



Unitarian Universalist Fellowship of Gainesville

UUFG Governing Board Meeting Agenda
July 23, 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 10 min
 - a. Admin Report July 2024 (Att. 1)
 - b. Treasurer's Report July 2024 (Att. 2)
 - c. Board Meeting Minutes June 2024 (Att. 3)
4. [7:00 pm] Discussion, Action Items, Visioning 20 min
 - a. Closed captioning for streaming Sunday service (Erin Parish)
 - b. Housing for Rev. JeKaren
 - c. CYREC fundraiser
 - d. Minister's credit card
5. [7:20 pm] Facilities 20 min
 - a. Sanctuary chairs (Tim Christy)
 - b. Third shed break-in
 - c. Pollinator garden
 - d. Damaged canopy
6. [7:40 pm] Leadership and Governance 10 min



Unitarian Universalist Fellowship of Gainesville

- a. Policy revisions (Tom Mareci) (Att 4)

7. [7:50 pm] Wrap up 10 min
 - a. Emerging Concerns
 - b. Calendaring and Action Items
 - c. Gratitude notes
 - d. Board Process – external observer
 - e. Next meeting August 27, 2024

8. [8:00] Adjournment



Unitarian Universalist Fellowship of Gainesville

To: Governing Board
From: Cam Pierce
Date: July 17, 2024
RE: Monthly Congregational Admin Report to the Board

Membership Numbers

Our numbers are unchanged from last month: 154 members and 23 supporting friends.

Sunday Service Attendance

Sundays, June 2024 –

- Average adult in person attendance for five Sundays: 52
- Average YouTube visits for three Sundays: 75 (on June 23 we streamed the General Assembly service. On June 30, we were unable to stream the service)
- Total average participation for three Sundays with both YouTube and in person numbers: 126
- Current YouTube subscribers: 325

Date	YouTube	In-Person Attendance	Total
6/2/2024	57	69	126
6/9/2024	80	41	121
6/16/2024	88	42	130
6/23/2024	N/A	38	
6/30/2024	N/A	69	

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

Sundays, June 2023 –

- Average in person attendance for four Sundays: 54
- Average YouTube visits for three Sundays: 70 (the June 25 service was GA streaming)
- Total average participation for three Sundays: 130
- Current YouTube subscribers: 255

Date	YouTube	In-Person Attendance	Total
6/4/2023	41	59	100
6/11/2023	66	80	146
6/18/2023	102	41	143
6/25/2023		35	

Attendance

05/02/2024	Pickleball	K Flamand	4
05/02/2024	Chalice Choir	K Flamand	16
05/03/2024	Chalice Choir Concert	K Flamand	
05/04/2024	Friends of the Courtyard	P Maloney	5
05/05/2024	HUUGG / Humanist Class	K Anderson	20
	Sunday Service - in person		68
	Sunday Service - online		43
	Childcare/Children/RE	J Chase	11k + 3a
	Youth Group	J Chase	3y
	Annual Meeting	L Cobb Lee	64
05/07/2024	Morning Meditation	P Turner	8
05/07/2024	Worship Team	L Stewart	13
05/08/2024	Young Adult Group	K Hagan	5
05/09/2024	UUFG Men's Lunch Group	T Bullock	10
05/09/2024	Pickleball	K Flamand	4
05/10/2024	TGIF Celebration	M Roberts	19
05/11/2024	Buildings & Grounds Work Morning Policies & Procedures Review	M Roberts	4
05/11/2024	Committee	T Christy	
05/12/2024	Sunday Service - in person		63
	Sunday Service - online		36
	Childcare/Children/RE		9k + 3a
05/13/2024	Care Team	J Wright	12
05/14/2024	Morning Meditation	P Turner	9
05/14/2024	Safety Team	J Coron	5
05/14/2024	Fellowship Council	M Hazlett	6
05/16/2024	Pickleball	K Flamand	4
05/18/2024	Vets for Peace - Poetry Awards	M Bahr	125
05/19/2024	UUFG Foundation	J Gossman	
	HUUGG / Humanist Class	K Anderson	13
	Sunday Service - in person		lost data
	Sunday Service - online		57
	Childcare/Children/RE	J Chase	7k + 3a
	Youth Group	J Chase	2y
	Social Justice Circle	M Bahr	8
05/20/2024	Finance Committee	J Wright	7
05/21/2024	Morning Meditation	P Turner	10
05/22/2024	Young Adult Group	K Hagan	6
05/23/2024	Pickleball	K Flamand	4
05/25/2024	Bob Kendall Memorial		100+
05/26/2024	Sunday Service - in person		lost data
	Sunday Service - online		62
	Childcare/Children/RE		23k + 5a
05/28/2024	Morning Meditation	P Turner	10
05/28/2024	Governing Board	E Parish	13
05/30/2024	Pickleball	K Flamand	4
06/01/2024	Friends of the Courtyard	P Maloney	

