



Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda
October 23, 2023 – 6:30 pm to 8:30 pm

UUFG Covenant

In our relationships to one another, we covenant to:

- Respect and value every person in our congregation during times of agreement and disagreement,
- Minister to each other, celebrate our joys and give support in times of sorrow,
- Make decisions through a democratic process, participate, and respect the outcomes of the collective wisdom,
- Minister to each other, celebrate our joys and give support in times of sorrow,
- Make decisions through a democratic process, participate, and respect the outcomes of the collective wisdom,
- Set a positive example for children through our words, actions and instructions, while cherishing them as unique individuals,
- Give our time, energy, voices and economic resources to the common good,

In all things be guided by our Unitarian Universalist principles.

1. [6:30 pm] Gathering and Meeting Preparation 10 min
 - a. Welcome, Call to Order, Quorum
 - b. Chalice Lighting and Reading
 - c. Board Covenant: *Inspired by our Unitarian Universalist principles, together we guide our congregation and its mission and vision with transparency, gratitude, trust and respect.*
 - d. Personal Check-In
 - e. Confirm agenda and roles (timekeeper, gratitude notes, external observer)
2. [6:40 pm] Congregational Input 10 min
3. [6:50 pm] Consent Agenda 10 min
 - a. Treasurer's Report September 2023 and commentary (Att. 1)
 - b. Admin Report September 2023 (Att. 2)
 - c. Fellowship Council October 2023 (Att. 3)
 - d. Board Meeting Minutes September 2023 (Att. 4)
4. [7:00 pm] Discussion, Action Items, Visioning 25 min
 - a. Foundation Grants Review – Leah Cobb Lee
 - b. Care Team- Jim Wright



Unitarian Universalist Fellowship of Gainesville

5. [7:25 pm] Management and Facilities 15 min
 - a. Church Rental – Leah Cobb Lee
 - b. Membership Committee Road Sign - Erin Parish
 - c. Pre-service slides- Erin Parish

6. [7:40 pm] Leadership and Governance 35 min
 - a. Finance Committee – Mary Anthony
 - b. Staff
 - i. Personnel Committee
 - ii. Distributing DMP duties
 - iii. December Services
 - c. Volunteers

7. [8:15 pm] Wrap up 10 min
 - a. Emerging Concerns
 - b. Calendaring and Action Items
 - c. Gratitude notes
 - d. Board Process – external observer
 - e. Next meeting November 27th, 2023

8. [8:25] Adjournment

| Unitarian Universalist Fellowship - Gainesville FL | | | | | | | | | |
|--|---|-----------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|----------------------------|--|
| Treasurer's Report as of September 2023 for General Fund | | | | | | | | | |
| Thursday, October 12, 2023 | | | | | | | | | |
| Account # | Account Name | Period Activity September 2023 | Monthly Budget | YTD Balance | Budget YTD | Over/Under YTD+(-) | Annual Budget | Annual Budget Remaining | |
| Income | | | | | | | | | |
| Income to General Fund | | | | | | | | | |
| Sustaining Gifts-Members & Friends | | | | | | | | | |
| 4.100.030 | Current Years Pledges | 14,501.39 | 23,333.00 | 49,850.17 | 69,999.00 | (20,148.83) | 280,000.00 | 230,149.83 | |
| 4.100.050 | Sunday Collect/Unidentified G | 641.15 | 1,333.00 | 2,578.42 | 3,999.00 | (1,420.58) | 16,000.00 | 13,421.58 | |
| | Total Sustaining Gifts-Members & Friends | \$15,142.54 | \$24,666.00 | \$52,428.59 | \$73,998.00 | (\$21,569.41) | \$296,000.00 | \$243,571.41 | |
| Miscellaneous Income | | | | | | | | | |
| 4.100.210 | Rental Income | 500.00 | 1,000.00 | 2,630.00 | 3,000.00 | (370.00) | 12,000.00 | 9,370.00 | |
| 4.100.300 | Special Activities and Auction | 0.00 | 833.00 | 0.00 | 2,499.00 | (2,499.00) | 10,000.00 | 10,000.00 | |
| 4.100.330 | Interest | 43.37 | 25.00 | 132.94* | 75.00 | 57.94 | 300.00 | 167.06 | |
| | Total Miscellaneous Income | \$543.37 | \$1,858.00 | \$2,762.94 | \$5,574.00 | (\$2,811.06) | \$22,300.00 | \$19,537.06 | |
| | Total Income to General Fund | \$15,685.91 | \$26,524.00 | \$55,191.53 | \$79,572.00 | (\$24,380.47) | \$318,300.00 | \$263,108.47 | |
| | Total Income | \$15,685.91 | \$26,524.00 | \$55,191.53 | \$79,572.00 | (\$24,380.47) | \$318,300.00 | \$263,108.47 | |
| Expense | | | | | | | | | |
| Expenses from General Fund | | | | | | | | | |
| Programs | | | | | | | | | |
| 5.100.110 | Membership | 56.94 | 50.00 | 82.84 | 150.00 | (67.16) | 600.00 | 517.16 | |
| 5.100.120 | UU Leadership | 253.07 | 50.00 | 253.07* | 150.00 | 103.07 | 600.00 | 346.93 | |
| 5.100.130 | Social Justice | 0.00 | 125.00 | 0.00 | 375.00 | (375.00) | 1,500.00 | 1,500.00 | |
| 5.100.140 | RELATE | 0.00 | 13.00 | 0.00 | 39.00 | (39.00) | 150.00 | 150.00 | |
| 5.100.150 | CUUPS | 0.00 | 21.00 | 0.00 | 63.00 | (63.00) | 250.00 | 250.00 | |
| 5.100.240 | RE Program Activities | 242.29 | 167.00 | 284.44 | 501.00 | (216.56) | 2,000.00 | 1,715.56 | |
| 5.100.280 | Hospitality Budgeted | 0.00 | 17.00 | 0.00 | 51.00 | (51.00) | 200.00 | 200.00 | |
| 5.100.300 | Special Activities and Auction Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5.100.310 | Worship - Sunday Services | 808.29 | 333.00 | 2,177.98* | 999.00 | 1,178.98 | 4,000.00 | 1,822.02 | |
| 5.100.320 | Music Program | 0.00 | 200.00 | 0.00 | 200.00 | (200.00) | 2,000.00 | 2,000.00 | |
| 5.100.410 | Canvass Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | |
| 5.100.430 | Book Cart Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Programs | \$1,360.59 | \$976.00 | \$2,798.33* | \$2,528.00 | \$270.33 | \$11,800.00 | \$9,001.67 | |
| Administration & Operational Support | | | | | | | | | |
| 5.100.010 | Board Discretionary Funds | 0.00 | 125.00 | 0.00 | 375.00 | (375.00) | 1,500.00 | 1,500.00 | |
| 5.100.020 | Pastoral Care Expense | 0.00 | 17.00 | 0.00 | 51.00 | (51.00) | 200.00 | 200.00 | |
| 5.100.030 | Contributions to Reserves | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5.100.520 | Denominational Dues | 1,294.00 | 1,294.00 | 3,882.00 | 3,882.00 | 0.00 | 15,525.00 | 11,643.00 | |
| 5.100.525 | Insurance | 1,472.60 | 1,500.00 | 4,414.89 | 5,500.00 | (1,085.11) | 19,000.00 | 14,585.11 | |
| 5.100.530 | Office Expense | 609.45 | 583.00 | 1,180.45 | 1,749.00 | (568.55) | 7,000.00 | 5,819.55 | |
| 5.100.540 | Bookkeeper | 225.00 | 208.00 | 487.50 | 624.00 | (136.50) | 2,500.00 | 2,012.50 | |
| 5.100.545 | Telephone & Internet | 462.96 | 482.00 | 1,391.90 | 1,746.00 | (354.10) | 7,100.00 | 5,708.10 | |
| 5.100.550 | Utilities - Electricity & Water | 1,660.42 | 1,667.00 | 4,852.79 | 5,001.00 | (148.21) | 20,000.00 | 15,147.21 | |
| 5.100.560 | Waste Disposal | 203.65 | 200.00 | 663.15* | 600.00 | 63.15 | 2,400.00 | 1,736.85 | |
| 5.100.570 | Custodial Service | 770.00 | 770.00 | 2,310.00 | 2,310.00 | 0.00 | 9,240.00 | 6,930.00 | |
| 5.100.572 | Custodial Supplies | 59.95 | 69.00 | 59.95 | 207.00 | (147.05) | 825.00 | 765.05 | |
| 5.100.575 | Facilities Maintenance | 1,523.79 | 625.00 | 2,555.73* | 1,875.00 | 680.73 | 7,500.00 | 4,944.27 | |
| 5.100.580 | Backflow and Fire Suppression | 30.00 | 333.00 | 381.00 | 999.00 | (618.00) | 4,000.00 | 3,619.00 | |
| 5.100.583 | Security & Safety | 317.00 | 25.00 | 317.00* | 75.00 | 242.00 | 300.00 | (17.00) | |
| 5.100.585 | Pest Control | 400.00 | 400.00 | 400.00 | 400.00 | 0.00 | 400.00 | 0.00 | |
| 5.100.595 | VANCO and Bank Fees | 135.82 | 146.00 | 440.76* | 438.00 | 2.76 | 1,750.00 | 1,309.24 | |
| | Total Administration & Operational Support | \$9,164.64 | \$8,444.00 | \$23,337.12 | \$25,832.00 | (\$2,494.88) | \$99,240.00 | \$75,902.88 | |

