



APRIL 6, 2025 OUUF BOARD MEETING MINUTES

1. Meeting called to order 12:28

2. ROLL CALL – A Quorum was present

Joan Cotta, Acting President
Brian Berardo, At-large
Dave Large - At-large
Nels Peterson - At-large
Ken Nelson - At-large
Greg Sensiba – Treasurer
Emily Beals- At-large

Guests: Dianne Whittaker- Liaison to President, Harmony Rutter (had to leave early), Elinor Tennyson

3. Approval of the Agenda

Emily requested adding the Healthy Fellowship Committee Process for remediating issues to consider and discuss at the next board meeting. Copies passed out to attendees.

Moves: David L. Seconded: Brian B. Motion carried

4. Approval of Amended March Board Meeting . Amended to show Emily Beals attended

Moves: Greg S Seconded: Nels P Motion Carried

5. FINANCE REPORT – Joan C and Greg S.

- a. Joan mentioned first meeting of the finance committee (Greg S, Dianne W. and Joan C) met and have come up with a better way to present the financial information to the Board. Document showing financial assets was distributed.

Sound Bank:	\$157,214.33
Vanguard (2/28/25)	\$194,739.19
UUA Endowment	<u>\$150,000.00</u> (estimate - Initial investment in 2021)
Total:	<u>\$501,953.52</u>

- b. Working with Amanda (the accountant) to provide a report showing operating numbers against budget.

Greg S remarks:

- At the end of March 58% of donations were collected
- Building maintenance expenditure was high. Dianne W will check the breakdown
- Tech expenses are also high. Harmony R mentioned possible subscription to software/apps may be included. Dianne W to check the breakdown. Much of the hardware, such as laptops, was donated and not expensed.
- Income this year will be adequate to cover expenses as budgeted
- Reminding pledge donors to pay was discussed. Many people pay at the end of the year

Finance report approved

Moves: Brian B

Seconded: Ken N

Motion Carried

6. Emily B stated that she will not be able to chair item 26 a. "Give Again" mini-fundraiser and 26 c. party for maintenance of grounds and landscape due to being out of town most of May.

7. PRESIDENT'S REMARKS – Joan C

Interviewed all Board members plus other people and asked 2 questions:

- a. What is good/positive about OUIF for you?
 - i. Board has good skills and works well together
 - ii. Love social events
 - iii. Harmony R is awesome at music
 - iv. We have no pastor
 - v. Care Team with Dianne B
 - vi. The welcome at Sunday service
 - vii. Start on time
 - viii. My community and my family
 - ix. Tech Zoom presentation has improved
- b. What can we improve?
 - i. Increase kids' attendance
 - ii. More unique speakers
 - iii. Need to lead with kindness
 - iv. Include cards
 - v. Include current events in sermons
 - vi. Build a labyrinth NOTE: A walking labyrinth may be built on top of the septic drain fields, cannot park vehicles in the area.
 - vii. Review rental (User) fees. This was done in 2024.
 - viii. Contingency plan for funding
- c. Discussion of how to approach people and get feedback. ie. "Temperature taking". People mentioned they appreciated meeting in-person for coffee. Emily is contacting and meeting people using the visitor log and other resources.
- d. We need someone to fill the VP spot. Let Joan C know if you or you think of another person who could fill the VP position. This person can help look through all the policies and work with revising the bylaws.
- e. Joan C will be assigning "homework" for the Board to rewrite the bylaws. Need to review all documents that spring from the bylaws. Joan will be sending out packages. A saying that applies to this project is "document what you do and be consistent".

8. ADMIN'S REPORT – Elinor T

Attached report for detail

Additional remarks:

- a. Started working more with our insurance carrier Church Mutual when we need information about coverage and how it affects the fellowship. Our local rep is in Seattle and usually responds within a couple of days.
- b. Dave L asked if rental/user fee income was taxable. Elinor will monitor fee income to be sure it doesn't jeopardize fellowship standing and avoid having to declare revenue and pay income tax.

