

## **Minutes, UUFLG Board of Trustees Meeting, July 10, 2024**

This meeting of the UUFLG Board of Trustees was called to order at 7:02 p.m. by video conference.

### **Present:**

David Voris (president)  
Will Kropp (vice president)  
Lynn Golbetz (secretary)  
Julie Matthews (treasurer)  
Lauri Feetham (trustee at large)

The board approved the agenda for the July 10, 2024, meeting.  
The board approved the minutes for the June 13, 2024, meeting.

### **Minister Transition**

The contract with Shams Cohen is finalized, and she will start August 1. The board reviewed a list of questions Shams sent. Most of these have been addressed. Lauri will ask Katie Stubstad to be in touch with Shams regarding coordination with Religious Education.

The board would like to meet with Shams early in her tenure for an onboarding conversation. Topics suggested: How would she like to proceed? (e.g., meet with all committee chairs?) What does she see as her primary charter? What are her professional goals and desired relationship with UUA? What hours is she planning to work/be available, and what are her boundaries on contacts and requests? What are our mutual goals for the direction of the fellowship? Lynn will be Shams's contact regarding questions on bylaws and policies; Dave will discuss with her whether a congregational conversation on the Palestine question is desirable. Dave will reach out to Shams to schedule the meeting; other trustees should send him further topic ideas.

The board decided that its goal for the next month is to ensure smooth onboarding of our new minister. In succeeding months, it will develop goals for the fellowship. The board also discussed how to handle "minutiae" (items that should not rise to board level). With more volunteering, there will be more committee members who can be responsible for certain issues rather than their defaulting to the board.

### **Finance**

For purposes of fair labor practices, our employees should be completing time cards. Julie is setting up a time card system to start August 1.

Julie plans to take advantage of a three-month sale on QuickBooks Premium Payroll, which provides additional advice.

The Finance Committee would like another trustee to be a check signer, as a backup to the two present signers, Julie and Donna Brewer. No check is written and signed by the same person, which causes delay when one of the two is unavailable. Will volunteers to be the third signer; he and Finance will follow the bank's process for adding him.

The Finance Committee would like another trustee (in addition to Julie) to look at the bank reconciliations for purposes of internal controls. Dave volunteers for this, and Julie will give him access to the bank statements for this purpose. Will suggests a regular agenda item of accepting the monthly reports. Lynn will add this.

UU Sunnyvale uses Benevity for matching donations. Lauri was tasked with setting up an account for UUFLG to see if any members are able to take advantage of Benevity's services under the UUA rather than our applying individually to become a 501(c)3 corporation. Julie will be the contact person.

### **Stewardship**

Everything is working at present. Lauri will be looking at the long-term plan starting in October. Meanwhile, she is planning to get the carpet cleaned again shortly.

Our janitor has been having health issues. Julie is continuing to try to reach him.

Will will check on our supply of peppermint oil and put out ant baits as needed. (See above re: handling of minutiae.)

### **Governance**

Lauri will pull together a list of committee members and chairs for Shams and board members.

Lynn will start putting times in meeting agendas so we can work to an end time.

Jamie has volunteered to help with things technological, so Lynn will ask her in September if she can lead a website revamp.

The meeting adjourned at 8:27 p.m. The next meeting is scheduled for Wednesday, August 14, at 7:00 p.m.

Respectfully submitted,

Lynn Golbetz (Secretary)

### **Action Items**

Dave and Julie: Get Dave access to bank account for purposes of checking reconciliations

Lauri: Set up Benevity account

Pull together a list of committee members and chairs for Shams and the board

Ask Katie Stubstad to be in touch with Shams regarding coordination with RE

Lynn: Add "accept monthly finance reports" as recurring agenda item

Add estimated times to agenda items

Will: Check on peppermint oil and put out ant baits as needed

Will et al.: Go through bank process for Will to become third check signer

### **Future Agenda Items**

Develop board and fellowship goals for the year

Mark proposed changing the RE structure to a paid nursery person plus a DRE whose job is to recruit volunteers.

Mark proposed changing the bylaw requirement for a 2/3 membership vote on public policy resolutions, allowing the board to approve Social Action measures that it does not expect to be controversial.

Someday/maybe: revise rental banner, create outdoor announcement board