

Unitarian  
Universalist  
Fellowship of Bay County  
Board of Directors Meeting Minutes for Tuesday, October 22, 2013.

Attending: Jack Harvey, President  
Jo Shaffer, Vice President  
Ken Sizemore, Treasurer  
Dianna Avrigian, Secretary  
Christine May, Member at Large  
Charissa Thacker, Member at Large  
Ruby Jo Faust, Member at Large

Absent: Tisha McSherry

Congregational Member: Al Clare, for discussion of the outdoor lighting project.

6:30 pm Meeting was called to order by Jack Harvey, President.  
All Board members read in unison the Board Covenant, preceded by the lighting of the Chalice by Ken Sizemore, Treasurer.

UU Board Agenda topics were open for discussion.

**Secretary** - Dianna Avrigian, with review by the Board, September Board Minutes, was approved unanimously. Board members who requested corrections and additions were in favor. President, Jack Harvey clarified minutes to be sent in document form for posting on the web.

**Treasurer Report** - Ken Sizemore passed a copy of the Treasurer Report (to date) for Fiscal Year 2013-2014, Review of Income and Expenditures were discussed as well as current balances of all UUFBC accounts. Ken Sizemore states for general interest he averaged what will be needed each week to continue our goal for funding. Recently there has not been a large amount of spending to date. Ken announced that we will recover all the money, from the insurance company, (except the deductible) spent for the water pump & filter, repair project, and the check will go to the contractor,

however the money will not have to come out of the budget. The CD and RJ account fund is showing improvement with the current economic market. Ken will bring a sign up sheet for weekly Board volunteers to assist with the count and deposit of Sunday's pledges.

Jack Harvey, President brings the Board's attention to an e-mail received from UUA, stating they will use the southern region as a pilot group for collecting membership dues. There is a webinar, Thursday night, October 24, at 8 pm, Ken Sizemore, Treasures was asked to attend. Ken Sizemore states that this fiscal year we are already on the plan, and we will pay a specific percentage of our last year's census. Ken Sizemore states UUFBC has been reporting honestly to UUA which should not affect our finances.

Jack Harvey discussed the Endowment program, defining the fund as a benefit for long term health of the UUFBC. The opportunity for the endowment is to ask members when they do their estate planning to remember the UUFBC. Ruby Jo Faust mentions that her history of members contributing to the endowment fund included family members, who have lost a member, pledge to the endowment fund in lieu of flowers, as well as a gift for couples who are celebrating weddings, birthdays etc. Jack Harvey with the assistance of Ken Sizemore will draft and edit a gentle note for the congregation, to explain this very welcomed program.

Jack Harvey discussed a program in the past, related to the Chalice Lighters program, which provided the now utilized school house on the property, suggesting pledging \$25.00 a quarter. Jack Harvey will create a note to the congregation for volunteer leadership.

Ruby Jo suggested participation in the past by Alyce Marquis who may be interested in revisiting her contribution as a leader.

Jack Harvey discussed communication for the web site, submitting the info to; Information @ UU.com. Committee liaisons need to be responsible for bringing the events up to date. Currently if you go to the site, there are no events posted. Monthly news letter usually posted on the 16<sup>th</sup>, (currently not posted) and weekly news needs a stated parameter. Jack Harvey would like to suspend the monthly news letter until we revamp the content.

Communication regarding who has access to the web, face book, & e-mail accounts was discussed, Jack will develop and a note to users that we are reducing access, however if they need access they can request it from the President.

Charissa states the e-news should be more linked to the web site. Links need to be put on the news letter to the web-site so the any recaps could be easily accessed by the reader. Jo Shaffer suggests that information be standardized so it will provide easy access.

