



## JUNE 1, 2025 BOARD MEETING MINUTES

### 1. Meeting called to order 12:30

2. **ROLL CALL** – A Quorum was present  
Brian Berardo – At-large  
Joan Cotta - President  
Dave Large - At-large  
Ken Nelson - At-large  
Nels Peterson – At-large  
Greg Sensiba – Finance Director  
Dianne Whitaker – Assistant to President

Guests: Florence Bucierka, Harmony Rutter, Elinor Tennyson

### 3. APPROVAL OF THE AMENDED AGENDA

Moves: Brian B                      Seconded: Greg S                      Motion carried

### 4. APPROVAL OF MAY 4, 2025, BOARD MEETING MINUTES

Moves: Dave L                      Seconded: Nels P                      Motion Carried

### 5. FINANCE REPORT – Greg S and Joan C

- a. Greg S stated we are in pretty good shape. Pledges were discussed  
See attached financial information.

### APPROVAL OF THE FINANCE REPORT

Moves: Ken N                      Seconded: Dave L                      Motion Carried

### 6. PRESIDENT'S MESSAGE – Joan C

History of the chalice was read.

### 7. MONTHLY REPORTS TO THE BOARD

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

#### CAPITAL IMPROVEMENTS COMMENTS – DAVE L

- a. Discussion included reviewing the report and asking for clarification.  
b. Going forward  
    i. Develop an initial floor plan – three-month timeline mentioned  
    ii. Decide whether a separate building or joined  
    iii. Disposal of trailer determination  
    iv. Working estimate from builder  
c. Hiring an architect was discussed. Dave mentioned he had designed two houses and would be willing to work with the architect on the OUUF building space expansion drawings.  
d. Discussed the 2024 Congregational Meeting and members' pledges for building expansion. Joan C is handling.

### 8. OLD BUSINESS

- a. "Give Again" mini-fundraiser event in May – need help to plan for June or July:  
**See mini-pledge discussion combined with yearly auction**  
b. Recycle information on companies offering services – Emily B **TABLED**  
c. Care Team Policy and Procedure for Board approval

**Approval of the Care Team Policy and Procedure with revisions to require drivers to submit copy of current license and auto insurance and having an emergency contact information for persons helped by the Care Team**

Moves: Dave L                      Seconded: Brian B                      Motion Carried

- d. OUUF banner artwork for Board approval – Ken N
  - 1.1.d.1. Preliminary graphic passed out for banner
  - 1.1.d.2. Banner will be for multiple use
  - 1.1.d.3. Cost will be covered by individual donation
  - 1.1.d.4. Changes were suggested to have OUUF more prominent on banner – put “welcoming congregation” at bottom of banner
  - 1.1.d.5. Suggested vinyl canvas not polyester

**Approval of LBGTQ+ banner with changes to be made**

**Moves: Ken N                      Seconded: Nels P                      Motion Carried**

**9. NEW BUSINESS**

- a. Safety inspection of playground equipment **TABLED**
- b. Would anyone on the Board be willing to help the RE teachers? **TABLED**
- c. Board approval for this year’s auction and mini-pledge. Vicki S offered to Chair
  - i. Joan C agreed to Co-Chair with Vicki S

**Approval of this year’s auction and to include a mini-pledge**

**Moves: Nels P                      Seconded: Brian B                      Motion Carried**

- d. Sequim Food Bank mobile unit using OUUF grounds weekly to distribute items

**Approval of Sequim Food Bank mobile unit using OUUF grounds.**

**Moves: Ken N                      Seconded: Nels P                      Motion Carried**

- e. CRE Lead Teacher Hire
  - i. Keeping the teenagers as teacher assistants
  - ii. Harmony would like to work with Jessica to promote the CRE program.

**Approval of hiring Jessica Anderson as CRE Lead Teacher**

**Moves: Ken N                      Seconded: Dave L                      Motion Carried**

**Approval of the updated Records Retention Policy (attached)**

**Moves: Ken N                      Seconded: Dave L                      Motion Carried**

**Approval of membership for Suzie Dong and Brad Hanson**

**Moves: Ken N                      Seconded: Dave L                      Motion Carried**

- 10. Nels P mentioned using the Board as a place to elaborate ideas people have for events, including working with Quimper special events. Harmony is working with Quimper on joint publicity for our own events. Nels agreed to work with Larry on events such as the Men’s retreat.

