



Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda
September 25, 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 15 min
 - a. Treasurer's Report August 2023 and commentary (Att. 1)
 - b. Admin Report Aug 2023 (Att. 2)
 - c. Fellowship Council Sep 2023 (Att. 3)
 - d. Board Meeting Minutes Aug 2023 (Att. 4)
 - e. Annual Board Retreat 2023 Summary (Att. 5)

4. [7:05 pm] Discussion, Action Items, Visioning 25 min
 - a. Masking policy – Leah Cobb Lee
 - b. Holiday Parade – Leah Cobb Lee
 - c. Scheduling Board Retreat Follow-up
 - i. Fellowship Council charters
 - ii. Draft charter for marketing committee
 - iii. Sunday Worship slides
 - iv. Monthly Board Meeting topics



Unitarian Universalist Fellowship of Gainesville

5. [7:30 pm] Management and Facilities 25 min
 - a. Church Rental (Att. 6) – Leah Cobb Lee
 - b. Tree work bids – Norden Lucke
 - c. Personnel Updates – Leah Cobb Lee
 - i. CDPA and DMP Letters of Agreement
 - ii. Salaries
 - d. Solar contract – Tim Christy

6. [7:55 pm] Leadership and Governance 25 min
 - a. Budget update – Mary Anthony
 - b. FAP-11 Purchase of Items or Services (Att. 7) – Mary Anthony
 - c. Bylaw Article X Annual Meeting (Att. 8) – Leah Cobb Lee

7. [8:20 pm] Wrap up 10 min
 - a. Emerging Concerns
 - b. Calendaring and Action Items
 - c. Gratitude notes
 - d. Board Process – external observer
 - e. Next meeting October 23th, 2023

8. [8:30] Adjournment

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of August 2023 for General Fund									
Monday, September 11, 2023									
Account #	Account Name	Period Activity August 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	18,175.39	23,333.00	35,348.78	46,666.00	(11,317.22)	280,000.00	244,651.22	
4.100.050	Sunday Collect/Unidentified G	734.00	1,333.00	1,937.27	2,666.00	(728.73)	16,000.00	14,062.73	
	Total Sustaining Gifts-Members & Friends	\$18,909.39	\$24,666.00	\$37,286.05	\$49,332.00	(\$12,045.95)	\$296,000.00	\$258,713.95	
Miscellaneous Income									
4.100.210	Rental Income	1,280.00	1,000.00	2,130.00*	2,000.00	130.00	12,000.00	9,870.00	
4.100.300	Special Activities and Auction	0.00	833.00	0.00	1,666.00	(1,666.00)	10,000.00	10,000.00	
4.100.330	Interest	44.80	25.00	89.57*	50.00	39.57	300.00	210.43	
	Total Miscellaneous Income	\$1,324.80	\$1,858.00	\$2,219.57	\$3,716.00	(\$1,496.43)	\$22,300.00	\$20,080.43	
	Total Income to General Fund	\$20,234.19	\$26,524.00	\$39,505.62	\$53,048.00	(\$13,542.38)	\$318,300.00	\$278,794.38	
	Total Income	\$20,234.19	\$26,524.00	\$39,505.62	\$53,048.00	(\$13,542.38)	\$318,300.00	\$278,794.38	
Expense									
Expenses from General Fund									
Programs									
5.100.110	Membership	25.90	50.00	25.90	100.00	(74.10)	600.00	574.10	
5.100.120	UU Leadership	0.00	50.00	0.00	100.00	(100.00)	600.00	600.00	
5.100.130	Social Justice	0.00	125.00	0.00	250.00	(250.00)	1,500.00	1,500.00	
5.100.140	RELATE	0.00	13.00	0.00	26.00	(26.00)	150.00	150.00	
5.100.150	CUUPS	0.00	21.00	0.00	42.00	(42.00)	250.00	250.00	
5.100.240	RE Program Activities	42.15	167.00	42.15	334.00	(291.85)	2,000.00	1,957.85	
5.100.280	Hospitality Budgeted	0.00	17.00	0.00	34.00	(34.00)	200.00	200.00	
5.100.300	Special Activites and Auction Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5.100.310	Worship - Sunday Services	1,369.69	333.00	1,369.69*	666.00	703.69	4,000.00	2,630.31	
5.100.320	Music Program	0.00	0.00	0.00	0.00	0.00	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	\$1,437.74	\$776.00	\$1,437.74	\$1,552.00	(\$114.26)	\$11,800.00	\$10,362.26	
Administration & Operational Support									
5.100.010	Board Discretionary Funds	0.00	125.00	0.00	250.00	(250.00)	1,500.00	1,500.00	
5.100.020	Pastoral Care Expense	0.00	17.00	0.00	34.00	(34.00)	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	2,588.00	2,588.00	0.00	15,525.00	12,937.00	
5.100.525	Insurance	2,942.29	1,500.00	2,942.29	4,000.00	(1,057.71)	19,000.00	16,057.71	
5.100.530	Office Expense	295.00	583.00	571.00	1,166.00	(595.00)	7,000.00	6,429.00	
5.100.540	Bookkeeper	262.50	208.00	262.50	416.00	(153.50)	2,500.00	2,237.50	
5.100.545	Telephone & Internet	465.97	482.00	928.94	1,264.00	(335.06)	7,100.00	6,171.06	
5.100.550	Utilities - Electricity & Water	1,681.71	1,667.00	3,192.37	3,334.00	(141.63)	20,000.00	16,807.63	
5.100.560	Waste Disposal	277.98	200.00	459.50*	400.00	59.50	2,400.00	1,940.50	
5.100.570	Custodial Service	770.00	770.00	1,540.00	1,540.00	0.00	9,240.00	7,700.00	
5.100.572	Custodial Supplies	0.00	69.00	0.00	138.00	(138.00)	825.00	825.00	
5.100.575	Facilities Maintenance	1,031.94	625.00	1,031.94	1,250.00	(218.06)	7,500.00	6,468.06	
5.100.580	Backflow and Fire Suppression	321.00	333.00	351.00	666.00	(315.00)	4,000.00	3,649.00	
5.100.583	Security & Safety	0.00	25.00	0.00	50.00	(50.00)	300.00	300.00	
5.100.585	Pest Control	0.00	0.00	0.00	0.00	0.00	400.00	400.00	
5.100.595	VANCO and Bank Fees	109.93	146.00	304.94*	292.00	12.94	1,750.00	1,445.06	
	Total Administration & Operational Support	\$9,452.32	\$8,044.00	\$14,172.48	\$17,388.00	(\$3,215.52)	\$99,240.00	\$85,067.52	