9. COMMUNICATION AND MUSIC DIRECTOR REPORT – Harmony R

Attached report for details

Additional remarks:

Attendance numbers

- a. Sunday service attendance 1st quarter: in-person average number is 54.8 people; Zoom 15.1; children attendance is a solid 2
- b. The highest attendance number was 70 on March 2nd, Ankur Shah Delight was the speaker. 13 people on Zoom
- c. The highest Zoom attendance of 20 was January 26th for Joseph Bednarik. The lowest Zoom attendance was 11. Every week we have at least 10 on Zoom
- d. The Lowest attendance in the first quarter was 43 for 2 Sundays

10. CAPITAL IMPROVEMENTS COMMENTS – JOAN C

Michael B is working on a 5-year plan of facility maintenance

Estimated costs, *not including tax:

- a. HVAC - \$25,000. Timeline is unknown
- b. Painting – maybe within next 5 years
- c. Roofing (25 years old) \$25-30,000
- d. Well – new well was dug 4 years ago- no major expense expected
- e. Septic – no major expense expected

5-year expected expense: HVAC and painting - \$50,000

There are funds to cover these two expenses.

* Dianne will look into whether the fellowship would be eligible for a sales tax exemption.

NOTE: After the board meeting Dianne advised she found that a church in Washington state does not qualify for a sales tax exemption.

- 11.** Nels P and Dianne W will investigate obtaining a Costco business account and credit card. The credit card has a cash-back benefit.

12. COMMITTEE REPORTS

All reports are attached as part of these minutes. Additional comments are recorded below

13. Capital Improvements Committee – Dave L

Chair: Michael B

- a. Survey in progress/Measured everything. Setbacks for irrigation ditch, road driveway and others are shown on the layout which can be used when planning changes to the property. This is the first time buildings will be accurately shown along with setbacks.
- b. An addition to building may require a new septic system.
- c. A manufactured home is being considered to replace the portable.
- d. Noted that the existing portable was brought in on a variance and the use permit expired in 2008.
- e. Parking areas discussed. If the building is expanded, more parking spaces may be required.

Dianne W mentioned to be sure vendors have the fellowship mailing address to send bills and not to use the street address.

14. Care Team

Chair: Dianne B

- a. Focusing on one member, would like to raise awareness of team services and would offer additional services. Additional services would be home visits and taking people shopping, doctor appointments.
- b. Originally the Care Team Policy was self-approved by the team and needs to have board approval.
- c. NOTE: Elinor T has contacted Church Mutual for volunteer liability coverage, especially using personal vehicles to transport people.
- d. Elinor T will revise the Policy deleting the Special Circumstances first paragraph and Dianne B will submit the Policy to the Board for approval.

15. Children's R.E.

Chair: Rose P

- a. Posted RE teacher jobs in newsletter. Has an interview scheduled
- b. Thanked Community Children's Choir
- c. Now using portable for the classroom.
- d. Seeking more volunteers

NOTE: Even though there may be few children attending RE classes, members support the program. Families come and go. RE teacher salaries are budgeted and we are currently using volunteers. People do ask for RE children's program information. Harmony R is reaching out to the community to encourage family attendance.

16. Green Sanctuary 2030

Chair: Emily B

- a. Banner is requested to take to gatherings. This would be a multi-purpose banner and not cause specific. Expense would probably be covered by donations. It would be approximately 6' wide. Committee will draft the artwork and present it to the board for approval.

Motion to bring back the design for multi-use banner to be used for multi-purposes

Moves: Emily B Seconded: Ken N Motion carries

17. Ridwell recycling program was discussed. They accept plastics other recyclers usually don't, including medicine bottles. There is a fee and provided bags of donated plastic are sent to them via USPS. The company will advise people where and how the plastic they donated ended up. There have been meetings in local counties. Emily's group will check it out.

18. Healthy Fellowship

Chair: Geoff R

- a. Emily B presented a Process for Mediating Issues Between members, Friends & Staff. Questions were raised on some issues and Emily will address concerns at next meeting. Privacy was a main concern along with when an issue would be brought to the attention of the board.

Tabled for next meeting when Geoff R will at the board meeting.

19. Kitchen Team

Chair: Penny B

- a. All well, kitchen is okay
- b. Nels P mentioned there are a lot of people in the kitchen at times. There is also a problem of noise from the kitchen during the Sunday service. It was suggested that the kitchen crew be in the kitchen after the sermon and during the Joys & Sorrows sharing. Previously the passthrough doors were closed during the service. It was suggested to close the kitchen during the service.

20. Landscape/hardscape

Chair: Lou F

Attached report for detail.

- a. We all need to pay attention as we are part of a team. Need extra help with weeding and watering
- b. Compost is being used, turning twice a month, ending on OOUF plants (it was suggested to post something in the newsletter)
- c. This group is due an appreciation/shout out to the volunteers. Joan C suggested doing a very nice appreciation next week.