**11. CLOSING AND EXTINGUISHING THE CHALICE 1:35pm**

**Minutes submitted by Elinor Tennyson**

Olympic Unitarian Universalist  
 Fellowship  
 Finance Report June 1, 2025  
 January - April, 2025

	Jan-Apr 2025 Actuals	2025 Budget	33 of yr%
Total 4100 Pledges/Offerings	55,951	78,070	72%
4360 Rental Income	3,209	8,000	40%
TOTAL revenue	59,160	86,070	69%
Total 6100 Facilities Exp	11,566	24,053	48%
Total 6300 Admin Expenses	6,372	20,665	31%
Total 6400 Staff Expense	16,823	43,700	38%
Total 6600 Program Expenses	4,781	15,287	31%
Total Expenditures	39,542	103,705	38%
<b>OUUF Financial Assets</b>			
Sound Community Bank	Checking	152,092	
Vanguard	Investment	188,680	
UUS Endowment	Endowment	145,961	
<b>TOTAL</b>		<b>486,733</b>	

# Olympic Unitarian Universalist Fellowship

## Statement of Activity

January - April, 2025

	TOTAL
<b>Revenue</b>	
4100 Pledges/Offerings	
4105 Pledges Income	45,919.00
4110 Sunday Collection	6,032.16
<b>Total 4100 Pledges/Offerings</b>	<b>51,951.16</b>
4300 Other Operating Income	
4360 Rental Income	3,209.00
<b>Total 4300 Other Operating Income</b>	<b>3,209.00</b>
<b>Total Revenue</b>	<b>\$55,160.16</b>
<b>GROSS PROFIT</b>	<b>\$55,160.16</b>
<b>Expenditures</b>	
6100 Facilities Exp	
6000 Facilities-Utilities	
6010 Electric	1,606.80
6020 Solid Waste	171.24
<b>Total 6000 Facilities-Utilities</b>	<b>1,778.04</b>
6110 Church Building & Grounds Exp	2,600.00
6140 Bldg Exterior Maintenance	
6145 Grnds Maint-mowing,plowing	300.00
6147 Landscaping Exp	
6148 Landscaping Material	155.69
6149 Landscaping labor	555.00
<b>Total 6147 Landscaping Exp</b>	<b>710.69</b>
<b>Total 6140 Bldg Exterior Maintenance</b>	<b>1,010.69</b>
6150 Bldg Interior Maintenance	
6153 Bldg Interior Repairs & Maint	1,104.73
6158 Janitorial Services/supplies	1,530.00
<b>Total 6150 Bldg Interior Maintenance</b>	<b>2,634.73</b>
6160 Well/Pump House Rep & Maint	285.98
<b>Total 6110 Church Building &amp; Grounds Exp</b>	<b>6,531.40</b>
6165 Insurance	3,188.00
6180 Real Estate Taxes	68.53
<b>Total 6100 Facilities Exp</b>	<b>11,565.97</b>
6300 Administrative Expenses	
6305 Accounting Services	1,720.00
6310 Bank Service Charges	240.36
6320 CC processing fees	45.32
6321 Dues and Subscriptions	334.39

# Olympic Unitarian Universalist Fellowship

## Statement of Activity

January - April, 2025

	TOTAL
5000 Other Income-Non-Operating	1,000.00
5058 Library - Little Free Library	-1,505.03
5060 Little Free Pantry inc/exp	-505.03
<b>Total 5000 Other Income-Non-Operating</b>	<b>\$ -297.03</b>
<b>Total Other Revenue</b>	<b>\$ -297.03</b>
<b>NET OTHER REVENUE</b>	<b>\$15,320.52</b>
<b>NET REVENUE</b>	

**OOUF Board Action Requested: Approval of a Partnership with  
Sequim Food Bank's Mobile Food Bank Project**

**Requested by: The OOUF Little Free Pantry Committee**

**Background:** Andra Smith, Director of the Sequim Food Bank, has requested a partnership with Olympic Unitarian Universalist Fellowship for a site for their new Sequim Food Bank's Mobile Food Bank Project. There would be 5 sites – Agnew, Elk Creek, Dungeness/Jamestown, Blyn, and Vintage Apartments. We would be the Agnew site.

Folks would come on foot, bike or car. If by car, they would park and walk up to the Mobile Food Bank unit where there would be tables set up for them to choose what they want and items in the van that would be distributed by staff/volunteers (milk, breads and frozen meat). Folks would be checked in on an iPad by staff.

The OOUF Little Free Pantry (LFP) Committee **voted unanimously to recommend approval** of this project to the Board. They see it as a perfect fit with and expansion of our LFP.

