

# OUUF BOARD MEETING MINUTES - FINAL

SUNDAY, APRIL 24, 2024

BOARD MEMBERS IN ATTENDANCE: **ROSE PRESTIPINO (RP), PATTY EATON (PT), GREG SENSIBA (GS), DIANNE WHITAKER (DW), EMILY BEALS (EB), KEN NIELSON (KN), JULIA BUGGY (JB)**; NON-BOARD MEMBERS IN ATTENDANCE: **ROBIN TRENT (RT)**

## ACTION ITEM

### COMPLETED ACTION ITEM

#### 1. CHALICE

Opening at 12:32pm. Brief check-in. Bylaw reading of Purpose of Our Fellowship bylaws. Julia Buggy announced **resignation** from the Board.

#### 2. AGENDA

Vote to approve agenda for 04/28/2024

DW moved

JB seconded

Motion carried

#### 3. SECRETARY'S REPORT

Vote to approve minutes from 03/24/2024

DW moved

GS seconded

Motion carried

#### 4. FINANCE DIRECTOR'S REPORT (GREG SENSIBA)

1. North Bookkeeping (NB) service update

GS: growing pains. Jan figures match. Feb figures show a large change. Will go over this with NB to review.

DW: reports we received were from NB. Reports are complete, but GS has questions.

GS: questions with LFP balance from Jan to Feb. Also, LF Library seems too different.

DW: give her figures to her for LFP and LFL from Omega

RP: 40K in pledges thru Feb?

GS: not sure at this point. Will need to check

RP: NB said NB may be able to get to payroll later this week.

DW: I should get hours this week to send to NB

PE: can I get a copy of the budget for this year

**GS send 2024 budget to all board**

DW accept the budget as presented by the Fin Director

PE seconded  
Motion carried

## 5. ADMIN'S REPORT (ROBIN TRENT)

RT To send updated committee reports to the Board

## 6. COMMITTEE REPORTS

- 1) All reports that were submitted have been forwarded to the Board.
  - a) Committee issues needing Board Vote (Please indicate any items that may need a vote.)

- i) Admin Report

- (1) WiFi Extender

- (a) Staff and renters have issues with losing connectivity to the internet. Cost \$50 for wall plug to \$150 for paired devices (recommended option).

- PE moved
- GS seconded
- Approved
- RT to purchase paired extender devices

- (b) Purchase eco-friendly soaps per request from Julia Buggy

Item	Cost
Hand Soap Pump	\$ 15.00
Hand Soap Pump	\$ 22.50
Dish Soap shaker	\$ 8.00
Dish Soap refills	\$ 32.40
Dishwater tablets	\$ 18.90
<b>Total</b>	<b>\$ 96.80</b>

- EB and JB will research alternatives that may be local
- JB will work up a quote for initial one-time investment and recurring costs
- JB will do this refill when she is here
- PE add this refill task to the kitchen tasks lists
- Vote next board meeting

- (c) Ready to purchase phone for Asst Treasurer?

DW should we do this?

PE access to accounts is the purpose of the phone and I am getting access now

RT stressed security impacts of using personal information to access fellowship financial accounts

- PE to continue to use personal phone for the Asst Treasurer
- EB seconded

- Motion passed
- (d) Subscription to Constant Contact newsletter software needed  
 - \$12 dollars a month.  
 PE used it a lot. Good for list management. Help us maintain the newsletter list. Users need to opt into the newsletter.  
 DW moved  
 PE seconded  
 Motion passed  
**RT to subscribe to Constant Contact**
- (e) Move to a business account at Sound
- DW moved
  - GS seconded
  - Motion carried

