

OUUF BOARD MEETING MINUTES

Via Zoom
November 15, 2020

Board members present: Joan Cotta, Ren Garypie, Sandy Goodwick , Dave Large, Dianne Whitaker,

Board members absent: Don Hatler

Non-board members attending: Brian Berardo, Serena Mylchreest, Rose Prestipino, Elinor Tennyson,

MEETING CALLED TO ORDER: 1:03pm

1. **AGENDA:** Accepted as written.
2. **SECRETARY'S REPORT:** The October minutes were approved as written.
3. **FINANCE DIRECTOR'S REPORT:** Seri Mylchreest
 - a) Trustees were encouraged to review the monthly printout of issued checks as that shows a detail of most expenses. Seri can answer any questions that may come up.
 - b) 2021 budget - assumptions were made that there will be no in-person services until the summer of 2021 and Sunday plate donations will be less. Most budget numbers used were 2020 amounts except for adjusting costs of snow removal, travel expenses and utilities which will all be less due to the pandemic.
 - c) The landscape committee requested a small increase to their 2021 budget of \$50.

Motion made and passed to accept the amended Landscape Committee 2021 budget amount.
Motion made and passed to accept the 2021 budget and share with the congregation.

The board approved the October 2020 financial statements as presented.

4. **COORDINATOR'S REPORT:** Elinor Tennyson

Written report submitted to board members.

An email to friends and members of OUUF will be sent encouraging them to supply emergency contact information. This information will be considered confidential and the data securely protected.

5. **COMMITTEE REPORTS:**

- a) **Sunday Services:** Submitted by Joan Cotta
Story readers are set through the end of the year. Problems with the electronic quality of the past Sunday speaker's sermon were discussed. This was a YouTube video by Joe Rettenmaier. Joan will check with Joe and see if the problem can be fixed.
- b) **Membership:** Dianne Whitaker will go back to Membership Chair beginning next year. Dianne will work with the Care Team Chair, Jean Stratton.
- c) **Social Justice:** Ren Garypie
Ren and Margo Hewitt are part of the Little Free Pantry committee and agreed to track financing. Other options for accepting money donations were discussed such as GoFundMe and PayPal. The consensus was to keep donations inhouse, checks can be sent to OUUF and credited to a project specific line item. Seri will submit a post in the newsletter advising members how to issue one check and make a memo note of how to apply (including splitting) the donation amount.

OUUF BOARD MEETING MINUTES

November 15, 2020

Page Two

d) **Children's R.E.** Sandy Goodwick

1. Zoom Sunday service is being attended by as many as 11 children and this program is bringing in new people to the service. Average in-person attendance was 4-6 children.
2. Harmony Rutter has requested a pro-Zoom subscription since many times the children's Sunday service runs longer than the free time of 40 minutes. Both Seri Mylchreest and Sandy Goodwick will offer use of their pro-Zoom subscription.
3. Julia Buggy mentioned she may be spending her own money if money was not available through the budget. There has been increased costs including needing to mail material to attendees. Dianne Whitaker offered to pay for extra costs if needed. After discussion It was decided to allow the 2020 \$100 membership committee money to be spent for supplies if needed.
4. Discussed reviewing salary level of Harmony Rutter. Both Julia and Harmony are performing as co-teachers. Harmony was originally hired as a teacher assistant along with Izzy Flowers at a rate of pay of minimum wage.
Motion made and passed to increase Harmony Rutter's salary to \$20 hour not adding any additional hours effective Jan 1st.
Motion made and passed to adjust budget to allow for the increase in Harmony's salary.

e) **Care Committee:** Elinor Tennyson

Jean Stratton and the other committee members handled several situations recently. Sandy Goodwick has acted as an advocate in one situation and has been able to get action from agencies that otherwise would not have stepped in.

f) **Landscaping Committee:** Rose Prestipino

Plans are moving forward to set up a Friendship Garden as part of the landscape committee. Purpose is to develop the west side of the building. There would be an area of shrubs that would delineate the area in a semi-circle and furniture can be added in the area. There may be a center feature such as a free-standing fountain. It would be low maintenance and the landscape committee would be responsible for maintenance. It is expected labor and monies will be donated by interested persons and there are already commitments to such. Rose and Brian Berardo suggested meeting at the property to more clearly explain where the garden would be placed.
Motion made and passed to proceed with the project after board persons look at the layout and plot plan and agree to proceed.

g) **Nominating Committee:** Catharine Covert
Committee worked well together.

6. OLD BUSINESS:

a) **Employee salaries:** Board approved continuing to pay staff salaries.

b) **Arts and Décor Committee:** Elinor Tennyson
Separate report sent to board. Pat Dusel and LauraLee Wadsworth worked as a team to organize and improve the Fellowship interior.

OUUF BOARD MEETING MINUTES

November 15, 2020

Page Two

c) **Congregational Meeting:** Elinor Tennyson

2021 ballots and budget will be emailed to members next week. Members who may not be able to access online will be mailed hardcopies to complete and return. There are 13 members who will be mailed copies.

Chalice Lighter's Grant: Brian Berardo

Suggested project for grant – fix drainage problem on south side of driveway

Major scope of the work to be performed would be to install a curtain drain on the south side of the driveway (a trench filled in with rock and a French drain that will drain and divert that water to pass under the driveway to a retention pond on the north side of the driveway). The trench would be approximately 18" deep and approximately 1 to 2 feet wide. The retention pond will need to be 1600 sq ft in surface area. The pond would be long and narrow, exact specs to be determined. Catharine Covert mentioned a need to put some kind of barrier so people don't drive into it.

Motion made and approved to apply for Chalice Grant for this work.

Holiday Activities: Seri Mylchreest

Seri offered to host a Zoom "open house" from 10 - 11 am on Thanksgiving morning. A post will appear in the newsletter.

MEETING ADJOURNED: 2:41pm

Submitted by:

Elinor Tennyson

Administrative Coordinator

NOTE: When the Minutes say "the Board approved" or equivalent words, it indicates that the matter was moved, seconded, and approved by a majority of Board members attending the meeting.