**The Plan:** The Food Bank is **requesting use of our parking lot and one/two volunteers**. The Mobile Food Bank would have some canned and dry goods, fresh fruits and vegetables, milk, butter, breads, and frozen meats.

There would be 1-2 staff persons from the Food Bank and 1-2 OOUF volunteers.

The plan is to have the **mobile food bank operational on site for 2 hours on Tuesdays 11am – 1pm weekly** (with ½ hr. before and after for setup/break down). Andra estimates that the site would serve 15-20 people a week. There would be no need for entry into any of our buildings (except for staff use of the bathroom).

Elinor Tennyson has been extremely helpful in reviewing documents that are needed. There will be an OOUF Facility Use Agreement including a description of the food bank program and require a certificate of insurance listing OOUF as an additional insured.

There would be a directional placard at the corner of Barr and Old Olympic and a placard at our driveway on Barr Road when the Mobile Food Bank was operational.

Pending Board approval, we have a chair for this project and 3 volunteers.

I visited one of the first Sequim Mobile Food Bank sites on May 24<sup>th</sup>. It was at a senior apartment complex. It was very well run and very well received.

Prepared by Florence Bucierka  
5/26/25

#### Retention of records/Internal controls:

QuickBooks Invoices and deposit records will be kept in locked cabinets at OUUF. Records will be kept for 7 years or longer depending on their historical value. Offsite backup of is done "in the cloud" by Bookkeeping service.

#### Document Retention, Destruction, Location and Access:

A document retention and destruction policy identifies the record retention responsibilities of staff, volunteers, board members, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

OUUF will use the following attached schedule to govern the retention, location, access and destruction of Fellowship documents and records. The list will be stored in the OUUF File Cabinets with a copy kept in the church managed cloud storage service or on church website.

Physical documents will be stored in filing cabinets on and off site. Confidential documents will be kept in a locking cabinet. Digital files as noted on the List.

The President or his/her designated assignee shall be responsible for implementing this process to ensure all documents have been retained, and then destroyed per this schedule. Physical documents should be shredded. Documents stored virtually will be deleted.

## OUUF DOCUMENTS LIST 10-17-2021 updated 6-1-2025

Board approved 6-1-2025

*QB	Document	Retention Period
	Articles of incorporation	Forever
	Bylaws as updated	Forever
	Monthly Board Minutes	forever ??
	Fixed asset records	Forever
X	Year-end financial statements	7 years
X	General ledgers	7 years
	Expense reimbursement backup doc's	7 years
	Weekly Sunday donations worksheet	7 years
	Bank statements	7 years
	Bank deposit slips	7 years
	Investment agreements (stocks, mutual funds, CD's)	As long as valid plus one year
X	Monthly Financial Statements	7 years
X	Donor/Pledges and Grants	7 years
	Insurance policy	as long as in force
	Marriage Licenses	Forever
	Facility Use Agreements	7 years after expiration
	Resumes/applications	1 year
	W2, I9 forms	7 years after separation
	Personnel file incl. Reviews	7 years after separation
	Outside Contractor W9 forms	7 years

\*QB = QuickBooks

## MONTHLY REPORTS TO THE BOARD

Revised 5/30/2025

June 1, 2025

### ADMINISTRATOR REPORT – by Elinor Tennyson

#### Administrator additional tasks

- Contacted OUUF insurance carrier Church Mutual regarding exercise class O3A request for COI and Sequim Food Bank request for MOU signature which includes insurance assurances
- Followed up slow pay from two facility users - now current
- Pulled 2025 Board Minutes from website to redact names other than Board members and committee chairs
- Adopt-A-Highway contract renewed for another 5 years
- Worked with UUA summer camp online to pay partial fees for 2 OUUF children
- Continued revising document retention policy
- Posted RE teacher openings on INDEED, forwarded 3 applications to Rose P and Dianne W

#### Telephone calls of note to main number/cell:

- No unusual calls to note

#### Facility Maintenance & Repair:

- Quote to repair sanctuary closet thresholds was \$5-600. Will look into other resources
- Made more duplicate keys for portable

### COMMUNICATION AND MUSIC DIRECTOR (CMD) – by Harmony Rutter

- Quarter 2 Average Attendance is currently at 62.88 which is up from Qtr 1 - 54.7  
Zoom Qtr 2 - 12.6 — Qtr 1 - 15.15
- Opened an OUUF Instagram Account
- Exploring BlueSky Social Media...
- Adding OUUF Newsletter Subscription functionality to the HomePage
- Collaborated with Administrator and Board President to cleanup MS 365 accounts and other OUUF subscriptions
- Continue to produce weekly PR and Social Media content at our designated deadlines.

