new mike is difficult for some to use. Rick clarified that one of our previous mikes was broken, and Unity and UUFLG split the cost of a new one. Rick is working on communications channels so that all interested parties are kept in the loop on this kind of thing. Lynn noted that Sunday Services is particularly interested in anything that will affect our services.

Rick also observed that the sound system is very old and has additional issues. A contact of Rev. Fa Jun's checked the system and intends to provide recommendations. Lynn will ask Rev. Fa Jun for an update on this.

### **Finance**

Charges for the new bookkeeper have been running about \$50 per month.

The pledge letter has been mailed.

Another Roy Zimmerman concert has been scheduled for the evening of Thursday, April 2. Part of the proceeds will benefit UUFLG.

Two teachers are interested in renting the Fellowship for three hours every weekday afternoon for an after-school program, but they would need a discounted rate. Donna is working with them to ascertain what kinds of certifications would be needed.

Rick clarified that AB 5 will not require us to prepare 1099s for Albert, the gardeners, the nursery care providers, or anyone we pay less than \$600.

## **HR**

Lance has requested a title change to Communications Manager, to which the board is agreeable. The Finance Committee also recommends raising his wage. The committee will draft a new contract for board approval in March.

The board approved a 10% hourly raise for the Communications Manager.

## **Governance**

The board conducted its semiannual review of the Fellowship's policy on personal safety and prevention of abuse. One change was made: deletion of references to the Committee on Ministry, as we do not currently have one.

The board approved the revision of the policy on personal safety and prevention of abuse, as circulated.

Lynn will send the revised policy to Lance for posting and notify Rev. Fa Jun of the change to publicize as specified in the policy.

## **Motions Approved**

The board approved extending the expected completion date for the HVAC replacement to the end of April.

The board approved a 10% hourly raise for the Communications Manager.

The meeting was adjourned at 8:38. The next meeting of the board will be held at 7:00 on Thursday, March 12, at UUFLG.

Respectfully submitted,  
Lynn Golbetz (Secretary)

## **Action Items**

Rev. Fa Jun	Issue call from pulpit for Stewardship volunteers Draft proposed minister evaluation process
Rick	Check with Cindy re PG&E rebate for new HVAC Talk with Lance about his evaluation
Rick & Ron	Proceed with HVAC replacement, including permitting
?	Update and post new contact lists, procedures for building emergencies