21. Little free pantry

Chair: Vicki S

No report

22. Little free library

Chair: Penny B

All well

23. Membership

Chair: Emily B

- a. Will have another meeting in 2 months.
- b. Inviting people for coffee is appreciated (Emily B does this). People mentioned this meant so much to them, one of the best things that happened. Coffee chats after service are a good time to speak to people. We all need to make an effort to engage others when possible.

24. Social Action Committee

Chair: Emily B

No report

25. Sunday Services

Chair: Bob N.

- a. We need additional service leaders
- b. Endorsed a silent contemplation to the speakers
- c. Discussed bringing dogs to service, OK if not disruptive
- d. Discussed upgrading chairs, no decision made.

Board remarks:

- a. Discussion about upgrading sanctuary chairs and that this purchase could be expensive
- b. Dave L asked about getting attendance numbers by speaker.
- c. Speakers have changed due to natural attrition and adding new people. There are currently 8 speakers available

Dave L mentioned a suggestion that the podium bottom be anchored to the desk for stability. The podium is at times moved around so it wouldn't be practical to permanently anchor it to one place. Brian suggested using duct tape.

26. OLD BUSINESS

- a. "Give Again" mini-fundraiser event in May – Emily B
Capital Improvement Committee report coming in Spring - Michael B, David L
- b. Healthy Fellowship Committee Processes and Protocols - Geoff R

- c. Board member work party for maintenance of grounds and landscape - Emily B
All tabled to next Board meeting

27. NEW BUSINESS

- a. **Approval of reinstating employee Washington State unemployment insurance – Elinor T , Joan C**
Moves: Brian B Seconded: Dave L Motion carries

- b. Approval of the Care Team Policy dated 6/15/2024 – Joan C
Tabled to next Board meeting

- c. **Approval of letter from ██████████ to perform volunteer services for 2025 membership- Elinor T**
Moves: Dave L Seconded: Nels P Motion carries

- d. **Approval to move OUIF bank accounts from Sound Bank to First Federal - Joan C**
Joan C, Greg S and Dianne W. made the decision to move the accounts -
Why? First Fed is easier to deal with and is faster. This will be the Sequim branch.
Moved, Seconded and Motion Carried

- e. Approval of OUIF Facility Use Agreement – Joan C
 - a. Requiring Certificate of Insurance with OUIF as Additional Insured
 - b. COI requirement from Facility Use Agreement had the requirement removed.
 - c. Message from Church Mutual read emphasizing the first paragraph.
 - d. Clarification was made that if user needs additional time before event it will usually be covered under the Agreement.**Approval of Facility Use Policy and Protocol and fee schedule**
Moved, Seconded and Motion Carried

- f. **Approval to designate the Red Ribbon Dinner Club and Vegan Mondays as OUIF sponsored events.**
Meatless Monday could be categorized as under Green Sanctuary
RRD: Moves: Ken N Seconded: Nels P Motion Carried
MM: Moves: Nels P Seconded: Emily B Motion Carried

28. CLOSING AND EXTINGUISHING THE CHALICE 2:38

Minutes submitted by Elinor Tennyson

**OOUF Administrator and
Communication and Music Director
Report to the Board
April 6, 2025**

ADMINISTRATOR REPORT – by Elinor Tennyson

Stepping back into the OOUF administrator role is like coming home. Only this time around there are definite improvements. The main change has been the luxury of having a backup person, Harmony. I couldn't ask for a better person to be part of the admin team!

It was a quiet, but busy, month. So many items need attention and working with Joan has been a wonderful way to prioritize items and then discuss how to resolve and/or improve issues.

Meanwhile, the basic duties of being Administrator need attention including publishing the newsletter, issuing Facility Use Agreement, following up on COI's and A/R and meeting with members and users.

Administrator additional tasks:

- Filed for non-reporting status from WA Dept of Revenue – granted
- Contacted Church Mutual regarding user requiring certificate of insurance and any potential liability for not paying into WA Unemployment Fund
- Updated employee labor posters

Telephone calls of note to main number/cell:

- Cell call from woman looking for people to help her remove personal items of relative living in PA and act as witnesses. Told her our members would be unable to help
- Call late Sunday after Service from member who left water bottle and had to have it for her Monday gym class – drove to Fellowship to open

Facility Maintenance & Repair:

- Arranged for repair of COBS locked closet ceiling. 3 trips necessary, we had touchup paint
- Set up fire sprinkler inspection.