| Unitarian Universalist Fellowship - Gainesville FL | | | | | | | | | |
|--|--|-----------------------------------|---------------------|---------------------|----------------------|-----------------------|----------------------|----------------------------|--|
| Treasurer's Report as of September 2023 for General Fund | | | | | | | | | |
| Thursday, October 12, 2023 | | | | | | | | | |
| Account # | Account Name | Period Activity September 2023 | Monthly Budget | YTD Balance | Budget YTD | Over/Under YTD+(-) | Annual Budget | Annual Budget Remaining | |
| Compensation & Related Expenses | | | | | | | | | |
| 5.100.610 | Ministers Salary | 0.00 | 6,261.00 | 1,868.35 | 14,783.00 | (12,914.65) | 71,126.00 | 69,257.65 | |
| 5.100.620 | Ministers Housing Allowance | 0.00 | 0.00 | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 0.00 | |
| 5.100.630 | Ministers, In Lieu of Self Employment Tax | 0.00 | 486.00 | 423.76 | 1,458.00 | (1,034.24) | 5,829.00 | 5,405.24 | |
| 5.100.640 | Ministers Pension Fund | 0.00 | 684.00 | 553.93 | 2,052.00 | (1,498.07) | 8,203.00 | 7,649.07 | |
| 5.100.650 | Ministers Health Insurance | 0.00 | 1,211.00 | 1,471.12 | 3,633.00 | (2,161.88) | 14,534.00 | 13,062.88 | |
| 5.100.660 | Ministerial Transition Expense | 0.00 | 1,042.00 | 0.00 | 3,126.00 | (3,126.00) | 12,500.00 | 12,500.00 | |
| 5.100.670 | Ministers Professional Expenses | 0.00 | 667.00 | 122.89 | 2,001.00 | (1,878.11) | 8,000.00 | 7,877.11 | |
| 5.100.680 | Contributions to Ministers Sabbatical Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5.100.710 | Congregational Administrator Salary | 3,646.14 | 3,435.00 | 9,924.26 | 10,305.00 | (380.74) | 41,215.00 | 31,290.74 | |
| 5.100.712 | Congregational Administrator-Professional Expenses | 0.00 | 167.00 | 0.00 | 501.00 | (501.00) | 2,000.00 | 2,000.00 | |
| 5.100.720 | Choir Director Salary | 0.00 | 2,174.00 | 1,653.78 | 6,522.00 | (4,868.22) | 26,088.00 | 24,434.22 | |
| 5.100.722 | Music Director's Professional Expenses | 0.00 | 260.00 | 0.00 | 260.00 | (260.00) | 2,600.00 | 2,600.00 | |
| 5.100.725 | Pianist/Accompanist - Payroll | 450.00 | 1,105.00 | 1,950.00 | 3,315.00 | (1,365.00) | 13,261.00 | 11,311.00 | |
| 5.100.728 | Audiovisual Technician | 0.00 | 667.00 | 270.00 | 2,001.00 | (1,731.00) | 8,000.00 | 7,730.00 | |
| 5.100.731 | Director of RE Salary | 2,181.96 | 2,174.00 | 5,501.42 | 6,522.00 | (1,020.58) | 26,088.00 | 20,586.58 | |
| 5.100.732 | Director of Religious Education-Professional Exp. | 174.00 | 217.00 | 174.00 | 651.00 | (477.00) | 2,600.00 | 2,426.00 | |
| 5.100.740 | Child Care | 429.25 | 500.00 | 1,253.92 | 1,500.00 | (246.08) | 6,000.00 | 4,746.08 | |
| 5.100.820 | Staff Pensions | 397.00 | 343.00 | 1,029.00 | 1,029.00 | 0.00 | 4,121.00 | 3,092.00 | |
| 5.100.910 | Payroll Tax Expenses | 478.68 | 600.00 | 1,423.15 | 1,800.00 | (376.85) | 7,200.00 | 5,776.85 | |
| | Total Compensation & Related Expenses | \$7,757.03 | \$21,993.00 | \$31,619.58 | \$65,459.00 | (\$33,839.42) | \$263,365.00 | \$231,745.42 | |
| | Total Expenses from General Fund | \$18,282.26 | \$31,413.00 | \$57,755.03 | \$93,819.00 | (\$36,063.97) | \$374,405.00 | \$316,649.97 | |
| | Total Expense | \$18,282.26 | \$31,413.00 | \$57,755.03 | \$93,819.00 | (\$36,063.97) | \$374,405.00 | \$316,649.97 | |
| | Difference | (\$2,596.35) | (\$4,889.00) | (\$2,563.50) | (\$14,247.00) | | (\$56,105.00) | | |

* = Income/Expense exceeds amount budgeted to date

| | | Unitarian Universalist Fellowship - Gainesville, FL | | | |
|---|---|---|--|--|--|
| | | Budget Variance Report | | | |
| | | September 2023 | | | |
| Account # | Account Name | | | | |
| Income | | | | | |
| Income to General Fund | | | | | |
| Sustaining Gifts-Members & Friends | | | | | |
| 4.100.030 | Current Years Pledges | In September, our pledge income was under budget by \$8832. We are under budget for the year by \$20,149 | | | |
| 4.100.050 | Sunday Collect/Unidentified G | Through September, Sunday collection is under budget by \$1,421 | | | |
| Miscellaneous Income | | | | | |
| 4.100.210 | Rental Income | Our main rental income is ~\$500/month from the Gainesville Bridge Club. | | | |
| 4.100.300 | Special Activities-Auction | Income from special activities is budgeted at \$10,000 for the year. | | | |
| 4.100.330 | Interest | | | | |
| Expense | | | | | |
| Expenses from General Fund | | | | | |
| Programs | | | | | |
| 5.100.110 | Membership | In September, we purchased masks to distribute at the welcome table | | | |
| 5.100.120 | UU Leadership | In September, we spent \$253 on the board retreat | | | |
| 5.100.130 | Social Justice | | | | |
| 5.100.140 | RELATE | | | | |
| 5.100.150 | CUUPS | | | | |
| 5.100.240 | RE Program Activities | | | | |
| 5.100.280 | Hospitality Budgeted | | | | |
| 5.100.300 | Special Activities and Auction Expenses | | | | |
| 5.100.310 | Worship - Sunday Services | We paid for two speakers in September | | | |
| 5.100.315 | Concert Expenses | | | | |
| 5.100.320 | Music Program | | | | |
| 5.100.410 | Canvass Expenses | | | | |
| 5.100.420 | Fundraising Expenses | | | | |
| 5.100.430 | Book Cart Expense | | | | |
| Administration & Operational Support | | | | | |
| 5.100.010 | Board Discretionary Funds | | | | |
| 5.100.020 | Pastoral Care Expense | | | | |
| 5.100.030 | Contributions to Reserves | Monthly payment | | | |
| 5.100.520 | Denominational Dues | Monthly payment. Our current dues are based on our 2021-2022 FY figures, which is why they are lower than normal. | | | |
| 5.100.525 | Insurance | Monthly payment - for Liberty Mutual's own reasons, we had no payment in July, but a larger than normal payment in August. Going forward, monthly payments should even out and look more like the budgeted numbers. | | | |
| 5.100.530 | Office Expense | | | | |
| 5.100.540 | Bookkeeper | Contract with Mignon Craig, bookkeeper | | | |
| 5.100.545 | Telephone & Internet | Includes contract with Cox Communications, webhost and other related services | | | |
| 5.100.550 | Utilities - Electricity | GRU/electric & water expenses | | | |
| 5.100.560 | Waste Disposal | Contract with Waste Pro | | | |
| 5.100.570 | Custodial Service | Contract with One Guy Cleaning & Repair, Inc., Juan Rivera proprietor | | | |
| 5.100.572 | Custodial Supplies | | | | |
| 5.100.575 | Facilities Maintenance | First of twice-yearly air conditioning/air handling service cost \$1445 | | | |
| 5.100.580 | Backflow and Fire Suppression | | | | |
| 5.100.583 | Security & Safety | We are now paying for background checks using the Security line item. | | | |
| 5.100.585 | Pest Control | Melrose Pest Control's annual termite treatment was performed in September | | | |
| 5.100.595 | VANCO and Bank Fees | Vanco manages our online donations. | | | |

