



## **OUUF Board Meeting Minutes – February 2<sup>nd</sup>, 2025**

**(1) Call to Order** - 1:56 pm called to order by Joan Cotta. Lighting of the Chalice.

In Attendance: Michael Bucierka, Dave Large, Joan Cotta, Ken Nielsen, Brian Berardo, Harmony Rutter.

On Zoom: Nels Peterson

Absent: Greg Sensiba and Candace Brower

Special Guests who had planned to attend but left due to the delayed start time of the meeting:  
Emily Beals and Elinor Tennyson

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### **(3) Approval of Minutes**

Minutes approved at 1:57 pm by Board Consensus

### **(2) Approval of Agenda** (minutes were approved first)

Dave wants to add something to the CIC report and discuss it further.

**The Amended Agenda was approved by Board Consensus**

### **(4) Approval of Finance Report**

There was no Finance Report submitted for this meeting.

### **(5) Admin Report**

Administrator shared that in addition to the written report, she has some updates for the Board about how she is already collaborating with the yet to be approved Admin Assistant. Vice President, Joan Cotta, requested that these updates be shared later after the Admin Assistant has been approved.

Administrator, Harmony Rutter, shared a request from the yet to be approved Admin Assistant, Elinor Tennyson, who has been negotiating with the Nolyphen Nosers group that would like to become OUUF Facility Users. The Board discussed their concerns and asked questions. Administrator did their best to answer the questions in Elinor's absence.

The Board reached consensus for discussion to continue with this group. A list of questions and concerns was developed:

- A section about the removal of dog waste should be added to their Facility Use Agreement if they officially move forward with one.
- How often is this group planning to use the Fellowship? Quarterly? Monthly?
- Will the dogs be off leash on OUUF property?
- The Fellowship doesn't have a continuous fence all around the property. How are the dogs controlled?
- A Certificate of Insurance is requested from this group by the Board.

**Ken moves to continue discussion with this group.**

**Nels 2<sup>nd</sup>**

**Motion carries unanimously**

At this point, the Administrator took a moment to state that she is very passionate about UU values. Specifically, she is committed to the UU value of upholding democratic process. She stated that she is here to be of service to that mission for the Board, the organization and its members. The Administrator also shared that this has been a learning experience for her since non-profit boards operate differently from government councils. Joan invited the Admin to be part of a yet to be formed by-law committee that would be discussed later in the meeting.

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#### **(6.A) Capital Improvement Committee CIC**

Dave added the following to the CIC report:

A surveyor will be providing us with guidance about the setbacks etc. and other legal concerns connected with making additions to the building. Dave and Michael shared that it's important to know our restrictions before any new designs are drafted for efficiency.

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#### **(6.I) Membership**

Membership Chair, Emily Beals, was going to be a special guest at this meeting to elaborate on the Membership report but had to leave early due to the length of the Executive Session. She asked the Admin to present on her behalf.

Admin shared that the Membership Chair and the Admin Assistant discussed the online complexities and privacy concerns about an online members directory. Their discussion ended with a consensus that the best path forward is to continue maintaining the Roster as a Word document or PDF and to distribute it upon request via email or via snail mail.

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#### **6.F Kitchen Team**

Michael started by sharing the new configuration of the Kitchen Team and that the new signup sheet is in the kitchen. He has volunteered to coordinate the Potlucks. A conversation about the 5<sup>th</sup> Sunday potluck began. The Admin shared that this discussion topic is scheduled for next week's Sunday Service Committee. She also shared that the Clallam Children's Choir has been invited to perform a few songs for OUUF on March 30<sup>th</sup> which was set to be a 5<sup>th</sup> Sunday Potluck. The Administrator stated that she is coordinating just this potluck on the 30<sup>th</sup> since a regular 5<sup>th</sup> Sunday Potluck coordinator has not stepped forward. More discussion will occur at the Sunday Service Committee.

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#### **(6.H) Little Free Pantry/Little Free Library**

Michael shared that the LFP crew just picked up 286 pounds from the Sequim Food Bank.

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**(8.A) Formal Board Approval for Hiring Elinor.**

Administrator shared that working with Elinor has been a very positive experience. Her professional training and institutional knowledge have been indispensable. The Admin Team has created a standing meeting for Thursdays at 1:00 pm. They also created a separate email account for Elinor = [ouufassistent@outlook.com](mailto:ouufassistent@outlook.com) This email account has been added to the Fellowship's Microsoft 365 Family Account so that it has an expanded storage capacity and other shared MS 365 features.

