

UUCF Board of Directors Meeting
8/10/2021

Members Present: Sarah, Bruce, KC, Rebecca, Katrina, Karen, Wendy, Debbie

Absent: Thomas

Guest: Judy Mina-Ballard

Minister: Jason Cook

Call to Order: 7:07pm

Agenda Item #1: Acknowledgment of Native Land

Sarah invites us to put in Chat any acknowledgment of native land.

Agenda Item #2: Chalice Lighting

Rev. Jason offered an invocation about courage.

Agenda Item #3: Approval of July 2021 Board minutes

Katrina made a motion to approve minutes; Debbie seconded, motion passed.

Agenda Item #4: Approval of August 2021 Agenda

Debbie made a motion to accept the agenda, Wendy seconded. New Business additions requested:

- Sarah to discuss software upgrade request from Hilary Key
- Bruce to discuss expenditures for Covid-related supplies
- Rebecca to discuss Social Action concerns/questions

Agenda approved

Agenda Item #5: Proposed Administrator Hire

Judy reports that the Personnel Committee has a recommendation for Rita's replacement as Office Administrator. She walked us through the hiring process and indicates that she is an HR professional and as such helped the Personnel Committee write the job description, streamline the process, focus on diversity and inclusion. The job was posted on non-traditional and traditional arenas, and referrals were accepted. Ninety-three resumes were submitted though many indicated that a remote and/or full-time position was desired. Each resume was reviewed and two applicants were interviewed; one was referred to Jason for a follow-up interview. Jason and the committee recommend that a job offer be given to Amy S, with a cap of 20 hours at \$23 an hour. It was also recommended that her performance be reviewed after 90 days and a possible increase to \$25 an hour be considered.

Katrina asks if Amy has any website design experience. Neither Judy nor Jason know, but they both believe she is capable of at least updating the website and along with Bruce, who is on the Personnel Committee, feel that she is a very strong candidate.

Consensus from the Board was that the hiring process was completed very professionally and commended Judy for her work on it.

A motion to have Personnel present an offer to Amy was given by Rebecca, Bruce seconded. Katrina abstained, motion passed.

Agenda Item #6: Admission of Reports

Agreement that all relevant reports: RE, Administrator, Financial, Minister's, last month's Minutes have been received and will be consolidated with this month's minutes.

Agenda Item #7: Minister's Report

No discussion

Agenda Item #8 FCC Update

Wendy reports that given the Covid resurgence situation, the Covid task force has recommended that we back off on even broadcasting from FCC and return to full remote services. FCC congregation has decided the same. The 9/12/2021 plan to return to in-person services is unsure at this point.

Katrina encourages us to spread the word that our congregation is open to small group gatherings that are safely conducted. An on-line form to request permission to hold gatherings is available.

Debbie asked about Chalice Circles. Jason reports that the start will be delayed by one month and then will offer both in-person and remote access. However, depending on the Covid situation, they may start out being all remote.

Agenda Item #11 (no #9 or #10): Open Volunteer Positions

Sarah asks us to review the volunteer positions for the various committees and let her know what help is needed to fill them.

Agenda Item #12: Old Business

- The June 2021 have still not been provided. Sarah will reach out to Mark U.
- The August 2021 Board Retreat is postponed, no alternate date selected yet.

Agenda Item #11.2: New Business, Comments...

- Bruce reports that FCC is purchasing about \$4,000 in COVID-related supplies, including a service dispensary, liquid soap, masks, etc. He suggests UUCF pick up half the tab. Sarah asks from which area of the budget this money will come from. Jason suggests using the Spirit Grant money and Debbie asks if there is any money from the PPE grant. Bruce made a motion to authorize FCC to bill UUCF up to \$2,000 for COVID-related supplies which are required for us to resume in-person services. Wendy seconded.

Debbie asks what will be done when supplies run out. Bruce indicates that a return to the board for approval of additional money will likely occur.

Motion carried.

- Rebecca relays some questions/concerns from the Social Action Committee: They would like the table set-up and storage/meeting space clarified, and they are curious as to what collaboration is possible with FCC. Do they have a Social Action counterpart? They also suggest that an inter-congregation “Common Read” be proposed as an ice breaker for our two congregations.
Jason reports that FCC has proposed a permanent social action table be established that both congregations can use, as well as UUCF’s intent to provide an extended pre-service gathering in the courtyard where another table could be set up. Jason reports that there are multiple options for rooms for storage and meetings.
- Sarah played a video from Hilary Key in which she very persuasively makes a case for upgrading our software to allow us to more effectively engage with parents, kids, congregants to coordinate such things as events, volunteers, donations, announcements, etc. Emails and phone calls do not provide a great response and are staff-intensive. She recommends that a task force be formed of 3-4 people who will review options that will provide us the features to make our congregational communication more organized, effective and up-to-date given the way people communicate today.
Debbie relates that her school district adopted new technology that has much improved the communications she has with her students’ parents.
Sarah suggests Hilary, Debbie and Bruce be a part of the task force. Other people suggested include Mary Botts, Jim Garner, Megan McLellan and Kenya Johnson. Sarah will pass these suggestions on to Hilary.

Agenda Item #12. 2 Adjournment

Jason extinguishes the chalice. Meeting adjourned at 8:18pm

Minutes respectfully submitted by:

Karen McDaniel