| Unitarian Universalist Fellowship - Gainesville FL | | | | | | |
|--|--|-----------------------|--------------------|--------------------|----------------|-----------------------|
| Consolidated Fund Activity Report for September 2023 | | | | | | |
| Tuesday, October 17, 2023 | | | | | | |
| Account # | Account Name | Beg Balance | Receipts | Disbursements | Transfers/JE's | End Balance |
| 3.100.100 | General Fund Balance | 57,042.09 | 15,685.91 | 18,282.26 | 0.00 | 54,445.74 |
| 3.100.321 | Minister's Sabbatical Fund Balance | 27,908.58 | 0.00 | 0.00 | 0.00 | 27,908.58 |
| 3.201.120 | CUUPS Support Fund Balance | 431.00 | 0.00 | 0.00 | 0.00 | 431.00 |
| 3.202.100 | Music Support Fund | 1,087.00 | 0.00 | 0.00 | 0.00 | 1,087.00 |
| 3.203.110 | Memory Garden Fund | 760.11 | 0.00 | 0.00 | 0.00 | 760.11 |
| 3.203.120 | Courtyard Fund Balance | 4,215.16 | 0.00 | 1,625.00 | 0.00 | 2,590.16 |
| 3.203.130 | Solar Panel Fund Balance | 0.00 | 6,000.00 | 0.00 | 0.00 | 6,000.00 |
| 3.203.140 | Interim Ministry Fund Balance | 17,906.00 | 0.00 | 0.00 | 0.00 | 17,906.00 |
| 3.203.150 | Labyrinth Fund Balance | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| 3.204.110 | Book Cart Fund | 424.00 | 0.00 | 0.00 | 0.00 | 424.00 |
| 3.206.100 | <i>Foundation Grants</i> | | | | | |
| 3.206.113 | Youth Room Update (Grant) Fund Balance | 1,463.36 | 0.00 | 107.49 | 0.00 | 1,355.87 |
| 3.206.114 | General Assembly Youth Travel (Grant) Balance | 895.45 | 0.00 | 0.00 | 0.00 | 895.45 |
| 3.206.140 | UU Leadership Fund - Balance | 3,619.40 | 0.00 | 0.00 | 0.00 | 3,619.40 |
| 3.206.141 | OWL Fund (Grant) Balance | 598.07 | 0.00 | 100.13 | 0.00 | 497.94 |
| 3.210.100 | <i>CYREC</i> | | | | | |
| 3.210.110 | RE Fund Balance | 2,776.70 | 1,360.00 | 0.00 | 0.00 | 4,136.70 |
| 3.210.120 | Youth Support Fund Balance | 1,070.91 | 0.00 | 0.00 | 0.00 | 1,070.91 |
| 3.210.160 | Playground/Coffee Fund Balance | 95.00 | 0.00 | 0.00 | 0.00 | 95.00 |
| 3.216.100 | <i>Social Justice Fund</i> | | | | | |
| 3.216.110 | Social Justice Unallocated Funds | 2,882.72 | 0.00 | 0.00 | 0.00 | 2,882.72 |
| 3.216.150 | Pineridge Fund | 1,216.98 | 0.00 | 0.00 | 0.00 | 1,216.98 |
| 3.216.160 | Share The Plate Balance | 504.60 | 442.33 | 504.60 | 0.00 | 442.33 |
| 3.400.100 | <i>Future Funding & Capital Reserve Accounts Balance</i> | | | | | |
| 3.404.110 | Res. Fd for Large Scale Maintenance-Balance | 53,994.57 | 0.00 | 0.00 | 0.00 | 53,994.57 |
| 3.500.100 | Land & Building Fund | 1,105,900.00 | 0.00 | 0.00 | 0.00 | 1,105,900.00 |
| 3.500.150 | Furnishings & Equipment Fund | 62,670.00 | 0.00 | 0.00 | 0.00 | 62,670.00 |
| 3.500.200 | UUFG Foundation Balance | 443,345.68 | 0.00 | 0.00 | 0.00 | 443,345.68 |
| 3.500.250 | Ministers Discretionary Fund Bank Account Balance | 627.99 | 0.00 | 302.00 | 0.00 | 325.99 |
| | Total | \$1,793,435.37 | \$23,488.24 | \$20,921.48 | \$0.00 | \$1,796,002.13 |

**Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
September 2023**

| Account # | Account Name | Name | Source | Purpose |
|-----------|--------------------------------------|----------------------------------|------------------|---|
| 3.100.100 | General Fund Balance | | | Beginning Bal is last month's ending balance. Receipts are the total income for the month. Disbursements are the total expenses for the month. End Balance equals the beginning balance, plus income, minus expenses. |
| 3.100.301 | Ministers Discretionary Fund Balance | Mary Anthony | Donations | This is a pass-thru account. We transfer this money to a separate checking account that the minister manages. Doesn't show up on the September report because no activity or balance. |
| 3.100.321 | Ministers Sabbatical Fund Balance | Board | General Fund | Originally money reserved for a substitute Minister when our Minister goes on Sabbatical (Yrs 4-7) . Will be used to cover interim ministry expenses in coming years. |
| 3.202.100 | Music Support Fund | Beverly Sanders, Choir President | Donations/Events | Music program expenses not covered by the budgeted line item |
| 3.203.110 | Memory Garden Fund | Pete Turner & Tamara Evonne | Donations | For the maintenance of the memory garden. Main expenses are name plates for deceased members and shrub spraying |
| 3.203.120 | Courtyard Fund Balance | Peggy Maloney | Donations | Funds remaining from drive to purchase benches and landscaping the courtyard. Funds are used for improvements and long-term maintenance of the courtyard. September expenses: mulching |
| 3.203.140 | Interim Ministry Fund | Mary Anthony | Donations | Donated funds held to help pay salary and expenses of an interim minister. |
| 3.203.150 | Labrynth Fund | Debra Neill-Mareci | Donations | Funds to maintain and improve our labyrinth. Money transferred in July from Foundation grant line item per Denis Whittaker & family. |
| 3.204.110 | Book Cart Fund | Paul Hargrave | Sales | Book purchase income will be reallocated from this fund into the General Fund at the end of the year. |
| | | | | |
| | Foundation Grants | | | |
| | | | | |
| 3.206.113 | Youth Room Update Fund | James Chase | Foundation | Fall 2022 grant to purchase new furniture, etc., for Youth Room |
| | | | | |
| 3.206.114 | General Assembly Youth Travel | James Chase | Foundation | Spring 2023 grant to help youth travel to GA |
| | | | | |
| 3.206.140 | UU Leadership Fund | LDC | Foundation | The Foundation has provided a \$5000 grant |
| | | | | |
| 3.206.141 | OWL Fund (Grant) Balance | James Chase | Foundation | OWL training and programs. We are offering OWL courses beginning fall 2023 with one class running through spring 2024. |
| | | | | |
| 3.206.211 | Labyrinth Repair (grant) Balance | Debra Neill-Mareci | Foundation | Grant for labyrinth repairs and maintenance. \$2000 moved to the new Labyrith Fund (3.203.150) and the \$500 balance returned to Foundation. |
| | | | | |

**Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
September 2023**

| Account # | Account Name | Name | Source | Purpose |
|-----------|--|------------------------------|--|---|
| | CYREC | | | |
| 3.210.120 | RE Fund Balance | James Chase | | To benefit children & youth. |
| | | | | |
| 3.210.120 | Youth Support Fund Balance | Janese Nix & Mary Bahr | Fundraisers (pancake breakfasts, CON fees, car washes, etc.) | To support Youth Group activities and events |
| 3.201.160 | Playground/Coffee Fund Balance | James Chase | | To support playground equipment and supplies |
| | | | | |
| | Social Justice Fund | | | |
| 3.216.110 | Social Justice Unallocated Funds | Mary Bahr | Directed donations | To cover costs not budgeted for external events, membership fees to other organizations, etc. |
| | | | | |
| 3.216.150 | Pineridge Fund | Mary Bahr | Directed donations | To pay for Pineridge expenses exclusively. |
| 2.216.160 | Share The Plate Balance | Mary Bahr | Directed Donations | These monies are paid out to approved charities. |
| | | | | |
| | Future Funding & Capital Reserve Accts. | | | |
| 3.404.110 | Res. Fd for Large Scale Maintenance- Balance | Facilities/Board | Board | This account is for large maintenance items (e.g., major fire suppression system repair, air conditioners, roof replacement, exterior painting, etc.) |
| | | | | |
| 3.500.100 | Land & Building Fund | | | This is an old assessment of the value of the land and buildings. |
| | | | | |
| 3.500.150 | Furnishings & Equipment Fund | | | This is an old value of furnishings and equipment. |
| | | | | |
| 3.500.200 | UUFG Foundation Balance | Foundation | Foundation | This number is provided by our Foundation's treasurer, updated as new figures are made available |
| 3.500.201 | Foundation Donation Fund Balance | | | Pass through account to process donations to the Foundation |
| 3.500.250 | Ministers Discretionary Fund Bank Acct Bal. | Leah Cobb Lee & Mary Anthony | Donations | This is the balance in the Minister's Discretionary Fund Bank Acct, updated monthly. |