**Dave moves**

**Brian 2<sup>nd</sup>**

**Motion carries**

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**Board Tabled Item (8.B) Social action possibilities for the Fellowship to the March Meeting**

**(8.C) Bylaws Committee**

Joan would like to have them reviewed and rewritten. Joan stated that if they were better written, then the organization would be better able to deal with challenging situations.

- Board members that are interested in serving on the committee: Joan, Nels, Michael
  - Joan will write a blurb for the newsletter to invite congregation members to participate in the Bylaws Committee.
  - Joan asked about the status of Board Documents on the website. Admin will add them.
  - Admin will contact John Huffstetler about being website volunteer for updates.
  - Other questions and conversation about the website. **Board consensus** about removing staff pictures and names, Board of Trustees and any other mentions of individuals on the public website.
  - Admin will remove pictures of all members from public website.
  - Bylaw committee: They will report on their progress at the March Meeting.
  - Dianne will be invited to be on the Bylaw Committee.
- Revise the structure of officers.
- The Board asked a rhetorical question about whether they need a Vice President.
  - Michael suggested that we have vice-presidential assistant to help the next person that is in the job of Vice-President.
  - The Board will be starting a search for another person to join the Board as the Vice President.

- Michael will be drafting the content for the newsletter to invite new people to be on the board.

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**(9) Closing**

**Dave moves to Adjourn**

**Ken 2<sup>nd</sup>**

**Motion carries unanimously**

**Meeting is adjourned at 2:59 pm**

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Board minutes created and respectfully submitted by:

Harmony Rutter

OUIF Administrator

February 2nd, 2025

**OOUF Board Reports  
for meeting on 2/2/2025**

**(4) Finance Report**

Prepared by Greg Sensiba

No report this month due to Finance Director being on a trip.

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**(5) Admin Reports**

Prepared by Harmony Rutter and Elinor Tennyson

Notes from Harmony

**2024 Service Attendance Summary**

2024 Attendance	Adults	Youth	Zoom
Total for the year	1048	102	134
Average per service	43.6	4.86	11.2

- Attendance Tracking for 2025 has already started and the Zoom Tech Person is now responsible for capturing this info.
- Minor Work Permit Updated January 16th, 2025
- Need to establish a Community Content Board (outside the Fellowship Hall) for folks to post help wanted/services offered, real estate, room sharing, and other content that cannot be legally shared inside the Hall.
- Elinor Tennyson has been amazing to work with and is filling an important support role with coordinating and preparing the 2025 Facility User Agreements and answering phone calls and text messages on the Fellowship's TracFone. Her professional and institutional knowledge is invaluable.
- Tech team will be recording the whole service. Admin will splice the recording and start sharing just the message portion on the Recent Sermons page of the website by hosting the videos on YouTube as unlisted videos (not publicly searchable.)
- Christian Copyright Services Music Report is underway.
- Established a Special Music Team to coordinate and schedule long range music planning for the Sunday Services. Ida Domazlicky is taking a leadership role.
- Updating, processing and sharing the Roster is being handled carefully by the Admins and the Membership Chair.

Notes from Elinor

It is such an honor and pleasure being back in the OOUF family. Working with Harmony has shown me what an incredibly talented person she is and how much she brings to the fellowship. I am helping Harmony catch up with admin tasks since it has been six months until many tasks have been handled. The following is a recap of what I have helped with:

- Published weekly newsletter and posted to website
- Completed the UUA Annual Certification – due no later than 2/5/25 - In process of issuing 2025 Facility Use Agreements

- Handling insurance endorsement request for exercise group - In process of making updates to website pages – Harmony to maintain - Ordered signage for entry – in case of emergency call 360-417-2665 - Made duplicate keys as needed to keep on hand - Answered OUUF cell phone - In process of finalizing facility use by Nolyphen Nosers group subject to board approval

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**(A) Capital Improvement Committee – CIC**

Submitted by Michael Bucierka

Our committee is exploring the feasibility of expanding our RE program by collecting and analyzing local and national data to this endeavor.