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of August 2023 for General Fund									
Monday, September 11, 2023									
Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under	Annual Budget	Annual Budget	
		August 2023				YTD+(-)		Remaining	
Compensation & Related Expenses									
5.100.610	Ministers Salary	109.35	6,261.00	1,868.35	8,522.00	(6,653.65)	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	972.00	(548.24)	5,829.00	5,405.24	
5.100.640	Ministers Pension Fund	0.00	684.00	553.93	1,368.00	(814.07)	8,203.00	7,649.07	
5.100.650	Ministers Health Insurance	0.00	1,211.00	1,471.12	2,422.00	(950.88)	14,534.00	13,062.88	
5.100.660	Ministerial Transition Expense	0.00	1,042.00	0.00	2,084.00	(2,084.00)	12,500.00	12,500.00	
5.100.670	Ministers Professional Expenses	122.89	667.00	122.89	1,334.00	(1,211.11)	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	3,329.09	3,435.00	6,278.12	6,870.00	(591.88)	41,215.00	34,936.88	
5.100.712	Congregational Administrator-Professional Expenses	0.00	167.00	0.00	334.00	(334.00)	2,000.00	2,000.00	
5.100.720	Choir Director Salary	0.00	2,174.00	1,653.78	4,348.00	(2,694.22)	26,088.00	24,434.22	
5.100.722	Music Director's Professional Expenses	0.00	0.00	0.00	0.00	0.00	2,600.00	2,600.00	
5.100.725	Pianist/Accompanist - Payroll	600.00	1,105.00	1,500.00	2,210.00	(710.00)	13,261.00	11,761.00	
5.100.728	Audiovisual Technician	0.00	667.00	270.00	1,334.00	(1,064.00)	8,000.00	7,730.00	
5.100.731	Director of RE Salary	2,181.96	2,174.00	3,319.46	4,348.00	(1,028.54)	26,088.00	22,768.54	
5.100.732	Director of Religious Education-Professional Exp.	0.00	217.00	0.00	434.00	(434.00)	2,600.00	2,600.00	
5.100.740	Child Care	599.25	500.00	824.67	1,000.00	(175.33)	6,000.00	5,175.33	
5.100.820	Staff Pensions	316.00	343.00	632.00	686.00	(54.00)	4,121.00	3,489.00	
5.100.910	Payroll Tax Expenses	467.43	600.00	944.47	1,200.00	(255.53)	7,200.00	6,255.53	
	Total Compensation & Related Expenses	\$7,725.97	\$21,733.00	\$23,862.55	\$43,466.00	(\$19,603.45)	\$263,365.00	\$239,502.45	
	Total Expenses from General Fund	\$18,616.03	\$30,553.00	\$39,472.77	\$62,406.00	(\$22,933.23)	\$374,405.00	\$334,932.23	
	Total Expense	\$18,616.03	\$30,553.00	\$39,472.77	\$62,406.00	(\$22,933.23)	\$374,405.00	\$334,932.23	
	Difference		\$1,618.16	(\$4,029.00)	\$32.85	(\$9,358.00)		(\$56,105.00)	

