



Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda
June 24, 2024 – 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,
- 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. Admin Report June 2024 (Att. 1)
 - b. Treasurer's Report June 2024 (Att. 2)
 - c. Fellowship Council June 2024 (Att. 3)
 - d. Board Meeting Minutes May 2024 (Att. 4)
4. [7:05 pm] Discussion, Action Items, Visioning 10 min
 - a. Foundation directors' transition (Leah Cobb Lee) (Att. 5)
 - b. Policy revision recommendations (Tom Mareci) (Att. 6)
5. [7:15 pm] Facilities 35 min
 - a. Security cameras installed (Norden Lucke)
 - b. Surveillance and gun signs (Norden Lucke)
 - c. Sanctuary A/V problems (Erin Parish)
 - d. Neighbor's issues with Memory Garden tree (Leah Cobb Lee) (Att. 7)
6. [7:50 pm] Leadership and Governance 20 min
 - a. Board Vice President stepping down (Mike Hazlett)



Unitarian Universalist Fellowship of Gainesville

- b. Welcoming Rev. JeKaren (Leah Cobb Lee)
 - c. Sharing goodbyes and gratitude for Rev. Tracie (Leah Cobb Lee)
7. [8:10 pm] Wrap up 5 min
- a. Emerging Concerns
 - b. Calendaring and Action Items
 - c. Gratitude notes
 - d. Board Process – external observer
 - e. Next meeting July 22, 2024
8. [8:15] Adjournment



Unitarian Universalist Fellowship of Gainesville

To: Governing Board
From: Cam Pierce
Date: June 20, 2024
RE: Monthly Congregational Admin Report to the Board

Membership Numbers

We currently have 154 members and 23 supporting friends on our rolls. Jon Kramek has resigned from the Fellowship.

Sunday Service Attendance

Sundays, May 2024 –

- Average adult in person attendance for two Sundays: 66
- Average YouTube visits for four Sundays: 50
- Total average participation for two Sundays: 105
- Current YouTube subscribers: 314

Date	YouTube	In-Person Attendance	Total
5/5/2024	43	68	111
5/12/2024	36	63	99
5/19/2024	57	*	
5/26/2024	62	*	

* Check counters accidentally disposed of collection envelopes with attendance data.

Sundays, May 2023 –

- Average in person attendance for four Sundays: 71
- Average YouTube visits for four Sundays: 64
- Total average participation for five Sundays: 135
- Current YouTube subscribers: 248

Date	YouTube	In-Person Attendance	Total
5/7/2023	65	73	138
5/14/2023	55	69	124
5/21/2023	81	75	156
5/28/2023	55	66	121

Attendance

Because of time constraints (vacation and illness) I have not yet finalized attendance numbers. They will be reported with the July report.

UUFG Office Notes

Insurance

Our Liberty Mutual policy runs through August 15. Connie Farmer, our agent at HUB International, has informed us that our policy is under review and may not be renewed. We should know soon if we need to seek new coverage, though Connie Farmer says “the market is tight.” The Liberty Mutual underwriter asked for information regarding our “Abuse and Molestation” policy. I sent her our safe congregations policy found in our personnel manual and behavior-related policies from our governance manual. I also sent information about the Gainesville Bridge Club, as the underwriter is concerned about non-UUFG functions at our location. Jim Wright, Mary Anthony and I plan to meet with Connie Farmer to discuss our policy upon her return from vacation in July.

Burglaries

As reported in my May admin report, on Wednesday morning, May 22, I arrived at the Fellowship and noticed that our mower shed door was open. Sometime Tuesday night or early Wednesday morning, thieves had stolen our Kubota mower and other power tools as well as damaged the shed door. I reported the theft to Gainesville Police and to Liberty Mutual, which subsequently sent a check for ~\$5100 to help cover the replacement cost of the mower.

On Tuesday, June 18, I discovered the shed behind the sanctuary had been burgled. The door was open and Marilyn Roberts confirmed the loss of power tools and other items, including four toolboxes of tools that Mike Hazlett had recently donated to UUFG. A few items were recovered in the memory garden, where Marilyn found one of the carts from the shed. I reported this burglary as well to GPD.

Safety Committee & Video Cameras

I attended the May Safety Team meeting, chaired by Jonathan Coron. On Tuesday, May 18, I accompanied Jowe Rowe to Best Buy, where we used the Fellowship’s company credit card to purchase five Blink video cameras. On Thursday, May 20, a team including Jowe, David Willkomm, Jonathan Coron and Tom Bullock installed the five cameras around the Fellowship. We may decide to expand and further refine our video surveillance capabilities, but it is a good start.

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. August will be our final Touchstone mailing as that service is ending. Our Worship Team may decide to use old Touchstone themes or purchase old themes from years prior to 2019. Also as usual, I sent out anniversary letters to all members who have joined the Fellowship in any given month as well as creating weekly Gazettes.

Finance

I participated in monthly Finance Committee meetings, preparing financial reports for their review.

Front Sign

I have been changing messages on the front sign to reflect upcoming service titles or speakers.

Personal Time

I was away on vacation from Friday, May 31 through Friday, June 8. After returning for one day, on Monday, June 10, I tested positive for Covid and stayed home Tuesday June 11 through Friday, June 14. I am also planning to travel to Charlotte, NC, to visit my son from Thursday, July 18 through Monday, July 22.

Unitarian Universalist Fellowship - Gainesville FL								
Treasurer's Report as of May 2024 for General Fund								
Tuesday, June 18, 2024								
Account #	Account Name	Period Activity May 2024	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	8,379.64	23,333.00	237,683.39	256,663.00	(18,979.61)	280,000.00	42,316.61
4.100.050	Sunday Collect/Unidentified G	792.49	1,333.00	10,306.31	14,663.00	(4,356.69)	16,000.00	5,693.69
	Total Sustaining Gifts-Members & Friends	\$9,172.13	\$24,666.00	\$247,989.70	\$271,326.00	(\$23,336.30)	\$296,000.00	\$48,010.30
Miscellaneous Income								
4.100.210	Rental Income	1,095.00	1,000.00	11,226.00*	11,000.00	226.00	12,000.00	774.00
4.100.300	Special Activities and Auction	0.00	833.00	17,044.92*	9,163.00	7,881.92	10,000.00	(7,044.92)
4.100.330	Interest	45.02	25.00	486.57*	275.00	211.57	300.00	(186.57)
	Total Miscellaneous Income	\$1,140.02	\$1,858.00	\$28,757.49*	\$20,438.00	\$8,319.49	\$22,300.00	(\$6,457.49)
	Total Income to General Fund	\$10,312.15	\$26,524.00	\$276,747.19	\$291,764.00	(\$15,016.81)	\$318,300.00	\$41,552.81
	Total Income	\$10,312.15	\$26,524.00	\$276,747.19	\$291,764.00	(\$15,016.81)	\$318,300.00	\$41,552.81
Expense								
Expenses from General Fund								
Programs								
5.100.110	Membership	0.00	50.00	547.63	550.00	(2.37)	600.00	52.37
5.100.120	UU Leadership	0.00	50.00	283.07	550.00	(266.93)	600.00	316.93
5.100.130	Social Justice	385.07	125.00	1,519.30*	1,375.00	144.30	1,500.00	(19.30)
5.100.140	RELATE	0.00	13.00	0.00	143.00	(143.00)	150.00	150.00
5.100.150	CUUPS	0.00	21.00	0.00	231.00	(231.00)	250.00	250.00
5.100.240	RE Program Activities	46.85	167.00	1,342.37	1,837.00	(494.63)	2,000.00	657.63
5.100.280	Hospitality Budgeted	0.00	17.00	27.46	187.00	(159.54)	200.00	172.54
5.100.300	Special Activities and Auction Expenses	0.00	0.00	660.04*	0.00	660.04	0.00	(660.04)
5.100.310	Worship - Sunday Services	0.00	333.00	6,889.57*	3,663.00	3,226.57	4,000.00	(2,889.57)
5.100.320	Music Program	112.83	200.00	1,120.42	1,800.00	(679.58)	2,000.00	879.58
5.100.410	Canvass Expenses	0.00	0.00	133.01	500.00	(366.99)	500.00	366.99
5.100.430	Book Cart Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Programs	\$544.75	\$976.00	\$12,522.87*	\$10,836.00	\$1,686.87	\$11,800.00	(\$722.87)
Administration & Operational Support								
5.100.010	Board Discretionary Funds	749.65	125.00	749.65	1,375.00	(625.35)	1,500.00	750.35
5.100.020	Pastoral Care Expense	0.00	17.00	66.00	187.00	(121.00)	200.00	134.00
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	14,234.00	14,234.00	0.00	15,525.00	1,291.00
5.100.525	Insurance	1,538.35	1,500.00	16,617.70	17,500.00	(882.30)	19,000.00	2,382.30
5.100.530	Office Expense	354.65	583.00	5,194.60	6,413.00	(1,218.40)	7,000.00	1,805.40
5.100.540	Bookkeeper	200.00	208.00	1,512.50	2,288.00	(775.50)	2,500.00	987.50
5.100.545	Telephone & Internet	901.50	482.00	6,257.03	6,618.00	(360.97)	7,100.00	842.97
5.100.550	Utilities - Electricity & Water	500.45	1,667.00	14,891.37	18,337.00	(3,445.63)	20,000.00	5,108.63
5.100.560	Waste Disposal	198.55	200.00	2,259.82*	2,200.00	59.82	2,400.00	140.18
5.100.570	Custodial Service	770.00	770.00	8,470.00	8,470.00	0.00	9,240.00	770.00
5.100.572	Custodial Supplies	0.00	69.00	346.13	759.00	(412.87)	825.00	478.87
5.100.575	Facilities Maintenance	1,092.00	625.00	7,134.31*	6,875.00	259.31	7,500.00	365.69
5.100.580	Backflow and Fire Suppression	60.00	333.00	2,547.37	3,663.00	(1,115.63)	4,000.00	1,452.63
5.100.583	Security & Safety	0.00	25.00	317.00*	275.00	42.00	300.00	(17.00)
5.100.585	Pest Control	0.00	0.00	400.00	400.00	0.00	400.00	0.00
5.100.595	VANCO, Online Platform and Bank Fees	110.56	146.00	1,745.00*	1,606.00	139.00	1,750.00	5.00
	Total Administration & Operational Support	\$7,769.71	\$8,044.00	\$82,742.48	\$91,200.00	(\$8,457.52)	\$99,240.00	\$16,497.52

Unitarian Universalist Fellowship - Gainesville FL									
Treasurer's Report as of May 2024 for General Fund									
Tuesday, June 18, 2024									
Account #	Account Name	Period Activity May 2024	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining	
Compensation & Related Expenses									
5.100.610	Ministers Salary	3,102.58	6,261.00	26,688.99	64,871.00	(38,182.01)	71,126.00	44,437.01	
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	5,346.00	(4,922.24)	5,829.00	5,405.24	
5.100.640	Ministers Pension Fund	0.00	684.00	553.93	7,524.00	(6,970.07)	8,203.00	7,649.07	
5.100.650	Ministers Health Insurance	0.00	1,211.00	1,471.12	13,321.00	(11,849.88)	14,534.00	13,062.88	
5.100.660	Ministerial Transition Expense	0.00	1,042.00	0.00	11,462.00	(11,462.00)	12,500.00	12,500.00	
5.100.670	Ministers Professional Expenses	0.00	667.00	122.89	7,337.00	(7,214.11)	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	3,660.80	3,435.00	39,577.42*	37,785.00	1,792.42	41,215.00	1,637.58	
5.100.712	Congregational Administrator-Professional Expenses	0.00	167.00	100.00	1,837.00	(1,737.00)	2,000.00	1,900.00	
5.100.720	Choir Director Salary	1,639.54	2,174.00	13,540.45	23,914.00	(10,373.55)	26,088.00	12,547.55	
5.100.721	Director of Music Programming Salary	0.00		885.89					
5.100.722	Music Director's Professional Expenses	0.00	260.00	0.00	2,340.00	(2,340.00)	2,600.00	2,600.00	
5.100.725	Pianist/Accompanist - Payroll	450.00	1,105.00	3,650.00	12,155.00	(8,505.00)	13,261.00	9,611.00	
5.100.728	Audiovisual Technician	190.00	667.00	2,338.75	7,337.00	(4,998.25)	8,000.00	5,661.25	
5.100.731	Director of RE Salary	2,181.96	2,174.00	22,957.10	23,914.00	(956.90)	26,088.00	3,130.90	
5.100.732	Director of Religious Education-Professional Exp.	0.00	217.00	1,010.39	2,387.00	(1,376.61)	2,600.00	1,589.61	
5.100.740	Child Care	743.75	500.00	6,897.92*	5,500.00	1,397.92	6,000.00	(897.92)	
5.100.820	Staff Pensions	343.00	343.00	3,773.00	3,773.00	0.00	4,121.00	348.00	
5.100.910	Payroll Tax Expenses	881.18	600.00	8,488.98*	6,600.00	1,888.98	7,200.00	(1,288.98)	
	Total Compensation & Related Expenses	\$13,192.81	\$21,993.00	\$136,480.59	\$241,403.00	(\$105,808.30)	\$263,365.00	\$127,770.30	
	Total Expenses from General Fund	\$21,507.27	\$31,013.00	\$231,745.94	\$343,439.00	(\$112,578.95)	\$374,405.00	\$143,544.95	
	Total Expense	\$21,507.27	\$31,013.00	\$231,745.94	\$343,439.00	(\$112,578.95)	\$374,405.00	\$143,544.95	
	Difference	(\$11,195.12)	(\$4,489.00)	\$45,001.25	(\$51,675.00)		(\$56,105.00)		
* = Income/Expense exceeds amount budgeted to date									

