



March 2, 2025 OUUF Board Meeting Minutes

1. Meeting called to order 12:35

2. ROLL CALL – A Quorum was present

Joan Cotta, Acting President
Brian Bernardo, At-large
Dave Large - At-large
Nels Peterson - At-large
Ken Nelson - At-large
Emily Beals – At-large
Greg Sensiba – Treasurer
Dianne Whittaker- Liaison to President
Michael Buscierka – Liaison to President
George Will, Elinor Tennyson and Dianne Whitaker attended as guests

3. Approval of the Agenda – - Dave moves, Greg seconded. Motion carries

4. Approval of the Minutes of the regular Board meeting of February 2, 2025- Dave moves, Greg seconded. Motion carries

5. President's Remarks – Joan gave some opening remarks that highlighted the items on the Old and New Business portion of the agenda

6. Finance Report – Greg shared that we are on schedule and on budget

checking account \$160,000

Vanguard \$196,000

\$26,450 – total thus far in pledges and plate collection for 2025.

Board members discussed a potential mini fundraiser event

a “Give Again” mini fundraiser event in May. Board will create a plan for this and bring back for further discussion at the next meeting.

Greg, Diane and Joan need to update the signatures on the bank account. They will meet and take care of that this coming week.

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

7. Administration Reports – Harmony and Elinor expanded on their written reports.

8.A - Capital Improvement Committee – Dave shared that a more formal report will be coming later this Spring.

8.B - Care Team is just down to 2 people, Diane Brant and Dianne Whitaker. Diane B. Needs more volunteers to help with this work.

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8.C - Children's RE – Rose is working to build the program. Harmony will be making a poster to help recruit a lead teacher for the CRE program.

8.D - Green Sanctuary –No report

8.E - Healthy Fellowship Committee - Geoff Rimositis is working on a draft document outlining the processes and protocols of the HFC.

8.F - Kitchen Team – No report

8.G – Landscape/Hardscape - Frozen pipe issue has been resolved.

8.H – Little Free Pantry needs more physical help and two members are volunteered to assist Michael pick up and stock groceries .

8.I - Membership – To support new and prospective members, Emily requested that the board approve a purchase of 30 more copies at \$7.50 each for a total of \$225. The 35 copies of “Liberal Religious Path” by Rev. Cobal that were purchased by Ken Nielsen have been handed out. Dave Large offered to donate \$100 for printing more color brochures about the Fellowship.

Emily moves to have the Membership budget be used to by 30 more copies of the “Liberal Religious Path” for \$225 total. Dave Large, second Motion passed

8.J - Social Action Committee. Interest groups will be formed from the larger group who attended the first organizing meeting Sunday February 2.

Starting in April - Staffed table every Sunday in the sanctuary to offer members a social justice action beginning in April.

Add Social Action Committee to website. Emily and other members would like to have a focused financial collection every month which would be carried out with a similar process as we do for the Little Free Pantry. Dianne shared that they would need to use envelopes to track the funds. (Joan comment—Do we do this? I've never seen it at OOUF)

Emily and the committee will have further discussion on what we can and can't be say in the area of politics about mentioning politicians' names, not issues. We're pretty clear about what we can say about issues.

8.K - Sunday Services – Discussion about the importance of collecting attendance data for each service . Harmony shared that the data the tech team collects is loaded onto the Sunday Services Google drive.

9.A – Creation of a Community Board Motion tabled and not required. Found that there is a an existing Community Board in the hallway next to bathroom.

9.B – Revisit Date for Board Retreat - Scheduling a Board Retreat will be revisited again in April.

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9.C – Update on rewriting the bylaws - Joan reported this is a big project, and she will bring back a suggested schedule and process and assign tasks for all late in the spring.

10.A - Approval of Key Policy - **Brian Moved Dave 2nd Motion passed**

10.B - Building Contingency Expense Plan was introduced by Joan Cotta. Michael is preparing this report to document the upcoming needs of the building so that they can be accounted for and budgeted for. This will be coming back at a future meeting.

-- Open Board Discussion --

Emily asked for an agenda item to be added in May for there to be a Board Member Work Party for some basic maintenance of the grounds and landscape. Joan suggested that it happen after a Building Contingency Plan is presented at the next meeting.

