

**Unitarian Universalist Fellowship of Bay County**  
**Board Minutes**



January 19, 2017

Present members:  
 Cheryl Kellogg, President  
 Chris May, Vice President  
 Helen Johnson, Secretary  
 Janet Cross, At Large Member  
 Absent member(s): Chris Dixon, Treasurer  
 Bob Nixon At Large Member

<b>Agenda Item</b>	<b>Presented By</b>	<b>Comment/Action</b>
Invocation	Cheryl Kellogg	Lighting Chalice
Call to order & Spiritual Centering	Cheryl Kellogg	Cheryl read a quote from UUA member Norman V Naylor.
Secretary's Report	Helen Johnson	Janet motion to accept the December Minutes with changes, Chris May seconded the motion. Motion passed unanimously.
Treasurer's Report	Cheryl Kellogg	The Treasurer's Report was reviewed; no concerns were raised. Helen motion to accept the Treasurer's Report, Janet seconded, motion passed unanimously.
Leadership Development Committee (aka Nominations Committee)	Cheryl Kellogg	The Leadership Committee is composed of at three members approved by the congregation. Two members can no longer serve leaving Fred Beauchemin as the sole member. The Board recommended possible congregants to be forwarded to Fred (Bob McNeil, Jan Stricklan, Canova Henderson and Sandy Dillenschneider) all of whom are active members of UUFBC. The Board will leave it to Fred to contact any of these members in addition to any others he might consider. A Congregational Meeting will need to be called for final approval.
Long-range Finances	Cheryl Kellogg	This was table until the February meeting.
5 <sup>th</sup> Sunday, 2 <sup>nd</sup> Service	Cheryl Kellogg	We are looking for a topic and someone to fill this period. Chris Dixon will be stepping down as Treasurer and as Worship Chair. This second hour might include information on the nature of the Treasurer's position and the need to fill it or about the importance for congregational giving to support just the upkeep of our current Strategic Plan without growth, which is what our current budget reflects. Sweat equity is good and necessary but we also need the financial support to move forward on some of the congregation's wish list of a part-time minister and paid administrative support.

Religious Education Building Dedication	Cheryl Kellogg	We'd like to dedicate the remodeled building on March 1. Gienah Harris is working on a script. She has suggested an acronym, DREAM: Discover Religious Education and Mindfulness.
UU Mountain Camp	Cheryl Kellogg	The Board would like to continue supporting this program. We may revise how it is done. Instead of underwriting the entire trip for a student we could develop a scholarship which would be applied for. Parents will be encouraged to help with driving children to and from the camp. Cheryl will work with Gienah on this.
Faith Development	Chris May Janet Cross	See attached RE report
Social Justice		See attached report by Ruby Jo Faust
Religious Education		See attached report by Gienah Harris
New Business	Helen Johnson	<p>As the office staff updates the website, please remember to follow the guidelines for Word Press. If anyone has a problem, please contact Helen.</p> <p>The Board discussed the recent concerns in the RE nursery. Groups who rent the facility sometimes leave children unattended in the nursery causing damage and sometimes do not return the nursery to its proper status. This causes the RE Coordinator to have to spend time cleaning up and not working on RE business. After some discussion the Board has decided to lock both the Nursery and Office doors when there is no staff present and to discontinue their availability as rentals. This change will be reflected on the UUFBC Rental Policy and on the website.</p> <p>While serving as a Nursery attendant Helen noticed that one child needed special attention for which the staff is untrained. We discussed how the UUFBC might meet the needs of children with behavioral challenges and still provide a safe environment for all the children in the RE program. The best direction we can take at this time is to get the parent(s) of a child who needs assistance as soon as we determine it necessary.</p>
<b>Next Meeting</b>		<b>THURSDAY, February 16<sup>th</sup>, 6:30 PM</b>
Meeting Adjourned	Cheryl Kellogg	7:55 p.m.

