

OUUF BOARD MEETING MINUTES

SUNDAY MARCH 26, 2023

Board Members present: Brian Berardo (BB), Rose Prestipino (RP), Greg Sensiba (GS), Peggy Toppenberg (PT), Dianne Whitaker (DW), Phil Zenner (PZ)

Non-Board Members present: Vivian Mulligan (VM)

1. CHALICE

Opening at 1pm. Brief check-in.

2. AGENDA

Added two new members and discussion of UUA General Assembly to agenda. Vote to approve amended agenda for 3/26/23. **Board approves agenda for 3/26/23.**

3. SECRETARY'S REPORT

Vote to approve minutes from 2/26/23. **Board approves minutes from 2/26/23.**

4. FINANCE DIRECTOR'S REPORT (GREG SENSIBA) **Board approves the finance director's report.**

- A. Brief discussion of history of staff using personal cards for OUUF purchases.
- B. Brief discussion on credit vs. debit card. Credit card preferred by most for security reasons.
- C. **GS plans to look into OUUF card for OUUF purchases.**
 - a. Card will remain in the hands of the Finance Director and only be used for Board-directed purchases, especially reoccurring purchases requiring a credit card. For other purchases and expenses, the purchaser will submit a invoice/receipt to be reimbursed.
- D. Annual nonprofit tax exempt status approved with WA Department of Revenue.

5. ADMIN'S REPORT (JOHN HUFFSTETLER)

- A. Payment processor update

7. COMMITTEE REPORTS

- A. Sunday Services (Bob Nuffer)
 - i. 5th Sunday potluck. 1st one is end of April: no sermon, just brunch and music.
 - ii. Sunday Service committee grid now online (speaker, leader, storyteller, and Zoom tech). Link here: <https://olympicuuf.com/worship/upcoming-worship-services/>
- B. Membership (Phil Zenner)
 - i. Two new members (and child): Christina, Kyle, and Nathan Parker. **Board approves new members.**
 - ii. Trying to participate in Juan de Fuca Festival. Pending response.
 - iii. Chamber of Commerce brochures displayed from other local churches. Phil will pay for membership (Sequim and PA) so we can start passing out brochures there. Will update brochure, and also pass out at festivals, and at the fellowship.
 - iv. Membership will create invitations for next potluck.
- C. Landscape (Lou Foldoe)

- i. New Landscape team member Nels Peterson.
 - ii. Patty Eaton and Lou Foldoe recently met to discuss native plants.
- D. Hardscape (Brian Berardo)
 - i. In contract for retention pond, but currently in holding pattern. Driveway seal is pending retention pond, because heavy machinery used to dig pond would potentially harm sealed driveway.
- E. Children's RE (Julia Buggy)
 - i. CRE Lead Teacher position. Julia Buggy resigning. **RP conducting exit interview.** Letter in this week's newsletter and posted on website. We typically pause CRE during summer months, so have a few months to find replacement. Julia offered to be sub going forward.
 - ii. Ingrid Henkel (volunteer teacher) also resigning.
 - iii. **Revision needed of CRE job description.**
- F. OUUF Care Team (Catharine Covert)
- G. Green Sanctuary 2030 (Brian Berardo)
 - i. Website updates: Recycling information, advocacy letters, etc. **John Huffstetler to continue updating as needed.**
 - ii. Monthly forum: first Sunday date is working. Video recordings to be put on YouTube.

8. OLD BUSINESS

- A. N/A

9. NEW BUSINESS

- A. Chair cleaning: Board agrees it is needed. **Estimates needed.** **Board moves to gather estimates to steam clean chairs.**
- B. UUA General Assembly (GA): Held in Pittsburgh, PA this year. Little Free Pantry to give virtual presentation at this year's GA. Seeking OUUF delegate(s) to attend sessions and relay information. **Board approves payment for up to 2 delegates to represent OUUF, attend GA 2023 (virtually), and report back.** **RP and DW to write article for newsletter.**

10. CHALICE

Move to adjourn the meeting. Meeting adjourned at 2:22pm.

Key:

Action items

Board approvals

OUUF Board Reports for meeting on 3/26/23*

Finance Reports

Separate document (see email from Admin)

Sunday Services

Prepared by Bob Nuffer on 3/13/23

The Sunday Service Planning Committee met on 3/12/23. We discussed planning for the Fifth Sunday Potluck Brunch scheduled for 4/30/23. It was suggested that we have breakout rooms online for Zoom attendees. Elaine will write up an announcement for the newsletter and send to Dianne for specific times and instructions to be added. We also discussed ideas for an inclusive and interactive online social hour. The suggestions will be passed to Membership Committee since it is outside the purview of Sunday Service. If online events are recommended, there may be a need for a second Zoom account. The End of Life Ready presentation by Kelly Sanderbeck and her partner will be held on Saturday, 4/15/23 from 1-3pm.

Membership

Prepared by Phil Zenner on 3/15/23

The Membership team is currently:

- Preparing to operate a booth at the Juan de Fuca Festival May 26-28 in a trial of the festival mode of forming broader connections with North Olympic Peninsula community.
- Preparing to make April 16th a “Friendship Sunday” when tools will be provided to make it especially easy for Fellowship members to invite friends, so that they can see what it is that we love about OUUF.
- Looking at practical ways to increase our social media presence.
- Looking to establish a presence in the seasonal issues of the Olympic Peninsula Visitor’s Guide, as well as potential materials offered through the Chamber of Commerce.
- Looking at promoting the “Are you a Unitarian Universalist and Don’t Know It” question in brief form in PDN advertising and in more detail at Festivals.