		Unitarian Universalist Fellowship - Gainesville, FL	
		Budget Variance Report	
		May 2024	
Account #	Account Name		
Income			
Income to General Fund			
Sustaining Gifts-Members & Friends			
4.100.030	Current Years Pledges	May receipts are significantly under budget for the month. Pledge income is under budget by \$18,980 for the year.	
4.100.050	Sunday Collect/Unidentified Giving	Through May, Sunday collection is under budget by \$4357.	
Miscellaneous Income			
4.100.210	Rental Income	Main rental income from the Gainesville Bridge Club and Joy of the Lord Outreach Ministries. In May we had rentals for two memorial services and the Vets for Peace Poetry event.	
4.100.300	Special Activities-Auction		
4.100.330	Interest		
Expense			
Expenses from General Fund			
Programs			
5.100.110	Membership		
5.100.120	UU Leadership		
5.100.130	Social Justice	payments in May include Banned Books Readout and button maker	
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		
5.100.320	Music Program	materials for concert	
5.100.410	Canvass 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, budgeted at 0 for this year	
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		
5.100.530	Office Expense	Includes contracts with Konica Minolta, MailChimp and Office 365.	
5.100.540	Bookkeeper	Contract with Mignon Craig, bookkeeper	
5.100.545	Telephone & Internet	Includes contract with Cox Communications, webhosts and other related services	
5.100.550	Utilities - Electricity	GRU/electric & water expenses. On March 19, our solar power array was connected to GRU's grid, but our latest bill doesn't reflect that credit.	
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	Recall the negative number last month because of a donation made to be used for sound equipment. This month's facilities line item includes a \$938 payment for sound equipment	
5.100.580	Backflow and Fire Suppression		
5.100.583	Security & Safety	We currently pay 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, Online Platform and Bank Fees	Vanco manages most of our online donations. The other online platforms we use include Venmo, PayPal and Stripe.	

Unitarian Universalist Fellowship - Gainesville FL
Consolidated Fund Activity Report for May 2024

Tuesday, June 18, 2024

Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	113,205.61	10,312.15	21,507.27	(6,110.00)	95,900.49
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	631.00	0.00	0.00	0.00	631.00
3.202.100	Music Support Fund	1,087.00	616.00	0.00	0.00	1,703.00
3.203.110	Memory Garden Fund	346.11	200.00	0.00	0.00	546.11
3.203.120	Courtyard Fund Balance	2,500.16	0.00	0.00	0.00	2,500.16
3.203.140	Interim Ministry Fund Balance	49,421.00	0.00	0.00	0.00	49,421.00
3.203.150	Labyrinth Fund Balance	2,000.00	0.00	0.00	0.00	2,000.00
3.204.110	Book Cart Fund	849.90	0.00	0.00	0.00	849.90
3.206.100	<i>Foundation Grants</i>					
3.206.113	Youth Room Update (Grant) Fund Balance	1,355.87	0.00	0.00	0.00	1,355.87
3.206.115	Banned Books (Grant) Fund Balance	73.95	0.00	0.00	0.00	73.95
3.206.116	Security Camera Grant Balance	600.00	0.00	0.00	0.00	600.00
3.206.140	UU Leadership Fund - Balance	4,619.40	0.00	0.00	0.00	4,619.40
3.206.189	Hospitality Supply (grant) Balance	742.00	0.00	0.00	0.00	742.00
3.206.190	Memory Garden (grant) Balance	2,075.00	0.00	0.00	0.00	2,075.00
3.206.191	Sound System Improvement Grant Balance	834.00	0.00	0.00	0.00	834.00
3.210.100	<i>CYREC</i>					
3.210.110	RE Fund Balance	2,920.70	(758.00)	0.00	0.00	2,162.70
3.210.120	Youth Support Fund Balance	1,070.91	0.00	0.00	0.00	1,070.91
3.210.125	OWL Fund Balance	322.40	1,669.00	5.98	0.00	1,985.42
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	3,410.25	0.00	67.50	0.00	3,342.75
3.216.160	Share The Plate Balance	410.49	427.33	410.49	0.00	427.33
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
3.500.155	Solar Fund Bank Account Balance	147.75	0.00	0.00	0.00	147.75
3.500.200	UUFG Foundation Balance	461,233.99	0.00	0.00	0.00	461,233.99
3.500.250	Ministers Discretionary Fund Bank Account Balance	597.99	0.00	0.00	0.00	597.99
	Total	\$1,901,023.63	\$12,466.48	\$21,991.24	(\$6,110.00)	\$1,885,388.87

Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
May 2024

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. This month includes the purchase of a new mower out of the general fund per governing board authorization
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 December 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.
3.201.120	CUUPS Support Fund Balance	Debra Neill-Mareci	Donations	For Sacred Oak CUUPS group for ritual expenses and fire circle upkeep
3.202.100	Music Support Fund	Beverly Sanders, Choir President	Donations/Events	For music program expenses not covered by the budgeted line item. This month shows income from concert
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. Given annual expenses, this fund may zero out in FY 2024-2025; however, this month we received some donations in memory of Bob Kendall.
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. The main expense this year: mulching
3.203.130	Solar Panel Fund Balance	Mary Anthony	Donations	Pass through account used for donations for our solar panel project. Money is transferred into our Solar Panel checking account.
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.
3.206.115	Banned Books Fund	Mary Bahr	Foundation	Fall 2023 grant to purchase banned books for UUFG banned book library
3.206.116	Security Cancera Fund	Jonathan Coron	Foundation	Fall 2023 grant for three video cameras for security on UUFG grounds
3.206.140	UU Leadership Fund	LDC	Foundation	
3.206.189	Hospitality Supply Fund	Debra Neill-Mareci & Hazel Hazlett	Foundation	Spring 2024 grant to purchase new plates and supplies for the kitchen
3.206.090	Memory Garden (grant) Fund	Joy Avery	Foundation	Spring 2024 grant to have camillias professionally trimmed
3.206.191	Sound System Improvement Fund	James Benedict	Foundation	Spring 2024 grant for misc. sound equipment

**Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
May 2024**

Account #	Account Name	Name	Source	Purpose
	<i>CYREC</i>			
3.210.120	RE Fund Balance	James Chase		To benefit children & youth. February activity reflects t-shirt purchases and sales. In May, we moved the t-shirt fundraising beneficiary to the OWL fund.
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
3.210.125	OWL Fund Balance	James Chase	Payments	Funds received to pay for OWL training and classes
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. In March, Social Justice supported programs at PineRidge that depleted this fund.
2.216.160	Share The Plate Balance	Mary Bahr	Directed Donations	On February 18, we collected \$548.53 for Florida Rights Restoration Coalition. Noting that we had already collected for FRRC in September 2023, Social Justice is designation the remaining \$292.60 in the account for Bread of the Mighty.
2.216.220	UU Service Committee Fund Balance	Mary Bahr	Directed Donations	Guest at Your Table collection - benefitting UUSC
	<i>Future Funding & Capital Reserve Accts.</i>			
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.
3.500.155	Solar Fund Bank Account Balance	Leah Cobb Lee & Mary Anthony	Donations	Money transferred from Solar Panel Fund pass through account to pay for the installation of solar panels. In March, we paid our final installment. The Board may decide whether to continue maintaining the solar checking account.
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 May 31, 2024			
Tuesday, June 18, 2024			
Account #	Account Name	Beginning Balance	YTD Balance
Assets			
Cash			
1.000.130	Ameris Bank-Checking	92,081.23	173,283.60
1.000.140	Ameris Bank-Money Market	81,074.95	81,561.52
1.000.155	Solar Fund - Checking	0.00	147.75
	Total Cash	\$173,156.18	\$254,992.87
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	461,233.99
1.100.250	Ministers Discretionary Fund Account	627.99	597.99
	Total Other Assets	\$429,393.56	\$461,831.98
	Total Assets	\$1,771,119.74	\$1,885,394.85
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	95,900.49
3.100.321	Minister's Sabbatical Fund Balance	27,908.58	27,908.58
3.201.120	CUUPS Support Fund Balance	431.00	631.00
3.202.100	Music Support Fund	1,087.00	1,703.00
3.203.110	Memory Garden Fund	760.11	546.11
3.203.120	Courtyard Fund Balance	4,215.16	2,500.16
3.203.140	Interim Ministry Fund Balance	5,663.00	49,421.00
3.203.150	Labyrinth Fund Balance	0.00	2,000.00
3.204.110	Book Cart Fund	312.00	849.90
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	0.00
3.206.115	Banned Books (Grant) Fund Balance	0.00	73.95
3.206.116	Security Camera Grant Balance	0.00	600.00
3.206.140	UU Leadership Fund - Balance	4,519.40	4,619.40
3.206.141	OWL Fund (Grant) Balance	598.07	0.00
3.206.189	Hospitality Supply (grant) Balance	0.00	742.00
3.206.190	Memory Garden (grant) Balance	0.00	2,075.00
3.206.191	Sound System Improvement Grant Balance	0.00	834.00
3.206.211	Labyrinth Repair (grant) Balance	2,500.00	0.00
	<i>Total Foundation Grants</i>	<i>\$13,269.63</i>	<i>\$10,300.22</i>
3.210.100	<i>CYREC</i>		
3.210.110	RE Fund Balance	2,776.70	2,162.70
3.210.120	Youth Support Fund Balance	1,070.91	1,070.91
3.210.125	OWL Fund Balance	0.00	1,985.42
3.210.160	Playground/Coffee Fund Balance	95.00	95.00
	<i>Total CYREC</i>	<i>\$3,942.61</i>	<i>\$5,314.03</i>
3.216.100	<i>Social Justice Fund</i>		
3.216.110	Social Justice Unallocated Funds	2,882.72	3,342.75
3.216.150	Pineridge Fund	1,216.98	0.00
3.216.160	Share The Plate Balance	457.60	427.33
	<i>Total Social Justice Fund</i>	<i>\$4,557.30</i>	<i>\$3,770.08</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
3.500.155	Solar Fund Bank Account Balance	0.00	147.75
3.500.200	UUFG Foundation Balance	428,765.57	461,233.99
3.500.250	Ministers Discretionary Fund Bank Account Balance	627.99	597.99
	Total Fund Balance	\$1,771,113.76	\$1,885,388.87
	Total Liabilities and Fund Balance	\$1,771,119.74	\$1,885,394.85

Report on the Fellowship Council – Monthly Meeting (June 11, 2024 – 7:00 to 8:05pm) 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); Susan Christy (Hospitality Wrangler); Mary Bahr (Social Justice); Marilyn Roberts (Facilities) and Rev. Dr. Tracie Barrett. The total number in attendance was eight (6). Meeting Opened with a Chalice lighting and reading.

Lighting of the Chalice: Michael Hazlett. **Our Shared Hope for the World**

The chalice we light tonight is a symbol of our faith. It binds us together as one people: a reminder that our strength is in our shared hope for the world, and that our common work is the creation of Beloved Community among ourselves and in the world. Author Pat Uribe-Lichty

Michael Hazlett as usual requested monthly reports from Fellowship Council committees in order to wrap up the end of the fiscal year. Contents of these reports are forwarded the UUFG Office Administrator and UUFG Governing Board. Monthly committee reports will help apprise the Governing Board of the see types of activities and collaboration needed at the fellowship. Each committee reporting should share successes, needs and plans for the future.

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

Like previous months, Michael Hazlett wished to encourage wider participation in Fellowship Council and standing committees. Some additional recruitment of members to various committees included: Choir Participation; Communications (**need chair**); Facilities; Hospitality (needs chair); Membership (**needs chair**); Safety Committee; and Worship Team. Discussion about recruitment for members to be in committees varied. Sandra Topp has been coordinating stewardship with the assistance of Judi Oltmans, Evan Waldt, Judith Kendall, and Mike Hazlett (Board Liaison). The Stewardship Campaign ended in early June. Results from this year's pledge campaign was a record of \$313,746 pledged, up by \$47,325 over last year and \$92,326 compared to two years ago. Time and Talent Forms yielded 481 volunteer activities promised by 73 Fellowship members – an average of 6 to 7 volunteered areas per member. A summary of the **Pledge and Time-Talent Totals are found in Attachment A**. These strong stewardship results allowed the Minister Selection Committee to recommend and the Governing Board to offer a full-time contract minister's position to **Rev. JaKaren Olaoya (See her UUA Vita Overview in Attachment B)**.