* = Income/Expense exceeds amount budgeted to date

		Unitarian Universalist Fellowship - Gainesville, FL			
		Budget Variance Report			
		August 2023			
Account #	Account Name				
Income					
Income to General Fund					
Sustaining Gifts-Members & Friends					
4.100.030	Current Years Pledges	Through August, pledge income is under budget by \$11,317.			
4.100.050	Sunday Collect/Unidentified G	Through August, Sunday collection is under budget by \$729.			
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				
5.100.120	UU Leadership				
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 are over budget by \$704 because we are regularly paying for speakers.			
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	We had an air conditioner repair and some other facilities-related expenses in August.			
5.100.580	Backflow and Fire Suppression	We replaced a malfunctioning duct sensor in August.			
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			
5.100.595	VANCO and Bank Fees	Vanco manages our online donations.			
Compensation & Related Expenses					

Unitarian Universalist Fellowship - Gainesville FL						
Consolidated Fund Activity Report for August 2023						
Monday, September 11, 2023						
Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	55,423.93	20,234.19	18,616.03	0.00	57,042.09
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	0.00	0.00	4,215.16
3.203.140	Interim Ministry Fund Balance	17,406.00	500.00	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	0.00	0.00	1,463.36
3.206.114	General Assembly Youth Travel (Grant) Balance	3,910.63	0.00	3015.18	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	0.00	0.00	598.07
3.206.211	Labyrinth Repair (grant) Balance	500.00	0.00	500.00	0.00	0.00
3.210.100	<i>CYREC</i>					
3.210.110	RE Fund Balance	2,776.70	0.00	0.00	0.00	2,776.70
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	839.00	504.60	839.00	0.00	504.60
3.400.100	<i>Future Funding & Capital Reserve Accounts</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	0.00	0.00	627.99
	Total	\$1,795,166.79	\$20,331.35	\$22,062.77	\$0.00	\$1,793,435.37

Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
August 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.
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.
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.
	<i>Foundation Grants</i>			
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 Labyrinth Fund (3.203.150) and the \$500 balance returned to Foundation.
	<i>CYREC</i>			
3.210.120	RE Fund Balance	James Chase		To benefit children & youth.

Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
August 2023

Account #	Account Name	Name	Source	Purpose
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
	<i>Social Justice Fund</i>			
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 August 31, 2023				
Monday, September 11, 2023				
Account #	Account Name		Beginning Balance	YTD Balance
Assets				
Cash				
1.000.130	Ameris Bank-Checking		92,081.23	99,733.16
1.000.140	Ameris Bank-Money Market		81,074.95	81,164.52
		Total Cash	\$173,156.18	\$180,897.68
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	627.99
		Total Other Assets	\$429,393.56	\$443,973.67
		Total Assets	\$1,771,119.74	\$1,793,441.35
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	57,042.09
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	4,215.16
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	Foundation Grants			
3.206.113	Youth Room Update (Grant) Fund Balance		1,463.36	1,463.36
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	598.07
3.206.211	Labyrinth Repair (grant) Balance		2,500.00	0.00
		Total Foundation Grants	\$13,269.63	\$6,576.28
3.210.100	CYREC			
3.210.110	RE Fund Balance		2,776.70	2,776.70
3.210.120	Youth Support Fund Balance		1,070.91	1,070.91
3.210.160	Playground/Coffee Fund Balance		95.00	95.00
		Total CYREC	\$3,942.61	\$3,942.61
3.216.100	Social Justice Fund			
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	504.60
		Total Social Justice Fund	\$4,557.30	\$4,604.30
3.400.100	Future Funding & Capital Reserve Accounts Balance			
3.404.110	Res. Fd for Large Scale Maintenance- Balance		53,994.57	53,994.57
		Total Future Funding & Capital Reserve Accounts Balance	\$53,994.57	\$53,994.57
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	627.99
		Total Fund Balance	\$1,771,113.76	\$1,793,435.37
		Total Liabilities and Fund Balance	\$1,771,119.74	\$1,793,441.35



Unitarian Universalist Fellowship of Gainesville

To: Governing Board
 From: Cam Pierce
 Date: September 15, 2023
 RE: Monthly Congregational Admin Report to the Board

Membership Numbers

We currently have 154 members and 25 supporting friends on our rolls. This past month we welcomed three new members: Sue Boone, Mary Gove and George Miljevich. Last year at this time we reported 150 members and 25 supporting friends.

