

## Minutes, UUFLG Board of Trustees Meeting, Sept. 16, 2021

This meeting of the UUFLG Board of Trustees was called to order at 7:07 p.m. via video conference.

### **Present:**

|                                  |                        |
|----------------------------------|------------------------|
| Karen O'Brien (president)        | Donna Brewer           |
| Karen Fitch (vice president)     | Laurie Roberts         |
| Lynn Golbetz (secretary)         | Rev. Fa Jun (minister) |
| Rick Roberts (treasurer)         | Colleen Hamilton (DRE) |
| Lauri Feetham (trustee at large) |                        |

The board approved the minutes for the Aug. 12, 2021, meeting.

### **Finance**

UUFLG essentially broke even for the 2020-21 fiscal year. Neither Unity nor Serendipity will be renting for the remainder of this year, though some small rentals are expected. The projected result is a deficit of \$3-4K/mo. for the next three to four months. The second PPP loan will carry us over a few months of deficit. The application for forgiveness of that loan is in process.

### **Stewardship**

Rick will put together a list of projects for board review next month. Karen F. will ask Joe if he might be interested in joining the committee.

The Committee on Shared Ministry has proposed acquiring a futon for the office and possibly installing a showerhead in the men's room to enable Rev. Fa Jun to remain here for longer periods at a time. The Stewardship Committee will be preparing a proposal for board review.

### **Committee on Shared Ministry**

COSM has drafted a paragraph on its mandate, to be posted on the website. It has also drafted a brief questionnaire to ascertain congregation needs, to be distributed via email and in person at a service. A box to return the questionnaires anonymously will be placed in the hallway.

### **RE**

The committee may set an air quality index above which outdoor RE will automatically be canceled. Colleen suggests 150, which is the level at which the air becomes unhealthy for everyone. She will run this idea by the parents.

Exciting plans for RE (including OWL) for more age groups are in process, in collaboration with the Sunnyvale and San Jose fellowships. More details are available in Colleen's monthly report.

## **Membership**

The board discussed a proposed policy and procedure for newcomers to become members. Trustees will review the draft and vote on it next month. Rev. Fa Jun will also circulate the language to the Membership Committee.

## **Volunteers**

The Sunday Services team structure is no longer functioning well. The committee does not have enough sound volunteers and now needs tech volunteers as well. Other committees are also in need of additional support.

It may be more effective to request help individually rather than from the pulpit or via the discussion group. This might be a good way to integrate those who have begun attending regularly of late. Rev. Fa Jun will ask several folks this Sunday. Lynn will print out a Sunday Services calendar with blanks so he can sign people up “live” to fill the holes.

Karen F. suggests having the board review a list of congregants to make sure we know everyone’s talents and therefore whom to invite to do what. The COSM questionnaire includes a question on this; Rev. Fa Jun, Laurie, and Donna will consult with Membership on it as well.

## **Technology**

Rev. Fa Jun may have identified technology that will enable the service presenter to simultaneously run the Zoom meeting, and enable the service associate and tech host to manage more easily if there is a guest presenter. It should be possible to narrow the tech host duties to handling the chat box and transmitting requests to the presenters as needed. Rev. Fa Jun has drafted a “Zoom host manual” that should help volunteers.

Lauri and Kendra will be working to improve the database. It may be possible for Charlie to assist long distance.

Lynn will ask Lance to remove financial info from our website and instead note that it is available to members upon request.

## **Design**

Karen and Matthew F. are willing to join Laurie R. on a new design subcommittee. They will consult, and the board will decide on its exact structure (committee, subcommittee, or task force).

## **Communication**

Rev. Fa Jun is considering writing a longer newsletter once a month, to include his future sermon titles, a board report, and an RE report. Lynn will work with him on one for next week.

*Rev. Fa Jun, Colleen, Donna, Laurie excused.*

### **Executive Session**

The board met in executive session to discuss the process for reviewing Rev. Fa Jun. Karen O., Rick, and Lynn will constitute the review committee. Karen will finalize the process and begin its implementation.

The board engaged in further discussion of the Fellowship's financial position going forward.

The board discussed possible ways to recognize our superstar volunteers.

The meeting was adjourned at 8:38. The next board meeting is scheduled for Thursday, October 14, at 7:00 p.m.

Respectfully submitted,  
Lynn Golbetz (Secretary)

### **Action Items**

- All: Review proposed membership policy
- Karen F: Ask Joe if he would be interested in joining the Stewardship Committee  
Consult with Matthew and Laurie on structure and mandate of new Design Committee
- Karen O: Finalize questions for committee heads as focus group for Rev. Fa Jun's review;  
schedule Zoom meeting for committee heads and board  
Check on deadline for applying for forgiveness of second PPP loan and let Rick know  
Publicize reopening on Facebook
- Lauri: Pursue modernization of database with Kendra
- Lynn: Work with RFJ on newsletter
- RFJ: Ask folks to volunteer for support slots  
Finish testing technology for services and notify SS Committee of what items need to be acquired  
Consult with Membership re developing a list of members and their skills
- Rick: Prepare list of facility improvement jobs  
Finalize application for forgiveness of second PPP loan

### **Future Agenda Items**

- Evaluation of minister, review/renewal of contract, and determination of compensation
- Procedures and criteria for determining membership in good standing
- Structure/mandate of new Design Committee
- Proposed Stewardship projects
- Volunteer needs
- Review personal safety policy