**Unitarian Universalist Fellowship of Bay County  
Treasurer Report**

1/19/17

**1-18-2017 Fiscal Year 2016-2017**

	Budgeted Amt	Current Total	Difference
<b>INCOME</b>			
Pledges	\$53,580.00	\$33,698.24	(\$19,881.76)
Plate	\$9,000.00	\$4,122.36	(\$4,877.64)
Fundraising	\$5,500.00	\$669.00	(\$4,831.00)
Rentals	\$650.00	\$485.00	(\$165.00)
Miscellaneous	\$500.00	\$650.25	\$150.25
			\$0.00
<b>TOTAL INCOME</b>	<b>\$69,230.00</b>	<b>\$39,624.85</b>	<b>(\$29,605.15)</b>

<b>EXPENSES</b>			
<b>HUMAN RESOURCES</b>			
Speakers	\$10,082.00	(\$3,843.00)	6,239.00
Music	\$4,650.00	(\$2,910.00)	1,740.00
R.E. Coordinator	\$15,600.00	(\$8,017.58)	7,582.42
HR Accounting	\$600.00	(\$75.00)	525.00
Training/Seminars	\$2,100.00	\$0.00	2,100.00
Travel/Accomodations	\$2,100.00	\$0.00	2,100.00
Pastoral Care	\$2,000.00	\$0.00	2,000.00
Community Fellowship	\$500.00	\$0.00	500.00
Child Care	\$1,200.00	(\$37.00)	1,163.00
Minister Fund	\$1,000.00	\$0.00	1,000.00
<b>TOTAL</b>	<b>\$39,832.00</b>	<b>(\$14,882.58)</b>	24,949.42

<b>OPERATIONS</b>			
Publicity	\$1,200.00	(\$202.26)	997.74
Website Hosting	\$300.00	(\$209.85)	90.15
Internet/Phone	\$1,316.00	(\$434.57)	881.43
R.E. Supplies	\$800.00	(\$372.48)	427.52
Insurance	\$4,500.00	(\$1,905.50)	2,594.50
Mortgage	\$3,145.00	(\$2,202.13)	942.87
Electricity	\$3,000.00	(\$988.56)	2,011.44
Grounds	\$800.00	(\$521.01)	278.99
Facilities	\$1,000.00	(\$68.44)	931.56
Supplies/Materials	\$750.00	(\$362.33)	387.67
Housekeeping Supplies/Services	\$2,000.00	(\$400.00)	1,600.00
Sanitation	\$3,000.00	(\$1,655.12)	1,344.88
UUA Dues	\$4,087.00	(\$4,087.00)	0.00
Reserve Fund/Capital Fund	\$0.00	\$0.00	0.00
Miscellaneous Expenses	\$1,000.00	(\$156.32)	843.68
<b>TOTAL</b>	<b>\$26,898.00</b>	<b>(\$13,565.57)</b>	13,332.43

<b>COMMITTEES</b>			
Social Justice	\$1,500.00	(\$170.20)	1,329.80
Leadership Development	\$1,000.00	(\$100.20)	899.80
<b>TOTAL</b>	<b>\$2,500.00</b>	<b>(\$270.40)</b>	<b>\$2,229.60</b>

<b>TOTAL EXPENSES</b>	<b>\$69,230.00</b>	<b>(\$28,718.55)</b>	<b>\$40,511.45</b>
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Board Agenda  
January 19, 6:30 p.m.