Sunday Service Attendance

Sundays, August 2023 –

- Average in person attendance for four Sundays: 69
- Average YouTube visits for four Sundays: 64
- Total average participation for four Sundays: 133
- Current YouTube subscribers: 267

Date	YouTube	In-Person Attendance	Total
8/6/2023	75	64	139
8/13/2023	46	79	125
8/20/2023	66	64	130
8/27/2023	69	67	136

Sundays, August 2022 –

- Average in person attendance for three Sundays: 55
- Average YouTube visits: 98
- Total average participation for three Sundays: 142

Date	YouTube	In-Person Attendance	Total
8/7/2022	128	47	175
8/14/2022	65	45	110
8/21/2022	99	41	140
8/28/2022	98	Not Available	

Attendance for August

08/01/2023	Morning Meditation	D DePuydt	8
08/05/2023	Friends of the Courtyard	P Maloney	5
08/06/2023	HUUGG / Humanist Class	K Anderson	9
08/06/2023	Sunday Service - in person		56
08/06/2023	Sunday Service - online		75
08/06/2023	RE	J Chase	3k, 2y, 3 a
08/06/2023	CYREC	J Chase	4
08/07/2023	Congregational Meeting	E Parish	28
08/08/2023	Meditation Group	D DePuydt	9
08/08/2023	Safety Team	J Coron	5
08/08/2023	Humanist Circle	A Tweedy	6
08/08/2023	Fellowship Council	M Hazlett	6
08/09/2023	Young Adult Group	R Richter	7
08/10/2023	UUFG Men's Group	T Bullock	4
08/12/2023	Buildings & Grounds Work Morning	M Roberts	4
08/13/2023	Sunday Service - in person		66
08/13/2023	Sunday Service - online		46
08/13/2023	RE	J Chase	9k, 2y, 2a
08/13/2023	Newcomers Orientation	J Kendall	7
08/15/2023	Meditation Group	D DePuydt	6
08/16/2023	Touchtones Discussion Group	D Neill-Mareci	cancelled
08/19/2023	UU Book Circle	M Soles	6
08/20/2023	Social Justice Discussion	A Primack	cancelled
08/20/2023	HUUGG / Humanist Class	K Anderson	7
08/20/2023	Sunday Service - in person		52
08/20/2023	Sunday Service - online		66
08/20/2023	RE	J Chase	9k, 3a
08/20/2023	Social Justice Circle	M Bahr	8
08/21/2023	Finance Committee	J Wright	7
08/22/2023	Morning Meditation	D DePuydt	6
08/22/2023	Humanist Circle	A Tweedy	4
08/23/2023	Young Adult Group	R Richter/K Hagan	6
08/27/2023	Sunday Service - in person		56
08/27/2023	Sunday Service - online		69
08/27/2023	RE	J Chase	8k, 3a
08/27/2023	OWL Orientation	J Chase	11
08/27/2023	Common Read Discussion	M Bahr	6
08/28/2023	Governing Board	E Parish	12

UUFG Office Notes

Rentals

In August, our main renter was, as usual, the Gainesville Bridge Club, though we did rent out the Phillips Social Hall for a birthday party. The Paynes Prairie Chapter of the Florida Native Plant Society has booked monthly rentals starting in September and running through May. The Gainesville Handweavers has not renewed their rentals this year. An online search indicated that they will be meeting at First Lutheran Church this year.

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 August as well as creating weekly Gazettes and Chalice Connections, using a new letter from the new board. I continue managing our daily Touchstone Facebook posts (daily pictures with descriptions).

Finance

I reconciled our August banking account statement and helped prepare the monthly financial report published in September in the Gazette as well as the monthly financial report to the board as reviewed by the Finance Committee. I attended the August Finance Committee meeting. We added a new employee – Vicky Ducote – who is a new childcare provider.

Website and Technology

I have updated our website to include a “Positions Available” page. We have kept the “childcare provider” listing, and I added “Audiovisual Technician as another position for which we are actively searching. Kirsten indicated that we may have a lead for bookkeeper. We still have to manage the transition to new computers in my office and the sound room, as well as the transfer of my current computer in the mailroom.

The Common Room camera and computer are working reasonably effectively for groups such as the Tuesday Morning Meditation, who wish to use the space for hybrid Zoom meetings.