CRE

Prepared by Julia Buggy

No report submitted.

Landscape & Garden

Prepared by Lou Foldoe 3/16/23

1. Grounds work is continuing.
2. The tree on the west side of the friendship garden has been pruned up for safety.
3. Pruning in other areas also to prepare for this year.
4. The CRE shed is completed.
5. Garden veggie plots are at the beginning of their ventures for this year.
6. Seeking another person to work an available veggie plot.

Hardscape

Prepared by Brian Berardo 3/7/23

- Lou Foldoe and I moved the Handicap parking signs to their present location, which is closer to the front door.
- I met with Mike Cameron from Boone's Excavation on Monday to go over details of the excavation work that Mike will be doing for the Retention pond. Unfortunately, with the matriarch of the family being diagnosed with Stage 4 cancer, his hands are full at the moment. It seems she is an old school German woman who didn't have much time for doctors, so she hasn't been to see one in twelve years or so and didn't have a doctor to run interference for her. That's a difficult position to be in when medical attention is badly needed. Translated: we're not sure when to expect the retention pond work to commence at this time. At least with receipt of an estimated 50% of the cost of the project already paid, Mr. Cameron is hired to do the work.

Care Team

Prepared by Catharine Covert 3/15/23

February 12-March 12, 2023

Current Active Members: Catharine Covert (OUUF Care Team Coordinator), Cynthia Green, Ren Garypie, Jane Erickson, Dianne Whitaker

Support Partnerships:

- Partnership 1—supported by Ren Garypie, Carole Hess Davis, Jane Erickson, Cynthia Green
 - Services included weekly visits, rides to Sunday services, communicating with family
- Partnership 2—supported by Cynthia Green
 - Services included contacts i.e. visits, emails or texts, transportation, coordination of services
- Partnership 3
 - Services included The Weekly and the sermon are mailed, cards from Cynthia, Vivian Mulligan, Bob Nuffer, family, and a close Sequim friend
- Partnership 4—supported by Catharine Covert, Cynthia Green, personal friends, family
 - Services included visits
- Partnership 5—supported by Dianne Whitaker
 - Services included visits, transportation

Additional Outreach by Cynthia Green:

- 12 mailed cards, sympathy and thank you
- 5 personal email responses to sharing at Sunday service
- 40 Valentine’s Day ecards

Music Crew

Prepared by Harmony Rutter

No report submitted

LFP

Prepared by Vicki Sensiba 3/18/23

FOOD DISTRIBUTION

- Food usage continues to be generally heavy.
- No unusual problems or trends.

FOOD BUDGET

- Balance at the end of February was \$7,255.22

- Donations v. Expenditures
 - We received donations totaling \$260
 - Expenditures were \$1,294.95

OTHER ITEMS

- None
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Green Sanctuary Team

Prepared by Emily Beals 3/11/23

Green Sanctuary Action Plans are being developed. Forum on 3/5 was about Green Alternatives to Burial & Cremation. About 36 people were in attendance including members from the Sequim community and St. Andrews Episcopal church. Next Forum will be on 4/2 and will focus on conservation issues in Washington's forests.

Administrator Report

Prepared by John Huffstetler 3/23/23

- Successfully transitioned from two Zoom accounts to one. The Zoom account is now secure under the administrator. Even though others have login access, that access is linked to the admin's email and can be changed only by admin.
- Successfully changed sanctuary door code. No issues reported.
- Coordinated with Greg Sensiba concerning property tax exemption renewal. Greg completed 3/23/23. Let's all thank Greg for his help!
- Coordinated with Julia Buggy to update CRE Lead Teacher position. Posted.
- Created 7 webpages for the Green Sanctuary committee and updated the homepage
- Signed up for AUUA and have explored some resources
- **Technology inventory:** I am in the process of creating an inventory of our technology accounts—both free and paid accounts. For paid accounts, I am consolidating all payments to my position of administrator (currently using my personal credit card). In the past, these accounts have been dispersed among various staff and members, which is not ideal from a security perspective. Here's what I have found so far:
 - Microsoft 365, TracPhone, and Zoom were under Elinor Tennyson—successfully transferred all three
 - Website and email were under Jack Webber—working with him to transfer

Here is the timeline for getting our payment processor, Stripe, up and running.

COMPLETED

1. Created Stripe account
2. Verified account (including adding bank info w/Seri's help)
3. Verified nonprofit status (to receive reduced fees)
 - a. IRS document required. Filed a form with the IRS to receive updated letter confirming our nonprofit status (original has been lost since before Elinor's time). Form said it could take up to 60 days.
 - b. In the meantime, Stripe said current documentation we have (a letter from UUA) was sufficient.
 - c. Nonprofit status pending approval as of 3/23/23.

NEXT STEPS

1. Set up donation page on website, incl. disclaimer about processing fees
2. Board feedback and donation page testing
3. Launch donation page to congregation
4. Create QR code link to donation page to be used during Sunday Service Collection

Finally, as a reminder, please send me updated Board Bios/pics at your convenience (or a quick message saying that last's year's version is still current). See email from me from 3/10.

**Other Notes:*

- Endowment Committee does not submit separate report; may report under finance.
- Nominating Committee typically reports annually not monthly.