<i>Agenda Item</i>	<i>Discussion Leader</i>	<i>Time Allocation</i>	<i>Comment/Action</i>
Call to order, Spiritual Centering & Check-in	Cheryl	10 min.	
<b>BUSINESS</b>			
Secretary's Report	Helen	5 min.	Additions or corrections/previously sent
Treasurer's Report	Cheryl	10-15 min.	Review & discuss reports
Leadership Dev. Committee	Cheryl Fred?		Replacements needed for committee members, only Fred on committee, chair. Bylaws?  Leadership Curr. - review suggested new, discussion & suggestions
Long Range Finance	Cheryl Fred?		Best ways to approach
Fifth Sunday, 2nd Hr.	Cheryl		Volunteer Recruiting ?
RE Bldg. dedication	Cheryl		1st Sunday in March, Name of bld.?
UU Mountain Camp Fund, North Carolina	Cheryl		Suggestions on how to handle or manage
<b>STANDING AGENDA</b>			
Faith Dev./Congregational Live	Chris M Janet		
Social Justice	Report		Submitted by Ruby Jo Faust
RE	Report		Submitted by Gienah Harris
<b>ADDITIONAL ITEMS</b>	Group		
Next meeting			February 16th, 6:30

## For January Board Meeting

CHECKING ACCOUNT: \$23,335.06

-(includes \$435.86 remaining for RE building fund, \$787 is for Kids Mountain Camp Fund, \$1500 anonymous wish list donation and \$2000 ear-marked for Raymond James capital fund)-

MINISTER FUND: \$14,346.41

CERT OF DEPOSIT: \$9,115.16

ENDOWMENT SAVINGS: \$1954.75

---I have not received a Raymond James statement, so I am reporting the same numbers here as last month---

RAYMOND JAMES: \$41,779.78 (TOTAL)

Endowment Fund (within R.J. total) \$10,227.83

Capital Fund (within R.J. total) \$3393.80

We are 58% of the way through our fiscal year, time-wise.

We have collected 57% of our TOTAL budgeted income.

We have spent 41% of our total budget.

### ADDITIONAL NOTES:

1. Treasurer will soon work on sending out pledge reminders/status.
2. We had an anonymous donation of \$1500 outside the budget, specifically for "Wish List" items.
3. We have raised \$669 towards our total fundraising goal of \$5500 in the budget. I have spoken to Cathy R, and she asked me to pass along we should forecast to raise about \$4200 at the spring yard sale. That would leave us about \$631 short in fundraising. I would suggest we assess after the spring yard sale, and if necessary, do a final fundraiser in this fiscal year.

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**Subject:** Fwd: Renting the Building

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**From:** Christine May (chrysalis33333@gmail.com)

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**To:** helenbythesea@yahoo.com;

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**Date:** Thursday, January 19, 2017 1:12 PM

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Hi Helen, sending this separately to you. Seems that Gienah used an email address that doesn't work??

----- Forwarded message -----

**From:** **Christine May** <[chrysalis33333@gmail.com](mailto:chrysalis33333@gmail.com)>  
**Date:** Thu, Jan 19, 2017 at 1:08 PM  
**Subject:** Re: Renting the Building  
**To:** -Gienah Harris <[rec@uuofbaycounty.com](mailto:rec@uuofbaycounty.com)>  
**Cc:** Cheryl Kellogg <[cdkellogg425@gmail.com](mailto:cdkellogg425@gmail.com)>, helen johnson <[helenbythesea@djbayarea.com](mailto:helenbythesea@djbayarea.com)>, Chris Dixon <[brillfury@hotmail.com](mailto:brillfury@hotmail.com)>, Janet Cross <[janetcross77@gmail.com](mailto:janetcross77@gmail.com)>

I suggested to Gienah that we invest in a lockable cabinet for the spirit play baskets. IT is what my previous congregation did. We house two separate preschools, one of them a Montessori. Things that we didn't want to be used by the renters were kept in locked cabinets. If we want to continue renting the facility, it seems like a good, and not terribly expensive, alternative

On Wed, Jan 18, 2017 at 12:09 PM, -Gienah Harris <[rec@uuofbaycounty.com](mailto:rec@uuofbaycounty.com)> wrote:

Good Morning UUFBC Board,

The Nursery room has been having issues with the building being rented out and the room being left in disarray. I am attaching a letter detailing the problem.