06/02/2024	HUUGG / Humanist Class	K Anderson	17
	Sunday Service - in person		69
	Sunday Service - online		57
	Childcare/Children/RE	J Chase	12k 3a
	Youh Group	J Chase	
06/04/2024	Morning Meditation	P Turner	9
06/04/2024	Worship Team	L Stewart	12
06/06/2024	Pickleball	K Flamand	4
06/08/2024	Buildings & Grounds Work Morning	M Roberts	4
06/09/2024	Sunday Service - in person		41
	Sunday Service - online		80
	Childcare/Children/RE	J Chase	7k + 3a
	Newcomer Orientation	J Kendall	
06/10/2024	Care Team	J Wright	10
06/11/2024	Morning Meditation	P Turner	8
06/11/2024	Safety Team	J Coron	4
06/11/2024	Fellowship Council	M Hazlett	8
06/12/2024	Young Adult Group	K Hagan	
06/13/2024	UUFG Men's Lunch Group	T Bullock	11
06/13/2024	Pickleball	K Flamand	
06/15/2024	UU Book Circle	M Soles	
06/16/2024	HUUGG / Humanist Class	K Anderson	13
	Sunday Service - in person		42
	Sunday Service - online		88
	Childcare/Children/RE	J Chase	4k + 2a
06/17/2024	Finance Committee	J Wright	7
06/18/2024	Morning Meditation	P Turner	8
06/20/2024	UUA General Session viewing	E Parish	2
06/21/2024	UUA General Session viewing	E Parish	3
06/22/2024	UUA General Session viewing	E Parish	2
06/22/2024	Potluck & Ware Lecture	E Parish	20
06/23/2024	Sunday Service - in person		38
	Sunday Service - online		N/A
	Childcare/Children/RE	J Chase	12k + 3a
	UUA Closing Session	E Parish	2
06/25/2024	Morning Meditation	P Turner	9
06/25/2024	Governing Board	E Parish	17
06/26/2024	Young Adult Group	K Hagan	
06/30/2024	Sunday Service - in person		69
	Sunday Service - online		N/A
	Childcare/Children/RE	J Chase	12k

UUG Office Notes

Insurance

Our Liberty Mutual policy was renewed, though our premium has gone up to \$19487.78 for the insured period of August 15, 2024 through August 14, 2025..

Burglaries

In the last two months we've had three burglaries of our shed:

- May 22: lawn mower shed burglary reported to GPD.
- Tuesday, June 18: burglary of the shed behind the sanctuary reported.
- Tuesday, July 16: second burglary of the lawnmower shed reported. The thief or thieves pulled open a window and disassembled the locking fixture on our door from the backside. Many of the items stolen were replacements that Marilyn Roberts had purchased stemming from the first break in. However, the thief also took a power washer and the battery from the Kubota. I took a rear wheel off of the Kubota to make it harder for someone to steal in case the thief comes back again.

Safety Committee & Video Cameras

On May 20, a team including Jowe, David Willkomm, Jonathan Coron and Tom Bullock installed the five cameras around the Fellowship. Unfortunately, the camera on the lawn shed side of our building is incapable of recording activity near the shed. I have ordered two "trail cameras" that we will install overlooking the lawn shed. We will also be ordering more signs and other security related items. However, we may wish to assess our current approach to video security. We can have ten total cameras on our new Blink account, but my impression is that insufficient or inconsistent wi-fi bandwidth at the cameras may limit their effectiveness as may their limited range of sensitivity.

Rev. JeKaren Olaoya

In July I helped provide an orientation to Rev. JeKaren with Mary Anthony and Leah Cobb Lee. I spent time cleaning and arranging her office and continue working to support her "onboarding" process here at UUG.

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 is reviewing use of our old Touchstone themes and considering purchasing themes from years prior to 2019. Also as usual, I sent out anniversary letters in June to all members who have joined the Fellowship in any given month as well as creating weekly Gazettes.