Marilyn Roberts will be stepping down as Chair as Building and Grounds Committee as off July 1st. Marilyn indicated that there was an effort to recruit two or three individuals to assumed the various tasks for Facilities. Still the last Sparkle Saturday had a low turnout of volunteers. Marilyn also indicated the nearly all of the stolen equipment from the shed that was burglarized has been replaced through repurchasing or donations. This included the purchase of a new lawn mower for the Fellowship – mostly covered through insurance reimbursement.

There was no formal report from the Choir Circle, the Music Program.

While there was no formal report from Hospitality – given no formal committee – there was a discussion of the implementation of the Foundation Grant that upgraded of the Kitchen in the Phillips Hall. Debra Neill Mareci and Hazel Hazlett worked have stocked the kitchen with new Corel Ware. Elizabeth Farris has transitioned as the new Kitchen Steward. Additional recognition also goes to Lynn Jamison for stepping up when no one was scheduled for Coffee Hour. Susan Cristy stressed the need for more UUFG groups to step up and host Coffee Hour after Worship.

Membership Committee currently has no chair and activities of the committee are being carried out by Susan Christy and Judith Kendall. Still new visitor orientations have been occurring each month with a number of new members joining the Fellowship since January.

Safety Committee Chair (Jonathan Coron) presented a summary of their activities. Other activities including Conflict Resolution Training needed for Safety Team members and monitors. The issues of Building Safety and Security were listed as a concern going forward. Camera purchase will go ahead. On weapons on campus, the Safety Committee wishes to know what choice(s) the board wishes to make on two types of signs for the facility. One is the wording that does not permit weapons on the grounds of our campus. The other is the wording for alerting people that they are being videotaped. We also want to put up a small sign between the two main doors to the sanctuary. There was a sign there about no weapons being permitted but the sign was taken down. Finally, the shed that was broken into has been resecured – with increased security of the door of the shed. For the complete report for the Security Committee see Attachment C.

Social Justice Circle indicated a continuation in a number of areas including: Continued support for the Palestinian-Gaza Cease Fire Resolution; Banned books Readout: Updates and opportunity to volunteer; Medicaid expansion petitions and UUFG Hub status; Voter registration and voter writing campaign (UU the Vote) and Food for Kids volunteer opportunities. Solar array is operating at peak efficiency cutting UUFG electrical costs by as much as 90 percent.

The Worship Committee continues their efforts to cover Sunday worship services. Liz Stuart and the Worship Team have worship services planned through early May. Their intention is to continue planning services through the Summer. Those attending expressed their gratitude for Liz Stuart and Kirsten Flamand for their significant efforts in the absence of a full-time pastor. Worship Chair Liz Stewart reported her relief and gratitude that many people have stepped up to help with leading or participating in services – including new members Marci Wolf and Sue Boone. Much of the technical issues during worship, such as YouTube streaming, wearable mics, the hearing loop have been resolved. Efforts are underway to prepare for the arrival of Rev. JaKaren Olaoya in July. **The final report for Worship Committee is found in Attachment D.**

It was suggested that a simpler report format be developed for the Time and Talent Database – allowing Committee Chairs to request (thru Michael Hazlett) a listing of those interested in specific areas of committee work. Each area of service as a 3 character code (two letters and a number) that identifies the area of specific committee service a member of the Fellowship is interested. For example: If the Building and Grounds Chair wished to have just a listing of those interested in working on Sparkle Saturday (CODE “BG1”) you would request a special report for Building and Grounds just listing the names, phone numbers and email addresses of those who indicated an interest in Sparkle Saturday (email the request to mh-hazlett@wiu.edu). The special listing will be sent back to you in a word and PDF document for your use. This time and talent data base will be periodically updated as new members express an interest in areas of service, or current members add or change their areas of service. **Please see Attachment E for a completed list of these INTEREST CODES by Committee.**

ACTION ITEM: The only action item for the Governing Board is to consider and decide on the signage regarding Cameras and Prohibited Weapons (See Attachment C).

The next meeting of the Fellowship Council is scheduled for Tuesday, July 9th at 7:00 pm (via Zoom). An agenda and notifications will be forward in the first week of July for our next meeting. The Fellowship Council meeting adjourned early at 8:05 pm with the extinguishing of the chalice and final reading

Respectfully Submitted by

Michael Hazlett
Former Governing Board Vice President
and Fellowship Council Facilitator

Attachment A

Update on Time and Talent and Pledge Totals

SUMMARY COUNT OF UUGF AREAS OF TIME AND TALENT (2024/25) Jun. 6th, 2024

COMMITTEE	CODE	TASK DESCRIPTION OR AREA OF EXPERTICE VOLUNRTEERED
Building & Grounds	BG1	Sparkle Saturda 2nd Saturday:lawn care-leaf blowing- invasive plant removal\ to
	BG5	Other Building and Grounds Projects as needed
Choir Circle	CC1	Would like to Join the Choir Circle or Sing in the UUGF Choir to
	CC6	Serve as the music librarian for the UUGF choir
		<u>33 Volunteer Activities</u>
Congregational Care	CR1	Visitation and phone calls to members who are ill-can?t come to church-just like a
	CR6	Serves as Chairperson for the Congregational Care Team
		<u>55 Volunteer Activities</u>
Hospitality Cohort	HC1	Would serve on the Hospitality Committee. to
	HC9	Serve as Kitchen Steward for UUGF
		<u>82 Volunteer Activities</u>
Membership Committee	MC1	Willing to Serve on the Membership Committee (After Board Term) to
	MC7	Substitute for Membership Duties (Welcome-Visitors) if no Choir
		<u>43 Volunteer Activities</u>
Religious Education	RE1	Nursery Volunteer- Religious Education Teacher or Substitute to
	RE7	Consider starting a new covenant group (small grp ministry) in Fall 2024
		<u>35 Volunteer Activities</u>
Safety Committee	SA1	Serve as a Safety Committee Member to
	SA6	Continue scheduling foyer and RE monitors for Sunday Services
		<u>31 Volunteer Activities</u>
Social Justice Counc	SJ1	Become involved in UUGF?s Council and Social Justice Circle to
	SJ8	Assist with social justice banned books.
		<u>57 Volunteer Activities</u>
UUGF Board-Admin.	UU1	Volunteer in the UUGF Office (Office Assistance or Mailings) to
	UU9	Serve on the Communications Committee (advertising and outreach to community)
		<u>43 Volunteer Activities</u>
Worship Team	WT1	Volunteer as a worship associate to
	WT6	Assist Worship Team with Hymn Selection
		<u>49 Volunteer Activities</u>
481		Volunteer Activities pledged by 73 Fellowship Members

TOTEL PLEDGED DOLLARS FOR FISCAL YEAR 2024/25 (As of June 6th, 2024)

C	D	E	F	G	H
Total	104	\$ 313,746.00	\$ 266,421.00	43.25%	\$ 221,420.00
	Pledges	2024/25 Pledges	2023/24 Pledges	Percent Increase Those Pledging This Year & Last	2022/23 Pledges
Percent Difference by Year	-----	17.76323938	20.32381899		41.69722699
		2024/25 -> 2023/24	2023/24 -> 2022/23		2024-25->2022/23
Difference Between This and Last Years Giving in Dollars		\$ 47,325.00	\$ 45,001.00		\$ 92,326.00
		2024/25 -> 2023/24	2023/24 -> 2022/23		2024-25->2022/23

Attachment B

Rev. Jekaren Olaoya – UUA Vita and Perspective on Ministry

Experience & Preparation

Preliminary Fellowship: 2024

Ordination: The Ordination of **JeKaren Olaoya**. Saturday, June 8, 2024, 2:00pm – 4:00pm ET. High Street Unitarian Universalist Church ...

Seminary: Starr King School for the Ministry, MDiv-Chaplaincy Concentration 2023

Other Ministries and Work Experience:

2022- Now	Congregational Coach	Various Congregations	The Fahs Collaborative- Beloved Conversations
2021- 2023	Communications Coordinator	Meadville Lombard Theological School	The Fahs Collaborative- Beloved Conversations
2020- 2021	Congregational Administrator	UU Congregation of Rockville	Rockville, MD
2020- 2020	Acting Administrator	LREDA	Remote
2015- 2019	Director of Religious Education	Multiple Congregations	CA
2011- 2011	Director of Religious Education	High Street UU Church	Macon, GA

Other Education:

MDiv-Chaplaincy Concentration, Starr King School for the Ministry 2023

Masters Nonprofit Leadership and Management, Arizona State University 2019

Bachelors of Liberal Studies - Art and Sociology 2011

2020 Certified End of Life Doula, Doulagivers National End of Life Doula Alliance (NELDA) Certification-
Proficient

2021 Grief Work Certification-The Institute for the Study of Birth, Breath, and Death

Denominational and Community Activities:

May 2021-Present Unitarian Universalist Association, Board of Trustees

Background

Give a story that embodies your ministry:

In a poignant moment during my ministry, I delivered a sermon centered on the themes of death and grief. I shared personal experiences of loss, illustrating the universal nature of these emotions. I spoke about the importance of acknowledging and processing grief as an integral part of the human experience.

As I spoke, I noticed tears welling up in the eyes of congregants, and I felt a palpable sense of shared sorrow and empathy filling the sanctuary. After the service, several people approached me, expressing gratitude for the sermon and how it had touched their hearts. Some shared their own stories of loss and found solace in the collective acknowledgment of their pain.

One congregant approached me with tears in her eyes. She spoke of her recent loss and how my words had provided a sense of healing and connection. We embraced, and in that moment, I realized the profound impact that ministry can have in fostering spiritual connections and supporting individuals through their darkest moments.

This story embodies my ministry, which strives to create spaces of vulnerability, understanding, and spiritual growth. It reaffirms the transformative power of authentic sharing and communal support, reminding me of the privilege and responsibility of being a minister who walks alongside others on their journey of faith and healing.

Why are you seeking ministry now?

Rev. Darcy Baxter advised me long ago in the early stages of my discernment around seminary that before I consider ministry I should be sure that there is nothing else in the world I could do. At the time, I'd already worked in a wide variety of jobs but had not found my place. I set the idea of ministry aside and tried a few other things. I was brought back to the possibility of ministry over and over again, and I realized that I was being led to the exact place I needed to be. No other work of vocation fills my soul and breaks my heart the way ministry does. It is here where I have found community and strengthened myself. Now, in this moment, is where I live, where I thrive. Where I can be my full self in a way that encourages others to do the same or find their way forward.

What ministry do you hope is ahead for you?

I am hopeful for a ministry that allows me to be not in service to a community, but to be part of it. I used to have this idea that ministry meant to be in service, but I don't want to serve. I want to share a mutual love and care in community. I know that I have as much to learn from a congregation as they will from me.

I hope to serve a healthy community that is not afraid to be honest about their needs and dreams. To be part of a healthy community that is committed to the values of Beloved Community and Centering Love.

Describe your call to ministry. What life events have led you to this moment?

There are four ministers in my family, and the sole source of my family's faith identity is Christian. I broke tradition by attending a Unitarian Universalist church and it took awhile for my family to accept my breaking away. The church where we attended the longest was Baptist, with my uncle as the Minister. Churches we attended included Baptist, Non-denominational, and African Methodist Episcopal. In my teen years I would frequently attend services with my best friend's family at a local Episcopal Church, and eventually his grandmother's church, Unitarian Universalist.

Like many people who show up to churches consistently, I was put to work as a fill-in nursery care worker, then eventually permanent child care worker. When the Director of Religious Education decided to retire after holding the position long-term, I was asked to step in as an interim for the summer until I left for Thailand. Later when I moved to California there was a job listing for DRE in Modesto, CA and I took it as a sign that I

was exactly where I was supposed to be. After moving to the Bay Area, on the hunt for a new job, I found two positions that would work well to support myself and continue my work in Religious Education. While doing this work, I realized that I wanted to do more, to expand my toolbelt in social justice. After a particularly difficult week with a congregation, I decided that I didn't want to be part of UU in a career role, I'd been put through the ringer one too many times. On top of the isolation I felt as a Black person in a majority white space, something I had never felt before, I didn't really know if this work was for me, or if I had just taken it on because it was easy for me to get.

The minister at the church advised me to check out Finding Our Way Home (FOWH) conference as a break from work. That particular conference changed my life and lead me down a path that I know is for me. I'd started the application process for Starr King but I couldn't find my way to finishing it because I didn't have enough to share, I didn't know how to communicate my calling. At FOWH I had the opportunity to meet ministers of color who told me how much they needed me, my gifts, to make a change in the UU community. I was transformed in this space because I was able to see a reality in which I was not alone and my contributions would count.

Soon after FOWH I became more involved in Black Lives of Unitarian Universalism (BLUU), applying for a coveted spot in a cohort that would meet and collaborate at the Allied Media Conference in Detroit, MI. After, I was asked to represent BLUU at the protest to abolish ICE with Mijente in San Diego, CA. I'd never considered marching, it was not something I thought I could do, but I wanted to show support and try something new. When I arrived, I was asked to also communicate the protest to the BLUU audience and share photos and videos throughout the day. A simple task, but being trusted to cover such an event felt empowering and helped me to be open to new ways of showing support in social justice. Because of my work there, I have since been invited to assist the BLUU Ministry Team with special projects including the Daily Affirmation team and the care and connection team. In addition, I was Team Lead for Team Sankofa's first Micro30 project, Living History. In this project we created a database for Black UUs to use to connect with each other, and an archive of Black UU stories to be published in the form of an E-Zine.