For our fellowship, we are looking at: adding an attached or detached on site built one story structure (we will not build a two structure because it requires a commercial ADA certified elevator). We have an option to purchase a commercial prefabricated attached or detached structure, designed for our needs, that meets all current building codes and is set on a permanent foundation (this is *not* a prefabricated home modified to accommodate our needs). It is unlikely we will try to remodel our current 28-year-old construction trailer due to its age, overall condition and cost bringing it up to current building standards. A final report will be issued for our May board meeting.

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**(B) Care Team**

Submitted by Dianne Brant

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

Current Active Volunteers: Penny Burdick, Michael Bucierka, Dianne Whitaker

Currently Focusing On:



Current Action Plan:

Raise awareness of The Care Team's services.

Discussion of additional services to offer.

Requirement of additional volunteers.

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**(C) CRE**

Submitted by Dianne Whitaker

Marea Denton is working out well in the child care giver position. She will be out of town on 3 Sundays in February. The committee needs to find coverage for those Sundays. We're hoping that someone from the Board will step up and help out at least one of those Sundays.

Submitted by Rose Prestipino

I have carried over from 2024 some responsibilities for the Children's Religious Exploration program. It has been our intent to hire a lead teacher to plan and deliver this program for our children. Since none could be found we are delivering an arts and story time during our Sunday service. Fortunately we were able to hire a HS student to do this with my oversight and assisted by church members.

The challenge to the Board is to seek a paid employee to direct and deliver this program. I am willing to provide oversight with the help of another Board member or Fellowship member.

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#### **(D) Green Sanctuary 2030**

Submitted by Emily Beals

We will be meeting Friday Feb 14, 10:00 at the Fellowship to begin planning for our upcoming Feb. 23, Congregational Conversation after the service which will be an invitation to the congregation to discuss which, if any, social action projects we want to sponsor as a Fellowship. We will present the work of the Unitarian Service Committee, UU for Social Justice and others as part of the conversation.

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#### **(E) Healthy Fellowship**

Submitted by Dianne Whitaker

The Healthy Fellowship Committee is meeting on a regular basis once a month. Attendees at the last meeting were Bob Nuffer, Geoff Rimositis, Emily Beals, Candace Brower, Jean Stratton and Dianne Whitaker. The topics of discussion were confidential.

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#### **(F) Kitchen Team**

Submitted by Candace Brower

The transition from a one-person "kitchen ministry" to a multi-member "kitchen team" is nearly complete. Penny Burdick has agreed to act as coordinator of the Kitchen Team for the regular services, and she will be joined by team members Nels Peterson and Dorothy MacEachern. One member will handle the kitchen before the service and a second member will help out after the service. Nels has agreed to purchase the snacks for the regular service, for which he will be reimbursed for his expenses.

Michael Bucierka has agreed to oversee the 3rd Sunday potlucks leaving only the 5th Sunday potlucks. Harmony has agreed to handle the 5th Sunday potluck on March 30th, when the children's choir that includes her own children will perform right before the potluck.

Michael Bucierka suggested that the 5th Sundays could revert back to a regular service (as they were years ago), since there is no longer any shortage of speakers available, and many members have stated that they prefer to come only when a sermon is offered. The Sunday Services Committee is considering a proposal concerning this to be discussed in their meeting next week. One advantage of returning to regular services on 5th Sundays is that it would make the schedule of potlucks more predictable (they would always fall on the 3rd Sunday, except in Nov and Dec, when they would fall on Thanksgiving and Christmas Day).

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### **(G) Landscape & Garden | Hardscape**

Prepared by Lou Foldoe

All plant beds are cleaned and in good order. The rain garden is managed by Cyndi Ross and her crew. It has been nearly completed with native plants and finished with sawdust and compost. The Friendship Garden and the native garden are resting and will be vigorous when warm weather returns. Most of the trees have been pruned for the winter. The moles have been busy helping out the crew by aerating the soil.

Hardscape chores included repairing two chairs in the library.

One member of the volunteer group maintains the indoor plants on a weekly basis.

Many thanks to the hardworking crew that tends our grounds year around! (Nels Peterson, Brian Berardo, Edie Davis and Lou Foldoe)

Lou Foldoe, Chair

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### **(H) Little Free Pantry - Little Free Library – LFP/LFL**

Prepared by Vicki Sensiba

No report submitted due to the Committee Chair being on a trip.