Brian – asked for clarification about why the Jewish Congregation’s books and the “Ark” are in the sanctuary and in the Fellowship storage room. The ceiling water damage and repair issue was clarified by Harmony and Joan. This is just a temporary situation until the COBS closet is fixed.

2:31 pm **Meeting is adjourned Brian Moves and Dave 2nd Motion carries unanimously.**

Minutes Submitted By: Harmony Rutter

SUGGESTED JOB DELEGATION

ELINOR AND HARMONY

2/13/2025

<p>ELINOR ouufadmin@outlook.com</p> <p>ADMINISTRATOR:</p> <p>Facility use Agreements</p> <ul style="list-style-type: none">• Issue Facility Use Agreement• Obtain Certificate of Insurance• Track and collect fees• Post events to website <p>Newsletter</p> <ul style="list-style-type: none">• Issue Weekly• Make hardcopies to distribute as needed• Post to website <p>OOUF cellphone</p> <ul style="list-style-type: none">• Monitor 24/7 to handle any emergencies, general calls for info.• Renew business license, Wash DOR tax exemption, Clallam County property tax exemption, SOS annual corporate report• UUA annual certification• UUA update member list for UU World magazine• Pick up mail from USPS and OOUF mailbox• Log and distribute• Monitor dup key supply• Maintain employee records <p>Order supplies</p> <ul style="list-style-type: none">• Office• Janitorial• Kitchen <p>Outside services</p> <ul style="list-style-type: none">• Mowing/snow removal• Janitorial <p>Facility maintenance and repair:</p> <ul style="list-style-type: none">• Coordinate with Michael Bucierka	<p>HARMONY olympicuuf@outlook.com</p> <p>COMMUNICATION & MUSIC DIRECTOR</p> <p>SUNDAY SERVICES COORDINATOR</p> <ul style="list-style-type: none">• Speakers – obtain topic• Advise admin for inclusion in newsletter• Announcement to website and other social media• Coordinate with Story for All Ages• Create slides• Determine music and perform• Produce and send OOS and announcements to all• Post sermon to website <p>TECH COORDINATOR & DIGITAL CONTENT</p> <ul style="list-style-type: none">• Oversee team• Recruit new team members Serve as webmaster, making regular updates, editing pages, and assigning permissions as needed• Coordinate with OOUF Admin to update website calendar• Create digital content, including weekly Sunday service slideshows, website graphics, etc.• Serve as social media coordinator, making or monitoring regular updates• Manage all digital services and make recommendations for software use• Maintain and troubleshoot physical hardware, including laptops, printers, sound equipment, network equipment, etc.• Assist with creation of digital forms or surveys as needed• Assist with digital archiving/information backup as needed <p>MONTHLY BOARD MEETINGS:</p> <ul style="list-style-type: none">• Reminder to committees for reports• Send packets to trustees• Post minutes and F/S to website <p>COMMUNITY OUTREACH/ PR</p> <ul style="list-style-type: none">• Post Sunday service and special events to PDN, and social media (Facebook, Instagram and other)• Place listing in Visitor Guide, Who’s Who, Families Today• Post events on community bulletin boards, etc.• Network with community groups, especially youth groups such as preschools• Establish contact with Clallam County Emergency. Re: contract to provide use for training and community events.
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	<p>CHILDREN’S R.E. COMMUNICATOR</p> <ul style="list-style-type: none">• Work with teachers to promote programs and events to social media and community <p>OOUF SPECIAL EVENTS</p> <ul style="list-style-type: none">• Music when requested• Work with OOUF choir <p>BACKUP TO ADMINISTRATOR – as needed</p> <ul style="list-style-type: none">• Newsletter• Facility use• OOUF cellphone <hr/> <p>ROSTER</p> <ul style="list-style-type: none">• Work with Emily Beals Membership. Create two lists, one for members and one for internal use.
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Facilities Key Policy and Procedures

March 1, 2025

This Facilities Key Policy and Procedures document was developed to help ensure the safety and security of the buildings, equipment, furnishings, and, most importantly, the members of OUUF, visitors and their families, and OUUF staff members

General Key Use Guidelines

- No member or staff member shall make any copy of any OUUF facility key(s); copies of keys shall be made only by the Fellowship Administrator.
- No member or staff member shall temporarily “loan” any key to any non-member.
- Holders of any facility key(s) must be aware of the security issues resulting from inappropriate use of keys, and will agree to lock any facility they may use.

