

UUFBR Board of Trustees Meeting March 26, 2025

Minutes

5:30 Gathering

- Chalice Lighting /Opening Words (Judy), Check-in (Lynn), Vibe-checker (Claire), Time-minder (Howard)
- Present:
Trustees: Copresident Claire Smtih, VP Patrick Larson, Treasurer Bill Jensen, Secretary Judy Keiser, Trustees Carole Stephens, Howard Prentice and Lynn Smith
Minister Rev Edith Love
Guests: Mitch Major, Celia Hirsch, Mary Wickensheimer

5:46 Claire called the meeting to order, determined there was a quorum and welcomed guests and visitors.

1. Approval of Minutes of the previous Board of Trustees meeting (2/27/24) and the Congregational meeting: Minutes of both were approved by acclamation after Judy noted typo corrections received from Carole Stephens.
2. Administrative Reports/Action items:
 - a. Treasurer's Report: Bill sent written report. We're in good shape right now. Stewardship campaign will be ending Monday/end of fiscal year, with a shortfall between the pledges and the budget. We need to monetize the RE building, and get income flow.
 - b. VP-Facilities: Patrick sent written report, unchanged from last month.
 - i. Action item: replace 14 window blinds in RE building. Brenda Smith got quotes, 2 levels of cost: \$5k for basic blinds, or \$10 for more functional/nicer (\$357 vs. \$714 per window).

Discussion:

- What is life expectancy of each type? Are these to be paid for from Capital Fund? What are the advantages of the more expensive blinds?
- Suggestion to install only on south and west windows, not north side. Need for safety when children are present, relative importance of safety, functionality and appearance.

Consensus: Board needs a more concrete proposal to vote on choice, taking into consideration factors like predicted lifetime, should we do all thew

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windows, what's the advantage of the more costly blinds other than appearance?

- ii. Fire safety issue: need to finish closet before 30-year inspection by Boca (due in December). Need inhouse architect (Donna Musial) to review and stamp plans done by Alison Rognas.
- c. Program Committees and Groups/Action items – Membership Committee met, minutes were distributed. Budget of \$300, tshirts cost \$1200, most are still unsold. Neither surplus nor deficit is carried forward into new fiscal year. Wait and see how many shirts are sold in April.

Old Business

- a. Hope for Us: Lack of communication in early stages led to unpleasant surprise. Need to give time for further discussion and questions about the process.

Issues:

- Lack of clarity about how the project was found and approved and why we need 500 hours of help, and lack of coordination between pursuing training through Systems Theory workshops or through H4U.
- We need to educate congregation and get buy in.
- Patterns: spending a long time talking and not doing; periodic crises leading to loss of members. Desire to change patterns, make decisions and take action to get what we need. Need to use available UUA resources.
- Question of where \$ is coming from: UUA will provide \$10,000 as scholarship.
- Question of whether this program is what we need.
- Where we are in the process: Rajeev met with other clients, impression was positive. Team gave us materials, waiting on us.
- UUA workshop of right relationships attended by Smiths gave understanding of larger context: UUA high priority for congregations

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to address conflict, civility, how to be in right relationship, and evolve to absorb younger generations.

Next steps: Copresidents to clarify requirements before next adaptive meeting so we can start the process: review materials, fill out intake form, meet with the team to ask questions and make decision, enter into covenant, identify key liaisons with team, clarify timing and purpose of congregational meeting, put steps on the calendar to get a sense of forward progress.

Breath Break

b. Procedures for emergencies: Elements of discussion:

- Make a list of resources within congregation: Bill checked with nursing professionals (Cathy and David Nelson, Amanda Bowers); no currently practicing nurses or first responders in congregation.
- Communication procedures for emergencies during worship: Clarified that Worship Team creates slides, Patrick and Mary to coordinate with Worship Team to create slide notifying zoomers to stand by.
- Make a list of needs for security plan to cover: first aid, crowd control, evacuations, several types of emergencies, including unexpected bad actors, natural disasters, etc.
- Leadership: Need volunteer to take charge of project to develop plan. Train worship leader, as logical coordinator of responses, to give direction (develop script?).