### COMMITTEE REPORTS

#### Capital Improvements Committee

Chair: Michael Burcierka

Report at end

## MONTHLY REPORTS TO THE BOARD

June 1, 2025

### Care Team

Chair: Dianne Brant

Active Volunteers: Dianne Whitaker, Jean Stratton

Awaiting further information on [REDACTED] and her partner

Currently Focusing On: [REDACTED]

Current Action Plan:

Raise awareness of The Care Team's work.

Raise awareness of our need for more volunteers.

Requirements for new volunteers.

Discussion of other services The Care Team might provide.

### Children's RE

Chair: Rose Prestipino

We have added another teen-age assistant to the program who will teach crafts when our regular art person is not available. We are enthusiastic and welcome the opportunity to have her as she was in our RE program until she recently outgrew it.

We interviewed a candidate for the teacher position last Sunday. We are awaiting references.

The play equipment needs to be checked for safety as we move into warmer weather and more use. Did the Board act last month to appoint someone for this?

Candace Brower has volunteered to teach the kids about brain activity and our behavior using a clever synthetic model. It promises to be very interesting.

Would anyone on the Board be willing to help out on occasion? It would make a difference!.

### Green Sanctuary 2030

Chair: Emily Beals

We planned and executed an Earth Day Service on April 27, 2025. This was the last piece of our original Action Plans. There were approximately 80 in person and 14 on zoom attending the service.

We are continuing our climate work but coordinating it with the Social Action Committee. Another forum focusing on revisiting our use of plastics is in the planning stage.

### Landscape/hardscape

Chair: Lou Foldoe

The hard-working crew continues to excel at making our grounds and indoor plants look well-kept and attractive. The vegetable plants are showing up in a couple of places. The native plant garden is flowering and showing beautiful colors. The Friendship Garden is inviting and colorful. The rain garden is growing rapidly, both weeds and designated plants keeping Cyndi Ross and her crew working very hard.

The crew members are Nels Peterson, Brian Berardo, Robert Buck, Cyndi Ross, Katherine Wiesman, Edie Davis, and Lou Foldoe. If you run into one of this fab crew, you might want to tell them you appreciate their consistent hard work. They make us proud.

## MONTHLY REPORTS TO THE BOARD

June 1, 2025

### Membership

Chair: Emily Beals

We are continuing our outreach to visitors by inviting them to coffee chats to answer any questions they may have about our Fellowship and give them a deeper understanding of who we are and what we value.

We anticipate another new member welcoming ceremony to occur sometime in late summer.

### Social Action Committee

Chair: Emily Beal

Sent via email:

Hello Board Members, In the interest of transparency, I want to let you know some of the activities that are being planned by one of our Social Action Focus Groups that were not fully formed by the time of the Board mtg. on May 4.

The Social Action LGBTQ+ Focus Group under the leadership of Noel Sturgeon, TV Reed, Ken Nielsen and others is planning to be at two of the Gay Pride events coming up in our area.

June 22, Port Angeles 'Pride on the Pier' and in Sequim at the Civic Center Plaza on June 28. They will have a table cover that recognizes OUUF as a welcoming community. It will display our chalice, a rainbow and the words, OUUF, A Welcoming Community, and include our address.

They will also have OUUF literature, cards and stickers to hand out to folks who visit our booth. Although we have been a UUA designated 'welcoming congregation' for quite awhile, this is a wonderful opportunity to let that be better known in the greater community. This is similar to the OUUF booth set up by the Membership Comm under Phil Zenner's leadership two years ago at the Juan de Fuca Festival. That too was an opportunity to let the community know who we are as a UUA congregation and what we value.

We're not asking for anything from the Board. The table cover and other literature will be paid for by private donations within the committee. We just want to let you know what we're planning. On behalf of the LGBTQ+ Social Action Focus Area, Ken, Noel, TV, Emily et.al.

Ken Nielsen is working with a local graphics designer to create an OUUF banner which we will use at various public events in which our social action task forces will be participating. For example, our LGBTQ+ focus group will be participating in gay pride events in June in PA and Sequim. That task force is developing a banner/table cover specifically focusing on our LGBTQ+ theme. Funding for all banners will come from private donations.