Annual Review and Assessment of This Policy

- Keys to the facility will be provided to those persons who require them for successful fulfillment of their fellowship tasks, janitorial service and to ongoing renters of the building upon approval of the Board of Trustees.
- A master list of persons having key/s will be kept by the Fellowship Administrator.
- It is the Administrator’s responsibility to provide keys and properly train key holders regarding appropriate security procedures.
- Key Holders – It is imperative that key holders DO NOT duplicate keys unless authorized by the Administrator. If another set of keys is needed, the Administrator should be contacted. Keys are to be returned to the Administrator if/when the key holders have no need for them or upon request.

Annually, in February, the Fellowship Administrator will review the effectiveness of this Policy and Procedure and will make a report to the Board of Trustees.

**OOUF Board Reports
for meeting on 03/02/2025**

(5) Finance Report

Prepared by Greg Sensiba – none received

(7) Admin Reports

OOUF Admin Report Prepared by Harmony Rutter

- Completed core job functions every week
 - o Coordinate Sunday Service participants and publicity.
 - o Created and prepared Sunday Service components.
- Special event – Julia and Bob’s Wedding
 - o Did not bill time to OOUF spent working on music for the wedding.
 - o Worked on core job functions
 - o Did track and report time rearranging the sanctuary on Friday from 9 am to 10 am and Saturday from 3 pm to 4:30 pm.
- Discussed restructuring of job duties with Elinor and Joan.
- Communicated FUA Insurance requirements to facility users.
- Met once a week with Elinor to coordinate communications, tasks and projects.
- Was at the Fellowship Hall at the same time as the NA Business Meeting – issued their Facility User Agreement. Elinor informed me that they will use the same Certificate of Insurance as the NA Anonymous Friday Night Live group.
- Was still at the Fellowship Hall when COBS group arrived on Sunday the 23rd.
 - o Documented and communicated their water damage concerns.

OOUF 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 OOUF 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, OOUF boxes. Logged and distributed
- 12 Facility Use Agreements issued for 2025 Certificate of Insurance (COI) naming OOUF 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

(8.A) Capital Improvement Committee – CIC

Prepared by Michael Bucierka

Second report to the BOD from the Capital Improvement Committee (CIC).

Committee consists of: Michael Bucierka (chair), Dave Large, Rose Prestipino, Dianne Brandt, Emily Beals and, new person, Nelson Page. Julia McKenna-Blessing dropped out.

Our mandate from the 2024 BOD was: explore enhancing our current RE program by expanding our building or remodel/improve or replace the existing trailer, which is on a temporary use permit.

Prior to our meeting, each member sent their respective assigned research findings to the group and during the meeting briefly summarized them. A discussion followed each presentation. We had various interpretations on how to apply the data to our mandate.

The committee unanimously approved obtaining a current survey of our property showing the original site and all subsequent improvements. Dave Large has contracted with a surveyor and is working with him to identify any restrictions and or requirements on this property related to a new building.

The committee will meet after obtaining and reviewing the survey. We will then issue various reports on our options. Hopefully, NLT the July 2025 BOD meeting.

(8.B) Care Team

Prepared 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: George Stephens

Current Action:

Meeting to discuss new ideas on services we can provide.

Helping members to understand our services.

Making the congregation aware of our desire to add members to The Care Team.

(8.C) CRE

Prepared by Dianne Whitaker or Rose Prestipino

I have been serving as acting-RE chair.

I will consider being co-chair with another person to trade off with.

We have been unable to hire a teacher despite much advertisement

We recently hired a helper/art person which has added to our Sunday program

Volunteers from the congregation are needed to help on Sundays. Board support would be appreciated. Thanks for the help of Dianne Whitaker and Nels Peterson on occasion. Someone else?

Julia Buggy has been contacted for advisement. She is not available to teach.

Thanks everyone,

Rose Prestipino

Harmony purchased a door-stopper for noise control.

Weekly RE sessions have been carried out with the help of volunteers and myself. We recently added a teenage paid helper and art person.