COMMUNICATION AND MUSIC DIRECTOR (CMD) – by Harmony Rutter

- OOUF Singing Group is asking for an organized gathering. CMD is suggesting a weekly gathering on Thursdays at 1:00 pm. This will allow the CMD to participate in the group and work with the singers to come together for community building around music and to strive towards preparing songs to be incorporated into the weekly Sunday Services.
- Clallam Children's Choir was very appreciative of the performance opportunity at OOUF. The Choir director requested access to the video of the children's performance.
- Continuing to send out weekly press releases, community announcements via email and social media, aggregating content for the Sunday Service, collaborating Tech Team Schedule, developing and coordinating weekly musical component of the services.

Continuing to coordinate with and support our Guest Speakers with their content.

COMMITTEE MONTHLY REPORTS TO THE BOARD

April 6, 2025

Capital Improvements Committee

Chair: Michael Burcierka

The survey company started their field work and we should have a report, hopefully my mid-April. Dave Large is our liaison with the survey company.

Care Team

Chair: Dianne Brandt

Current Active Volunteers:

Dianne Whitaker

Penny Burdick

Currently Focusing On:

[REDACTED]

Current Action Plan:

Raise awareness of the Care Team's services.

Discussion of additional services to offer.

Requirements of additional volunteers.

Children's RE

Chair: Rose Prestipino

Activities and events:

Sunday RE available every week with volunteers. Many thanks for volunteers Nels Peterson, Dianne Whitaker, Beatrix Rutter, Rose Prestipino.

Job availability announced in OUUF Newsletter and Sunday program.

Job interview scheduled for next week.

Community Children's Choir performed at a Sunday service thanks to Harmony Rutter. Began using the portable classroom for RE class. Thanks to Harmony for prepping the space. Actively seeking more volunteers. Could you help one Sunday?

Green Sanctuary 2030 – Emily Beals

NO REPORT

Healthy Fellowship - Geoff Rimositis

NO REPORT

Kitchen team

Chair: Penny Burdick

All is going well with the kitchen team & Little Free Library, so nothing new to report.

COMMITTEE MONTHLY REPORTS

April 6, 2025

Landscape/hardscape

Chair: Lou Foldoe

The team is already busy with planting early flowers and preparing for the soon to come busy spring season. The five distinct plant/flower areas each have their own schedule.

1. Water Garden: growing well and being tended by Cyndi Ross and others, it continues to draw interest and friendly discussions with many people.
2. Wild flower garden: has a good early start and will soon show some flowers. Nels Peterson has done a lot of work there and is familiar with the plants.
3. Friendship Garden: is showing color and interest as it was planted earlier due to the sunny location.
4. Triangle Garden: On the right side of the walkway into the fellowship it has been weeded and is also showing some color. It is tended by various members.
5. Vegetable plots: most have yet to be ready for planting as it is early for that.

Special needs: Extra help with weeding and watering may be needed as we move into the late spring and early summer.

These steady hard-working members deserve our appreciation. They faithfully show up 2-3 times a month or more and take care of our beautiful grounds and indoor plants.

Little free pantry – Vicki Sensiba

NO REPORT

Little free library

Chair: Penny Burdick

All is going well with the kitchen team & Little Free Library, so nothing new to report.

Membership – Emily Beals

NO REPORT

Social Action Committee – Emily Beals

NO REPORT

Sunday Services Committee

Chair: Bob Nuffer

The committee reviewed the draft of the Speaker Schedule for May and June. Bob will write an announcement for the newsletter recruiting additional service leaders. The committee endorsed adding a moment of silent contemplation to the order of service. There was discussion about bringing dogs to the Sunday Service. If the dogs are not disruptive, there was no objection to bringing dogs to the Fellowship Hall. The committee discussed upgrading chairs. No decision on recommendations was made.

OLYMPIC UNITARIAN UNIVERSALIST FELLOWSHIP FACILITY USE:

We are a religious fellowship dedicated to providing a welcoming community where individuals can develop their spirituality free from imposed dogma and creed. We are fundamentally committed to an ethical basis for living in accordance with Unitarian Universalist principles that unite us to relieve social injustice and improve our communities.

