

## **Minutes, UUFLG Board of Trustees Meeting, Sept. 8, 2022**

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

### **Present:**

Mark Ditzler (president)	Donna Brewer (till overcome by heat)
Karen Fitch (vice president) (while WiFi lasted)	Linda Osborne
Lynn Golbetz (secretary)	Rev. Fa Jun
Julie Matthews (treasurer)	
Lauri Feetham (member at large)	

The board approved the minutes for the Aug. 4 and Aug. 11, 2022, meetings.

### **Membership**

This committee now comprises only Donna, Sue Ann, and Linda. Greeters are much needed.

Donna reached out to 14 folks we have been missing; she received 8–9 positive responses and one statement that the member will not be returning.

There is some lack of clarity on what to include in the welcome and new-member packets. The board will discuss this at its next meeting, with Membership invited. Lynn will suggest that Karen S-F save her energy on drafting committee descriptions until then. Lynn will also draft suggested policy revisions for board consideration.

### **COVID Task Force**

It was suggested that some who have not been attending services might return if masks were not required. The board requests that the task force meet in two weeks to consider relaxing our restrictions.

### **RE**

This committee presently has no concerns regarding its budget. The teachers are reviewing use of conflict resolution as a learning opportunity. Legal training obligations are under review.

### **Social Action**

Matthew Fitch coordinated UUFLG participation in the interfaith booth at Silicon Valley Pride.

### **Finance and Stewardship**

Rentals are looking much better. Also, Julie has saved us about \$600 on communications expenses.

It was suggested that we consider hiring a building manager to assess and determine what needs to be done at the facility, track major projects, and organize workday jobs. Julie can check with a handyman she knows; other trustees are invited to identify candidates.

We may also need to hire a gardening service (cost would be approx. \$1800/yr). Ideally, it would come on Fridays. Rev. Fa Jun will ask this Sunday if anyone wants to be part of a working group to find a new service. Lynn and Lauri will also check with their respective gardeners.

Julie suggests paying UUA \$500 now and another \$500 later in the year. Getting a letter from UUA on our 501(c)(3) status might reduce our QuickBooks and PayPal expenses.

The board approved a contribution of \$500 to the Unitarian Universalist Association.

The windows, insulation, and HVAC system should be replaced at some point. Lauri is looking into a capital campaign and checking with UUA on its recommendations.

Rev. Fa Jun has approved using the minister's discretionary fund for a sound system upgrade. Mark will ask Keren Falkenstein (a former sound engineer) what first steps she would recommend. He will also follow up on Keren's offer to lend us a security camera to deter vandalism.

The cleanliness of the facility is acceptable at present.

Someone needs to be in charge of acquiring cleaning supplies, etc. (Albert often buys these at dollar stores as a contribution to the Fellowship). Lauri volunteers her husband, Chris, to pick up these items on his regular Costco trips. She can walk through the facility monthly and determine what is needed.

The board discussed how to ensure cleanup is done regularly after service. Possibilities include making this part of the responsibility of the snack provider each week, setting up a separate volunteer rotation, or having one individual take on this role. Lynn will ask Robb his thoughts.

Rev. Fa Jun will be responsible for locking up when he's there, otherwise Mark will be, with Julie and Lynn as backups.

The HVAC seems to be running all the time. Service associates should turn it off at the end of each service. Rev. Fa Jun will check it and post directions this Sunday.

We will all try to find the defibrillator.

### **Other Business**

Mark will recruit two other trustees for a Personnel Committee.

The meeting was adjourned at 8:50. The next meeting is scheduled for Thursday, Oct. 13, at 7:00 p.m.

Respectfully submitted,  
Lynn Golbetz (Secretary)

### **Motions Approved**

The board approved a contribution of \$500 to the Unitarian Universalist Association.

### **Action Items**

All:	Look for the defibrillator (last seen in the office)
Julie et al.:	Check into potential building managers
Karen:	Research possibilities/process for creating memorial scholarship
Lauri:	Finalize Google volunteering system Look into capital campaign (checking with UUA) re windows, insulation, HVAC Walk through facility monthly to identify needed supplies, arrange purchase at Costco
Lynn:	Check with contacts re gardening Create list of policies and calendar monthly policy reminder from pulpit Draft policy revisions
Mark:	Check with Keren Falkenstein re sound system and security camera Fill in ranks of Personnel Committee Set up COVID Task Force meeting to discuss potentially relaxing restrictions
RFJ:	Check HVAC this Sunday and post directions Ask for task force volunteers to find gardening service Work with Kendra re getting online visitors' forms into database

**Future Agenda Items**

Proposed Stewardship projects

Consider privacy/personal information policy

Investigate officially becoming 501(c)(3) (we are a California nonprofit)

Review membership policy again (low priority)

Someday/maybe list: outdoor announcement board