## 7. OLD BUSINESS

### Board Portfolio Updates

- a) Dianne Whitaker – Sunday Services, Care Team, Tech Team, Little Free Pantry  
 DW: tech team meeting Monday, 4/29/2024  
 KN: create checklist for Sunday Set up  
 RT: created a checklist  
 DW: add to agenda for Monday night
- b) Emily Beals – Green Sanctuary, Membership, Social Justice  
 May 19 welcoming ceremony, offering a small sampling of OUUF, want to do a Q&A at potlucks, Jean meets people at front table for short conversation
- c) Greg Sensiba – Endowment, Little Free Pantry, Building Maintenance  
 GS: theft and vandalism event
- d) Ken Nielson – Membership, Sunday Services, Social Justice, Arts & aesthetics  
 KN: PE and KN meeting related to Homecoming Service. Harmony meeting with Arts and Aesthetics
- e) Julia Buggy – Children and Adult Religious Exploration, Interfaith, Sunday Collection  
 RP: change Evan to a regular teacher instead of appointment. Make two head teachers.
- f) Patty Eaton – Communications, Membership, Strategic Planning, Pledge Committee  
 PE: clarifications of portfolios. Per the bylaws Board members are responsible to certain areas

DW: who takes the lead if there is more than one board member on a committee

PE: work it out among ourselves. Put together a planning guide and distributed.

- g) Rose Prestipino – Administration, Building Fund, Personnel, Picnic BBQ Event

RP: BBQ ideas is that we do an art show in the fellowship by members. Maybe have a sale of art.

### **Delegates for next General Assembly**

Virtual Event. Dates are June 20-23, 2024.

Emily Beals and Patty Eaton – are you registered?

## **8. NEW BUSINESS**

- a) Roster content and distribution

DW: members only get rosters. Double-check with all requests

RP: just phone numbers?

DW: No. need address information on the roster

DW: ask people if they want address, email, and phone on the roster, each time the roster gets updated, used to send it out.

RP: we support the current system for roster distribution that it go to members only with confidential listed on the roster

EM moved

DW seconded

Motion carried

- b) Purchase and installation of flood lights behind building – Bonner Sames -\$50 approx. cost of materials

RP: solar, motion sensor with battery backup. Get some OUUF to install.

DW moved

PE seconded

Motion carried

**RT to notify Bonner Sames that lights will be installed**

- c) Donation of Neptune cremation package, value of \$5000 – Shari Hamilton – newsletter?

DW: tell Shari we will accept

PE moved

DW seconded

Motion carried

Rose to write a thank you to Shari

- d) Expansion of disabled parking area. Donation of materials - Peggy Scheideler

RP: one sign broke off. Exercise group expects more people with handicaps and would like additional space. Also take down the rope.

Costs are post \$25, \$15, and bag of rocks so total costs is approx \$100.

RP: ask them to pay for it but installed by OUUF landscape/hardscape team

DW moved to accept donation

PE seconded

Motion carried

RT to talk to Peggy that donation was accepted

- e) Proposal to pave gravel area of parking lot -\$32K

RP: Mike Cameron did the pond work and the children's play geodome and he recommended Lakeside Industries, and they came out and provided an estimate. We should keep looking due this amount.

DW: We've talked about building a new building and we made need to change the parking lot. Shame to spend this much money if it may be removed.

EB: Weeds are being kept down with effort and time. We are willing to do this until we get the new building.

RP: topic tabled

- f) Care Team Chair recommendation – Cynthia Green

PE moved to accept Cynthia as Chair

EB seconded

Julia will send Catherine Covert a thank you note

Motion carried

- g) Julia borrowing tables and popup tents

June 8 Wellness Fair.

Other Topics

PE: I was asked to co-chair pledge campaign. Do we need to be approved?

DW: No, it is not a standing committee

**9. CHALICE**

Move to adjourn the meeting.

Adjourned at 2:15 pm

Pictures taken of Board for website

Please send additions, questions, or corrections to Rose Prestipino at [roseprestipino@gmail.com](mailto:roseprestipino@gmail.com).

**OUIF Board Reports  
for meeting on 04/28/2024\***

**Finance Reports**

Separate document (see email from Admin)

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**Sunday Services**

Prepared by Bob Nuffer 04 27 2024

Sunday Service Planning Committee Report for April 2024

We met on April 14, 2024. We worked on May/June Speaker Schedule. Bob Nuffer will finalize with speakers. We reviewed the Order of Service. The committee chose to continue the Joys and Sorrows segment of the service after the closing of the worship service. We eliminated oral announcements from the worship service and will have written announcements on the back of the Order of Service. They need to be emailed to Dianne by Thursdays. We will pass the collection plates after the children leave the Fellowship Hall. Leroy will play music while plates are passed.