- Facility Use Agreement (FUA)
- Facility Use Fee (FUF)
- Certificate of Insurance naming OUUF as an additional insured (COI)

OUUF Facility Use Policy			
Reserving Entity	Facility User Agreement (FUA)	Facility User Fee (FUF)	Certificate of Insurance (COI)
Outside Organization or Individual Member or *Friend sponsored – Discounted - see Fee Schedule	Yes	Yes	Yes
Example: Master Gardeners, N/A, Exercise Classes, NOS&SG, Storytellers			
Life Celebrations for OUUF Members	Yes	No	No
Example: Celebration of Life, birthday, dedication, memorial			
OUUF Sponsored Activities (Congregational Activities)	No	No	No
Example: Friday Art Group, Community Drumming Circle, Meditation Groups, Contemplative Service, Holiday Parties, BBQ's, Silent Auctions.			

***Friend is defined as those who sympathize with the purposes of the Fellowship and share our UU values and beliefs. “Friends” of OUUF have chosen not to sign the Membership book but who are participating on a regular basis in the life of the Fellowship.**

NOTE: See OUUF Facility Use Fees Schedule

OUUF Facility Use Fees

Updated 4/1/2025

Reserving Entity	Area	1-4 Hours	5-8 Hours	9-12 Hours	13-24 Hours
Outside Organization or Individual	Hall	\$55	\$88	\$121	\$143
	Friendship Garden	\$55	\$88	\$121	\$143
	Kitchen (additional fee)	\$27	\$27	\$27	\$27
Outside Organization or Individual Member-Sponsored	Hall	\$45	\$45	\$45	\$45
	Friendship Garden	\$45	\$45	\$45	\$45
	Kitchen (additional fee)	\$15	\$15	\$15	\$15
Life Celebrations for OUUF Members	All Areas	\$0	\$0	\$0	\$0

ADDITIONAL OPTIONS/CHARGES:

*Grand Piano/Hammond Organ/Keyboard	\$ 25/hour 2-hour minimum \$ 50 each additional hour
*Audio/Visual/Zoom Tech support	\$ 25/hour/ 2-hour minimum for hybrid/Zoom OUUF tech person required for A/V, 2 techs suggested for events with live music
*OUUF Musicians	\$200/per musician (includes 2-hours) \$50 each additional hour
Chaplain Fee	\$200
Entire Facility - additional fee (No other renters during event)	\$ 35

***Contact OUUF Communication and Music Director for details or questions**

Contact information: Harmony at OUUFHarmony@outlook.com

,Re: Board Meeting Agenda April 6, 2025

Item 10.5.1.5 Approval to designate Red Ribbon Dinner Club and Meatless Mondays as OUUF Sponsored

Backup information:

Red Ribbon Dinner Club

HIV Support Group (closed group)

Have been a facility user since 2020

Purpose: To provide a safe place for attendees to meet to socialize and have a healthy meal.

During Covid the group members donated a propane patio heater for the Fellowship in appreciation of sharing our space.

Referred by: Member of Kitsap Unitarian and coordinated with Kitsap Health Dept. Kitsap Health provided the Certificate of Insurance and a supervisor paid the user fee personally.

Sponsored by: Kitsap Health stopped sponsoring the group this year and a small non-profit took over. This new sponsor group is small, probably 3 people. They are paying the fee but they don't have the insurance to use for a certificate of insurance.

Meatless Monday

Julia is an OUUF member and was a fellowship RE teacher for 6 years.

Proposal from Julia to Board:

Would you consider a church sponsored Meatless Monday- Potluck?

Many UU organizations and congregations sponsor vegan potlucks because they support ethical eating and align with our principles of Earth Care/ combating climate change, animal care and good nutrition for humans.

Description: Join Nutrition Educator and long-time OUUF member Julia Buggy and Naturopathic Doctor Lara Plecher for a delicious and informative Meatless Monday Potluck the 4th Monday of the month from 6-8 pm. Please bring a whole-food dish made only of plants (no meat, dairy, egg or processed sugar). Please bring a copy of the recipe or a list of all ingredients, especially allergies like gluten. We will have food demo, share delicious and nutritious food in the community, followed by a health presentation by a local Naturopathic Doctor.

Here are some UU sites endorsing a vegan diet

<https://www.uuam.org/addressing-climate-change>

<https://www.uua.org/environment/eating>

<https://www.uuabookstore.org/No-Meat-Required-P19992.aspx>

This is also backed by the head of the World Health Organization

<https://plantbasednews.org/news/environment/world-health-organization-head-calls-for-plant-based-diet-shift/>

I will take charge of set-up and clean-up and can accept donations which I would share with the church. (We can figure out the amount that feels appropriate as I would like to keep some to help cover some costs)

In Joy and With Gratitude, Julia Buggy