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### **(I) Membership**

Submitted by Emily Beals

We had 40 persons, (70% of new members)(Those absent were due to sickness) participate in our New Member Orientation this past Sunday. Based on the evaluations, attendees gave high marks for the workshop. Consensus was that the Chairs reports were particularly valuable. The Membership Team is pleased that the orientation was well received and felt to be worthwhile. Our hope is to present this workshop once a year and possibly expand it to include a discussion of the overall health and direction of the Fellowship.

Membership is also working with the Administrator to finalize the roster update, correct errors that were carried over from the previous roster but not noticed and send out a revised edition. Roster recipients will be invited to request a printed copy from the Admin. Membership Chair is donating postage and printing to facilitate these requests.

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## **(J) Sunday Services**

Prepared by Bob Nuffer

The Committee met on January 12, 2025. It was recommended that we invite another representative from a different Faith to speak on Sunday. We will consider doing that. We reviewed the draft of March and April speakers. We discussed having a discussion group after Geoff Rimositis' talk in March. At the time of Joys and Sorrows, it was recommended that Bob remind people that the service has ended. This way it will underline that individuals are speaking for themselves and not the Fellowship. We discussed expanding our roster of speakers to aid in growing the Fellowship. Candace suggested we have a Fellowship vote on speakers or topics and do ranked-choice voting. We will explore this.

### *\*Other Notes:*

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

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Small edited change to the Kitchen Team report for 2/2/25

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From Penny Burdick <mandalaht@gmail.com>

Date Fri 1/31/2025 1:26 PM

To Harmony Rutter <OlympicUUF@outlook.com>; Candace Brower <candacebrower@gmail.com>

*Hi Harmony & Candace,  
I read Candace's report on the Kitchen Team, which is very good except for a few words & 2 sentences that need updating.*

*Here's the report with the updated words & sentence in **bold blue**. I would really appreciate having this updated version be the one presented to the board.*

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Here is **the** report for the Kitchen Team:

The transition from a one-person "kitchen ministry" to a multi-member "kitchen team" is nearly complete. Penny Burdick has agreed to act as coordinator of the Kitchen Team for the regular services, and she will be joined by team members Nels Peterson & Dorothy MacEachern, **plus 4 helpers, some of who may also become team members. One member will act as "Team Lead" of the kitchen team before & after Sunday service. There will be 1 or more "Helpers" each Sunday (members or helpers can fill this role) either/both before & after the service.** Nels has agreed to purchase the snacks for the regular service, for which he will be reimbursed for his expenses.

Michael Bucierka has agreed to oversee the 3rd Sunday potlucks leaving only the 5th Sunday potlucks. Harmony has agreed to handle the 5th Sunday potluck on March 30th, when the children's choir that includes her own children will perform right before the potluck.

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OUUF Assistant  
Report to the Board  
March 2,2025

Submitted by Elinor Tennyson

- Issued weekly newsletter
- Worked with Joan and Harmony on job delegation list
- Contacted Church Mutual to confirm Director and Trustee liability coverage
- Researched where sheet music ended up for Florence (starting up OUUF choir)
- Researched fire sprinkler inspection companies – service and prices – info to Michael B.
- Obtained signage for front entry “in case of emergency call 360-417-2665” (main number)
- Inventoried duplicate keys on hand. Made copies as needed
- Prepared Key Policy
- Search for paper towel dispenser key that has been lost
- Picked up USPS mail, OUUF boxes. Logged and distributed
  
- 12 Facility Use Agreements issued for 2025
  - Certificate of Insurance (COI) naming OUUF as additional insured added back in
    - 14 COI required (includes one for each exercise instructor)
    - 6 received
    - 6 in process
    - 2 no current reservations, requesting for future one-day events
  
- Telephone calls to main number/cell:
  - Booked OlypenNosers – one-day event \$250
  - Sequim activist looking for venue for Family in Palestine movie/play.  
They will attend a Sunday service. Gave facility use fee info.
  - Visitor inquiring about volunteering for landscape committee – info to Lou Foldoe for follow up.
  - Inquiry about children’s RE – family of 2 young children – info to Rose Prestipino for follow up. Family attended 2/23 service
  
- Emergency calls:
  - Monday exercise group – no entry key in lockbox  
Met them to open, replaced w/dup key
  - Frozen pipes – no water to main building  
Coordinated w/Lou. Service call to Integrity
  - COBS closet – ceiling blister by fire sprinkler head  
Coordinated with Michael B.  
Met w/serviceman Thursday 8am – no problem, no moisture  
Meeting set with licensed, bonded handyman to repair ceiling