Unitarian Universalist Fellowship - Gainesville FL
Balance Sheet as of September 30, 2023

| Thursday, October 12, 2023 | | Beginning Balance | YTD Balance |
|----------------------------|--|-----------------------|-----------------------|
| Account # | Account Name | | |
| Assets | | | |
| Cash | | | |
| 1.000.130 | Ameris Bank-Checking | 92,081.23 | 102,558.55 |
| 1.000.140 | Ameris Bank-Money Market | 81,074.95 | 81,207.89 |
| | Total Cash | \$173,156.18 | \$183,766.44 |
| Fixed Assets | | | |
| 1.000.310 | Building & Land | 1,105,900.00 | 1,105,900.00 |
| 1.000.320 | Equipment | 62,670.00 | 62,670.00 |
| | Total Fixed Assets | \$1,168,570.00 | \$1,168,570.00 |
| Other Assets | | | |
| 1.000.410 | UUFG Foundation | 428,765.57 | 443,345.68 |
| 1.100.250 | Ministers Discretionary Fund Account | 627.99 | 325.99 |
| | Total Other Assets | \$429,393.56 | \$443,671.67 |
| | Total Assets | \$1,771,119.74 | \$1,796,008.11 |
| Liabilities | | | |
| Current Liabilities | | | |
| 2.000.120 | Payroll Taxes Payable | 5.98 | 5.98 |
| | Total Current Liabilities | \$5.98 | \$5.98 |
| | Total Liabilities | \$5.98 | \$5.98 |
| Fund Balance | | | |
| 3.100.100 | General Fund Balance | 57,009.24 | 54,445.74 |
| 3.100.321 | Minister's Sabbatical Fund Balance | 27,908.58 | 27,908.58 |
| 3.201.120 | CUUPS Support Fund Balance | 431.00 | 431.00 |
| 3.202.100 | Music Support Fund | 1,087.00 | 1,087.00 |
| 3.203.110 | Memory Garden Fund | 760.11 | 760.11 |
| 3.203.120 | Courtyard Fund Balance | 4,215.16 | 2,590.16 |
| 3.203.130 | Solar Panel Fund Balance | 0.00 | 6,000.00 |
| 3.203.140 | Intermim Ministry Fund Balance | 5,663.00 | 17,906.00 |
| 3.203.150 | Labyrinth Fund Balance | 0.00 | 2,000.00 |
| 3.204.110 | Book Cart Fund | 312.00 | 424.00 |
| 3.206.100 | <i>Foundation Grants</i> | | |
| 3.206.113 | Youth Room Update (Grant) Fund Balance | 1,463.36 | 1,355.87 |
| 3.206.114 | General Assembly Youth Travel (Grant) Balance | 4,188.80 | 895.45 |
| 3.206.140 | UU Leadership Fund - Balance | 4,519.40 | 3,619.40 |
| 3.206.141 | OWL Fund (Grant) Balance | 598.07 | 497.94 |
| 3.206.211 | Labyrinth Repair (grant) Balance | 2,500.00 | 0.00 |
| | <i>Total Foundation Grants</i> | <i>\$13,269.63</i> | <i>\$6,368.66</i> |
| 3.210.100 | <i>CYREC</i> | | |
| 3.210.110 | RE Fund Balance | 2,776.70 | 4,136.70 |
| 3.210.120 | Youth Support Fund Balance | 1,070.91 | 1,070.91 |
| 3.210.160 | Playground/Coffee Fund Balance | 95.00 | 95.00 |
| | <i>Total CYREC</i> | <i>\$3,942.61</i> | <i>\$5,302.61</i> |
| 3.216.100 | <i>Social Justice Fund</i> | | |
| 3.216.110 | Social Justice Unallocated Funds | 2,882.72 | 2,882.72 |
| 3.216.150 | Pineridge Fund | 1,216.98 | 1,216.98 |
| 3.216.160 | Share The Plate Balance | 457.60 | 442.33 |
| | <i>Total Social Justice Fund</i> | <i>\$4,557.30</i> | <i>\$4,542.03</i> |
| 3.400.100 | <i>Future Funding & Capital Reserve Accounts Balance</i> | | |
| 3.404.110 | Res. Fd for Large Scale Maintenance- Balance | 53,994.57 | 53,994.57 |
| | <i>Total Future Funding & Capital Reserve Accounts Balance</i> | <i>\$53,994.57</i> | <i>\$53,994.57</i> |
| 3.500.100 | Land & Building Fund | 1,105,900.00 | 1,105,900.00 |
| 3.500.150 | Furnishings & Equipment Fund | 62,670.00 | 62,670.00 |
| 3.500.200 | UUFG Foundation Balance | 428,765.57 | 443,345.68 |
| 3.500.250 | Ministers Discretionary Fund Bank Account Balance | 627.99 | 325.99 |
| | Total Fund Balance | \$1,771,113.76 | \$1,796,002.13 |
| | Total Liabilities and Fund Balance | \$1,771,119.74 | \$1,796,008.11 |



Unitarian Universalist Fellowship of Gainesville

To: Governing Board
From: Cam Pierce
Date: October 17, 2023
RE: Monthly Congregational Admin Report to the Board

Membership Numbers

We currently have 155 members and 25 supporting friends on our rolls. This past month we welcomed Elizabeth Farris to membership. Last year at this time we reported 149 members and 23 supporting friends.

Sunday Service Attendance

Sundays, September 2023 –

- Average in person attendance for four Sundays: 71
- Average YouTube visits for four Sundays: 62
- Total average participation for four Sundays: 133
- Current YouTube subscribers: 269

| Date | YouTube | In-Person Attendance | Total |
|-----------|---------|----------------------|-------|
| 9/3/2023 | 61 | 57 | 118 |
| 9/10/2023 | 58 | 77 | 135 |
| 9/17/2023 | 76 | 86 | 162 |
| 9/24/2023 | 52 | 64 | 116 |

Sundays, September 2022 –

- Average in person attendance for four Sundays: 72
- Average YouTube visits: 54
- Total average participation for three Sundays: 125

| Date | YouTube | In-Person Attendance | Total |
|-----------|---------|----------------------|-------|
| 9/4/2022 | 53 | 54 | 107 |
| 9/11/2022 | 72 | 82 | 154 |
| 9/18/2022 | 44 | 67 | 111 |
| 9/25/2022 | 46 | 84 | 130 |

Attendance for August

| | | | | |
|------------|----------------------------------|-------------------|----------------|----|
| 09/02/2023 | Friends of the Courtyard | P Maloney | | 4 |
| 09/03/2023 | HUUGG / Humanist Class | K Anderson | | 8 |
| 09/03/2023 | Sunday Service - in person | | | 43 |
| 09/03/2023 | Sunday Service - online | | | 61 |
| 09/03/2023 | RE | J Chase | 9k, 5a | |
| 09/03/2023 | OWL Orientation | J Chase | | 13 |
| 09/05/2023 | Morning Meditation | P Turner | | 7 |
| 09/05/2023 | Worship Team | L Stewart | | 12 |
| 09/08/2023 | TGIF Celebration | R Dinklage | cancelled | |
| 09/09/2023 | Buildings & Grounds Work Morning | M Roberts | | 5 |
| 09/10/2023 | Sunday Service - in person | | | 57 |
| 09/10/2023 | Sunday Service - online | | | 58 |
| 09/10/2023 | RE | J Chase | 15k, 5a | |
| 09/10/2023 | Newcomers Orientation | J Kendall | | 2 |
| 09/10/2023 | Social Justice Fair | M Bahr | | 80 |
| 09/10/2023 | OWL Classes | J Chase | 19k, 4a | |
| 09/12/2023 | Morning Meditation | P Turner | | 7 |
| 09/12/2023 | Safety Team | J Coron | | 4 |
| 09/12/2023 | Humanist Circle | A Tweedy | | 10 |
| 09/12/2023 | Fellowship Council | M Hazlett | | |
| 09/13/2023 | Young Adult Group | R Richter/K Hagan | | 5 |
| 09/14/2023 | UUFG Men's Lunch Group | T Bullock | | 8 |
| 09/16/2023 | UU Book Circle | M Soles | | |
| 09/17/2023 | Social Justice Discussion | A Primack | cancelled | |
| 09/17/2023 | HUUGG / Humanist Class | K Anderson | | 8 |
| 09/17/2023 | Sunday Service - in person | | | 61 |
| 09/17/2023 | Sunday Service - online | | | 76 |
| 09/17/2023 | RE | J Chase | 6k + 16ch + 3a | |
| 09/17/2023 | OWL Classes | J Chase | 19k + 4a | |
| 09/17/2023 | Social Justice Circle | M Bahr | | 6 |
| 09/18/2023 | Finance Committee | J Wright | | 6 |
| 09/19/2023 | Morning Meditation | P Turner | | 6 |
| 09/20/2023 | Touchtones Discussion Group | D Neill-Mareci | | 5 |
| 09/24/2023 | Sunday Service - in person | | | 54 |
| 09/24/2023 | Sunday Service - online | | | 52 |
| 09/24/2023 | RE | J Chase | 7k 3a | |
| 09/24/2023 | OWL Classes | J Chase | 6k, 3c, 4a | |
| 09/24/2023 | QUUTE Luncheon | P Marino | | |
| 09/24/2023 | Common Read Discussion | M Bahr | | 5 |
| 09/25/2023 | Governing Board | E Parish | | 11 |
| 09/26/2023 | Morning Meditation | P Turner | | 6 |
| 09/26/2023 | Humanist Circle | A Tweedy | | 7 |
| 09/27/2023 | Young Adult Group | R Richter/K Hagan | | 5 |