Safety Committee

I attended the September 12 Safety Team meeting, chaired by Jonathan Coron. We watched a YouTube video such as the one that seems to have provoked an arson attack on the UU Church in Plano, TX. We discussed how our Safety Monitors or other leaders onsite might have managed such a situation as illustrated by the video. The Team also discussed recruiting additional Safety Monitors especially to help with Religious Education.

The Safety Team is applying for a Foundation grant this fall to install some video cameras

Care Team

Jim Wright, noting the absence of a minister, has assembled an ad hoc team of UUFG members who are willing to help meet some basic pastoral needs. I am on the listserv and a Telegram group account the Joe Rowe set up that the group is using to discuss individual needs more confidentially than might be done via email. I also coordinated with Leah and Mary for some pastoral concerns using the Minister’s Discretionary Fund.

Audiovisual Technician Job Search

The job listing on the website has generated applications. I am on the AV Tech search committee with Kirstin Flamand and Erin Parish to vet the applications and interview final candidates.

Membership

I have been in conversation with Mary Keith, Membership Chair, to order supplies, etc. In the next several months we need to produce our fall directory. In advance of that, we need to review the current membership list to remove some members who have not participated for several years.

Director of Music Programming and Choir Director/Pianist/Accompanist Search

Consulted with Kirsten Flamand and Leah Cobb Lee. Helped create job descriptions for the two new positions and anticipate assisting Mary Anthony in setting up the new positions in our accounting software.

Report on the Fellowship Council – Monthly Meeting (September 12, 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); Debra Neill-Mareci (Greeters-Ushers); Mary Keith (Membership Chair); Mary Bahr (Social Justice Council); Marilyn Roberts (Facilities); Susan Christy (Recruiter For Welcome Team, Greeters Welcome Table, Visitors Table/Coffee Hour Hosts), and Rev. Tracie Barrett (UUFG Contract Minister)

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. This will apprise the Governing Board of the types of activities and collaboration. 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.

As part of a round table discussion, Fellowship Council participants discussed a wide range of issues.

Scheduling issues were a significant problem mentioned. 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. Committee chairs should consult the master calendar before scheduling.

Future social activities, as part of growing fellowship and hospitality, were mentioned. 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. Also a Winter Solace Celebration will be held on December 9th. Successful activities such as the Social Justice Environmental Luncheon and Fair were held September 10th with large scale community participation. Also significant volunteer effort by UUFG members has been held at the Bread of the Mighty Headquarters on the second Saturday for the last three months. This volunteer effort is encouraged and should be expanded.

Worship continues to be an ongoing concern. The worship team is still seeking greater assistance with Sunday worship planning. Rev. Tracie will be providing one Sunday a month in our pulpit as her schedule will allow. Liz Stuart indicated that covering all of the Sundays is somewhat of a challenge. Still the Fellowship Council is grateful to Liz for her significant efforts in the absence of a full-time pastor.

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 climbing ladders. On encouraging item for our facilities is that the Solar Project is moving forward and will be formally announced once the contract with the vendor is signed.

Mary Keith indicated that new membership participation is critical but that many new members are not aware of the many activities that are available. It was suggested that a Time and Talent Inventory be offered to new and current members, allowing them to express their interest areas. These interest inventories should be shared with committee and program chairs so that they can recruit members directly from the inventory.

Youth and adult education were discussed. Debra Neill-Marcie indicated a strong participation in the OWL program (Our Whole Lives). Many of the OWL participants are not members of the Fellowship, but that this educational outreach is B a positive service to those participants and their families. Another item of educational interest was the formation of a Freedom School for youth and adults. Such areas such as banned books and

the 1619 Project will require interaction and approval by the Governing Board. The need to expand adult religious education was shared.

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 October 10th at 7:00 pm (via Zoom). An agenda and notifications will be forward in the last week of September for our future meeting.

The Fellowship Council meeting closed at 8:15pm 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

UUFG Governing Board Meeting Minutes

August 28, 2023 – 6:30 pm to 8:30 pm

Board members present: Leah Cobb Lee, Mike Hazlitt, Mary Anthony, Erin Parish, Norden Lucke, Tim Christy, Tom Mareci

Congregation members present: Harry Mangle, Judith Kendall, Mary Keith, Kirsten Flamand, Beverly Sanders

1. Gathering and meeting prep

- a. Leah called meeting to order at 6:30 pm. There is a quorum.
- b. Chalice lighting, Leah did reading.
- c. 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.*
- d. Personal check in.
- e. Confirm agenda and roles. Mike is time keeper, Leah will write gratitudes, agenda is confirmed.