I'm now a graduate of Starr King School for the Ministry with a concentration in Chaplaincy. I have completed my internship and CPE, and I'm awaiting my interview with the MFC in April.

Looking back, I realize that once I accepted the calling I've always known to be there, I have been transformed. I've become fearless in speaking up and doing difficult work. I've become so committed that I prioritize according to the path that will lead me to ministry.

Ministerial Roles & Functions

Share your ministerial presence and leadership style:

I am highly collaborative and rarely make decisions absent from the wants and needs of the community. I like to offer these questions in space "Who is missing from this space/conversation." "Who will be affected by these decisions?"

I approach my work with humor and honesty. I am not afraid to have difficult conversations, centering love and kindness. I tend to be straightforward and brief, every word counts! My leadership style comes from my pause, not my roar.

How do you function with church staff? What are your thoughts on staff relations and supervision?

I approach church staff relations with a collaborative and supportive mindset. Effective teamwork is essential for a thriving congregation. I believe in open communication, active listening, and mutual respect, fostering an environment where staff members feel valued and empowered. Supervision involves regular check-ins, providing constructive feedback, and offering resources for professional growth. It's crucial to recognize the diverse skills and contributions of each team member, ensuring that their work aligns with the congregation's mission. Ultimately, staff relations and supervision are integral to creating a harmonious and productive working environment that serves the spiritual and practical needs of our community.

Regarding shared ministry what do you see as your work as minister? What do you see doing in partnership with the congregation? What do you see as the work of the congregation?

In shared ministry, I see my role as a thought partner in building towards a future. By providing spiritual guidance, pastoral care, and facilitating worship services I can provide key support to the congregation aimed not to lead but to partner. I see my responsibility to the congregation is a willingness to listen to their needs, concerns, and ideas and to provide regular updates on my own activities and plans. This gives the congregation space to engage in acts of service and outreach in the community, provide support to members in need, foster a welcoming and inclusive community, and participate in the broader mission and vision of the church.

What role would you see yourself playing in the larger community?

I envision a multifaceted role for myself, one that is deeply rooted in collaboration. I would actively advocate for the needs, concerns, and aspirations of the community, working to amplify their voices and ensure that their perspectives are considered in decision-making processes. This involves engaging with community members to understand their issues and concerns, and then effectively representing these interests to relevant stakeholders.

Collaboration is key to addressing complex community challenges. I see myself as a collaborative partner, forging connections and partnerships with local organizations, government agencies, nonprofits, and other community leaders. By working together, we can leverage our collective resources and expertise to create positive change. In essence, my role in the larger community is one of active engagement and leadership. I am committed to making a positive and lasting impact by working alongside community members, organizations, and leaders to address challenges, seize opportunities, and create a stronger, more vibrant, and inclusive community for all.

How have you seen change happen in a congregation or community? What role would you see yourself playing in congregational change?

Change can stem from various sources, such as shifts in leadership, evolving demographics, new community needs, or a desire to adapt to contemporary societal trends. It's essential to recognize that change is a natural part of any dynamic organization and can be an opportunity for growth and renewal. I emphasize open and transparent communication as a cornerstone of successful change initiatives. I would actively communicate the reasons for change, its potential benefits, and the steps involved. Moreover, I would create opportunities for dialogue, actively listen to congregational feedback, and address any concerns or questions that arise. Change can be met with resistance and uncertainty. I bring expertise in change management, which includes strategies for addressing resistance and helping individuals and the congregation as a whole navigate the emotional aspects of change. This involves providing support, resources, and reassurance during transitional phases. I believe in setting measurable goals and tracking progress to ensure that change initiatives are on track. This helps us celebrate successes, make necessary adjustments, and demonstrate the tangible benefits of change to the congregation. In summary, I see myself as a change catalyst within the congregation, guiding and supporting the community as it navigates the inevitable shifts that come its way. My strengths in visionary leadership, effective communication, collaborative decision-making, change management, adaptability,

measurable outcomes, and pastoral care make me well-equipped to facilitate positive and meaningful change within the congregation and community.

Describe how you handle being in a conflicted situation:

When I find myself in a conflicted situation, my approach centers on communication, empathy, and problem-solving. Here's a description of how I typically handle such situations:

1. **Active Listening:** My first step is to actively listen to all parties involved. I make an effort to understand their perspectives, concerns, and emotions without judgment. This helps create an environment where everyone feels heard and respected.
2. **Remaining Calm:** I strive to maintain a calm and composed demeanor, even in the face of conflict. This helps create a safe space for open dialogue and prevents the situation from escalating further.
3. **Empathy:** I put myself in the shoes of each person involved, trying to understand their motivations and underlying needs. This empathy allows me to connect on a deeper level and build rapport with those in conflict.
4. **Clarifying Issues:** I ask clarifying questions to ensure that I have a complete understanding of the issues at hand. Sometimes, conflicts arise from misunderstandings or miscommunication, and addressing these root causes is essential.
5. **Seeking Common Ground:** I actively search for common ground or shared interests among the conflicting parties. Identifying areas of agreement can be a starting point for resolution.
6. **Mediation:** If appropriate, I may take on the role of a mediator, facilitating structured discussions between the parties involved. I encourage them to express their concerns and feelings while guiding them toward mutually acceptable solutions.
7. **Conflict Resolution Techniques:** I utilize conflict resolution techniques such as compromise, negotiation, and problem-solving to help find solutions that meet the needs of all parties to the extent possible.
8. **Setting Boundaries:** If the conflict becomes too heated or unproductive, I am not afraid to set boundaries to ensure that the conversation remains respectful and constructive.
9. **Remaining Neutral:** I strive to remain neutral and objective, not taking sides in the conflict. This helps build trust among those involved and ensures that the resolution process is fair.
10. **Follow-Up:** After a resolution has been reached, I follow up with the parties involved to ensure that the agreed-upon solutions are being implemented and that any lingering issues are addressed.
11. **Learning and Growth:** I view conflicts as opportunities for learning and growth, both for myself and the parties involved. I reflect on the situation to identify what could have been done differently and use those insights to handle future conflicts more effectively.

Overall, my approach to handling conflicted situations is rooted in empathy, effective communication, and a commitment to finding mutually beneficial solutions. I believe that conflicts can be transformed into opportunities for understanding, growth, and strengthened relationships when approached with an open heart and a problem-solving mindset.

Tell a story that deepened your understanding of what ministry is:

One pivotal moment that deepened my understanding of ministry occurred during my time as a Bereavement Chaplain. As I interacted with clients, listening to their stories and sharing in their struggles, I realized that ministry goes far beyond the pulpit. It's about embodying compassion, offering a helping hand, and standing in solidarity with those in need. The transformative power of small acts of kindness and empathetic listening became evident as I witnessed the positive impact it had on individuals facing immense challenges. This experience underscored that ministry is about serving, connecting, and fostering hope in the hearts of those we encounter, irrespective of their circumstances.

Tell about a mistake you've made in ministry and what you've learned from it:

I recall a time when I found myself overcommitted in my ministry, juggling an overwhelming number of responsibilities and projects simultaneously. This overextension eventually led to burnout and had a significant impact on my effectiveness as a minister. As I reflect on this experience, I've come to appreciate the critical importance of setting boundaries in my ministry. I realized that my desire to serve and support participants in this community ministry had led me to take on more than I could reasonably handle. To address this, I've made substantial changes in how I approach my responsibilities including setting boundaries, prioritizing self-care, better time management, and regular reflection.

What needs do you have to strengthen your ministry and how might a congregation assist you in this?

To stay current in my ministry and deepen my spiritual understanding, I need opportunities for continuing education and personal spiritual growth. A congregation can assist by supporting my attendance at relevant workshops, conferences, and courses. Additionally, creating a culture of learning within the congregation, where we engage in shared study and reflection, can be mutually enriching. A congregation can strengthen my ministry by actively engaging in volunteer and lay leadership roles. When members take on responsibilities, it not only lightens my workload but also empowers the congregation to be actively involved in the life of the church. Financial stability within the congregation is crucial for ministry sustainability. The congregation can assist by ensuring responsible financial stewardship, contributing to a fair and sustainable compensation package for the minister, and supporting initiatives to increase financial stability. A congregation can assist me in strengthening our ministry's impact by actively engaging with the broader community. By participating in outreach programs and community service initiatives, we can collectively make a positive difference beyond our church walls.

Describe briefly your ministerial approach to the following:

- **Worship and preaching:**

I strive to create a worship environment that is inclusive and welcoming to all. This means embracing diversity in beliefs, backgrounds, and experiences, and ensuring that everyone feels valued and included in our worship community. I encourage active engagement during worship. This includes opportunities for congregational participation through prayer, responsive readings, and moments of reflection. I also foster an atmosphere where questions and doubts are welcomed, allowing for authentic spiritual exploration.

- **Pastoral Care / spiritual guidance / counseling / home and hospital visitation:**

In my approach to pastoral care, spiritual guidance, counseling, and home and hospital visitation, I am guided by a deep sense of empathy and compassion. My primary objective is to be a source of support and comfort for individuals and families during times of need and throughout their spiritual journeys.

Pastoral care is the heart of my ministry, and I see it as a sacred duty to listen actively and without judgment to the joys and sorrows that people share with me. My approach to spiritual guidance involves helping individuals explore their faith, beliefs, and values, while respecting their unique perspectives and experiences. I aim to provide guidance that empowers individuals to navigate life's challenges with spiritual resilience.

When it comes to counseling, I offer a safe and confidential space for people to express their feelings and concerns. I draw on my training and experience to provide compassionate and non-directive support, always prioritizing the well-being and autonomy of the individuals seeking help.

Home and hospital visitation are extensions of my commitment to pastoral care. I believe in being present where people are most comfortable or when they are facing health challenges. These visits offer opportunities for personal connection, prayer, and emotional support, helping individuals feel connected to their faith community even in times of physical or emotional distress.

In all these aspects of my ministry, I strive to be a beacon of hope, a listening ear, and a source of strength. My approach is rooted in love and empathy, and I am dedicated to walking alongside those I serve on their unique spiritual journeys.

- **Children's religious education:**

My approach to children's religious education is deeply rooted in the belief that fostering a strong foundation of spirituality, ethics, and values from an early age is essential. As a former Director of Religious Education in a variety of congregations I see children's religious education as a precious opportunity to nurture their moral compass, encourage curiosity about faith, and help them build a lifelong connection to their spiritual journey.

First and foremost, I emphasize creating a safe, inclusive, and welcoming environment where children feel valued and respected. I believe in the power of open dialogue, where questions and exploration are encouraged. I strive to make lessons engaging, interactive, and age-appropriate, recognizing that children learn best when they are actively involved.

My approach incorporates storytelling, arts, music, and experiential activities to bring religious concepts to life. I also prioritize ethical teachings, emphasizing empathy, compassion, and respect for all individuals and the world around us.

Additionally, I view parents and caregivers as essential partners in a child's religious education journey. Collaborative efforts between the religious education program, families, and the broader community can reinforce the values and principles we seek to impart.

Overall, my approach to children's religious education centers on creating a nurturing, stimulating, and inclusive environment that encourages young minds to explore, question, and develop a deep understanding of their faith and values while fostering a sense of belonging and purpose in their spiritual community.

- **Youth work:**

My approach to youth work is rooted in empathy, empowerment, and mentorship. I believe in creating a safe and inclusive space where young people feel valued and heard. I actively listen to their concerns, dreams, and challenges, fostering a sense of trust and connection. Through mentorship and guidance, I aim to empower them to discover their strengths, passions, and potential. I encourage critical thinking, creativity, and resilience, helping them navigate the complexities of adolescence and make informed choices. Ultimately, my goal is to nurture their personal and social development, preparing them to become confident, compassionate, and responsible individuals ready to contribute positively to society.

- **Adult religious education:**

I believe adult religious education is an invaluable aspect of personal and spiritual growth. It offers a unique opportunity for individuals to deepen their understanding of their faith, engage in meaningful discussions, and explore the rich traditions and teachings of their religion. These programs provide a space for open dialogue, questions, and the exchange of diverse perspectives, fostering a sense of community and spiritual connection. Personally, I have found adult religious education to be a source of inspiration, helping me navigate life's challenges with a stronger sense of purpose and a deeper connection to my faith community. It's an ongoing journey of learning and self-discovery that enriches not only my spirituality but also my relationships and sense of belonging.

- **Incorporating music, the arts, and creativity into congregational life:**

I passionately believe in the transformative power of music, the arts, and creativity within our congregational life. These elements serve as conduits for spiritual expression, fostering deeper connections and enhancing worship experiences. My approach is to create an inclusive space where diverse talents and artistic expressions can flourish. We encourage congregants to actively participate in music and arts, whether through choir, instrumental performances, visual arts, or storytelling. By weaving creativity into our worship services, we nurture a sense of community, inspire reflection, and strengthen our collective spiritual journey, enriching our congregation's life with a vibrant tapestry of expression and connection.

