

## Minutes, UUFLG Board of Trustees Meeting, September 11, 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)

Julie Matthews (treasurer)

Will Kropp (vice president)

Shams Cohen (minister)

Lynn Golbetz (secretary)

Donna Brewer

The board approved the minutes for the August 14, 2024, meeting.

### Minister Report

Dave, Will, and Shams plan to meet with Melissa James of UUA. Shams will send Will a link to Melissa's calendar, and he will circulate some potential times for the meeting.

The board discussed appropriate uses of the Minister's Discretionary Fund.

Shams would like to sponsor concerts at the Fellowship for the benefit of the Fellowship (i.e., musicians would use the venue in exchange for performing for us gratis). She is checking with other UU ministers as to what can be done without incurring additional property taxes.

Shams would like an endorsement from us so she can legally marry people as a UU official. She will research what is needed.

We will ask Lauri to make Shams a name tag. Ideally, Shams would also like a plaque on the door of the minister's office.

### Finance

Dave has reviewed the financial reports and has discovered nothing problematic.

The board reviewed and approved the August financial reports.

Dave will provide the board with a clear report on our endowment funds next month. We have no documentation of the restrictions on anything but the Crane Fund.

Will has been added as a signatory to our US Bank account. The 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

Dave will bring Edy's art to the Fellowship on Saturday, 9/14, for the sale on 9/15 and 9/22.

Lynn, Julie, Edy, and Edy's conservator, Sharon, are meeting at Edy's house on September 26 to take possession of the gold Edy is donating and provide her with the proper documentation. Lynn, Julie, and Sharon will immediately take the gold to Glenn Lovelady of Lovelady Diamonds in Los Gatos for an estimate of value and recommended procedure for selling it. If it is not sold to him at that time, Julie will store it in her safe deposit box at Chase Bank in downtown Los Gatos. Lynn, Sharon, or both will accompany Julie to place it there.

### **Board and Fellowship Goals**

We may need to approve a task force to update the website; Will will submit a proposal.

The board plans to reevaluate the budget, how we are tracking to it, and whether it continues to be the right approach for the year.

Will is making a spreadsheet of the responses to the "future of the Fellowship" questions at the Spiritual Cafe. He will share this and enable responses. They include some low-hanging fruit. Will recommends incorporating this into a chalice lighting: this is what you told us, and we'll try.

Several people want to restore the auction, but no one wants to help. Will says there is software that would help streamline the organization.

The meeting with Melissa should help get the ball rolling about longer-term goals.

### **Committees**

Anna Stubstad has agreed to take on the janitorial work and will be able to pick up a lot of the cleaning slack. Her job will not include cleaning up after social hour, however.

The board discussed ways to increase volunteering. It was suggested that we post a signup sheet for folks to offer to do specific jobs to be part of the growth of the fellowship. The specific tasks identified thus far are:

- Coordinate setting up for social hour (making coffee, etc.)

- Clean up after social hour

- Lock the building after everyone leaves social hour and cleanup is complete

Those present will keep thinking about necessary jobs and send suggestions to Lynn to compile.

## **Governance**

Will volunteers to make a shared Fellowship Google folder and subfolders for areas such as Finance, with different permissions as appropriate. The current shared folders would be incorporated in the new one.

Julie will ask Colleen if she is willing to serve as ORI custodian.

The question of whether we need to obtain FinCen IDs was tabled for the next meeting.

The meeting adjourned at 8:40 p.m. The next meeting is scheduled for Wednesday, October 9, at 7:00 p.m.

Respectfully submitted,  
Lynn Golbetz (Secretary)

## **Motions Approved**

The board approved the August financial reports.

## **Action Items**

All: Send Lynn ideas for volunteer signup sheet  
Dave: Provide clear report on endowment funds at October board meeting  
Julie: Ask Colleen if willing to serve as ORI custodian  
Lauri: Get estimates for HVAC replacement  
Lynn and Julie: Coordinate transfer and valuation of gold  
Shams: Send Will link to Melissa James's calendar  
Will: Coordinate meeting with Melissa and participation in UA startup sessions  
(strategic planning)  
Submit proposal for task force to update website  
Share spreadsheet of responses gathered at Spiritual Café  
Make shared Google folder for Fellowship with suitable subfolders

## **Future Agenda Items**

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