The board may consider whether it wishes to continue sending out these letters. If so, then the board will need to approve a new letter.

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.

Rentals

Our main renters are Gainesville Bridge Club and Joy of the Lord Outreach Ministries. In July we also host Life Line Screenings and an Eager Pup scent training workshop.

Personal Time

I am planning to travel to Charlotte, NC, to visit my son from Thursday, July 18 through Monday, July 22. I will also be out of the office on Thursday afternoon, August 8 and Friday, August 9.

Unitarian Universalist Fellowship - Gainesville FL								
Treasurer's Report as of June 2024 for General Fund								
Thursday, July 11, 2024								
Account #	Account Name	Period Activity June 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	26,179.64	23,337.00	263,863.03	280,000.00	(16,136.97)	280,000.00	16,136.97
4.100.050	Sunday Collect/Unidentified G	547.83	1,337.00	10,854.14	16,000.00	(5,145.86)	16,000.00	5,145.86
	Total Sustaining Gifts-Members & Friends	\$26,727.47	\$24,674.00	\$274,717.17	\$296,000.00	(\$21,282.83)	\$296,000.00	\$21,282.83
Miscellaneous Income								
4.100.210	Rental Income	1,125.00	1,000.00	12,351.00*	12,000.00	351.00	12,000.00	(351.00)
4.100.300	Special Activities and Auction	0.00	837.00	17,044.92*	10,000.00	7,044.92	10,000.00	(7,044.92)
4.100.330	Interest	43.36	25.00	529.93*	300.00	229.93	300.00	(229.93)
	Total Miscellaneous Income	\$1,168.36	\$1,862.00	\$29,925.85*	\$22,300.00	\$7,625.85	\$22,300.00	(\$7,625.85)
	Total Income to General Fund	\$27,895.83	\$26,536.00	\$304,643.02	\$318,300.00	(\$13,656.98)	\$318,300.00	\$13,656.98
	Total Income	\$27,895.83	\$26,536.00	\$304,643.02	\$318,300.00	(\$13,656.98)	\$318,300.00	\$13,656.98
Expense								
Expenses from General Fund								
Programs								
5.100.110	Membership	52.37	50.00	600.00	600.00	0.00	600.00	0.00
5.100.120	UU Leadership	316.93	50.00	600.00	600.00	0.00	600.00	0.00
5.100.130	Social Justice	0.00	125.00	1,500.00	1,500.00	0.00	1,500.00	0.00
5.100.140	RELATE	0.00	7.00	0.00	150.00	(150.00)	150.00	150.00
5.100.150	CUUPS	0.00	19.00	0.00	250.00	(250.00)	250.00	250.00
5.100.240	RE Program Activities	657.63	163.00	2,000.00	2,000.00	0.00	2,000.00	0.00
5.100.280	Hospitality Budgeted	147.78	13.00	175.24	200.00	(24.76)	200.00	24.76
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	370.01	337.00	7,259.58*	4,000.00	3,259.58	4,000.00	(3,259.58)
5.100.320	Music Program	318.15	200.00	1,438.57	2,000.00	(561.43)	2,000.00	561.43
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	\$1,862.87	\$964.00	\$14,366.44*	\$11,800.00	\$2,566.44	\$11,800.00	(\$2,566.44)
Administration & Operational Support								
5.100.010	Board Discretionary Funds	382.25	125.00	1,131.90	1,500.00	(368.10)	1,500.00	368.10
5.100.020	Pastoral Care Expense	68.00	13.00	134.00	200.00	(66.00)	200.00	66.00
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	1,291.00	1,291.00	15,525.00	15,525.00	0.00	15,525.00	0.00
5.100.525	Insurance	(3,640.20)	1,500.00	12,977.50	19,000.00	(6,022.50)	19,000.00	6,022.50
5.100.530	Office Expense	985.72	587.00	6,180.32	7,000.00	(819.68)	7,000.00	819.68
5.100.540	Bookkeeper	250.00	212.00	1,762.50	2,500.00	(737.50)	2,500.00	737.50
5.100.545	Telephone & Internet	553.50	482.00	6,810.53	7,100.00	(289.47)	7,100.00	289.47
5.100.550	Utilities - Electricity & Water	506.23	1,663.00	15,397.60	20,000.00	(4,602.40)	20,000.00	4,602.40
5.100.560	Waste Disposal	215.50	200.00	2,475.32*	2,400.00	75.32	2,400.00	(75.32)
5.100.570	Custodial Service	770.00	770.00	9,240.00	9,240.00	0.00	9,240.00	0.00
5.100.572	Custodial Supplies	98.95	66.00	445.08	825.00	(379.92)	825.00	379.92
5.100.575	Facilities Maintenance	286.29	625.00	7,420.60	7,500.00	(79.40)	7,500.00	79.40
5.100.580	Backflow and Fire Suppression	0.00	337.00	2,547.37	4,000.00	(1,452.63)	4,000.00	1,452.63
5.100.583	Security & Safety	0.00	25.00	317.00*	300.00	17.00	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	179.13	144.00	1,924.13*	1,750.00	174.13	1,750.00	(174.13)