(8.D) Green Sanctuary 2030

Prepared by Emily Beals

(8.E) Healthy Fellowship

Prepared by Emily Beals

(8.F) Kitchen Team

Prepared by Penny Burdick

For regular Sunday services, we now have 4 team leaders: Penny Burdick, Nels Peterson, Dorothy MacEachern, and Bodhi Harbour, with Ed Curington, Nelson Page and Nancy Nolan as helpers. Other OUUF members have also been generous in signing up or dropping in to help in the kitchen with both prep and clean-up.

On 3rd Sunday potlucks, Michael Bucierka is usually in charge, with a wide assortment of helpers in set-up of tables & chairs, beverage preparation, putting out plates, utensils, & food, and clean-up after the potluck meal is finished.

(8.G) Landscape & Garden | Hardscape

Prepared by Lou Foldoe

--Supplyline pipe outside the pumphouse was found frozen earlier this month. It was thawed out and insulated.

--A new volunteer with landscape maintenance experience was orientated to the grounds this month. (Robert Buck)

--The team continues with some groundskeeping although the major jobs are done.

(8.H) Little Free Pantry - Little Free Library – LFP/LFL

Prepared by Penny Burdick

Currently, the purchase and stocking of books in the storage building is solely done by me, Penny Burdick.

Victoria Shepard (not an OUUF member, but is from the Jewish community & lives nearby) does most of the re-stocking of adult books and some children's books in the LFL. I do most of the restocking of kids, tween & teen books and some jigsaw puzzles in the LFL.

We would welcome another helper, if anyone is interested.

(8.I) Membership

Prepared by Emily Beals

Membership is recommending that an updated online roster be sent quarterly to those on the roster list. January, April, July, October. Our committee would take responsibility to update the roster in cooperation with Admin. Who would then send it out.

We recommend that a written copy be sent out to those who request it, once a year. Does the Board need to approve this?

We are asking Board approval to order 30 more copies of the book *A Liberal Religious Path*, by Rev. James Kubal-Komoto. The 35 copies that Ken Nielsen ordered and gifted us have all been given out to prospective new members. They can be ordered through Amazon or other online bookstores. Cost is approx \$7.50@. This is a current, well written introduction to UU and prospective new members have appreciated getting it.

We would also like the Board to approve the cost of more reprints of our brochure, "Welcome to OUUF." The last printing was paid for by a donor member but printing another batch of 100 through In Graphic Detail, on Bell St in Sequim, (who does an excellent job and at low cost) would be appreciated. Cost would be approx \$100

(8.J) Social Action Committee

Prepared by Emily Beals

There were 12 members and friends who attended our brainstorming meeting on Feb 14. Discussion focused on designing the congregational conversation on 2/23 and learning more about the UU resources available to us. We will meet again on March 21, to discuss the information coming out of the conversation and connecting us to those UU resources.

Our congregational conversation involved 40 people and produced numerous ideas of what projects the Fellowship might develop. Potential areas of development are: immigrant rights/issues; LGBTQ+ issues; homelessness in our community. The committee will propose

projects in these and possibly other areas and notify the Board of our proposals by the April meeting.

We propose another open discussion of the UUA/IRS rules for what can be and not be said regarding political candidates in or running for office. This appears to be the only area where we lack clarity.

(8.K) Sunday Services

Prepared by Bob Nuffer

February Minutes

The Committee met on February 9, 2025. The committee discussed the plan for March 30th. The Clallam Children's Choir directed by Joan Reeve Owens will come to OUUF to sing two songs at the beginning of the service. Candace will deliver the message and then we will have the potluck. We worked on the March and April schedules which Bob will send to speakers. We will invite Peter Morales to speak in May or June. We will accommodate any special needs he has to allow him to speak. The newspaper ads have been going well. We need updated pictures for Terry, Julia, and Joseph. To coordinate the Story for All Ages with the message, send them to Penny at ouufassistant@outlook.com. We discussed concerns about clapping. Bob was asked to request that we not clap after sharing of joys and concerns.

(8.K.1) Story For All Ages

Prepared by Penny Burdick

Our storyteller roster includes 4 regular rotation storytellers, 2 speaker who are also willing to offer the Story for All Ages when it is their Sunday to be speaker, and 2 other intermittently available storytellers.

Although we get by with our current roster, it would be delightful if more members of the congregation wanted to be storytellers, especially on a regular rotation basis.

**Other Notes:*

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