UUFG Office Notes

Rentals

In August, our main renter was, as usual, the Gainesville Bridge Club. Starting on October 15, we began renting our facilities to Joy of the Lord Outreach Ministries. They will typically use our Fellowship Hall on Sunday afternoons and two classrooms on Wednesday evenings for bible study. They may also have a few other events here as may be scheduled around our own events.

Mailings & Communications

I continue to send the link to monthly Touchstone Journals via MailChimp with some hard copies mailed to a few members who requested that service. Also as usual, I sent out anniversary letters to all members who have joined the Fellowship in September as well as creating weekly Gazettes and Chalice Connections. In September, I managed our daily Touchstone Facebook posts (daily pictures with descriptions), but starting in October, Ricardo Sosa-Melo, our new audiovisual technician, is completing that function. I coordinated a MailChimp announcement for our newly hired Director of Music Programming.

Finance

I reconciled our September banking account statement. I attended the September Finance Committee meeting.

New Hires

We added two new employees in September – Tane' DeKrey, Shana Smith. We hired Ricardo Sosa-Melo as an AV tech in October. I assisted with Ricardo's interview process and managed all three new employees' paperwork, as well as Shana Smith's resignation after 16 days.

Website and Technology

I updated our website to reflect the various changes we have experienced over the past month and continue to help schedule Zoom meetings for various groups.

Safety Committee

I attended the October 10 Safety Team meeting, chaired by Jonathan Coron. In September, the ST submitted a grant proposal to the Foundation to install several video cameras. The Foundation is still in the process of reviewing that proposal.

Membership

I have been in conversation with Mary Keith. In advance of producing our new directory, we need to review the current membership list to remove some members who have not participated for several years.

Report on the Fellowship Council – Monthly Meeting (October 10, 2023 – 7:00 to 8:15pm)
Unitarian Universalist Fellowship of Gainesville, Florida

Meeting opened at 7:00pm with facilitator: Michael Hazlett, Governing Board Vice President.
Members Present: Liz Stewart (Worship Team); Marilyn Roberts (Facilities); and Pat Caren (Social Justice Liaison and Family Promise Facilitator)

Meeting Opened with a Chalice lighting and reading. This was followed by a check-in by those present. Michael Hazlett some committees are affiliated with the Fellowship Council, other committees and groups from worship council, membership, social justice council and “bringing together” groups are also welcome to monthly meetings. Those invitations will continue with selected groups being encouraged to participate as is appropriate.

Mike Hazlett again requested monthly reports from Fellowship Council committees be sent to him so all reports can be collated and forwarded the UUFG Office Administrator and UUFG Governing Board. A revised list of Committees that report to the Fellowship Council were highlighted in the revised **UUFG Organizational Chart (Attachment A)**. Monthly committee reports will help apprise the Governing Board of the types of activities and collaboration needed at the fellowship. Reports should be in word format and be around one to two paragraphs in length. Each committee reporting should share successes and needs in the report for that month. In addition, committees should review **their charters** so that they can be brought up to date with current activities of UUFG. Those **Committee Charters currently in the bylaws are listed in Attachment B.**

As during the previous month, round table discussion covered a wide range of issues.

Worship continues to be an ongoing concern. The resignation of our Director of Music Programming, Shana Smith, was announced to those present. Liz Stuart indicated that covering all of the Sundays is somewhat of a challenge. Several expected speakers for Sunday services fell thru – including Haven Hospice and the Pride Center of Gainesville. Liz will be contacting Evan Waldt for his assistance in leading a service using our Touchstone theme for the month. Those attending Fellowship Council expressed their gratitude for Liz and her significant efforts in the absence of a full-time pastor.

Scheduling issues was addressed from the last meeting of the Fellowship Council. During prior years committee chairs would use the master calendar, but in recently this practice has fallen by the way side. It was generally felt that a greater use of the master calendar would help ameliorate some of the cross (overlapping) scheduling. As of the present time the Office Administrator (Cam Pierce) has set up an online calendar that syncs with the office calendar. The Office Administrator shared this scheduling software under “UUFG Events” in your Google calendar.

Regarding the Facilities Committee, Marilyn indicated that some projects were still planned. Some the activities such as Sparkel Saturday require the new recruitment of younger members. Those participating in on facilities projects tend to older and beyond the age of ladders. On encouraging item for our facilities is that the Solar Project contract has been signed by the vendor (Solar Impact) and work on the project should begin early in the next year. The Governing Board in its last meeting amended the bylaws to allow up to a \$2,000 project to be awarded to a vender without multiple bids. This allows the bid of \$1,925 from Tree Frog Tree Service to be approved without additional bids – allowing the work to go forward. After the initial bid, additional limb trimming was identified (at a cost of \$450 by Tree Frog). This additional trimming is above and beyond the initial estimate and was seen as necessary. This item will be a separate approval from the Facilities Committee and the work will be completed jointly with other tree maintenance. Memory Garden repairs to bricks and stones were completed by Marilyn Roberts and Wendy Visscher. In the absence of the designated Kitchen Steward, the use of the kitchen by outside groups has led to a need to be refurbished. One other item of concern was the Court Yard Fountain which needs attention and that Marylin believes that she has solved the issue with the float.

Similar to last month, future social activities were mentioned as part of growing fellowship and hospitality. A rummage sale and Thanksgiving pot luck was discussed as activities for November. It has also been communicated that quarterly potlucks could build participation in the Fellowship. A Winter Solace Celebration will be held on December 9th. A significant volunteer effort by UUFG members has been held at the Bread of the Mighty Headquarters on the second Saturday for the last four months – which will be moving to a different Saturday of the month in the future. This volunteer effort is encouraged and should be expanded.

Like before, it was the general consensus that selected committees and groups be invited to future Fellowship Council meetings. Specifically, the Young Adults group (perhaps represented by Renee Richter and James Chase). Other groups may be asked to participate at the beginning of Fellowship Council meetings to share such items as new programs, successful programs, needs for volunteers or resources for shared efforts at UUFG. It was suggested that the Fellowship Council send general query via News-and-Needs. This query would ask if any groups wish to be on the Fellowship Council listserv. Further they may also be asked if they wish to attend Fellowship Council so they may participate in topics and events being discussed.

The next meeting of the Fellowship Council is scheduled for November 12th at 7:00 pm (via Zoom). An agenda and notifications will be forward in the first week of November for our future meeting.

The Fellowship Council meeting closed at 8:05pm with the extinguishing of the chalice and final reading.