### **Standing Agenda:**

**Faith Development-** The committee feels that the announcements are too long and not appropriate for a service where we are exploring our spiritually. Limiting the announcements to Who, What, Where and When. The concern is the spiritual hour being a little too casual. Jo Shaffer suggests the service leader read the announcements, Charissa Thacker suggest using the monitor or lighting a candle. Christine May suggests announcements be posted on the back of the program insert. Ken Sizemore suggested Service Leader read announcements. Dianna Avrigian suggests one on one for Joys and Concerns, Jack Harvey revisits writing the announcements on cards with the Service Leader reading. Jo Shaffer questions how to distinguish the announcements that are critical to the congregation involvement vs. generalized. Charrisa Thacker suggests keep the announcements related to UU information only, and Jack Harvey suggests the unrelated UU announcements be put on cards read by the service leader. Christine May suggested, the last announcement, as previously experienced. Jack Harvey decided to use the post card idea as a pilot trial, with the coming Sunday service.

Child care was the next topic of discussion. Jennifer Wilcoxson took on the role of child care, she prepared a volunteer sign up sheet and was successful finding a sufficient amount of people to rotate Sundays, however, recently the amount of volunteers has decreased and Jennifer found herself in the child care role consecutive weeks in a row. Jo Schaffer questions if the Adult Religious Education coordinator could share the child care role, being responsible for the coordination of adults to provide care. Jo Shaffer mentions the R/E with regard to the 5 year Stragic Plan. The plan states R/E coordinator and child care to be initiated 7/2013, and ongoing throughout the 5 year goal, with the R/E coordinator participating and incorporating others to be involved in the program, developing selected topics to run concurrently with Sunday services topics and create multigenerational participation in the services and in children's classes.

Treasurer, Ken Sizemore has researched on the internet, several places that provide child care and mentions "Nanny Can" as an example of one agency that will send sitters to the UUFBC. UUFBC has used this agency in the past. Minimum rate (2 people for 4 hours) at \$160. per week, even if they do not stay for the full 4 hour minimum. Jo Shaffer suggests she would like to see the parents of the children take some responsibility for finding participants to get involved in child care. Christine May, states she previously has experienced this same concern in other UU churches and one of the solutions was "people power", parents did not necessarily have to be the caregivers, however they were responsible for finding someone to take on the role.

**Vision & Growth - November 8, Friday, at 7:00pm** there will be an open discussion at UUFBC led by Rev. Manish Mishra-Marzetti, dessert will be offered by the V&G committee. **November 9, Saturday at 6:00pm** a Vegetarian potluck dinner and a movie at UUFBC with continued discussion led by Rev. Mashra-Marzetti. Cathy Riffenburg provided sign up sheets, that will be passed to the congregation at Sunday service for meal planning and attendance.

**UU Environment - October 8, 2013** a meeting to discuss the "Project List" prepared by Jack Harvey, President was the focus for the committee. In attendance; Candis Harbison, Al Clare, Charissa Thacker, Jerry Riffenburg, George Stevenson, Cheryl Kellogg, Ruby Jo Faust and Jo Shaffer. Topics included, but not limited to Signs, Flower boxes, Audio visual components to dispense with cords and wires. Redesign closet into office expansion and move hot water heater. Concrete pavers and gravel to complete front entrance, recoat wooden floors, outdoor lighting, complete repairs and additions in attic and insulate attic. Moving the schoolhouse. A summary of the projects was developed to prioritize four (4) top projects, and include cost and source of funds. (1) Complete repairs and additions in attic and roof, cost estimate \$250-\$300. Dianna motioned to approve, Ruby Jo second all board members were in favor. (2) Outdoor lighting-requires pricing for new fixtures, trench and wire for connecting all fixtures. Voting by e-mail to take place after pricing. (3) Begin Audio/Video update cost estimates at \$1,300. Charissa motions to approve, Jack seconds all board members were in favor. (4) Driveway and front entrance, pavers and gravel, repair holes in driveway-cost estimate \$1,200. Ken motions to approve up to \$1,200 Christine seconds all board members were in favor.