2. Congregational input: Judith, thanks board for setting aside time for retreat, timing is not ideal because of masking decision to on agenda tonight. Decision making is one of topics on retreat and several topics tonight would make good case studies for retreat. Banned books is another, that really should go to Social Justice. Board should not be making program decisions.

Mary Keith, suggested that she did not get good information on what membership is and what duties are entailed. Mary Keith, doesn't know who to go to give info for slides. Leah, go to Worship Team. Mary Keith, thought we voted on masking policy at last congregational meeting. Leah, no that vote was for solar. Leah, if no one has a problem with delaying banned books and masking policy til after retreat we will do that, ok.

3. Consent Agenda

- a. Treasurer's Report July 2023 and commentary (Att 1): Mary Anthony, currently \$6000 under budget of what we were expecting. Plate donations not coming in as expected, not concerned as yet because summer months are usually down.
- b. Fellowship Council Report August 2023 (Att 2): Mike Hazlitt, we discussed would be nice to have rotating slides around 15 minutes before Sunday service to highlight upcoming events at UUFG. Would like more activities to bring people together.
- c. Board meeting minutes July 2023 (Att 3) : **MOTION** to approve minutes by Leah, Mike seconded. **APPROVED** unanimously.

4. Discussion, Action Items, Visioning

- a. New (Administrative) Minister Update: Leah, we have a new minister! Rev Traci Barrett will start officially Sept.1 as part time. Will attend meetings remotely. May do some services, would be paid for those by worship team. **ACTION ITEM**: Erin to send information about new minister on news and needs.

- b. OWL program update – Leah Cobb Lee: Leah, OWL has started, there are people attending who are not UUFG members. OWL starts at 12:30, James has invited participants to join us in social hall so there will be new faces.
- c. Masking policy – Norden Lucke. Dropped til after Board retreat

5. **Management and Facilities**

- a. Solar Panel Project update-Tim Christy, Alice Gridley got 2 proposals from vendors, waiting on a 3rd. Once we get all 3 will move forward. There has been no formal start with fund-raising. Need to get a legal document that states if person gives money and solar project doesn't go through, the money can go to UUFG or person can get refund. Mary Anthony, have reached out to lawyer and will follow up in next few days. Leah, lots of congregants have ideas about solar project (David Willkomm). Tim, reached out to foundation to see if it could loan 30% rebate until government pays, answer was yes, but it is not in their charter to do so. Tim, money could go away depending on political situation, maybe members could take risk.

MOTION:

Grant permission to Mary Anthony to open a new checking account at Ameris bank that will be used to hold funds intended for the solar project. Signatories on the account will be Leah Cobb Lee and Mike Hazlett. APPROVED unanimously

- b. Childcare for Young Adult Meeting-Leah Cobb Lee, James requests offering childcare for young adult meetings. The group is growing and are putting on events for kids. Beverly Sanders, it used to be offered for choir practice when needed. **MOTION** to give James permission to provide childcare for young adult meetings. Tom Mareci seconds, **APPROVED** unanimously.
- c. A/V tech pay rate (Att 4) – Mary Anthony, will need to pay more than UUA guidelines due to need and Gainesville has high requirement. Offer \$19 - \$25 per hour. Job would require 9:30 to 12:30 on Sundays, congregational meetings after service and select services such as Christmas Eve, etc. **MOTION** to approve hiring tech at \$19 -\$25 per hour. Leah seconds. **APPROVED** unanimously.
- d. Personnel updates – Leah Cobb Lee
 - i. Recent Childcare Provider hire: Leah, There is a new childcare provider, don't have name right now.
 - ii. Dir. Of Lifespan Development Credentialing: Leah, James is now Director of Lifespan Faith Development and is getting credentialed.
 - iii. Bookkeeper & Music/Choir director searches: Leah, still looking for a bookkeeper. Kirsten Flamand, Shana interested in working for us, need to restructure division of work, Tane and Shana are both on board for this. Kirsten, Shana wants to be part of UUFG but not comfortable being choir director, Tane wants to do director part. Kirsten, Shana's title would be Outreach Executive Director of Music Program (like DRE), Tane would be the teaching and leading choir. Both agree to divide salary, which would be about \$20,000 each. Shana would choose hymns for services, Tane would choose anthems. Shana has agreed to connect with Tane. Norden, Tane