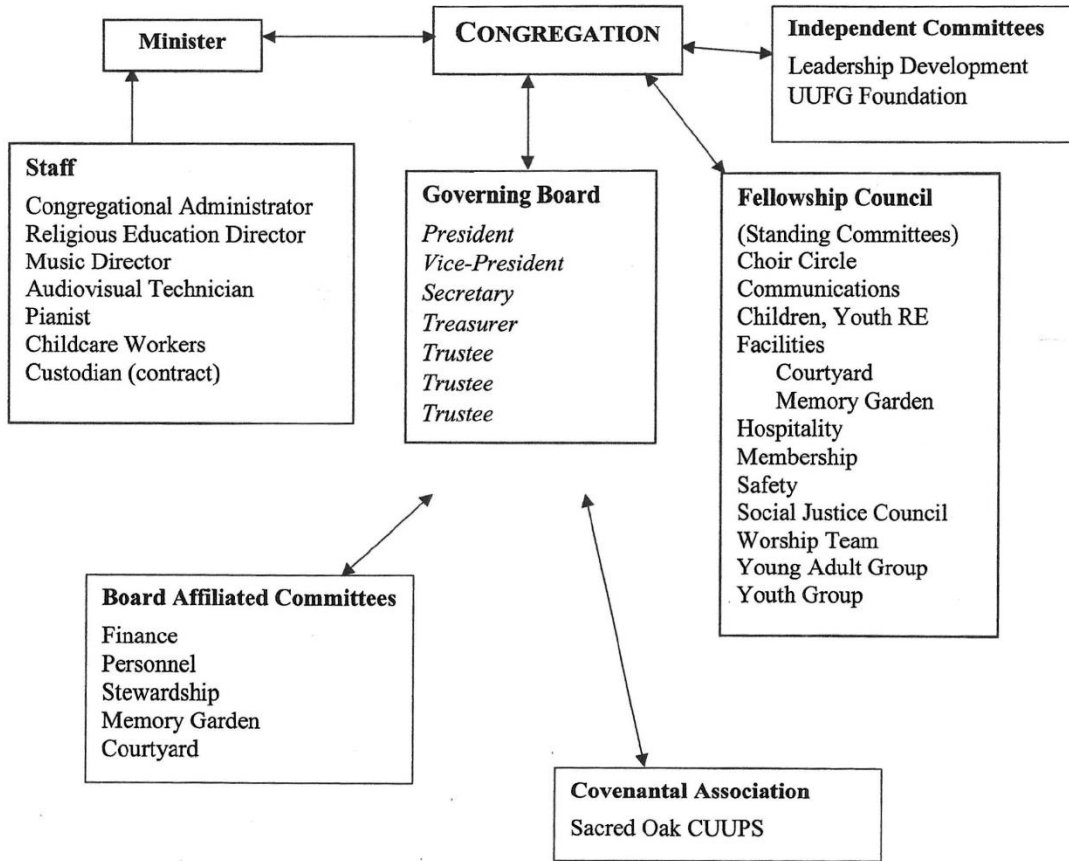
No reports have currently submitted from Committee and Programs Chairs for inclusion with this report. As reports are forwarded to the Board Vice President and the Office Administrator, they will be included in future summaries.

Submitted by Michael Hazlett, Governing Council Vice President and Fellowship Council Facilitator



Unitarian Universalist Fellowship of Gainesville

BASIC ORGANIZATIONAL STRUCTURE



Updated 3/22/2023

Attachment B – Committee Charters for Review

Children and Youth Religious Education Committee (CYREC) Approved: 05/15/2019

Approved by CYREC: January 8, 2018

PURPOSE OF THE COMMITTEE

CYREC works in cooperation with the religious education (RE) professional staff person to facilitate the religious education, exploration, and faith development of children and youth to promote all-ages interactions in the congregation.

- Helps children and youth to grow as Unitarian Universalists and to interact with the world in ethical, environmental, spiritual, and justice-seeking ways.
- Solicits input, and provides a forum for teachers and parents to contribute feedback and ideas to programming and other aspects of the Fellowship involving children and youth.
- Organizes a variety of social, educational, and character-building activities that encourage interactions with children, youth, and others in the congregation.

COMMITTEE MEMBERSHIP

- CYREC includes three or more persons. At the time of their appointment at least two of which are to be active UUFG members for at least six months.
- The Youth Group shall appoint a representative to CYREC. If the Youth Group representative is also a member of UUFG they may participate as a voting member.
- The RE staff person fully participates as non-voting member.
- Non-youth members serve for a term of two years beginning July 1; they may be reaffirmed for an additional year term.
- The “CYREC community” includes RE volunteers, parents of children in RE classes, and youth group members.

MEETINGS

CYREC will generally have one meeting a month to which anyone in the congregation is invited and encouraged to participate. During summer months or at winter break, meetings may be less frequent.

RESPONSIBILITY & DUTIES

A. Team Members

- Help set goals and objectives for each year’s activities
- Provide feedback and input to meeting agenda
- Act as leaders in educational and social activities
- May substitute for the RE staff person as needed

B. Chair

- Sets meeting agendas, runs meetings
- Informs CYREC community about upcoming meetings and other relevant matters
- Solicits feedback from CYREC community regarding relevant matters
- Represents committee to the Fellowship
- Substitutes for the RE staff person as needed

C. Co-chair/Secretary

- Takes and posts brief minutes from meetings
- Substitutes for the RE staff person as needed

D. Youth Representative

- Report on youth group activities and concerns at steering meetings
- Represent the youth group to the Fellowship
- Communicate relevant CYREC and Fellowship concerns back to youth group.

BUDGET

The RE staff person will prepare an annual budget in the spring by the deadline set by the Finance Committee. CYREC will give feedback on the early drafts of the budget.

ANNUAL GOALS AND OUTCOMES FOR 2018-2019

1. Increase the **average weekly attendance** by 10%
2. Recruit and train five **new volunteers**.

REPORTING REQUIREMENTS

CYREC will report major accomplishments and emerging issues quarterly to the CommNet meeting. At the end of the year, CYREC will submit an annual report to be included in the Fellowship's Annual Report. CYREC steering is the decision-making body for programming and programming changes in religious education. CYREC will inform the CYREC community of minor changes and solicit feedback from the community and Fellowship for substantive programming changes that may impact others in UUFG.

Chalice Choir Circle Approved: 05/15/2019

1. Purpose of the Chalice Choir Circle

The Chalice Choir Circle collaborates with the Music Program staff to ensure a high-quality music program that enriches the Sunday services at UUFG and provides for the musical and spiritual growth of the participants.

2. Committee/Group members & Leadership:

Members include all interested members of the Chalice Choir.

3. Meetings:

Called as needed or desired. Usually, meetings are held either immediately before Thursday evening choir rehearsals or before the service on Sunday mornings. Meetings are open to choir members and music staff.

4. Responsibilities & duties

Support the music staff.

Represent the choir in communication with the minister and governing board.

Facilitate communication between the choir members and music director

Assist the music director in maintaining the music program assets (sheet music, instruments, etc.).

In the absence of a music director, interact with the worship committee to enable continued participation of the choir and choir members in services.

5. Annual Budget:

N/A

6. Annual goals for 2018-19

Establish a line of communication between choir members and the Governing Board and the Minister in matters relating to music program.

Facilities Committee Approved: 6/15/2020

Charge and Purpose:

Responsible to the Governing Board for maintaining UUFG's buildings and grounds.

Membership and Meetings:

This working group shall have at least one Board-appointed Facilities Chair who shall be a congregation member of at least 6 months and have a general working knowledge of the building systems and care. The facilities committee is open to any number of members who wish to volunteer; the chair shall maintain a list of volunteers. Volunteer tasks are assigned at the discretion of the chair. The volunteers are coordinated and trained when necessary by the chair or their designee. Rather than regular meetings, this committee holds informal discussions during monthly working gatherings and via email.

Authority, Duties and Responsibilities:

Communication: Regular communication with the Administrator; consultation with the Minister and other staff as needed regarding work required or desired in their particular areas. The Governing Board shall receive reports and be advised of major facilities concerns.

Finances: Operations will be within the limits of budgeted funds unless the Board authorizes otherwise.

The chair shall be responsible for authorizing expenses from the Facilities budget.

Safety: Volunteers will be expected to adhere to UUFG rules for safety. Specifically, people using mowers and/or chain saws must demonstrate competence and always have a second person on campus who is aware of their activity and able to summon help in case of emergency.

General Functions: Regularly monitor the appearance and functionality of campus. Keep buildings and grounds in good working order, identifying maintenance and repair needs as well as potential improvements. Schedule regular working gatherings (i.e. Sparkle Saturday).

Maintenance and Repair: Make and/or coordinate repairs and upgrades when needed. Handle hazards, such as failing trees and rodent intrusions, to prevent future high cost repairs.

Planning: Plan for maintenance, obsolescence, and replacement of essential equipment. Establish priorities for non-necessary improvements.

Consultation: As necessary, consult with other congregational teams to represent the interests of the UUFG buildings and grounds, i.e. Security Team, Rental Team, etc.

Coordination with Specialty Grounds Areas: Several smaller groups function with a specific purpose on the UUFG campus. When possible, the responsibilities and duties listed herein are delegated to those groups with the expectation of regular communication with the Facilities chair. If a smaller group should cease to function, these responsibilities and duties shall revert to the Facilities Committee. Specialty Grounds Areas may include: Courtyard, Fire Pit, Labyrinth, Memory Garden, Nature Trail, Playground, etc.

Goals and Objective Measurements:

The goal of this committee is to provide for the comfort and safety of all members, staff, and visitors, and to provide an attractive space of community, sustenance and spiritual nurture. Yearly audit of major areas of concern and recommended improvements will be provided to the Board.