Thanks!

Gienah Harris  
Religious Exploration Coordinator  
Unitarian Universalist Fellowship of Bay County  
[rec@uuofbaycounty.com](mailto:rec@uuofbaycounty.com)

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Wishing you well...  
Chris May

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Wishing you well...  
Chris May

## **AMENDED Minutes of the Jan. 4, 2017 UUFBC Social Justice Meeting**

Jo Shaffer called the UUFBC Social Justice meeting to order about 6:40 pm on Jan. 4, 2017. Others attending were Harriett Myers, Chris May, Ruby Jo Faust, Judy Stapleton, and Dennis Scott. Bob Gilmore, Pat and Ardella Moran, and Sue Carol and Peter Elvin were absent. The following agenda items were discussed and agreed upon in order. We admired the SJ bulletin board that Jo filled with photos to highlight our Christmas BYILD events.

**Minutes of the Nov 2, 2016, meeting** were approved as distributed in an amended version on Oct. 12. Due to the rush of holiday events, there were no December minutes although an impromptu planning meeting was held after the worship service on Dec. 4, 2016. It was confirmed that SJ planning meetings will continue to be held on the first Wednesday of each month at 6:30 pm.

Chris May outlined an **upcoming series of Adult Religious Education lessons on Income Inequality** that she is preparing. Based on materials from UUA, these will be held on alternate Wednesday evenings in cooperation with the SJ committee. A rough draft of the content is provided as an attachment to these minutes.

Jo and others agreed that the **BYILD Holiday Events** were extremely well supported by all involved. Many UU members and friends (especially Bill Pritchard as Santa and his wife and sisters as cookie bakers/decorators) worked with SJ committee members to make the third annual cookie decorating event on Thurs., Dec. 1 and the caroling event on Thurs., Dec. 8, the best attended yet. The BYILD teens decorated many dozens of cookies and wrote notes to Bay Center Nursing Home residents to accompany gift bags they filled with gifts purchased by SJ committee members. The committee also provided generous snacks at UU for all attendees at both events.

Planning for **future BYILD events** was put on hold pending a proposed meeting between DCF staff and Social Justice committee members. However, Jo reported that Extension Service staff may be interested in partnering with UU on teaching the teens in several sessions based on UF food and nutrition program. Also, Chrystal Diaz, a BYILD graduate now working as a welder, has volunteered to speak at a BYILD event about her lessons learned on the way to a well-paid job. Committee members suggested a focus on fun events such as game nights and outings may be more appropriate for the younger teens. In the past, it has been difficult to get the older youth to attend the lessons on life skills with any regularity. **[Note to Jo: previous minutes mentioned possible help from PCMI staff. Is this still feasible?]**

Ruby Jo reported that the **SOAR Project's donations** in November amounted to an estimated \$40.00 worth in food, toiletries, and winter clothing, plus an additional \$100.00 cash in response to a request from staff at Anchorage Children's home for help in providing Thanksgiving dinners to seven homeless families. In December, donations amounted to an estimated \$70.00 worth of food, toiletries, and clothing.

Opportunities for supporting **Racial Justice** activities in January include:

- the annual **NAACP Breakfast** on Sat., Jan. 14 at 8:00 am at the Greater Bethel AME Church at 829 Hamilton Ave. Ruby Jo plans to attend.
- Later that morning, the traditional **MLK Parade, sponsored by A-CURE**, will gather at the Bay County Court House. Bob Gilmore is away, so we need someone to coordinate this and carry our UU banner. ***At UU today, Pat and Ardella Moran volunteered to carry the banner at the parade this coming Saturday, gathering at 11 am at the Bay County Courthouse, at 300 East 4<sup>th</sup> Street, Panama City.***
- Also, on **Fri., Jan. 13**, the **Glenwood Pride Project** will be ***preparing a house for painting at 725 McArthur, Panama City. On Mon., Jan. 16, 9 am to 4 pm, PRIDE volunteers will paint the house. Ruby Jo will help with serving lunch for the workers.***
- On Mon., Jan. 16, Jo Shaffer and others will have a table event for **?? at the day-long MLK festival in McKenzie Park. [Sorry, Jo, I did not get details in my notes.]**