Unitarian Universalist Fellowship - Gainesville FL								
Treasurer's Report as of June 2024 for General Fund								
Thursday, July 11, 2024								
Account #	Account Name	Period Activity June 2024	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
Total Administration & Operational Support		\$1,946.37	\$8,040.00	\$84,688.85	\$99,240.00	(\$14,551.15)	\$99,240.00	\$14,551.15
Compensation & Related Expenses								
5.100.610	Ministers Salary	3,102.58	6,255.00	29,791.57	71,126.00	(41,334.43)	71,126.00	41,334.43
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	483.00	423.76	5,829.00	(5,405.24)	5,829.00	5,405.24
5.100.640	Ministers Pension Fund	0.00	679.00	553.93	8,203.00	(7,649.07)	8,203.00	7,649.07
5.100.650	Ministers Health Insurance	0.00	1,213.00	1,471.12	14,534.00	(13,062.88)	14,534.00	13,062.88
5.100.660	Ministerial Transition Expense	0.00	1,038.00	0.00	12,500.00	(12,500.00)	12,500.00	12,500.00
5.100.670	Ministers Professional Expenses	0.00	663.00	122.89	8,000.00	(7,877.11)	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	3,430.00	43,238.22*	41,215.00	2,023.22	41,215.00	(2,023.22)
5.100.712	Congregational Administrator-Professional Expenses	0.00	163.00	100.00	2,000.00	(1,900.00)	2,000.00	1,900.00
5.100.720	Choir Director Salary	1,639.54	2,174.00	15,179.99	26,088.00	(10,908.01)	26,088.00	10,908.01
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	2,600.00	(2,600.00)	2,600.00	2,600.00
5.100.725	Pianist/Accompanist - Payroll	500.00	1,106.00	4,150.00	13,261.00	(9,111.00)	13,261.00	9,111.00
5.100.728	Audiovisual Technician	0.00	663.00	2,338.75	8,000.00	(5,661.25)	8,000.00	5,661.25
5.100.731	Director of RE Salary	2,181.96	2,174.00	25,139.06	26,088.00	(948.94)	26,088.00	948.94
5.100.732	Director of Religious Education-Professional Exp.	1,092.13	213.00	2,102.52	2,600.00	(497.48)	2,600.00	497.48
5.100.740	Child Care	582.25	500.00	7,480.17*	6,000.00	1,480.17	6,000.00	(1,480.17)
5.100.820	Staff Pensions	554.50	348.00	4,327.50*	4,121.00	206.50	4,121.00	(206.50)
5.100.910	Payroll Tax Expenses	854.28	600.00	9,343.26*	7,200.00	2,143.26	7,200.00	(2,143.26)
Total Compensation & Related Expenses		\$14,168.04	\$21,962.00	\$150,648.63	\$263,365.00	(\$113,602.26)	\$263,365.00	\$113,602.26
Total Expenses from General Fund		\$17,977.28	\$30,966.00	\$249,703.92	\$374,405.00	(\$125,586.97)	\$374,405.00	\$125,586.97
Total Expense		\$17,977.28	\$30,966.00	\$249,703.92	\$374,405.00	(\$125,586.97)	\$374,405.00	\$125,586.97
Difference		\$9,918.55	(\$4,430.00)	\$54,939.10	(\$56,105.00)		(\$56,105.00)	
* = Income/Expense exceeds amount budgeted to date								