- **Community building / facilitation skills / coffee hour and social times:**

In fostering congregational community building, I prioritize warmth and inclusivity. My approach to facilitating social interactions during coffee hours and social times is to create an environment where everyone feels welcomed and valued. I encourage meaningful conversations, actively listen, and ensure that diverse voices are heard. I organize engaging activities, fostering connections beyond the church service. Through my facilitation skills, I help bridge gaps, build friendships, and strengthen our sense of unity. Together, we create a vibrant and supportive congregational community where individuals find genuine connections and a deeper sense of belonging.

- **Committee / Task force work:**

In committee and task force work, I bring a collaborative and results-oriented approach. I actively engage with team members, encouraging open dialogue and diverse perspectives. I believe in setting clear objectives and timelines, ensuring everyone understands their role. I value efficient meetings that respect participants' time and promote focused discussions. Additionally, I prioritize accountability, tracking progress, and addressing challenges promptly. My goal is to foster a sense of teamwork, where each member's strengths are harnessed to achieve our common goals. I'm adaptable, ready to pivot when needed, and dedicated to delivering meaningful outcomes through collective effort.

- **Leadership development:**

I believe leadership development is a dynamic journey of empowerment and growth. My approach centers on nurturing individuals' inherent potential, fostering self-awareness, and cultivating a servant-leader mindset. I emphasize mentorship, providing opportunities for emerging leaders to learn through hands-on experience, and encouraging them to take ownership of their growth. I value open communication and actively seek feedback to tailor leadership development strategies. Additionally, I prioritize ethical leadership, emphasizing values like integrity and empathy. Ultimately, my approach aims to inspire and equip future leaders to lead with authenticity, resilience, and a commitment to positive impact in their communities and organizations.

- **Long range planning / mission / vision / covenant:**

My approach to long-range planning is rooted in a deep commitment to our mission, vision, and covenant. I believe that these elements are the guiding stars that illuminate our path forward. Our mission defines our purpose, while our vision paints a compelling picture of our desired future. Our covenant, a sacred promise, binds us together in shared values and responsibilities. I see long-range planning as a collaborative process, involving the congregation in setting clear goals and strategies that align with our mission and vision. It's a roadmap for us to fulfill our covenant, ensuring that we continue to grow, serve, and thrive.

- **Membership and membership growth:**

In my ministry, membership and membership growth are essential aspects that I approach with a welcoming and inclusive perspective. I believe in fostering a sense of belonging, where individuals from diverse backgrounds feel valued and embraced within our faith community. To achieve this, I prioritize open communication, actively engaging with newcomers, and creating spaces for meaningful connections. I aim to inspire growth through spiritual enrichment, relevant programs, and community involvement, ensuring that our congregation not only grows in numbers but also in depth of connection and commitment. Ultimately, my approach centers on building a warm and nurturing environment where all can thrive in their faith journey.

- **Anti-oppression work:**

As a Black woman, my approach to anti-oppression work is rooted in both personal experience and a broader commitment to social justice. I bring a deep understanding of systemic racism, discrimination, and intersectionality to the forefront. My approach prioritizes empathy, education, and advocacy. I actively engage in dialogue, amplify marginalized voices, and challenge oppressive structures. I seek to create safe spaces for discussions on race and inequality while encouraging allyship. My journey in this work is ongoing, driven by a profound belief in the power of collective action to dismantle oppression and build a more equitable world for all, regardless of race or identity.

- **Social justice / social action:**

I view social justice as not just an ideology but a daily commitment to dismantling systemic inequalities. I engage in activism by amplifying marginalized voices, advocating for equitable policies, and supporting grassroots movements. My approach centers on empathy, intersectionality, and resilience, recognizing that the fight for justice encompasses race, gender, economic disparities, and more. I am driven by a vision of a more inclusive society, where everyone has equal opportunities to thrive and where systemic racism and oppression are eradicated.

- **Interfaith / community work:**

I believe in embracing the rich tapestry of religious and cultural diversity within our community. I strive to foster dialogue, understanding, and cooperation among people of different faiths and backgrounds. My experiences have taught me the importance of acknowledging historical injustices and working towards social justice and equity for all. I am passionate about empowering marginalized voices, dismantling systemic barriers, and building inclusive spaces where everyone's unique contributions are celebrated. Together, we can create a more compassionate and harmonious community for everyone.

- **Denominational activities:**

I engage with these activities with a strong sense of community and inclusivity, advocating for diversity and equity within the denomination. I actively participate in discussions that address racial and social justice issues, seeking to amplify marginalized voices and promote change. My faith is deeply intertwined with the pursuit of justice, making denominational activities a platform for meaningful advocacy and collaboration. I see them as an opportunity to bridge divides, foster unity, and work towards a more inclusive and equitable religious community.

- **Stewardship:**

I see stewardship as a collective responsibility to care for the earth, resources, and one another. This perspective arises from a legacy of resilience and an understanding of the interconnectedness of all beings. I prioritize sustainability, not just for today but for future generations. My stewardship involves advocating for equitable access to resources, fighting environmental injustices, and nurturing a spirit of generosity within my community. I believe that through mindful stewardship, we can address systemic inequalities and create a more just and sustainable world for all.

- **Finances:**

My approach to finances is grounded in resilience and empowerment. I've learned from the historical disparities and inequalities faced by my community, inspiring me to prioritize financial literacy and independence. I aim to break generational cycles of financial struggle, ensuring my family's security and opportunities for future generations. I actively seek knowledge, budget wisely, invest prudently, and advocate for economic equity. My financial decisions reflect a commitment to self-determination, community upliftment, and the pursuit of dreams that have been historically denied to people of color. My journey is a testament to strength and determination in the face of economic challenges.

How do you build trust with a congregation and individuals?

Building trust with a congregation and individuals is a cornerstone of effective ministry. I do so through authentic communication, active listening, and reliability. I ensure my words align with my actions, maintaining transparency in decision-making and admitting mistakes when they occur. I take time to understand individual needs, showing empathy and respect. By being accessible, approachable, and consistently present, I establish a sense of reliability. I also value confidentiality, respecting personal boundaries, and offering support when needed. Overall, my commitment to honesty, empathy, and dependability fosters trust, creating a foundation of mutual respect and collaboration within the congregation.

Describe your theology and the role of the ministry in a congregation that has multiple theologies:

My theology is a tapestry woven from various threads, influenced by Unitarian Universalism, Love, my Christian upbringing, and African earth-based spiritualities. In this diverse congregation, the role of the minister is to facilitate a sacred space where these multiple theologies can coexist and flourish harmoniously.

Unitarian Universalism teaches me the value of inclusivity, where diverse beliefs are not only accepted but celebrated. Love is at the core of my theology, reflecting the Christian principle of loving one another as ourselves. My Christian upbringing instilled in me the teachings of compassion, justice, and the pursuit of a more equitable world.

African earth-based spiritualities bring me closer to nature, emphasizing our interconnectedness with the earth and my ancestors.

As a minister, I strive to create an environment where all these beliefs are honored. My role is to provide spiritual guidance, encourage dialogue, and facilitate learning about different theological perspectives. By fostering understanding, respect, and a sense of community, I aim to help congregants find common ground while celebrating the richness of our diverse theologies.

What questions do you hope our congregations are asking themselves and discussing?

Questions that need exploration include: Are we actively addressing ableism and ensuring accessibility for all? How are we dismantling oppressive structures within our community? Are we taking meaningful steps to combat racism and promote racial equity? By openly discussing these issues, we can work towards creating truly inclusive and anti-oppressive spaces where everyone, regardless of their abilities, background, or race, is valued, respected, and empowered to fully participate in our congregational life. I recognize that dismantling white supremacy culture requires continuous self-reflection and openness to change.

How do you give and receive feedback?

I approach feedback with a commitment to equity and growth. When giving feedback, I ensure it's constructive, focusing on actions and behaviors rather than making it personal. I strive for clarity and empathy, acknowledging the impact of systemic biases. When receiving feedback, I actively listen, acknowledging that I can learn from diverse perspectives.

How do you suggest your ministry with the congregation is evaluated?

I recommend that our ministry with the congregation be evaluated through ongoing, regular communication. This involves creating spaces for congregants to provide feedback, share their needs, and express their aspirations. Regular surveys, focus groups, and one-on-one conversations can help gauge the effectiveness of our ministry. Continuous dialogue and transparent reporting on our progress toward shared goals ensure that our ministry remains responsive and aligned with the evolving needs of the congregation, fostering a sense of ownership and collective growth within the community.

What do you hope for the future of Unitarian Universalism?

I hope for a future of Unitarian Universalism that is deeply rooted in love and liberation. A future where we actively dismantle oppressive systems and center the voices and experiences of marginalized communities. I envision a faith that embraces diversity, justice, and radical inclusion as its core tenets, where congregations are hubs for social change and compassion. My aspiration is for Unitarian Universalism to be a beacon of hope and inspiration, a force that fosters personal growth, collective healing, and the liberation of all beings, transcending the boundaries of faith and embracing the boundless power of love in action.

Personal

What should a congregation know about your family situation?

As a single Black woman with a beloved canine companion, my family situation may differ from traditional norms, but it's equally meaningful. My dog is a cherished member of my family, providing companionship and support. I hope the congregation understands that family comes in various forms, and my canine family member is a source of joy and comfort. Embracing diversity in family structures fosters an inclusive and welcoming community, reflecting the values of love and acceptance that underpin our faith.

What should a congregation know about your health?

It's essential for the congregation to know that I am committed to maintaining my well-being to serve them to the best of my abilities. While I may face occasional health challenges like anyone else, they do not impede my dedication to our shared mission and ministry. I believe in open communication, so if there are ever circumstances that may affect my ability to serve, I will ensure transparency and collaboration to navigate them successfully.

How do you take care of yourself so that the congregation does not have to?

I prioritize self-care and rely on a robust network of ministers and my memberships in LREDA, UUMA, and AUUA. These resources provide support, mentorship, and a platform for ongoing professional development, ensuring I remain resilient and well-prepared to serve the congregation effectively, minimizing their need to worry about my well-being.

How long do you hope your next ministry lasts? What's the minimum commitment you would make?

Currently, due to my phase of ministerial formation, my next ministry is restricted to a 1-year contract with a congregation until I complete the Ministerial Fellowship Committee (MFC) process and achieve ordination. My intention is to commit fully to this initial period and evaluate the possibility of a more extended commitment post-ordination. While my immediate capacity is limited, my long-term aspiration is to build lasting and meaningful connections within the congregation, contributing to its growth and well-being as an ordained minister.

Links to Rev. Jekaren Olaoya – Web Page, Youtube and UUA Links to the Church of the Wider Fellowship

<https://jekarenolaoya.com>

[Poet & Author JeKaren Olaoya | Season 10, Episode 377 \(youtube.com\)](#)

[Who Do You Think You Are? with JeKaren Olaoya 10 01 23 \(youtube.com\)](#)

[The VUU, S11.E408 - Art Spirit Heal with JeKaren Olaoya \(youtube.com\)](#)

[The Wonder of Womanism - JeKaren Olaoya - Church of the Larger Fellowship \(CLFUU\) \(churchcenter.com\)](#)

[2022-07-24 Full Final Edited Worship by JeKaren.mp4 - Google Drive](#)

Attachment C

SAFETY TEAM MEETING NOTES

June 14, 2024

In attendance: David Willkomm, and Jonathan Coron

Meeting summary notes by: Jonathan Coron, Safety Team Chair

CC: Members of the Safety Team, UUFG Board and Facility Administrator

David suggested that we try to set up a Zoom link so others of the team and other UUFG members if they want to attend the meeting remotely. We will ask Cam if he is able to do the set-up.

Camera purchase will go ahead. We will need a UUFG check or credit card from Cam to purchase the items with. Joe and perhaps another member of the team will go get the cameras from either Lowes or Home Depot depending on where UUFG has its account.

We wondered what choice(s) the board has made on two types of signs for the facility. One is the wording that does not permit weapons on the grounds of our campus. The other is the wording for alerting people that they are being videotaped. We also want to put up a small sign between the two main doors to the sanctuary. There was a sign there about no weapons being permitted but the sign was taken down. We don't know who took it down or who put it up originally.

Dave suggested that on the back of the sign that will be located between the doors, that we include the date the sign was put up and that it was done "This sign was placed here by the order of the board" or something to that effect.

We spoke of the theft of many of the items from the large shed. Jonathan had previously put on the outside of the windows some stick-on Contact Paper (brand name) to make it much harder for anyone to look through the windows to see what is inside. Whether this Contact Paper had any influence on reducing the theft is not clear at this time.

Note: After the meeting, David and I heard that the shed has been more securely locked and that a new mower has been purchased. Ask Marilyn for update: 6/14- I left her a phone message.

George, who is new to the UUFG has decided to join Marilyn's Facilities team instead of joining our Safety Team. Whatever he does, we are sure he will be an asset to the group.

2 | Page

We discussed that both large, metal sheds have been broken into or the attempt was made.

Perhaps the shed behind the sanctuary needs to be strengthened as well. We understood that Marilyn had made some specific designs to increase anti-theft design of the big shed.