Hospitality Approved: 05/15/2019

1. **Purpose:** To promote community at UUFG, for members, friends and visitors, through facilitating the sharing of food and conversation in a welcoming atmosphere.

2. **Committee Members & Leadership:** Heather McAuslane and Liz Stewart serve as leaders, recruiting volunteers as necessary.

3. **Meetings:** There are no meetings involved. We communicate mostly by email and meet in person as necessary or at CommNet meetings to coordinate major events.

4. Responsibilities:

- Facilitate weekly Sunday after service social hour
- Facilitate occasional congregation-wide social events such as Thanksgiving and Christmas Eve reception.
- Facilitate reception at special events such as memorial services for UUFG members and family.

5. Annual Budget

- Weekly hospitality and UUFG-wide celebrations - \$1,000

6. Annual goals for 2018-19:

- Cultivate a spirit of shared responsibility for bringing the congregation together with food and fellowship.
- Recruit, train, empower and encourage volunteers.

Membership Approved: 05/15/2019

1. **Purpose of the committee:** to lead the congregation in welcoming visitors and integrating them into the congregation, as well as tracking current members.

2. **Committee Members & leadership:** Leadership selected beginning of the year.

3. **Meetings:** Currently the first Tuesday of the month, at 7 pm. Minutes are taken.

4. Responsibilities & duties

- Presenting a welcoming and inviting experience for visitors and members on Sunday mornings. Includes ordering and managing pamphlets.
- Establishing a Pathway to Membership. Provides information and opportunities to learn about the congregation
- Integrating new and current members into the life of the congregation
- Collaborating with the minister on all aspects of membership, including orientation class, new member recognition services, identifying/caring for members who need help, etc.

5. **Annual Budget:** FY19 Budget is \$650. Chair approves Committee expenditures and manages the committee budget with input from Committee members.

6. Annual goals and outcomes for 2018-19

- Continue evaluation of Welcoming Process for visitors
- Create successful opportunities for newcomers to become members
- Provide two UU Adult Growth & Learning Opportunities
 - i. UUFG Explorers Circle – Aaron Broadwell
 - ii. Clarify Your Values- Explore Your UU Faith – Al Tweedy & Liz Stewart
- Continue work with the Courtyard Renewal Project Team
- Continue work to institute the LDC/Membership Committee Congregational Information and Ability survey.

7. Reporting requirements

- Make the Annual Report to the Board
- Provides membership-related information requested by the board and other congregational entities
- Collaborates with the Minister, Director of Religious Education, Leadership Development Committee, and office administrator on matters concerning membership

Safety Committee Approved: 01/25/2021

1. Charge and Purpose

To provide for the safety of the congregation, minister, staff and the security of the Fellowship grounds, buildings, and property.

2. Membership and Leadership

Members and Supporting friends, appointed by the Governing Board, who have a commitment to the safety and security of UUFG

3. Responsibilities and Duties

a. Oversee and execute the Emergency Operation Plan (EOP) components, collaborating with minister, staff, facilities, and other appropriate committees as necessary to effect pertinent provisions of the Plan.

b. Recruit and provide training for the Fire safety coordinator, and civil disturbance incident response team members (Welcome Team, Ushers, Foyer Monitor, RE Monitor, Sound Operator, RE Director, and Minister/Worship Associates).

4. Goals and Objective Measurements

a. Review current UUFG EOP annually, making significant changes and recommendations to the Governing Board.

b. Provide annual training of persons to accomplish required EOP actions.

c. Annually updated EOP and list of persons recruited and trained to accomplish the EOP.

d. Congregation drills to be done at least annually that address fire emergencies, medical emergencies, and Civil Disturbances.

e. Annual assessment of congregation perception of UUFG security and safety.

6. Accountability and Authority

The Safety Committee reports to the Governing Board and the congregation. Authority of the team to take action to complete its purpose and goals is provided by the Governing Board and its *Safety & Security Policy, GOV-12*.

Social Justice Council (SJC) Approved: 05/15/2019

1. Purpose

The Social Justice Council (SJC) members support the vision of the Unitarian Universalist Fellowship of Gainesville (UUFG) with commitment to providing compassionate service to each other, to our community and the Earth. The SJC honors the inherent worth and dignity of all people and of the world in which we live, and works compassionately for peace, liberty, and justice. The Social Justice Council promotes peace and justice by providing information and facilitating action on political and social issues and connecting them to UUFG vision, mission, and core principles and beliefs.

Individually, members of the Social Justice Council have the opportunity to use their talents and skills working on social justice projects of their particular interest. Collectively, the members have the necessary strength to provide effective leadership for the congregation and the community, facilitating the social justice work of the congregation. This allows congregation members to use their gifts to fill deep needs doing Social Justice work as an expansion of faith.

2. Membership and Leadership

Social Justice Council is made up of at least one representative from each of its various Action Teams, and Liaisons to community organizations. SJC will have a Chair. The Minister can be an ex-officio member and provide ministerial leadership for Social Justice Council. Teams and Liaisons will be created when a minister, a member, or an organization determines a Social Justice issue needs to be addressed, with priority given to those issues voted on by the congregation at the annual Social Justice Congregational Meeting. Teams will be short-term or long-term standing groups.

Current membership is Council chair Alice Primack; Social Justice Circle chair Susan Chandler; Action Team chairs Nancy Parkinson, Fred Judkins, Pat Caren, Carol Rivers, Kirsten Flamand, Tom Bullock; Liaisons Mary Bahr, Aaron Broadwell, Zoharah Simmons, Norden Lucke, Fred Judkins, Paula and Dave Mills.

3. Meetings

SJC will hold meetings as needed for conducting business. There is a separate Social Justice Circle where attendees can study and discuss issues to reflect on the meaning of social justice work, and share ideas and plans and support each other's work. All UUFG members and visitors are invited to attend the Circle, which meets monthly on the third Sunday, at 12:30pm in the Common Room.

4. Responsibilities

SJC will coordinate and facilitate the social justice work of the congregation. Specifically:

- Establish Circle meetings for discussion and reflection on social justice work, and shared planning.
- Communicate through UUFG web site, *Gazette*, News and Needs, Community Matters, signs and posters, etc., and with CommNet.
- Work with other UUFG groups such as RE to facilitate their involvement.
- Network with the minister if minister desires. Keep close ties with CommNet for planning activities.
- Create and Delete Teams as needed, and coordinate and facilitate and support work of Teams.
- Co-sponsor Gainesville community events or hold congregation-wide Sunday Services and Forums etc.
- Hold an annual Social Justice Congregational Meeting and create an Annual Report of SJC and Team activities.

5. Annual Budget

Social Justice Council receives funding through the congregational budget. Special fund-raisers are occasionally held. Monies donated for a particular purpose or Team are kept separate and used for those specified activities

NOTE:

There is no Charter for Young Adult Group or Youth Group (except through CYREC).

There is no Charter for the Communications Team (based upon a discussion by the Governing Board, the function of Communications is only part of the need at UUFG. Such a function of communications may be expanded to include Marketing and Communications – may need completely new charter that encompasses both functions.

UUFG Governing Board Meeting Minutes

September 25, 2023 – 6:30 pm to 8:30 pm

Board members present: Rev. Tracie, Leah Cobb Lee, Mike Hazlett Mary Anthony, Erin Parish, Norden Lucke, Tim Christy, Tom Mareci

Congregation members present: Kristen Stevens, Judith Kendall, Jeanne Gossman

1. **Gathering and meeting prep**
 - a. Leah called meeting to order at 6:32 pm. There is a quorum.
 - b. Chalice lighting, Leah did reading.
 - c. Personal check in.
 - d. All board members read board covenant. *Inspired by our Unitarian Universalist Principles, together we guide our congregation and its mission and vision with transparency, gratitude and respect.*
 - e. Confirm agenda and roles. Mike is time keeper, Erin will write gratitudes, agenda is confirmed. Rev Tracie External observer
2. **Congregational input:** Judith Kendall just here to watch. Jeanne Gossman here to listen and learn. Kristen Stevens observing.
3. **Consent Agenda:**
 - a. Treasurers Report August 2023 and commentary (Att. 1), Mary, we are \$12,000 under with pledges, need to remind people of commitments. We are in black. Spent \$33 less than we spent for July and August.
 - b. Admin Report August 2023 (Att. 2), per Cam, Safety Cmte, watched videos regarding attack on church in Plano, TX, struggling to get volunteers, submitted for grant to get video cameras for UUFG..
 - c. Fellowship Council Sept 2023 ((Att. 3), Mike, need to coordinate master calendar. Winter solstice 12/9, Thanksgiving pot luck, Sue Boone stepped up to help with Worship, Facilities, Marilyn indicated need younger people to show up at sparkle Saturdays due to older people not able to do ladder work. Need time and talent inventory.
 - d. Board Meeting Minutes August 2023, (Att. 4), needed 1 change for the solar project loan.
 - e. Annual Board Retreat 2023 Summary (Att. 5), Tom, can't remember what colors mean, per Judith red star what was most important, green what congregation was up for doing. **MOTION** by Leah accept board meeting agenda with change. Tim seconded **APPROVED** unanimously.
4. **Discussion, Action, Items, Visioning:**
 - a. Masking Policy, Erin disheartened by some reactions, supposed to care for each other and visitors not staying because of not wanting to wear mask.. Tim, if you are masked, N95 boosted, vaccinated you are protected, the science seems to indicate mask seems to protect you. Leah, 2 people have contracted covid they think from UUFG, it's just for singing in the sanctuary. Tom, will continue to wear mask, odd that we wear in church and not in social. Mike, support Tim and Tom endemic also have rsv and flu season, I will continue to wear mask. Tim, get N95