		Unitarian Universalist Fellowship - Gainesville, FL	
		Budget Variance Report	
		June 2024	
Account #	Account Name		
Income			
Income to General Fund			
Sustaining Gifts-Members & Friends			
4.100.030	Current Years Pledges	June receipts are over budget for the month. Pledge income is under budget by \$16,137 for the year.	
4.100.050	Sunday Collect/Unidentified Giving	Through June, Sunday collection is under budget by \$5,146.	
Miscellaneous Income			
4.100.210	Rental Income	Main rental income from the Gainesville Bridge Club and Joy of the Lord Outreach Ministries. For the year, we are over budget by \$351.	
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		
5.100.140	RELATE	No RELATE expenses this year. Dormant committee	
5.100.150	CUUPS	No CUUPS expenses this year	
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	Honorarium and sound room expense. \$3260 over budget for the year.	
5.100.320	Music Program	One License annual subscription.	
5.100.410	Canvass Expenses		
5.100.430	Book Cart Expense		
Administration & Operational Support			
5.100.010	Board Discretionary Funds	Board approved payment to CPA that is facilitating our solar project grant application.	
5.100.020	Pastoral Care Expense	Stamps for birthday cards	
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 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. Our monthly payments have gone down thanks to the solar panels.	
5.100.560	Waste Disposal	Contract with Waste Pro. Monthly payments have crept up.	
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	Replacement of equipment stolen in recent burglaries.	
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 June 2024						
Friday, July 12, 2024						
Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Fund Balance	95,919.79	27,895.83	17,977.28	(610.00)	105,228.34
3.100.301	Ministers Discretionary Pass Through Fund Balance	0.00	5,668.00	0.00	0.00	5,668.00
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	1,703.00	0.00	0.00	0.00	1,703.00
3.203.110	Memory Garden Fund	546.11	268.00	0.00	0.00	814.11
3.203.120	Courtyard Fund Balance	2,500.16	0.00	0.00	0.00	2,500.16
3.203.130	Solar Panel Fund Balance	0.00	882.25	1,030.00	0.00	(147.75)
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	230.00	0.00	0.00	1,079.90
3.206.100	<i>Foundation Grants</i>					
3.206.113	Youth Room Update (Grant) Fund Balance	1,355.87	0.00	1,096.49	0.00	259.38
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	343.17	0.00	256.83
3.206.140	UU Leadership Fund - Balance	4,619.40	0.00	83.07	0.00	4,536.33
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	834.00	0.00	0.00
3.210.100	<i>CYREC</i>					
3.210.110	RE Fund Balance	2,162.70	0.00	191.52	0.00	1,971.18
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	1,985.42	1,071.00	0.00	0.00	3,056.42
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	3,323.45	62.32	95.51	0.00	3,290.26
3.216.160	Share The Plate Balance	427.33	280.12	427.33	0.00	280.12
3.400.100	<i>Future Funding & Capital Reserve Accounts</i>					
3.404.110	Res. Fd for Large Scale Maintenance-Balance	53,994.57	0.00	0.00	0.00	53,994.57
3.500.100	Land & Building Fund	1,105,900.00	0.00	0.00	0.00	1,105,900.00
3.500.150	Furnishings & Equipment Fund	62,670.00	0.00	0.00	0.00	62,670.00
3.500.155	Solar Fund Bank Account Balance	147.75	0.00	0.00	0.00	147.75
3.500.200	UUGF Foundation Balance	461,233.99	0.00	0.00	15,444.84	476,678.83
3.500.250	Ministers Discretionary Fund Bank Account Balance	597.99	0.00	0.00	0.00	597.99
	Total	\$1,885,388.87	\$36,357.52	\$22,078.37	\$14,834.84	\$1,914,502.86

**Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
June2024**

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 a \$610 journal entry reflecting a board- approved expenditure from the GF to assist a parishioner.
3.100.301	Ministers Discretionary Fund Balance	Mary Anthony/Leah Cobb Lee - Rev. Jekaren to be added	Donations	This is a pass-thru account. We transfer this money to a separate checking account that the minister manages. In June we received \$5,668 in donations.
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. We used this fund to pay \$1030 to the accounting firm that is managing our solar panel rebate. The negative ending balance of -\$147.75 reflects the amount that will be transferred into this line item when the Solar Panel Bank account is closed out.
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 is typically 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. Youth room purchases are complete, and the remaining balance will be returned to the Foundation.
3.206.115	Banned Books Fund	Mary Bahr	Foundation	Fall 2023 grant
3.206.116	Security Camera Fund	Jonathan Coron	Foundation	Fall 2023 grant for video cameras for security on UUFG grounds
3.206.140	UU Leadership Fund	LDC	Foundation	Expenditure in June as part of a GA scholarship
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. Grant purchases completed.