Cam has already contacted the insurance group that UUFG employs for covering thefts and other issues around the campus. We do not specifically know what he has found out at this time. Ask Cam for updates.

Was a decision made about putting up a security camera that faces both of the large sheds? Such cameras would seem to be a good idea to the camera system we are purchasing. The system is modular so it can be updated as needed. Are additional cameras for this purpose a board decision?

David mentioned that Paul and Doris Hargrave typically work together as RE and FOYER monitor when it is their turn to do these things. Nice that they can do that together.

David mentioned again that our team is short on members especially for doing the monitor work at Sunday services. Jonathan reviewed the Time and Talent surveys prior to the meeting and found no interest on the part of other UUFG members for interest in helping out the group.

Harry Mangle sent an email to Jonathan concerning "Mission Creep" as he felt that our group was expanding beyond the it's original purpose. We originally were to do just "safety" and not "security." Dave and I discussed this and both felt that mission creep is not unusual given the current safety needs of liberal organizations that have experienced violence in the last few years. Perhaps there needs to be an update on the purpose of the group during our required Emergency

Operating Procedure (EOP) that we must complete this year.

Updating the EOP was shelved for this meeting because there were just two members of the group present and we would like the input of all members.

We were hoping that James would take over the RE responsibilities by using some of the parents of children who are participating in her programs. Having these additional folks on board would take some pressure off of those of us who do the FOYER monitor work. A couple of us are already doing double duty during the month to maintain foyer monitor coverage. Jonathan contacted James on 6/14 via land line to see if there is something she can do. No return call as yet.)

Next meeting is July 9 th at 2pm in the Common Room)

Worship Committee Report – June 2024
Unitarian Universalist Fellowship of Gainesville, Florida

Worship Associates End-of-Year Report to Fellowship Council June 15, 2024

The Worship Associates Team has had an impressive, intensive year. Each and every Sunday in the year, services of varying kinds were presented to our congregation with professional quality, personal dedication, joy and love. The team worked hard to make sure even the minute details were attended to. Even after Liz Stewart announced at the January monthly meeting that she would be phasing out and stepping away at the end of the fiscal year, the group hung together and has stepped up to fill the vacancy. Anna Deyle and Erin Parish have both agreed to take on different responsibilities to effectively guide the team for 2024-2025.

Cam has already begun to put together the famous Grid for the new year which has been an invaluable tool for our success. Touchstones materials that we already own will be reused and recycled. Kirsten Flamand was a tremendous support in coordinating the choir with the team and providing beautiful ambiance through her Sanctuary decorating skills.

Erin Parish, with some support from Ricardo Sosa-Melo, has held down the tech fort with grace and aplomb every Sunday no matter the pressure. With help from Bud Jones, a new computer that was purchased from surplus money and the end of the 2022 year was installed. Debra Neill-Mareci wrote and procured a grant for additional tech upgrades. The sound system and mics have been a source of irritation that Jim Benedict has diligently tried to correct, but are still an ongoing challenge. YouTube itself has failed us more than once but still 'the show went on' in the Sanctuary.

On a personal note, I would like to say thank you to everyone who assisted with this Herculean effort to keep our worship boat afloat without a minister. It is a great joy and comfort to know that Rev. JeKaren will come aboard very soon and take the rudder to continue our journey forward.

Respectfully submitted,
Liz Stewart, Former Worship Chair

TIME AND TALENT SUMMARIES BY TASK AND COMMITTEE

TASK CODE & DESCRIPTION-----

Building & Grounds Committee (USE A BG# CODE FOR SPECIFIC TASK REPORT)

BG1 CODE Sparkle Saturday on 2nd Saturday: lawn care- leaf blowing- invasive plant removal

BG2 CODE Assist with basic building maintenance: plumbing- painting- light carpentry- furniture.

BG3 CODE Assist with maintenance of the Stone Labyrinth- fire circle- playground- Memory Garden

BG4 CODE Assist with storage management (sheds and closets) and clutter control

BG5 CODE Continue Courtyard Maintenance

BG5 CODE Chair / Member of the Court Yard Committee and Bookgroup at UUFG

BG5 CODE Help with Simple Woodworking or Repairs

BG5 CODE Other Building and Grounds Projects as needed

BG5 CODE Help with Forest and Brush Control on UUFG Property

FOR THE ENTIRE BUILDING AND GROUNDS COMMITTEE LISTING OF VOLUNTEERS (ASK FOR ALL BG# CODES)

Choir Circle and Music Program (USE A CC# CODE FOR SPECIFIC TASK REPORT)

CC1 CODE Would like to Join the Choir Circle or Sing in the UUFG Choir

CC2 CODE I would like to learn a musical instrument or read music

CC3 CODE I sang in school choirs and would like to sing in the Choir at UUFG

CC4 CODE I played an instrument in school & would like to help with instrumental performances at UUFG

CC4 CODE I played an instrument in school & would like to help with instrumental performances at UUFG

CC5 CODE I would like to sing in a group or be a possible soloist

CC6 CODE Serve as the music libraian for the UUFG choir

CC6 CODE Until we have a music director - I am selecting hymns for services

CC6 CODE Will play percussion on ad hoc basis.

FOR THE ENTIRE CHOIR CIRCLE COMMITTEE LISTING OF VOLUNTEERS (ASK FOR ALL CC# CODES)

TASK CODE & DESCRIPTION-----

Congregational Care

CR1 CODE Visitation & phone calls to members who are ill- or can't come to church- or would like visit/c

CR2 CODE Send out Greeting cards? Get Well- Graduation- Birthday- events, etc.

CR3 CODE Help with receptions- special dinners? when needed? Food- set-up- etc.

CR4 CODE Transportation to church- appointments- to get groceries- etc.

CR5 CODE Serve on Right Relations Committee

CR6 CODE Serves as Chairperson/member of the Congregational Care Team

FOR THE ENTIRE CHOIR CIRCLE COMMITTEE LISTING OF VOLUNTEERS (ASK FOR ALL CR# CODES)

Hospitality Cohort

HC1 CODE Would serve on the Hospitality Committee.

HC2 CODE Help with arranging and serving coffee and refreshments during social hour

HC3 CODE Help load dishes and clean up after coffee hour

HC4 CODE Help with Thanksgiving -Christmas Eve and other receptions

HC5 CODE Assist the Kitchen Steward with kitchen restocking and kitchen cleaning

HC6 CODE Recruit helpers for coffee hour and special event setup and cleanup.

HC7 CODE Help plan and/or coordinate theme dinners - raffles or other fundraising events

HC8 CODE Sponsor TGIF - Thank God it is Friday Group of UUFG

HC8 CODE Help Bring Treats for Coffee Hour Wen Called

HC8 CODE Make Coffee for Sunday Services at UUFG

HC8 CODE Will sweep front side walk before 4th Sunday Service if time permits

HC9 CODE Serve as Kitchen Steward for UUFG

HC9 CODE Would like more info on Hospitality Cohort

FOR THE ENTIRE HOSPITALITY COHORT LISTING OF VOLUNTEERS (ASK FOR ALL HC# CODES)

TIME AND TALENT SUMMARIES BY TASK AND COMMITTEE

TASK CODE & DESCRIPTION-----

Membership Committee

MC1 CODE Willing to Serve on the Membership Committee (After Board Term)

MC2 CODE Serve as Greeter or at Welcome Table before- or Visitors Table after- Sunday Service

MC3 CODE Managing pamphlets at Welcome and Visitors Tables

MC4 CODE Provide opportunities for new members to learn about the Fellowship.

MC5 CODE Assist with orientation classes for potential members and with new member recognition

MC6 CODE Assist in identifying members who need help- referring them to the Care Committee

MC7 CODE Be a Mentor to new members

MC7 CODE Substitute for Membership Duties (Welcome-Visitors) if no Choir,

FOR THE ENTIRE MEMBERSHIP COMMITTEE LISTING OF VOLUNTEERS (ASK FOR ALL MC# CODES)

Religious Education

RE1 CODE Nursery Volunteer- Religious Education Teacher or Substitute

RE2 CODE Serve on Children & Youth Religious Education Committee (CYREC)

RE3 CODE Teach in the OWL program (Our Whole Lives Relationships- Anatomy and Sex Education)

RE4 CODE Help with Youth Group or Young Adult Group at UUFG

RE5 CODE Would like to assist Director of Life Span Faith Development in Educational Programs UUFG

RE6 CODE Participate in camps- retreats and conferences offered by the UUA Regional & National Level

RE7 CODE Consider starting a new covenant group (small grp ministry) in Fall 2024

FOR THE ENTIRE RELIGIOUS EDUCATION LISTING OF VOLUNTEERS (ASK FOR ALL RE# CODES)

TASK CODE & DESCRIPTION-----

Safety Committee

SA1 Serve as a Safety Committee Member

SA2 Serve as a Foyer or Religious Education Monitor during Sunday worship.

SA3 Assist safety drills held in the Fellowship.

SA4 Assist in UUFG education on safety that address fire- medical -weather & civil disturbance

SA5 Help with the annual review and update of the Emergency Operations Plan (EOP).

SA5 Help with the annual review and update of the Emergency Operations Plan (EOP).

SA6 Continue scheduling foyer and RE monitors for Sunday Services

FOR THE ENTIRE RELIGIOUS EDUCATION LISTING OF VOLUNTEERS (ASK FOR ALL RE# CODES)

Social Justice Council

SJ1 CODE Become involved in UUFG's Council and Social Justice Circle

SJ2 CODE Help Advocate for Climate & Environmental Justice-Immigration Reform & Dreamers (DOCA)

SJ3 CODE Assist with Earth Keepers Project so UUFG Maintains Green Congregational Status with UUA.

SJ4 CODE Assist with Democracy Project-Citizen Education-Get out the Vote Activities & Petition Sng.

SJ5 CODE Help with Pineridge Neighborhood Youth Outreach or with Family Promise Hosting

SJ6 CODE Participate in Race Equality and Anti Racism Activities and Promote LBGTQ+ Activities

SJ7 CODE Assist Local Food Bank (Bread of the Mighty) and Grace Market Place Homeless Center

SJ8 CODE Help monitor and stock the Neighborhood Pantry at UUFG

SJ8 CODE Would like to see UUFG return to Green Sanctuary status we had it in the past

SJ8 CODE Assist with social justice banned books.

FOR THE ENTIRE SOCIAL JUSTICE COUNCIL LISTING OF VOLUNTEERS (ASK FOR ALL SJ# CODES)

TIME AND TALENT SUMMARIES BY TASK AND COMMITTEE

TASK CODE & DESCRIPTION-----

UUFG Board-Administration Activities

- UU1 CODE Volunteer in the UUFG Office (Office Assistance or Mailings)
 - UU2 CODE Assist with technology (staff hardware- software or networking issues)
 - UU3 CODE Serve on Stewardship Committee (organize &pre sent requests for time-talent & resources)
 - UU4 CODE Serve on Finance Committee (developments Annual Budget presented to the Fellowship)
 - UU5 CODE Serve on the UUFG Personnel Committee (oversee staff hiring recommendations)
 - UU6 CODE Serve on UUFG Foundation (oversees endowment & considers use endowment funds)
 - UU7 CODE Serve on the Leadership Development Council (LDC) help recruit and train leaders at UUFG
 - UU8 CODE Serve as a member of the UUFG Governing Board
 - UU8 CODE Serve on the Leadership Development Council (LDC) help recruit and train leaders at UUFG
 - UU9 CODE Serve on the Communications Committee (advertising and outreach to community)
- FOR THE ENTIRE UUFG BOARD-ADMIN.LISTING OF VOLUNTEERS (ASK FOR ALL UU# CODES)

Worship Team

- WT1 CODE CODE Volunteer as a worship associate
 - WT2 CODE Volunteer as an Usher during Sunday Service
 - WT3 CODE Serve as a Sunday lock-up crew after service and coffee hour
 - WT4 CODE Join Worship Team and assist in worship theme selection-service planning-execution & bdgt
 - WT5 CODE Help with Tech Issues during Worship (mics-loop hearing system- slides, etc.)
 - WT6 CODE Teach a Tech Class on Setting Up Mics-Sound Board-Mix Sound-Stream Worship Services
 - WT6 CODE Open to giving sermons for Sunday services
 - WT6 CODE Would like to know more about the Worship Team
 - WT6 CODE Help Worship Team as Reader or Chalice Lighter
 - WT6 CODE Assist Worship Team with Hymn Selection
- FOR THE ENTIRE WORSHIP TEAM LISTING OF VOLUNTEERS (ASK FOR ALL WT# CODES)

EXAMPLE OF A REQUEST FOR A SPECIFIC TASK CODE (USHERS = TASK CODE WT2)

TO: Michael Hazlett (mh-hazlett@wiu.edu)

Mike

Someone told me that there were 15? people interesting in being ushers on the Time/Talent survey. Could you, by any chance, send me their names? Any form is ok...a list or phone numbers and emails of each person's name who checked that topic...