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**Membership**

Prepared by Emily Beals on 4/20/2024

- 1) We have completed our work on the ceremony for welcoming new members and are ready to implement it when we have a new member who is ready to join the Fellowship. There are none at the present time. We envision the ceremony taking place during the worship service or just after and involve a member/congregational response format. It will be about 5 minutes in length.
- 2) The committee gave thumbs up to using the back of the O/S (Can we call it the CAN, committee announcements and news) to print weekly short paragraphs about UU history/current affairs, etc.
- 3) We will be offering visitors the following literature: OUIF brochure, bookmark entitled 10 great reasons to join a UU community. We will also have a display of books about UU available to take or borrow.
- 4) We would like to work with Vivian who is talking about UU as the service speaker on June 16, offering a membership class to anyone interested in sharing their own spiritual journeys and deepening their understanding of UU history and current status, following the service. We would need to move the date to the 23rd so will see if that's a possibility.

5) We want to offer a “Question and Answer” table at potlucks for anyone interested in knowing more about UU and membership. It will simply be a table with a sign indicating that Membership Comm. members are available to chat/answer questions during the potluck.

6) We want to hold a ‘meet and greet’ Summer Soiree sometime in August to enable newer members to get to know our longer term members. It would be an outdoor late afternoon/evening event at Emily’s house. Date to be determined

7) We now have an ‘Intake Interview’ procedure in place for anyone interested in becoming a member. It involves a questionnaire, visit with the potential member and report to the Board as to our recommendation for membership.

8) We are creating a ‘Children’s Name Tag’ board to hang next to the kiosk. This will make it much easier for our children to access their name tags. They have great interest in having their own name tag and we want to encourage this.

9) We have selected several books about UU to offer new or prospective members. They are:

100 Questions that Non-Members Ask About UU by John Silas

Unitarian Universalist Pocket Guide by Rev. Susan Frederick-Gray Ed.

Unitarian? What’s That? by Cliff Reed

10) We would like the Board to consider developing a Strategic Plan for OUUF, meaning a comprehensive, overall plan in which the congregation comes together to envision ourselves in

3 - 5 years and beyond. It will involve creating a Steering Committee, congregational retreat of some nature, and comprehensive communication/planning within the congregation. EB chair

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## **CRE**

Prepared by Julia Buggy 04/24/2024

Evan continues to deepen in his role as lead children's teacher and is getting good feedback. Christina has been doing the lesson planning and filled in 2 weeks of this month with Rose and Yara both covering the second teacher

roles one Sunday this month. No qualified applicants for our posted position yet. We are getting some new families and increased turnout for our children's program. Christina has taken over planning for the kids' night out in May.

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## **Landscape & Garden | Hardscape**

Prepared by Lou Foldoe 04/24/2024

The crew is making progress on refreshing the plant beds as they are now weeded and some are mulched.

The grass is being well kept by the contractor.

The parking lot is a huge responsibility and is being cared for as much as possible.

Lou, Cyndi Ross and husband, Mike, created a screen behind the rain garden to shield the view of an objectionable object.

Lou and Brian Berardo planted three juniper shrubs to screen out the adjoining property.

Replaced the problematic screws in the bathroom door.

Mounted the new bulletin board with Emily Beals.

Thank you all for your support and suggestions.