masks and have available. Mike, paper masks kinda useless, Mike in favor of voluntary masking policy. Leah, lots of people are asking us to wear masks in the sanctuary. Leah, I care about the people at church. Mary, we're at a different point with covid endemic, at some point it comes down to personal protection. Mary, whatever we decide on we should review it monthly. Mary, if boosted, vaccinated you are protected, the science seems to indicate mask seems to protect you. Leah, 2 people have contracted covid they think from UUFG, it's just for singing in the sanctuary. Tom, will continue to wear mask, odd that we wear in church and not in social. Mike, support Tim and Tom endemic also have rsv and flu season, I will continue to wear mask. Tim get N95 masks and have available. Mike paper masks kinda useless, Mike in favor of voluntary masking policy. Leah lots of people are asking us to wear masks in the sanctuary. Leah I care about the people at church. Whatever we decide on we should review it monthly. If dashboard is red we go back to wearing masking during services. Tom, thanks Judith for sending link, made point being tracked as it was originally and it is much better than it was. Tom, are we going to require everybody to wear a mask. Leah, yes I do think while we are singing. Tom, I think it's a personal risk issue. Leah, I think it's a communal risk issue, isn't something about our hour together different?. Norden, when do we say people can decide for themselves. Norden, can we call the question?. Mike they all have sufficient vaccines. Tom, can we say that masks are recommended? And there is an issue with air circulation **MOTION** to have masks recommended at UUFG and have N95 masks available. Tom seconds. **APPROVED** 5 in favor, 1 against, 1 abstention

- b. Holiday Parade, Leah are we going to have a float? Tom my fault, I suggested it, could see us pulling float with all our symbols. Easier than doing homecoming parade. Leah, I put a call to see if anybody is interested. Early Dec 2. Mary have a van with a trailer hitch. Mike have class B with trailer hitch.
- c. Scheduling Board Retreat Follow-Up
 - i. Fellowship Council Charters, Mike to follow up. Sparsely attended now per Mike. Mike same group show up. Leah, if go thru charters going have to have somebody show up to council. Norden, who is supposed to come to meeting?. Any group, book club, book sale, etc. Leah, organizational chart is different than one we got at retreat, it has groups that should be at council meetings. Mary, memory had courtyard on both council and board.
 - ii. Sunday Worship Slides, Have Shana do all slides. Erin, I thought slides were on job description for Shana. Leah, I thought Shana would just do music and Erin would continue to do slides. Mary, the slides for the service are pretty much the same each week. Shana will do all slides. Leah, announcement slides prior to service. Erin, for past few weeks I have been getting some from Gazette and putting up before service. Leah will come up with slide template for financial. Tom, could have slides on how we are doing for solar projects, slide for masks policy, Trunk or treat slide. Mary, if staff wants a slide for before service can request from Cam.
 - i. Draft Charter for Marketing Committee, See 7a

iv. Monthly Board Meeting Topics, No discussion.

5. Management and Facilities

a. Church Rental (Att. 6), Leah, Cam was approached by another church to rent sanctuary and social hall on Sunday afternoons and evenings, also classrooms for bible study during the week. Leah, any concerns? Mary, have rented to other churches previously just want to make sure not church that left mess in church last time rental. Leah, Cam said they rented from us before. Rev Tracie, Church down here rents to very conservative church and they have been very respectful. Rev Tracie, it can be a very great relationship as long as they know our values, can be a great outreach and it is great income, good steady income. Leah, any members of congregation have issue with them? Rev Tracie, occasionally some concern, they are perfectly pleasant, we do cross paths sometimes, lean on our pluralism, we are about being good neighbors and being in community, do an interfaith partnership. Mike not opposed to that type of outreach. Tim goes right to our values, if it doesn't work out we can say it stops. Mary we have a history of churches meeting at UUFG. **ACTION** Leah will reach to Cam and say we are interested.

b. Tree work bids, Leah, limbs coming down. Tim, several big limbs one where solar will go. Tree work was **APPROVED** by email vote previously.

c. Personnel Updates,

i. CDPA and DMP Letters of Agreement, Leah, Vicki DeCote, new child care worker. Shana new Director of Music and Tane new Choir Director/Pianist/Accompanist. Erin, we got 4 resumes for AV position and scheduled Zoom meetings, only 1 person showed up Ricardo Sosa-Melo, no experience in sound, minimal in cameras, graduates from UF in 2026, but very personable and we got a good recommendation from a former professor, later this afternoon got another resume and we will try to schedule Zoom with him.

ii. Salaries, Leah, Cam now one of lowest paid employees at church since other salaries and hourly wages bumped up, we need to fix that.

.d. Solar Contract, Tim, contract signed with vendor, verbal commitments for over half of money, will be announced this Sunday, people in congregation might be able to loan money, very important to let people know loan would be separate from pledge. Getting estimate for car chargers. Leah, quote for system for car chargers if we want for future.

6. Leadership and Governance:

- a. Budget Update, Mary, budget has to be approved by congregation, if we monkey with it has to be approved again, but we are monkeying with it. Leah, any comments? Rev Tracie, I'm for any transparency possible, have to be aware it's not operating how congregation voted on it, have statement this is what we are doing because things changed. Congregation needs to know that you know and this is true budget we are working off of. Leah, looked at policy if less than \$25,000 did not have to do anything. Like option of telling congregation what we're doing. Leah, if goal is transparency letter needs to be sent out. Mary, Gazette also. Rev Tracie, transparency thru official routes eases anxiety.
- b. FAP-11 Purchase of Items or Services (Att. 7), Mary, current policy FAP-11 if someone spends more than \$1500 has to be approved want to change to \$2000.

Mary, hasn't been changed for years , would like to change Three tiers to \$750. \$750 – \$2000, \$2000 and above. Mary, think it should go to finance cmte to see if they have any changes that they want to make also change 2 signature to \$2000 from \$1500 to have consistency.

.c. Bylaw Article X Annual Meeting (Att. 8), Leah, have to have Annual mtg by certain date in May. Need to change bylaws, have to have a congregational mtg and have discussion about it. It will be a lot of work. Mary, what is the process to changing a bylaw. Schedule a congregational mtg or lump it in annual mtg?. Tim, how does current Board feel about change? Leah, can we? Tim, if this board goes we don't want to go thru this can we change decision? Leah, there's a reason why old board voted on it, because of feeling time crunch.. Have to have meeting between April 1 and May 31. Mary, we're always going to feel a crunch no matter when deadline is. Mike, has May 31 deadline been changed before? Kristin Stephens, last changed 2012 or 2014 , just from April to April and May, changed it because of stewardship drive. Leah, leaving it with that.

7. **Wrap Up:**

- a. Emerging concerns, Tim, talk about getting marketing cmte together. Leah, before we can recruit need to have some draft of a charter, does anybody want to help me draft charter? Tim, should we decide do we want to do outreach that way? Concerns for safety. Leah, from retreat it was decided we do want to do outreach that way.. Tim, Do we need a vote? Leah, I don't know? Mike, is this overlapping membership cmte charter? Tim, membership has enuf to do. Mary, think marketing and communication function of board and we can decide how we want to do it. Mary, will help with marketing charter.
- b. Calendaring and Action Items , **ACTION** : Send new masking policy to news and needs and membership. **ACTION**: Leah will tell Cam we are interested in church renting facility.
- c. Gratitude Notes, Sue Boone for stepping up to help in Worship and Kirsten Flamand for organizing Pickleball. Erin will write gratitude notes.
- d. Board Process, RevTracie, I thought it was amazing, there was a little bit of talking over but that is part of a Zoom meeting. Tim apologizing to Leah for not voting the same shows you are a team and care for each other, ahead of schedule and it's the first board meeting I've enjoyed.
- e. Next meeting October 23, 2023

8. **Adjournment 8:18pm**