Thanks so much!
Debra

Debra Neill-Mareci



Michael Hazlett <mh-hazlett@wiu.edu>

Apr 24, 2024, 11:03 AM

to Debra

Reply

Debra,

Here is the list of those who have indicated an interest in ushering using TASK CODE WT2. Hope this helps.

Mike Hazlett

(USHERS.DOCX and USHERS.PDF ATTACHED TO THE EMAIL AND PRINTED ON THE FOLLOWING PAGE)



**EXAMPLE OF A TIME AND TALENT REPORT = JUST FOR THOSE INDICATING
AND INTEREST IN BEING AN USHER DURING WORSHIP (TASK CODE WT2)**

UUGF TIME AND TALENT INFORMATION 2024/2025 -TASK CODE SPECIFIC
(COMMITTEE AND TASK SPECIFIC AS REQUESTED)

Jun. 18, 2024

Page 1

TASK CODE	LASTNAME	FIRSTNAME	CELL PHONE NUMBER AND EMAIL
WT2	Cecil	Steve	(703) 477-8896 scecil1948@outlook.com
	Christy	Tim	(859) 240-1927 tim.christy42@gmail.com
	Cole	Rose	(352) 213-7756 rosejcole@me.com
	Hazlett	Michael	(352) 672-1610 mh-hazlett@wiu.edu
	Jamieson	Lynn	(734) 395-8197 lynnr.jamieson@gmail.com
	Judkins	Fred	(352) 642-6992 fjudkins507@gmail.com
	Mareci	Debra-Neill	(352) 262-3569 DNeill-Mareci@gmail.com
	Mareci	Tom	(352) 262-6699 thmareci@gmail.com
	Palmer	Tom	(425) 223-2237 bakntep@gmail.com
	Parish	Erin	(352) 316-5035 erinuu603@gmail.com
	Prabst	Cindy	(919) 815-1313 gypsytwo.cp@gmail.com
	Roberts	Marilyn	(352) 284-3819 mrobertsrn@gmail.com
	Rupert	Austin	(717) 919-6425 austin@carosantaco.com
	Soles	Martha	(540) 645-9897 marthajsoles@gmail.com
	Stevens	Kristen	(352) 672-0021 kristen@sapiamoons.com
	Visscher	Wendy	(919) 815-8310 wavisscher@gmail.com
	Wallace	Toni	(904) 501-9449 ab_wallace@bellsouth.nett

Summary of May 2024 Governing Board Meeting

- Choir has requested gender neutral language to be used, treble, low, high.
Some members have left because not being done. Feels like part of a pattern at the fellowship, complaints when Rev Christie was here. Comments from another choir member about kissing on cheek and saying how pretty they are.
- Admin Report May 2024 (Att.1).
Mainly the Safety Committee report. James Chase misgendered on page 5 of 10. Cam Pierce has met with Joy of the Lord Ministries due to concern over them monkeying with the sound system. It was explained that they cannot use sound system anymore.
- Treasurer's Report May 2024 (Att. 2).
Checking balance is \$100,000.00, Mary Anthony feels that is too high and requests putting an additional \$25,000.00 in Money Market or 9month CD at 5% interest. Mary Anthony recommends CD at this point. **Members of Board agree for Mary Anthony to move \$25,000.00 from checking to 9 month CD.**
- Fellowship Council Report May 2024 (Att. 3).
Latest pledge update, \$314,000.00 pledged, 2 individuals have indicated they will complete their pledge. we increased pledges by around \$93,000.00. Marilyn Roberts will be stepping down from Facilities Committee and Liz Stewart from Worship Team as of July 1, 2024. Marilyn Robert says, after shed break in perhaps cameras on outside of building would be appropriate. Tom Mareci, Marilyn and I secured the front door of the shed with a steel bar.
- Board Meeting Minutes April 2024 (Att. 4).
Leah Cobb Lee moves to approve Consent Agenda pending change to gender correction in Fellowship Council Report. Norden Lucke seconds. **CONSENT AGENDA APPROVED UNANIMOUSLY.**

- Interim Minister Search: Search Committee interviewed candidate, Rev. JeKaren Olaoye, was an excellent interview and Search Committee recommends her for Contract minister. Rev JeKaren lives in Macon, Georgia but will come down 2 weeks a month to do in person sermons and meet with committees, 1 recorded sermon and all other meetings in Zoom. She just graduated from Seminary, will be ordained in 2 weeks. She also has been a Director of Religious Education, done sermons for Church of the Larger Fellowship and is involved in Unitarian Universalist Association. Rev JeKaren could not relocate due to cost of housing. Tim Christy, she mentioned since 1 yr contract hesitance to move from family for that. Interested in interim minister training. Rev Tracie Barrett, she reached out to me and I gave good report., Rev Tracie leaves meeting due to migraine.

Leah Cobb Lee will inform congregation Rev JeKaren will need someplace to stay while in town with a separate entrance.

Norden Lucke moves that we start negotiations with Rev JeKaren Olaoye for 1 yr Contract Minister. Tim Christy seconds. **PASSED UNANIMOUSLY.**

- General Assembly Delegates.
3 people have requested to be delegates: Mary Anthony, Erin Parish, David Willkomm, we need 4, Leah Cobb Lee will ask congregation if anyone wants to be a delegate. Susan Christy wants us to start thinking about a leader and a date for the the 2025 Auction. Susan Christy will be leader again and will have someone training to take it over. Leah Cobb Lee, good idea to have a rotation of leaders for Auction. Tom Mareci, Debra Neill-Mareci suggests making videos for what is entailed for new person taking over.
- General Assembly (GA) event planning.
Leah Cobb Lee, we need to think about how people will gather to watch GA, Ware Lecture pot luck? Erin Parish, Judith Kendall mentioned that Leadership Development Council willing to provide lunches. Leah Cobb Lee will reach out to Judith Kendall.

- 5th Principle Newsletter.

David Willkomm approached to write articles for it. David Willkomm, wants to know if 2 members of the Board would work with him on submitting articles to newsletter. Name of publication is The UU Underworld Newsletter, some people feel Unitarian Universalist Association not being transparent. Articles would be in David Willkomm's name, not the congregation's. David Willkomm, I'm asking for endorsement operating within UUFG guidelines. Leah Cobb Lee, David will send copy of newsletter and I will work with David.

- Facilities. Marilyn Roberts, David Coron has painted parking lot crosswalk in past, he wants to paint it in rainbow flag colors. Norden Lucke, does it have to be yellow for safety reasons? Marilyn Roberts, no rule about that.

Mary Anthony, fantastic idea, we should add trans and Black Lives Matters colors. Marilyn Roberts, text me the colors Mary and we will work on design at later time. Mike Hazlett, not a banner so I don't have a problem with it.

- Security cameras.

Norden Lucke, 1 more month before Foundation grant runs out to get security cameras, Joe Rowe recommends Blink brand, Blink makes it very safe on saving data.

David Willkomm, the Board could consider to get camera that will sound alarm. Mary Anthony, wildlife might trip alarm.

Marilyn Roberts, we have motion detected light on backside of building, don't have any near shed, we do have power out there now.

Leah Cobb Lee, in general I don't like the idea of cameras, could we turn them off during gatherings, could we come up with a policy for that?

Mary Anthony, if there is a break in, with the cameras we have evidence we can do something about. Leah Cobb Lee, we will wait to hear from Safety Committee and work with them with expanding number of cameras and motion lights near fire circle.

- Mower replacement.

Mary Anthony, our insurance covers \$5000.00 of shed items and \$1000.00 damage to shed, new mower cost is \$6110.00, we should get

one Marilyn Roberts likes, we can get money to pay for mower from general fund , then work with insurance to get reimbursed.

Marilyn Roberts, Foundation has offered to do emergency grant but this is a general expense and not what the Foundation was designed for.

Tim Christy, suggests lighting installed over shed.

Marilyn Roberts, that can come out of Facilities budget.

Leah Cobb Lee moves purchase new lawn mower from general fund and work with insurance to get reimbursed. Norden Lucke seconds. **PASSES UNANIMOUSLY.**

- Social Media Hire.

Tim Christy, one of ministerial candidates asked about our social media presence, perhaps we could hire someone for a trial basis with social media, suggest Catherine Turner start to develop social media presence for us as a trial.

Mary Anthony, want to be clear on job description, make sure we are not tailoring job to person.

Erin Parish, Ricardo Sosa-Melo, our tech person, does something with Facebook, check with Cam Pierce on that.

Leah Cobb Lee, employee can't be member of UUFG, we need to look into it.

Tim Christy, I will look into it and will write a proposal for the Board, don't want to appear to do anything in secret.

- Gov-1 policy. Tom Mareci, this is policy on how we operate policies and procedures. Board considered it one time tonight and we will look at it next meeting. Leah Cobb Lee will ad to minutes.

- Emerging Concerns.

Leah Cobb Lee, need to address how important it is to use gender inclusive language. Mary Anthony, if we are going to discuss personnel we need to go in to Executive Session.

Mike Hazlitt, need to address committee vacancies and making videos for guide for incoming leaders, especially Stewardship.

- Calendaring and Action Items.

Leah Cobb Lee, Mike Hazlitt and Tom Mareci to work on organizing Board sponsored potluck on June 22nd, for Ware Lecture.

Leah Cobb Lee will add some attachments to current minutes,
work with Cam Pierce to get new minister contract.

Next Board meeting June 24

Adjourned 8:07pm

FOUNDATION

Unitarian Universalist Fellowship of Gainesville

4225 NW 34th St. Gainesville, FL 32605

Directors: Jeanne Gossman, Cindy Prabst, Kristin Stevens, Sandra Topp, Pete Turner

June 1, 2024

The Foundation Directors met May 19, 2024 and discussed end of term changes. Cindy Prabst will be leaving the Foundation after completion of her three-year term June 30, 2024. Sandra Topp will continue in a second term ending in 2027.

The new roles are as follows:

Pete Turner, Chair
Jeanne Gossman, Recording Director
Kristin Stevens, Financial Director
Sandra Topp, Communications Director

The UUCEF account and the Ameris Bank business checking account authorized agents are:

Pete Turner
Kristin Stevens
Jeanne Gossman will remain an authorized agent until the all the transfer paperwork is completed.

The Foundation Directors nominate Bev Giordano to become Foundation Director for a three year term beginning July 1, 2024.

Respectfully submitted,

Jeanne Gossman, Chair

Bev Giordano joined UUFG in 2019. She has become actively involved immediately. She was involved in the UUFG Auctions in 2020 and again in 2024. She is part of the Friends of the Courtyard group. She served as Secretary of the UUFG Governing Board for three years.

Bev is a retired Pediatric Nurse Practitioner and was the Clinical Research Coordinator of Pediatric Genetics and Metabolism researching Prader-Willi Syndrome at the University of Florida.

Governance Review Working Group

June Board Meeting:

1. **Second Reading: Revision on GOV-1: Policy on Policies and Procedures.**
Addition from first reading to incorporate governing authority from GOV-14.
2. **First Reading: Revision on GOV-2: Governing Board.**
This policy now incorporates GOV-8: Emergency Powers and GOV-10: Open and Closed Meetings.
3. **First Reading: Revision on GOV-3: Charters (now Committees and Working Groups).**
This policy was revised to describe these two bodies with the information about charters being in the Procedure section, which is in line with the revised GOV-1. It also formalizes working groups for the Board. Governing authority from GOV-14 is incorporated.
4. **First Reading: Removal of GOV-8: Emergency Powers.**
The content of this policy is proposed to be incorporated into GOV-2 as a procedure, in line with the revised GOV-1.
5. **First Reading: Removal of GOV-9: Name by Which the Unitarian Universalist Fellowship Is Known.**
The content of this policy was recently added to the Bylaws by congregational vote (5/5/2024) in Article I.
6. **First Reading: Removal of GOV-10: Open and Closed Meetings.**
The content of this policy is proposed to be incorporated into GOV-2 partially as a policy and partially as procedures, in line with the revised GOV-1
7. **First Reading: Removal of GOV-13: Election Tie Breaking.**
This policy is redundant since the Bylaws (Article IV, Section 4.2) states that “The current edition of Robert’s Rules of Order governs for questions not addressed herein.” In *Robert’s Rules of Order Newly Revised 12th Edition (2020)*, Chapter 44 addresses voting. The Majority Vote is defined as meaning “more than half,” such that if 20 votes are cast, a majority would require 11 affirmative votes. This suggests that votes will not result in ties. Chapter 46 addresses elections, including when there is more than one candidate for a position and how voting shall occur (if by voice [46:37], the LDC-nominated candidate gets voted on and only if that vote fails does the floor-nominated candidate get voted on; ballot voting is described before that [46:32-34], with repeated balloting until a majority is the result).
8. **Action:** Recommend the Board purchase at least one copy each of *Robert’s Rules of Order Newly Revised 12th Edition* (\$19) and *Robert’s Rules of Order Newly Revised 3rd In Brief Edition* (\$9) for the Board.

GOV-1 POLICY ON POLICIES AND PROCEDURES

Annual Review: Governing Board

Initial Approval: 9 August 2005

Latest Revision: 11 May 2024, 1st approval by the Board

Purpose

This policy defines the meaning and intent of policies and procedures and how they are proposed, reviewed, approved, and modified.