Next steps: Mention current, short-term leadership opportunity in eblast and invite volunteers to come forward. Carole to develop text for eblast.

c. Committee on Ministry:

- Purpose: help Rev Edith obtain next certification for continuing ministry. Requirements of members of Committee: be honest, reliable, with integrity, keep confidentiality.
- Duties: Monthly meetings, paperwork at the end of the year.

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- Process: Rev Edith asked for volunteers: Howard volunteered. Others were recommended for her to approach: Fritz Aufdencamp, Ron Roth, both Nelsons. Carole willing to be backup.

Next steps: Rev Edith will approach people with goal to get about 6-8 people.

7:08 New Business

- a. Election of Trustees: The Board ratified and reaffirmed the re-election by the congregation of 3 trustees for 3-year terms (Bill Jensen, Carole Stephens and Judy Keiser), and the election by the congregation of 1 new trustee for a 3-year term (Nader Tavakoli.)
- b. Election of officers. Motion was made by Judy Keiser and seconded by Bill Jensen to re-elect Rajeev Arora and Claire Smith as copresidents, Judy Keiser as Secretary, Howard Prentice as Treasurer and Patrick Larson as VP/Facilities. Motion passed without objection. Trustees thanked outgoing Treasurer Bill Jensen for his dedication and commitment during a difficult year.
- c. Designation of bank signatories: Motion was made by Bill Jensen and seconded by Claire Smith to designate Bill Jensen, Patrick Larson and Rajeev Arora as signatories on all necessary bank accounts. Carole is no longer a signatory. No signatories are needed for Fidelity accounts belonging to Malusis estate and accounts of Operating Expenses Fund and Capital Improvement Fund (OE and CI Funds). Motion passed without objection.
- d. Appointment of managers for OE and CI Funds: Motion was made by Lynn Smith and seconded by Carole Stephens to approve Sharon Drew, Donna Musial and new volunteer Kathy Nelson as managers, with Bill Jensen continuing as advisor. Motion passed without objection.
- e. Affirmation of covenant: Judy to circulate Board Covenant for review and affirmation.
- f. Ratification of Brenda Smith musical fundraiser. The motion was made by Lynn Smith and seconded by Howard Prentice to ratify the musical fundraising proposal submitted by Brenda Smith, noting the need for future discussion of restricted funds. The motion passed without further discussion.

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- g. Signing of confidentiality/conflict policy: policy was previously circulated to all for signature and return to Ruth by Sunday.
- h. Reappointment of committee chairs by copresident: Claire contacted all chairs, and heard from all but Worship. She confirmed that all chairs are continuing on in current posts.
- i. Choose week and day of regular Board meetings and frequency of adaptive meetings: Consensus that there is a continued need for weekly meetings to get through backlog of big decisions while improving efficiency of meetings and continuing to practice adaptive thinking and decisionmaking skills. In adaptive meetings, suggestion was made to implement tighter agenda and adaptive perspective, to stop just putting out fires and start looking at why the fire started. Motion was made by Howard Prentice and seconded by Lynn Smith to hold 3 adaptive meetings in April to work through important issues before the regular meeting. Motion passed without objection.
- j. Tech information (access to Empower, constant contact, Google Drive, trustees email): IT Team confirmed that Nader was added to trustees email. Ruth to handle granting him access to Google Drive.
- k. Delegates for GA – Carole reported for Denominational Affairs Committee that 3 recent eblasts contained the opportunity for members to volunteer to be delegates. Eblast contained links to GA agenda. GA is June 18-22 in hybrid format. Rev Edith will vote as UUFBR's minister delegate. We're entitled to 2 delegates based on our membership numbers. Bylaws designate delegates if no others volunteer. Lynn, Mitch and Carole are all available to attend GA on Zoom, and willing to be delegates. Future question: does congregation dictate delegates' votes (as last year's Article II vote did) or do they vote their conscience?
Next steps: need to inform congregation about current issues, either through in-person or Zoom presentation by Carole during worship service.

Adjournment: Without objection, Claire declared the meeting adjourned at 7:52.