had trouble with some of choir members in previous church. Kirsten, Tane adored previous minister and new minister wanted to micro manage. Kirsten believes Tane is introverted and has strict musical mind. Erin, who would do slides for service. Kirsten, Shana would do slides. Beverly, I think our choir will appreciate Tane. Tom, has Tane performed as a choir director? Beverly, She did during the summer. Tom, Tane will be practicing with choir and playing piano? I'm concerned because of a past music director that wanted piano in middle of chancel. Kirsten, piano and choir will have to be moved a little but the piano will not be in the middle. Mary, right now Tane is being as an independent contractor and will be salary. Mary, Tane's current monies being paid will roll into her salary. Mike, will budget line need to be adjusted? Mary, as long as music budget stays the same don't need to change line items. Kirsten, Shana would be in charge of music for Sunday service and would be there every Sunday. **MOTION** to approve 2 new job descriptions for Choir Director/Accompanist and Outreach Executive Director of Music Program. Mike seconds. **APPROVED** unanimously. Kirsten to take to candidates for their approval so can start contracts.

6. Leadership and Governance

- a. Minister Search Discussion: Leah, what are next steps for minister search? Mike, I think you have to form new group for interim minister. Mary A, search process needs to start in November. Tim, I asked Rev Traci if she could help with that process, she knows UUA and thanks to Rev Christe we found her. Concern about pastoral care and wedding and funerals. Mary A., can't pat Jim Wright but we do have people for funerals, wedding, etc.. Jim Wright and pastoral care team is meeting middle of September. Approached Rev Traci about weddings and funerals, she would about per Leah she probably would not be best one. There are back-ups, Samara and one other. Mary A., think Jim Wright sees pastoral team going on longer as low level pastoral care. Leah, need to thank present search committee. Tom, if anyone wants to continue on they can.
- b. Board Retreat discussion: Leah, anything you want Judith to cover at the retreat? Dealing with conflict resolution within committee. Judith, we will be doing that again as well as decision making topic, board responsibility and goal setting.
- c. Community building event discussion: Leah, need something social happening, any group have anything? Tom, pot luck lunch spring and fall would be good, take advantage of nice Florida weather, square dancing, talent show. Leah, need listening circle before GA next year because of final voting on Article 2.
- d. Fall, winter projects discussion: Susan Christy working on auction for January, solar fundraising, OWL.

7. Wrap Up

- a. Emerging Concerns: Mike, my previous congregation had call list for well check in case of disaster. Leah, will ask Jim Wright if he has that. Mike, during stewardship people said only time we hear from you is when you need money. Mike, is stewardship an ongoing thing? Think it should start in February. Leah, will put it on agenda for next month. Judith, have somebody in mind for stewardship drive but will not talk to them without your permission. Judith, it will need to be a major thing. Leah, Cam looking into security cams, thinking about what happened at Plano, Texas UU church. Leah, personnel committee is just Kirsten, have to find someone to help her, Diana is not helping all the time. Judith, LDC can work on it. Mike, can anyone on finance take over both or would that be a conflict of interest? Leah, would be good to have finance committee member as liaison on personnel committee. Tom, remove emails board emails from UUFG website because of phishing problems many of us had. Leah will email Cam and ask him to take board emails off UUFG website.
 - b. Calendaring and Action Items: **ACTION ITEM**: Erin to email congregation about hiring Rev Traci. **ACTION ITEM**: Leah to email Cam about taking personal information off website.
 - c. Gratitude notes: Leah will write gratitude notes
 - d. Board Process: no external observer
 - e. Next meeting September 25, 2023 at 6:30 pm
8. Adjourned at 8:18 pm

SUMMARY BOARD RETREAT 9/16/2023

RETREAT GOALS

- Bonding – come together as board
- Facilitate our own special gifts
- Long term strategic planning
- Enjoy lunch
- Focus on Sunday services
- Have fun
- Usefulness in future
- Better understand other board members

PRIORITIZING GOALS

- Board host community building events *****
- Grow membership and commitment ***
- Develop strategic plan ****
- Freedom school
- Library
- RE
- Identify/ask new, young leaders ***
- Advertise/publicize commitment to justice ***
- Appeal to younger audiences ***
- More community service, outreach *
- Conflict resolution **
- 8th principle
- Quality Sunday services ***
- Financial stability *****
- Solar project *****

CONCENSUS GOALS

- Financial stability
- Grow membership and commitment
- Advertise/publicize our commitment to justice – Iguana, Alligator, NPR, WUFT

MEASURABLE GOALS FOR

1. Advertising/publicizing

- Monthly social justice/service activity with visibility
- Listed by UF chaplains
- Radio, print advertising
- Social media
- Website improvement
- News coverage of our events
- Marketing committee and budget

YEARLY UUFG GOALS

1. & 2. Financial and membership

- Clear communication on finances
- Regular, frequent communication about money
- Post time/financial needs to facilitate contributions
- Talent inventory
- Service time to talk about business

FOLLOW UP

- Policy Manual
- Organizational chart
- Charters
- Personnel committee
- Stewardship
- Sunday services – burn out
- Interim minister- Rev Tracie
- Decision making/conflict



Leah Cobb Lee <leahcobblee@gmail.com>

Request for Church Rental Space - Board Issue?