Members of OUUF Social Action Immigration and Housing Task Forces met recently with a member of the Quimper UUF Social Action Committee and felt it was a very productive meeting. Collaboration with QUUF will be a valuable resource as we begin to develop our focus areas. They have been working in these areas for many years. |

Our next Social Action meeting will be at the Fellowship June 6, 10:00 - 11:30 AM.

## MONTHLY REPORTS TO THE BOARD

June 1, 2025

### Sunday Services Committee

Chair: Bob Nuffer

The Sunday Service Planning Committee met on May 11, 2025. We discussed upcoming Speaker Schedule and voted to invite Rev. Florence Caplow to speak. She is a former associate of Bruce Bode and he highly recommends her. Jean Stratton is willing to be a service leader. Dianne agreed to train her.

### NO MONTHLY REPORT:

Healthy Fellowship

Little free Pantry

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### Capital Improvement Committee (CIC) interim report to the OUUF Board of Trustees

Chair: Michael Bucierka

Members: Dave Large, Dianne Brandt, Emily Beals, and Nelson Page

May 17, 2025

The 2024 Board of Trustees formed the CIC and charged it with **researching the best options for enlarging and/or modifying our facilities with the aim of enabling an enhanced Religious Education Program (REP).**

The CIC was not asked to, and does not make, any recommendations regarding the REP itself, though we have included data that the Board may find interesting in that regard.

### SUMMARY RECOMMENDATIONS

#### **Remove the existing trailer**

- It is beyond its useful service life.
- It does not have bathroom facilities.
- It is visually unappealing.
- It is too small to support a significantly expanded REP.
- Its interim presence was authorized by a long-expired use permit and so it might be in legal jeopardy.

#### **Construct a new site-built facility adjacent to the south-east wall of the existing building**

- May be an expansion of the current building or a separate structure, depending on which works best given applicable building codes.
- Either way at least one, and preferably two, connections between the new and existing structure will provide enhanced movement between the two and access to bathrooms from the new structure.

## MONTHLY REPORTS TO THE BOARD

June 1, 2025

- To enhance usability, the currently-unused bathroom in the library should be restored and sound deadening added between the library and sanctuary to reduce noise.
- The new structure should include two multi-purpose rooms and a church office at the minimum.
- We suggest that the new structure be about 1,000 square feet in floor area and be single story.

### SOME FACTORS CONSIDERED IN REACHING RECOMMENDATIONS

A newly commissioned site survey provides the first precise mapping of all property improvements. This aerial view highlights restrictions on future construction and informs our planning decisions.

It appears to be impractical to tie additional plumbing fixtures to the existing septic system while the site survey map suggests that there may not be enough available space for a new, separate septic system to serve the new structure.

Structural additions, depending on their size and configuration, could result in mandatory updating of our current structure (at considerable cost) and/or the addition of more required parking spaces (for which there may not be enough space).

Properly configured, the new structure should materially enhance our rental income.

### HISTORICAL CHILDREN'S RE DATA

*Although the focus of our efforts concerned the possible addition of new structures to serve the REP, chairman Bucierka independently researched the available data showing the historical attendance by children in the program and it is summarized here, along with his opinions, for the edification of those charged with creating any new REP.*

Over the last 29 years, average children's attendance per service has been approximately **five or fewer**, with multiple years of **zero participation**. Recent data for the first quarter of 2025 shows an average of **two children per service**. Our RE program attendance has been historically low and **has not shown any growth trends**. From a numerical standpoint, expansion is not advisable unless attendance trends change significantly.

Based on historical children's attendance data, we can meet current REP needs by optimizing existing space, specifically:

- Using the library/former RE room for RE activity.
- Restoring the toilet in that room.
- Improving soundproofing between that room and the sanctuary.
- Enhancing the learning environment, i.e. painting and kid's furniture etc.

This is the best low-cost solution and it meets our current demand.

**However**, an emotional/community-driven decision could argue that a **stronger REP and facility improvements** might attract more families and encourage growth. **Expansion should be justified with clear benchmarks, such as minimum enrollment of X children per year for Y years.**

## MONTHLY REPORTS TO THE BOARD

June 1, 2025

Membership trends have remained stable, almost all seniors and averaging **75 members**, with **historical fluctuations but no sustained growth surge**. **There are no attendance patterns of families with age-appropriate children for the REP.**

While the historical data does not strongly support an immediate expansion, the **decision framework should balance data-driven insights with the Fellowship's vision for growth**. If the priority is creating a stronger REP presence regardless of current attendance, **strategic planning will be essential to ensure the investment yields long-term benefits.**