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## **Care Team**

Prepared by Cynthia Green 4/22/2024

### **Care Team Board Report**

#### **Upcoming Changes to the OUUF Care Team**

*Pending board approval, the following changes will take effect:*

- Catharine Covert will step down as the Care Team co-chair and will continue on as a consultant
- Cynthia Grenn will become the OUUF Care Team chair
- Pauline Warren will act as Assistant to the Chair

#### **Current congregational concerns\***

- Geri Napier
- John Toppenberg
- Dani Casey
- Joyce Estep
- Jane Erickson (*currently living in her Sequim home*)

## Ongoing Activities

- Keep our congregation updated on concerns through the OUUF weekly newsletter
- Continue to recruit volunteered as needed
- Submit any announcement to Dianne Whittaker to be added to the backside of the Order of Service as space allows

## Recent Deaths

- Barbara Weiseman
- Dorie Reher

\*Our policy is to publish information regarding concerns only with consent

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## LFP

Prepared by Vicki Sensiba 4/20/2024

### FOOD

Food usage continues to be generally heavy.

### BUDGET

End of month figures for March not yet available.

### OTHER ITEMS

The Committee is initiating a new “recipe of the week” program, which will feature items typically found in the pantry. If this proves to be successful, we will look for ways to expand it and to include more members of the fellowship.

4/25/2024 update

**INCIDENT:** On the night-early morning of Sunday April 21 and April 22, thieves used bolt cutters to remove one of the two dry boxes in the LFP extension (the long blue box). They also took all food remaining in the pantry as well as the ice used to cool the dry box. This does not appear to be random vandalism since nothing else was damaged and the thief/ves came prepared with the necessary equipment.

### FOLLOW-UP ACTIONS TAKEN:

Michael and Florence Bucierka, who discovered the theft, immediately reported it to the police.

Michael Bucierka and Dave Large have already taken additional steps to further secure the remaining dry box. It would be virtually impossible to steal it now without taking apart the extension box.

Vicki Sensiba has asked to see if insurance will cover the stolen dry box, although that seems unlikely given that the value was under \$200.

#### ADDITIONAL PLANNED ACTIONS:

Another dry box will be purchased (cost about \$300) secured to the extension framework. Box will be paid for with LFP funds.

We are most concerned about preventing anyone from seeing the storage building as an easy target of opportunity.

Michael Bucierka will put a piece of wood across each of the two windows. These are quite small and fairly high, so access would already be difficult.

Michael Bucierka is arranging for an additional steel security door on the storage building. The cost of the door and installation is estimated to be under \$700. We are hoping to get a white door so that it will blend in with the current paint. Again, this will be paid for with pantry funds.

NOTE: Although the lock box with key could be removed from the building wall fairly easily, the steel box holding the key is virtually impossible to open without destroying the contents.

FINAL THOUGHTS: We believe the approach we are taking is as cost-effective as possible, but still leaves the LFP area welcoming for our users. It's also important to keep in mind that in almost four years of operation this is the first significant theft we have experienced. We have no evidence that the crime was committed by a pantry user, nor can we even say for sure that the perpetrator(s) are local residents. In short, considering the support the pantry gives to our community, we see no reason not to continue with operations as usual.

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#### **Green Sanctuary Team**

Prepared by Emily Beals 04/24/2024

There is a GS Climate Forum coming up May 12, the 2nd Sunday in May. Speaker will be Dr. Nick Bond, a principal research scientist with the Climate Impacts Group of the UW. His presentation will begin at 12:20,

following snacks and focus on the frequency and intensity of extreme weather events, including heat waves, cold snaps, droughts, river and coastal flooding and wind storms. Invite your friends. It is important that the community hear this information in order to become resilient and prepared. EB

We are continuing our letter/email campaign, but Anni Lanigan will no longer be the Chair of that Action Plan. We will be offering a letter/email / month. EB

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## **Administrator Report**

Prepared by Robin Trent 04/2/2024

### **Website Updates**

Working with new content and layout from Patty to update website. Subscription to newsletter software needed - \$12 dollars a month.

### **WiFi**

Staff and renters have issues with losing connectivity to the internet. Called Astound and they saw no issues with the model, suggested a look at router issues. Looking into options for WiFi extenders. Some plug into wall, others are paired devices that would be distributed around the hall. Cost \$50 for wall plug to \$150 for paired devices (recommended option).

### **Vandalism/Theft**

Insurer contacted on 4/22/2024. Next steps are for adjustor to contact Admin. As of 4/27/2024 the adjustor has not contacted the Admin.

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### *\*Other Notes:*

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