1 message

admin@uufg.org <admin@uufg.org>

Tue, Sep 19, 2023 at 1:59 PM

To: Leah Cobb Lee <leahcobblee@gmail.com>, Tracie Barrett <tbarrett@uuma.org>

Leah and Rev. Tracie,

We have been approached by a small African American church to rent our Sanctuary on Sunday afternoons or evenings (depending on availability). About 50 people (adults and children) may attend on Sundays. It would be an ongoing, semi-permanent rental.

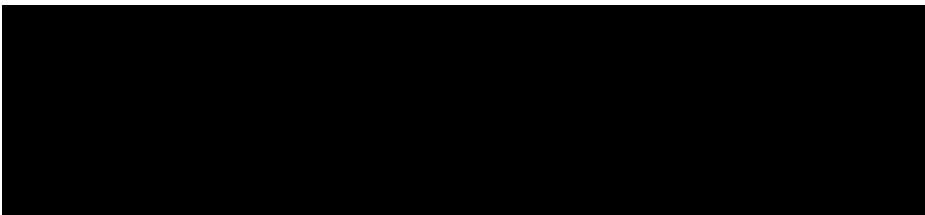
They would also be interested in renting the Social Hall and possibly a classroom or two for bible study during the week.

The church was actually here a number of years ago.

Name of church: Joy of the Lord Outreach Ministries

Facebook: <https://www.facebook.com/joyofthelord1>

Contacts:



I have a bit more info, but please let me know if this rental/usage is something that you and the board generally would like to pursue.

Thanks,

Cam

Camden Pierce
Congregational Administrator

(he/him)

Policy and Procedures Manual

FAP-11 Purchase of Items or Services

Annual Review: Finance Committee

Initial Approval: June 10, 2012

Latest Revision:

Purpose

These policies and procedures govern the purchase of items or services for use by the UUFG congregation.

Policy

1. Anyone purchasing items or services with monies of the congregation shall seek to incur the lowest cost in the fulfillment of specified needs with appropriate levels of quality and service, according to the procedures below.
2. If at all possible, UUFG will not knowingly enter into contractual arrangements or use vendors with a known history of actions or policy of discrimination against individuals or groups. Examples would be discrimination or working against rights of persons based on race, age, gender, sexual orientation, gender identity, national origin, disability, marital status, education, economic status, or religious belief.

Procedure

1. Bids are not required for purchase of items or services under \$500.00.
2. A minimum of one bid is required for purchase of items or services between \$500-\$1,500. A prior vendor may be selected without soliciting a second bid if UUFG has at least two years of prior history of good service or performance with that vendor.
3. Three bids are required for purchase of an item or service that is \$1,500 or higher.
4. A purchase may be approved by the Governing Board without the requisite number of bids if there are not sufficient qualified bidders available.

Amended Articles of Incorporation | 19 May 2019

ARTICLE VIII **SUBSCRIBERS**

The names and residences of the subscribers are as follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, FLORIDA</u>
G. R. Noggle	1784 S.W. 36 th Place	Gainesville
Nancy W. Cieboter	326 S. W. 4 th Avenue	Gainesville
Arthur L. Fabrick	Route 4, Box 176-F	Gainesville
Yoshi Ariki Varney	1406 N. E. 12 th Terrace	Gainesville
James R. Fisher	1202 N. W. 42 nd Avenue	Gainesville
Glenn J. Hoffman	1211 N. W. 25 th Terrace	Gainesville
Archie Mathews	1021 S. W. 3 rd Avenue	Gainesville

ARTICLE IX **BOARD OF TRUSTEES/GOVERNING BOARD**

Board of Trustees (n/k/a Governing Board): The affairs of the Corporation shall be managed by a Board of Trustees, now known as and hereafter called the "Governing Board". The number of Governing Board members, the manner of their election, their titles and their terms of office shall be set forth in the By-Laws of the Corporation, provided there shall be never be fewer than three (3).

The Governing Board shall meet at such times and places as set forth in the By-Laws or more frequently as they may deem necessary.

ARTICLE X **ANNUAL MEETING**

The annual meeting of the membership of the Corporation shall take place between April 1st and May 31st of each year. The date and time of the annual meeting shall be determined by the Governing Board.