Policy

All business of the Fellowship shall be conducted according to the policies and procedures in this manual. A policy is a general statement of principle consistent with the mission and vision of the Fellowship intended to guide decisions and actions of the Governing Board, committees, working groups, and individual members. A procedure is a method, set of steps, or detailed description of means intended to implement or carry out a policy, wholly or partly.

Procedures

1. Policy statements must include the following:

Purpose: A statement of the purpose for the policy

Policy: A statement of the policy

Procedures: Statements of how to implement or carry out a policy, wholly or partly.

2. For each policy, a procedure must specify who conducts the annual review of the policy. Candidates are the Governing Board, Fellowship Council, or a specific Committee. The designated body is then responsible for reviewing the policy each year to ensure that the policy is accurate.
3. One of the Board Trustees will be appointed by the President as the Policy and Procedures Coordinator (PPC). The role of the PPC is to ensure that all procedures are followed and to work with the Board Secretary to maintain the Policies and Procedures Manual.
4. New policies and procedures: Any member or committee of the congregation may propose a new policy or procedure. A proposed policy or procedure shall have a style and format consistent with existing content in the Policies and Procedures Manual. Individuals proposing a policy or procedure shall have approval of the appropriate committee, if there is one, before bringing the proposed policy or procedure to the Governing Board.

The proposer will inform the PPC that a draft of a policy or procedure is ready for consideration. The PPC leads a Governing Board discussion of all active proposals, receives comments from members, and requests a vote on all proposals that have reached the voting stage. The Governing Board will note in the minutes that a proposal is under consideration and will provide a copy of the proposal to all interested members of the congregation.

To ensure adequate discussion regarding the meaning and significance of a new policy or procedure, the approval process requires discussion at two Governing Board meetings. Then

the proposed policy or procedure may be included on the consent agenda for the next (third) meeting and will be approved if there is no objection. Once the Governing Board has approved the new policy or procedure as part of the consent agenda, the policy or procedure takes effect immediately.

5. Revisions to and/or removal of policies or procedures: A proposed change to an approved policy or procedure that is determined to be “minor” by a majority of Governing Board members at the meeting where the change is introduced, may be approved by the Governing Board at that same meeting. Substantive, non-minor changes, including policy removal, must follow the process defined in Procedure 4 above.
6. In case of conflict between Policies and Procedures and the Bylaws as approved by the congregation, the Bylaws take precedence.

GOV-2 Governing Board

Annual Review: Governing Board

Initial Approval: March 10, 2006

Latest Revision: November 22, 2021 (July 2024)

Purpose

Article VI, Section 1 of UUFG's Bylaws describes the composition of the Governing Board (Board) and their terms. Article VI, Section 3 describes the authority and responsibilities of the Board. This policy further describes the duties and responsibilities of the Fellowship officers and Trustees, details when and how they may meet, and how interim appointments may be made.

Policies

1. Duties and Responsibilities of Fellowship Officers and Trustees

- a. Members of the Board have a duty to participate regularly and are responsible for upholding the congregation's vision and mission, maintaining confidentiality for personnel and personal matters, and being familiar with the UUFG governing documents. Fellowship officers have the authority to sign official documents and checks necessary to carry out the purposes and functions of the Fellowship (see Bylaws Sections 6.1, 8.2 and 8.4).
- b. President: The President is the chief governance officer, with the responsibility for the integrity of the decision-making process of the Board and ensuring it behaves consistently with the UUFG Articles of Incorporation, Bylaws, and Policies and Procedures, and applicable local, state or federal laws. The President acts as representative of the Congregation with staff and outside parties. The President performs the following duties:
 - i. Preside over congregational and Board meetings and sets meeting agendas.
 - ii. With the consent of the Board, make interim appointments for vacant elected positions, appoint congregational delegates for the UUA General Assembly, and at the start of the fiscal year, appoint committee chairs, Trustee duties, and Board liaison roles.
- c. Vice President/President-Elect (VP/PE): The VP/PE assists the President, and in case of the President's absence or incapacity, performs the duties of President. The VP/PE may assist the President in developing the agenda for all congregational and Board meetings. The VP/PE shall be the Fellowship Council coordinator and performs duties as delegated or assigned by the President.
- d. Secretary: The Secretary is the recording and corresponding officer of the Fellowship and is responsible for the integrity of its official documents, working with the staff to ensure that corporate records are properly maintained in keeping with the laws of the State of Florida, as laid out by the State Comptroller's Office. The Secretary conducts all official correspondence in the name of the Fellowship. The Secretary

shall assume duties as delegated or assigned by the President, and performs the following duties:

- i. For congregational and Board meetings, may assist President in preparing agendas, prepares and sends meeting notices, takes and maintains written minutes, and gives a summary of Board and congregational decisions in the congregation's news communications.
 - ii. Takes attendance at Board meetings, maintains a record of voting eligibility of congregational members, and ensures there is a quorum at both Board and congregational meetings.
 - iii. Ensures the Board Policies and Procedures is kept up to date.
- e. Treasurer: The Treasurer is the chief financial officer of the Fellowship and is responsible for managing its financial affairs, understanding and complying with the government laws and rules that apply to the congregation. The Treasurer ensures the integrity of its financial records, working with the staff to maintain accurate financial records of the receipt and disbursement of money and other properties, and that the financial books and securities are safely stored, banking accounts are current, and bills are paid within the approved budget. The Treasurer prepares or causes to be prepared a monthly dashboard of income and expenses against budget, provides written financial reports at least quarterly, and prepares an annual statement at the close of each fiscal year. The Treasurer performs the following duties:
- i. Work with the Finance Committee to monitor congregational expenditures and prepare an annual budget.
 - ii. Assures that deposits of all money, checks, and drafts in the name of the Fellowship are at such banks or depositories as the Board may authorize. Assures that the disbursal of congregational funds for all appropriate expenditures are authorized by the Board, annual budget, or congregational vote.
 - iii. Assist the stewardship team with the annual pledge drive, including keeping a record of all financial contributions toward pledges and preparing individual pledge status statements at least twice a year.
 - iv. Regularly communicate the current financial condition of the Fellowship to the congregation.
- f. Trustees: The Trustees perform duties as delegated or assigned by the President and may serve as liaisons to other committees, reporting back to the Board. Trustees shall be appointed to the following roles: Policy and Procedures Coordinator and/or included on the Emergency Contact list.

2. Meetings of the Governing Board

- a. Regular Meetings: The Board will meet monthly unless waived by their general consent, if no urgent business is on the agenda.
- b. Special Meetings: The President or VP/PE may call a special Board meeting if it is deemed that Board deliberation and/or action on an issue is required before the next regularly scheduled Board meeting.
- c. Participation: The Board may permit any or all members to participate in a regular or special meeting by, or conduct the meeting through, any means of communication where all members participating may simultaneously communicate with each other during the meeting.
- d. Quorum: A majority of members of the Board is a quorum for the transaction of business at a Board meeting.
- e. Transparency: Meetings of the Board will be open to members and friends except where the Board is dealing with an agenda item involving personnel or personal matters. The Board meeting may be closed to discuss legal matters as necessary. Board retreats are team-building and brainstorming sessions, and do not include any Board motions and may be closed.

3. Interim Appointments

- a. If the office of the President is vacated, the VP/PE becomes President for the remainder of the term. If that person declines or vacates the Board, the remaining Board members shall call a special Board meeting to appoint an Acting President to serve until a special congregational election can be held. Other positions are filled according to the Bylaws.
- b. If any other elected position, other than Board positions, becomes vacant during the year, the President, after consultation with the Leadership Development Committee and with the consent of the Board, may make an interim appointment to fill the position until the next Annual Meeting.

Procedures

1. Duties and Responsibilities

- a. The Board is constituted at the beginning of the fiscal year, at which time duties and responsibilities are assigned to Trustees.
- b. If a member of the Board is absent for two consecutive meetings or three in one year, the Board may declare that member to have resigned their position and arrange to fill their vacancy.
- c. Board members may serve as communication liaisons to a committee but may not chair the committee. As a liaison to the committee, the Board member will represent the Congregation's mission and vision.

- d. In the event of an emergency, it may be necessary for a representative of UUFG to deal immediately with outside authorities such as police, fire safety officials, etc. Should such circumstances occur, elected leaders will be contacted in the following order:
 - President
 - Vice President/President-Elect
 - Treasurer
 - Secretary
 - Trustee

2. Meetings

a. Communication:

- A regular meeting of the Board shall be announced a week in advance through official communications channels.
- A special meeting of the Board shall be announced at least 36 hours in advance through official communications channels.
- In case of an emergency, a quorum of the Board can meet and take immediate action then inform the Congregation as soon as possible.
- Board members may need to communicate between monthly meetings to plan agendas, clarify issues or concerns, or collaborate in developing motions, policies, meeting summaries or other items relevant to the Board's responsibilities.

b. Agenda-setting: Regular meeting agendas are set a week in advance and items submitted after the agenda is set will be included at the discretion of the President. Prior to conducting business at the start of each meeting, the Board approves the meeting agenda.

c. Motions: All motions to be decided by the Board are presented in writing. The meeting agenda includes the full text of motions planned for discussion and possible action. When a motion is proposed from the floor during a meeting, it is written for all Board members to see prior to taking a vote.

d. Visitors attending regular Board meetings may address the Board on any topic for a few minutes at the beginning of the Board meeting. The Board may or may not take action at the same meetings on issues brought before them. Visitors may participate in discussions at the discretion of the President.

e. The consent agenda contains routine matters, such as meeting minutes, factual reports, and routine document updates supplied as attachments to the agenda. Items included in the consent require no discussion before voting and are all

approved in one vote. The consent agenda is intended to streamline the process for approval of regular, routine issues that come before the Board.

- The President determines whether an item belongs on the consent agenda. The President prepares a list of the consent agenda items as part of the meeting agenda. An item may be removed from the consent agenda and added to the regular agenda for separate discussion at the request of a Board member. An item will not be removed from the consent agenda just to have a question answered.
- When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

GOV-3 Committees and Working Groups

Annual Review: Governing Board

Initial Approval: 19 March 2020

Latest Revision: 15 June 2024

Purpose

This policy defines the functions of committees and working groups and their accountability to the Governing Board.

Policy

1. A committee is an ongoing group whose responsibilities are defined by the Board and serve a specific purpose related to the congregational mission. Committees must have a written charter.
2. A working group is an ad-hoc group working on time-limited, specific tasks defined by the Board.

Procedures

1. The Governing Board shall charter committees, appoint or affirm a committee chair, and establish working groups.
2. Committee charters shall be consistent with the congregation's vision, mission, and annual budget.
3. All committee charters shall state the committee purpose, responsibilities and duties, membership and meetings, and reporting responsibilities.
4. Committee charter approval and changes follow the same process as policies (GOV-1).
5. In case of conflict between committee charters and Policies and Procedures, the Policies and Procedures take precedence.
6. Committees will review their charter annually and provide requested changes to the Governing Board.
7. Working groups may be created to fulfill specific responsibilities and/or duties for a committee in need. This working group shall have a Board liaison and may consist of Board Members and other congregation volunteers.

H E A T H E R R O S E K H A NCELLULAR: (352) 278-3468 • E-MAIL: HROSES126@GMAIL.COM

June 17, 2024

CERTIFIED MAIL – RETURN RECEIPT**7021 0950 0001 9202 3274**

THE UNITARIAN UNIVERSALIST FELLOWSHIP OF GAINESVILLE, FLORIDA, INC.

Attention: Michael Hazlett, Registered Agent

4225 N. W. 34TH STREET

GAINESVILLE, FL 32605

Re: LEGAL NOTICE & DEMAND
 Property Damages to Neighboring Property

Dear Mr. Hazlett:

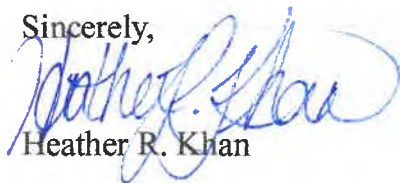
Please accept this as formal notice to you, as the Registered Agent for The Unitarian Universalist Fellowship of Gainesville, Florida, Inc. (hereinafter referred to as the “Fellowship”), pertaining to significant damages our property and assets have sustained as a result of your failure to safely maintain your property, your failure to remove or maintain dangerous hazards, your failure to respond to previous notices and requests, and your failure to timely report a claim to your insurance carrier.

We have sent several prior letters, and emails, regarding the property damage our property and assets have sustained as a result of the large oak trees on your property that have repeatedly gone ignored despite our sustaining continuous damage and exposure to said damage, including the potential for future damage and bodily harm we continue to be exposed to as a result of your negligence.

Pursuant to my last email to the Fellowship dated April 21, 2024 which followed several letters, I once again requested that you report this claim to your insurance carrier and have them contact me no later than May 13, 2024 however, to date, all of our notices have gone without a response.

Be advised that if I do not receive a response from you or your insurance carrier timely acknowledging this claim, I will file a lawsuit and pursue attorneys fees and costs pursuant to Fla.Stat. § 768.79 as well as any other remedies available under the law.

Sincerely,



Heather R. Khan

HRK