The **Annual Homeless Count** will be held on **Sat., Jan. 28<sup>th</sup>**. Jo is asking for volunteers to help the Homeless Coalition by showing up to assist at the First United Methodist Church's weekly breakfast for the homeless. The coalition prepares a gift bag for each homeless person participating, and Judy volunteered to create a donation box at UU for new socks to contribute to the gift bags.

Judy Stapleton updated us on her attendance at **LEAD events**, reporting that attendance continues to decline. Harriett mentioned that other groups are planning local protest events this month with details **TBD**.

The meeting was adjourned shortly after 8:30.

**AMENDED** minutes are distributed as a PDF on Sat., Jan. 7, 2017 by Ruby Jo Faust.



# Leadership Development

## TRAINING PROGRAM OUTLINE

### \*Core Units

Unit 1: UUFBC Governance & Right Relations (UUFBC powerpoint presentation)

Unit 2: Congregation as an Emotional System

<https://youtu.be/RrfEIXuV8rg> (Covenant with Connie Goodbread, 21 minutes)

Unit 3: We're All Leaders (UUFBC powerpoint presentation)

Unit 4: UU University 2007 (Parts 1-3, Gil Rendell from Alban Inst. total about 40 minutes)

<https://youtu.be/0kD32ktiZqk?list=PLECCED2630DEDA963>

Unit 5: UU Institute, Healthy Leadership 101 (CERG online class, 8-10 hours in 8 modules)

<http://www.uuinstitute.org/courses/healthy-leadership-101-s17/>

Units 1-4 presented at UUFBC, traditional classroom setting

Unit 5 online class, cost reimbursed by UUFBC (\$30), certificate of completion needed

### \*Self Study - Read any/all of the following

#1: *Serving With Grace*, by Eric Walker Wikstrom

#2: *Big Ideas for Small Congregations*

#3: *Growing A Beloved Community*

### \*Internships: Serve an internship of at least two meetings on a committee/team.

- Committee/Team Chair assigns a task - intern completes task
- Attend a Board Meeting
- Core Units 1 & 2
- Maintain a journal to be submitted to Leadership Development Chair for Certification of Internship Completion

### \*Advanced Training (enhanced training)

UU Institute Courses

Attend UU/UUA Training Event(s), - national, regional, district, local

### \*Minimum Training Requirements (effective July 1, 2017) for assignment as:

Intern - no minimum

Committee/Team Member - Core Units 1& 3 or Internship Certification

Committee/Team Chair - Core Units 1-4, Self Study - choose one

Board Member - Core Units 1 & 2 and Leadership 101 (UU Institute)

Executive Board - See By-Laws, President & Vice President require one year of previous Board service

\* **Note:** Training Journal required.

RE Progress Report 1-12-17

Happy New Year!

Adult RE:

We had a good turnout for our Yule Log creating project, I don't have exact numbers on the attendance, but around 18 logs were created. The Yule Celebration the following Wednesday had 8 people come at various points in the evening/early morning.

We will be starting our Faith Like a River program back up for January.

Kid's RE:

The program is going well, the Elementary are a bit unfocused if left to their own devices after the story is finished, so we are changing it up a bit. They will still have their story basket and access to all of the materials in the room, but they will have a project that they need to work on. For example, this Sunday after learning about Dr. King, they will have to create "Bridges of Love". This can take any form they can think of, but it needs to fit the description.

We have been having a problem with children being left unattended after service ends and not being responsible. I have spoken to the parents involved and the Environmental Committee is going to help as well.

The Youth are going to get together and help to paint their side of the new building.

Submitted by Gienah Harris