**Unitarian Universalist Fellowship - Gainesville
Consolidated Fund Narrative Report
June2024**

Account # Account Name Name Source Purpose

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	James Chase	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	Donations collected typically as Sunday offering on the third Sunday of the month and as directed donations through online payment porrtals.
	<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 suppresson 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 June 30, 2024			
Friday, July 12, 2024			
Account #	Account Name	Beginning Balance	YTD Balance
Assets			
Cash			
1.000.130	Ameris Bank-Checking	92,081.23	186,909.39
1.000.140	Ameris Bank-Money Market	81,074.95	81,604.88
1.000.155	Solar Fund - Checking	0.00	147.75
	Total Cash	\$173,156.18	\$268,662.02
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	476,678.83
1.100.250	Ministers Discretionary Fund Account	627.99	597.99
	Total Other Assets	\$429,393.56	\$477,276.82
	Total Assets	\$1,771,119.74	\$1,914,508.84
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	105,228.34
3.100.301	Ministers Discretionary Pass Through Fund Balance	0.00	5,668.00
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	814.11
3.203.120	Courtyard Fund Balance	4,215.16	2,500.16
3.203.130	Solar Panel Fund Balance	0.00	(147.75)
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	1,079.90
3.206.100	<i>Foundation Grants</i>		
3.206.113	Youth Room Update (Grant) Fund Balance	1,463.36	259.38
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	256.83
3.206.140	UU Leadership Fund - Balance	4,519.40	4,536.33
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
3.206.211	Labyrinth Repair (grant) Balance	2,500.00	0.00
	<i>Total Foundation Grants</i>	<i>\$13,269.63</i>	<i>\$7,943.49</i>
3.210.100	<i>CYREC</i>		
3.210.110	RE Fund Balance	2,776.70	1,971.18
3.210.120	Youth Support Fund Balance	1,070.91	1,070.91
3.210.125	OWL Fund Balance	0.00	3,056.42
3.210.160	Playground/Coffee Fund Balance	95.00	95.00
	<i>Total CYREC</i>	<i>\$3,942.61</i>	<i>\$6,193.51</i>
3.216.100	<i>Social Justice Fund</i>		
3.216.110	Social Justice Unallocated Funds	2,882.72	3,290.26
3.216.150	Pineridge Fund	1,216.98	0.00
3.216.160	Share The Plate Balance	457.60	280.12
	<i>Total Social Justice Fund</i>	<i>\$4,557.30</i>	<i>\$3,570.38</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	476,678.83
3.500.250	Ministers Discretionary Fund Bank Account Balance	627.99	597.99
	Total Fund Balance	\$1,771,113.76	\$1,914,502.86
	Total Liabilities and Fund Balance	\$1,771,119.74	\$1,914,508.84

Summary UUFG Governing Board Meeting Minutes

June 24, 2024 6:30pm – 8:04pm

1. Congregant expressed concern over their perceived treatment by the Board. They responded to an email the Board sent them wanting to meet and discuss some issues. Congregant was thanked for their input and left meeting.
Another congregant questioned why Board meetings are not recorded.
Date for auction was requested to be 1st Saturday in February.
Bee City proposal will be put on agenda for next meeting.
Discussion of how to welcome Rev. JeKaren Olaoya on July 7.
2. Discussion of burglaries of sheds and insurance. Cam Pierce taking vacation time 7/18 – 7/22.
3. We are still in the black. \$314,000 pledged for fiscal year 2024-25.
Erin Parish requests to change part of Congregational Input from “there were complaint when Rev. Christie was here” to “there were complaints when Rev. Christie used gender expansive language”
MOTION to approve changes to May minutes.
APPROVED unanimously.
4. **MOTION to approve Bev Giordano as UUFG Foundation Director as of July 1, 2024.**

APPROVED unanimously.

Five security cameras installed. Discussion in signs to inform people they are being recorded and needing to put up signs informing people that guns are not allowed on campus.

ACTION: Safety Committee will go forward putting up gun sign.

5. Discussion of intermittent problem with streaming on YouTube. Possibly internet problem.
6. Discussion on neighbor's complaint of tree limb hanging over their property.

ACTION: Marilyn Roberts and Leah Cobb Lee to make appointment to meet with neighbor and request copies of correspondence she sent to Fellowship and to tell her we are addressing the issue.

7. Mike Hazlett stepping down as Board Vice President.

ACTION: Leah Cobb Lee will take over Fellowship Council meetings.

