

Minutes, UUFLG Board of Trustees Meeting, August 14, 2024

This meeting of the UUFLG Board of Trustees was called to order at 6:59 p.m. by video conference.

Present:

David Voris (president)

Lauri Feetham (trustee at large)

Will Kropp (vice president)

Shams Cohen (minister)

Lynn Golbetz (secretary)

Donna Brewer

Julie Matthews (treasurer)

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

Ministerial Transition

Shams has been doing many things since commencing her contract on August 1 and will send board members a list of these, if convenient, for their information. Among other things, she has been working on pastoral care, with input from Donna on who may find it helpful. Shams is planning to call every member over time to learn their thoughts and needs. She has also contacted other professionals and groups and established a good support network.

The UUA offers “startup sessions”—two hour-and-a-half workshops for fellowships welcoming a new minister. Possibly a core group of board and other congregational leaders should participate in these. Dave will coordinate scheduling startup sessions with the UUA, possibly in the last week of September/first week of October. Dave asked Will to become the point person for this, particularly in the area of visioning/strategic planning. Dave and Shams will make an introduction for Will.

Dave plans to officially introduce Shams during her first sermon, on August 18.

Finance

The board approved the July financial reports.

Julie has started the bank process for Will to become a check signer.

US Bank requires the change of signatory to be noted in the board minutes as follows:

Business or Club Name: Unitarian Universalist Fellowship of Los Gatos

Purpose of the Business: Religious Organization

Date the Business was Established: May 17, 1961

Existing Officer: Julie Matthews, Treasurer

Officer to be Added as Signatory: William Kropp, Vice-President

The Benevity account has been set up and has a 30-day approval period.

The board needs a more clear and complete view of fellowship financials so it can make better decisions on how to invest funds.

The status of the endowment fund is unclear, and it is not certain that paperwork exists for the Crane Fund. Dave will follow up to provide the latest, and accurate, paperwork. Donna will update Dave with the past history.

Dave reviewed the financial reports in detail. Will recommended that the reports may be more useful if one report compares budgeted amounts vs. actual revenue and expense; also, balance sheet figures should be reviewed more often.

Board and Fellowship Goals

The board needs to develop goals for the year. One of these will be to increase the number of volunteers. Board goal setting will be addressed further offline.

A mission statement, vision, and goals also need to be established for the fellowship. These should include what we do, what we need to do, who we are, what is special about us, and what we want to be. This will be a long-term (probably yearlong) process. We need a system for small-group meetings to learn people's hopes and dreams for the fellowship, as well as identify volunteers to achieve them. With clarity as to who we are and fellowship-wide support for that, more folks will understand the importance of both volunteering and donating.

It was suggested that the board meet a couple of times a year in retreat to figure out the big things. Shams hopes Melissa James of the UUA can help with this.

Donations/Donor Relations

The board voted to accept Edy Young's donation of gold with the restrictions stated in the gift agreement.

The board believes that Edy's conservator should be present when the gold is transferred to us and valued, and that no single person should ever have sole possession of it. Lynn and Julie will coordinate the transfer and valuation/sale. The board discussed whether upgrading the AC and/or installing a heat pump would be within the terms of the gift. This is something we would need to check with Edy.

Donor relations, which the UUA calls stewardship, would be a new role. Someone would be responsible for relationships with our donors. This would include making the fellowship's needs more visible and sharing a vision. Will was asked to take on this role and agreed to start the process. A clearer statement of UUFLG's mission, vision, and goals (see above) is needed as a foundation.

Dave reviewed and promoted the sale of Edy Young's paintings, which Edy has generously offered as a gift, with the proceeds to go to UUFLG. The dates will be September 15 and 22 (pending Edy's approval). The original proposed dates were September 8 and 15, but this would conflict with the pancake breakfast and water communion on the 8th. Dave will ask for a volunteer to collect the art from Edy's house and return any that is not sold. The paintings will be set up in the West Room for perusal during social hour.

The board approved having a sale of Edy Young's artwork on our premises as a UUFLG fundraiser on September 15 and September 22.

Committees

Lauri listed the current committees and active volunteers. They are as follows:

Finance: Julie, Lauri, Donna; Sue Ann participates regularly

Endowment: Kendra, Jamie

Membership: Donna, Sue Ann

Caring: Roberta, Donna, Sharmin

RE: Katie Stubstad, Colleen, Kristin

Building and Grounds: No one. Lauri and Donna have been leading these efforts. Dan and Armeen are willing to help with small handyman jobs as requested. Ron Kirkland, who formerly handled repair issues, is MIA.

Social Action [mostly in abeyance]: Sue Ann, Georgia

Sunday Services: Lynn, Robb, Karen, Armeen, Jamie, Sharmin, Georgia

Notes: There is no official Hospitality Committee; Robb has been coordinating snack volunteers. There is no Personnel Committee, and one is needed. (Finance has been doing staff supervision jobs because it is effectively the operations committee, but it shouldn't be.)

To increase volunteering, we need to figure out what, specifically, is needed and how to get help. It was suggested that we develop a printed list of how people can be part of the growth of the fellowship.

The board will meet informally on Tuesday, September 20, at 7:00 pm to review and brainstorm on committees, volunteers, and their roles. Dave will send out an agenda. Dave will also put out a call for volunteers. Shams may put out calls for support as well. Tabling for committees was also suggested.

Stewardship

Lauri provided an update on the West Room/kitchen HVAC system, which is out. Its current refrigerant is now banned. There is most likely a coil leak. If so, we should replace this system. The board discussed whether we should do only that, or revisit a plan to redo all building HVAC systems. Lauri will solicit estimates from three companies to replace the current system in line with our goals for a Green Sanctuary.

Lauri will be meeting with someone from the county to get fire alarm recommendations.

Donna reviewed a Unity proposal for livestreaming. There have been no developments on this. UUFLG's goal is to have people coming to the sanctuary, not watching from afar. Further, livestreaming is financially not feasible at this time. If Unity raises the issue again, Donna will respond that the board has decided against it.

The meeting adjourned at 8:48 p.m. The next meeting is scheduled for Wednesday, September 11, at 7:00 p.m.

Respectfully submitted,

Lynn Golbetz (Secretary) (with considerable help from Lauri Feetham and Will Kropp)

Motions Approved

The board approved the July financial reports.

The board appointed Will Kropp as additional signatory for US Bank accounts.

The board voted to accept Edy Young's donation of gold with the restrictions stated in the gift agreement.

The board approved having a sale of Edy Young's artwork on our premises as a UUFLG fundraiser on September 15 and September 22, 2024.

Action Items

- Dave: Coordinate startup sessions with UUA
 Find volunteer to pick up art from Edy's house
 Obtain latest and most accurate endowment paperwork and share with board
 Put out call for volunteers
- Dave and Julie: Get Dave access to bank account for purposes of checking reconciliations
- Lauri: Get estimates for HVAC replacement
- Lynn and Julie: Coordinate transfer and valuation of gold
- Will: Work with Julie to become signatory on accounts
 Work with Dave and Shams to participate in UA startup sessions (strategic planning)

Future Agenda Items

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