Charissa Thacker, introduced Al Clare, who opened discussion and a tour for the purpose of completing the outdoor lighting project. In addition the issues beyond the lights casting, were the cost for materials, placement of programmed lighting, and wiring, as discussed above. The Board agreed unanimously on the lighting project at a cost of \$700.00. Ruby Jo Faust motioned to approve, Christine May second the motion. The expenditures will come from Lifelong Spiritual Growth and Learning; Religious Education budget in the amount of \$4,000, and transferred to the Organizational Health and Development; Facilities/Maintenance/Grounds budget. Currently with no R/E coordinator and a \$13,000 budget the equation of \$13,000 divided by 12 and multiplied by 4 would allow the \$4,000 to be applied to the facilities/maintenance & grounds projects. Jo Shaffer motioned to approve, Ruby Jo Faust second, and the board agreed unanimously.

Charissa Thacker presented a Green Sanctuary Plan Outline- defining projects for Worship & Celebration; Religious Exploration, Environmental Justice, Sustainable Living as well as the committee members who are available to contact for additional information. The Board voted unanimously to accept the GS Outline Plan.

**Social Justice - On October 16,** Bob Gilmore represented our Fellowship when he joined UU groups in Washington, DC and visited Congressmen to protest the government shutdown. Also, on **October 17,** Ruby Jo Faust and Harriett Myers, attended a PFLAG workshop given by Suzie Sizemore to prepare us to **participate in their efforts to lobby local school board members to adopt more specific guidelines for preventing bullying in the schools.**

Committee members; Jo Shaffer and Ruby Jo Faust were please to announce they have 22 people from the fellowship signed up for specific activities for the social justice project with the Foster youth (BYILD). They also discussed the recent meeting with a small group of DCF staff on **October 8,** DCF response was positive, indicating that the UU proposal would be a good fit for their mandated Service Learning Project. They mentioned that one particular interest was the community garden idea, which they already began, with the help of an Amercorp intern . They have secured a garden area at AD Harris School, with the Extension Center testing the soil and indicating raised beds and irrigation, they are working on funding for the irrigation. The city has agreed to supply water for three years. The community garden project offers UU an opportunity within our Fellowship to partner with the Green Sanctuary team to satisfy goals of our

Five Year Plan. The community garden with UU involvement will be delayed until after the holidays.

**October 22, Tuesday**, Jo Shaffer, Ruby Jo Faust and Bob Gilmore met with a larger group of DCF staff at CBC as their Service Learning Project's Adult Council and drafted a tentative schedule for the immediate future.

**October 24, Thursday**, Three members of SJC will tour one of the group homes at 1:00pm and then meet with the rest of the SJC at UUFBC at 2:30pm, to discuss and find a venue and food for a Meet and Greet with the teenagers, staff and UU volunteers on **Tuesday, November 5, at 4:45pm**. Their staff will prepare an agenda and ice breaker activity for the event and a limited number of UU volunteers may attend, to begin getting to know the teens.

**November 13, at 1:30pm Wednesday**, SJC will attend another SLP Adult Council meeting to continue planning.

**November 19, at 4:30pm, Tuesday**, SJC and SLP will meet to hold a kick-off meeting for the teens to select their next project, expected to be participation in the Panama City Christmas Parade on **December 7, Saturday**. Additional meetings will need to be scheduled for **Tuesday, November 26**, and **Tuesday, December 3**. Ruby Jo Faust and Jo Shaffer discussed with the board the possibility of a 1 x offer from UUFBC for the back-pack program, donating food or money for this project considering it was one of the suggested social justice ideas that we could contribute to as well as the volunteer reading program for children. Ken Sizemore motioned to approve the 1 x offer, Jack Harvey second the motion all board members agreed.

**Resource Development** - Ken Sizemore questioned the board about the low turnout for the Simon & Garfunkel, Old Folkies presentation. Several suggestions led to discussion regarding other UUFBC obligations earlier in the day. Considering donations instead of pricing the events.

Christine May motioned to adjourn the meeting at 9:30 pm, Jack Harvey second the motion.

The next Board Meeting is scheduled for **Tuesday, November 19, 2013 @ 6:30pm**