8. Discussion of putting couch in Sanctuary for congregants not able to sit in chairs.

ACTION: Leah Cobb Lee to reach out to James Chase about cost of recent furniture bought for Youth Group room.

9. Discussion on how to welcome Rev. JeKaren. Gratitude and thanks to Rev. Tracie for her help and support over past year.

10. Discussion on how to distribute UU Underworld to congregation.

ACTION: Will look into another listserve.

Next meeting July 23rd

Meetings moved to 4th Tuesday of each month due to scheduling conflict.

Meeting adjourned 8:04pm

Respectfully submitted by
Erin Parish, Board Secretary

Governance Review Working Group

July Board Meeting:

1. **Third Reading (VOTE): Revision on GOV-1: Policy on Policies and Procedures.**
Addition from first reading to incorporate governing authority from GOV-14.
2. **Second Reading: Revision on GOV-2: Governing Board.**
This policy now incorporates GOV-8: Emergency Powers and GOV-10: Open and Closed Meetings.
3. **Second 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. **Second 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. **Second 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. **Second 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. **Second 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. **First Reading: GOV-4 Members and Supporting Friends**

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.

GOV-4 Members and Supporting Friends

Annual Review: Governing Board

Initial Approval: December 13, 2005

Latest Revision: June 22, 2024; First review by the Board

Purpose

This policy defines supporting friends, outlines expectations and a covenant for members and supporting friends, and how to review membership of UUFG. Articles III, V, and VI of UUFG Bylaws define criteria for and rights of membership.

Policies

1. Membership will be reviewed annually.

2. Supporting Friends:

- a. Are individuals who participate in the life of the Fellowship and make a pledge of financial support, without making the commitment to become a member.
- b. Receive written or electronic communications from UUFG, as appropriate.
- c. Do not have the voting rights of members and cannot serve as elected leaders.
- d. Is the only non-member category of affiliation.

3. Expectations of Members and Supporting Friends

- a. Presence: Participate in worship and fellowship on Sunday mornings, as possible.
- b. Participation: Participate meaningfully in the life of UUFG. Participate in activities that enhance growth and connection with the community.
- c. Pledge: Financially support the Fellowship through an annual commitment.
- d. Practice: Practice liberal religious values and principles in order to help nurture and heal our world.

4. Members and Supporting Friends Enter into Covenant to:

- a. Respect and value every person in our congregation, including during times of stress and disagreement.
- b. Minister to each other, celebrate joys, and give support in times of sorrow.
- c. Participate in making decisions through a democratic process and respect its outcomes.
- d. Set a positive example for everyone, including children, through words and actions.
- e. Give time, energy, voice, and economic resources to the common good.
- f. In all things, be guided by the principles and practices of Unitarian Universalism.

Procedures

1. Those wishing to become a UUFG Member:

- a. Are encouraged to participate in a wide range of UUFG events and activities.
- b. Will follow a path to membership defined by the Membership Committee and Minister that includes religious education.
- c. May be recognized and welcomed during a Sunday Service.

2. Changes to financial pledges and exceptions to contributions:

- a. Notify the treasurer of any change to financial pledge.
- b. On a case-by-case basis, the minister or a Governing Board designee may grant an exception.

3. Removal of Members from the Membership List:

- a. Request to Resign: Upon receipt by the Minister, Administrator, President, or Membership Committee of a verbal or written request to resign, the Administrator removes the individual from membership. An effort will be made to obtain feedback for the cause of resignation. These individuals will be notified of their removal and invited to return if their circumstances change.
- b. Removal for Non-support: The Treasurer will notify the Membership Committee of any member or supporting friend who has not made a financial contribution. As a result of no pledge, or no contribution of record in the current year, the Minister or Membership Committee chair will attempt to contact the individual. Prior to removal, the Membership Committee will work with the Administrator to send a follow-up communication with a deadline for responding before removal. An exception may be made by the Minister or Governing Board's designee to keep this individual in an active status. These individuals will be notified of their removal and invited to return if their circumstances change.
- c. Removal for Cause: Although removal for cause is taken as a last resort, the Governing Board may remove individuals, or deny affiliation or membership, when their behavior is dangerous or disruptive. These individuals will be notified of their removal.
- d. Reporting: The Membership Committee will report to the Governing Board the names of the members who are being recommended for removal. Official removal of individuals from affiliation or membership will be done by action of the Governing Board.