

Olympic Unitarian Universalist Fellowship

Board Meeting Minutes

Date: July 6, 2025

Time: 12:42 PM

Location: OUUF Library

1. Call to Order

Meeting called to order at 12:42 PM by President Joan Cotta

2. Roll Call

Quorum present.

Board Members 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:

Harmony Rutter, Elinor Tennyson

3. Approval of Amended Agenda

- **Amendments:**

- Special presentation by Dave L. for building expansion proposal and drawing.
- Addition of new business item: approval of Michael B roofing quote.

Motion: Approve amended agenda

Moved by: Dave L **Seconded by:** Brian B **Motion carried.**

4. Approval of June 1, 2025, Board Meeting Minutes

- **Amendment:** CIC report corrected to reflect Dave L. “will work with the architect.”

Motion: Approve minutes as amended

Moved by: Brian B **Seconded by:** Dave L **Motion carried.**

5. Finance Report

Presented by: Greg S and Joan C

- **Discussion:**

- Reviewed financial information including investment interest earned and member contributions to building fund.
- Investment monthly statement shows interest earned; this can be posted.

- Little Free Pantry account to be shown as a separate account in future statements, as funds are currently co-mingled with OUIF accounts.

See attached financial information.

Motion: Approve Finance Report

Moved by: Dave L **Seconded by:** Nels P **Motion carried.**

6. President's Message

- Joan C discussed the upcoming protest scheduled for the 17th, noting that the previous event collected over 1,000 lbs of food for the Food Bank, with strong participation by young people.
- Joan C thanked Board members for their work.

7. Monthly Reports to the Board

All reports are attached. Additional comments below:

- **Communications and Music Director – Harmony Rutter**
 - Additional task:
 - Uploading recordings to website as time allows, using unlisted YouTube links accessible through OUIF site only.
 - Sunday service speaker responses are often late; will follow up closely in order to finalize services.
 - August will include multiple guest musicians and song leaders.
- **Capital Improvements Comments – Dave L**
 - Board will regroup in the kitchen area after the main meeting to review a proposed floor plan conforming to CIC recommendations.
 - **See attached drawing and comments.**

8. Old Business

a. Playground Equipment Safety Report – Elinor T

- **Summary:**
 - Equipment was donated years ago; all who inspected the unit agreed that it is sturdy but aging.
 - **Repairs needed:**
 - Remove brittle plastic slide; anchors are breaking.
 - Replace dry-rotted boards and missing exterior boards.
 - Board up slide removal opening.
 - **Maintenance:**

- Establish yearly maintenance schedule.
 - Kathi G volunteered to pressure wash.
 - Edie volunteered to stain the unit.
 - Seeking a licensed/bonded handyman for repairs.
 - Will meet with Edie to make some minor cosmetic changes for attractiveness.
-

9. New Business

a. CRE Assistant Employment Status

- Discussed changing Marea D. as an employee rather than an independent contractor.

b. 2025 Auction Committee Proposal

- **Summary:**
 - Last year's proceeds: ~\$5,500-6,000.
 - Credit cards will be processed via Square app (Bob Nuffer).
 - Raffle baskets discussed: costly to assemble but provide inclusion opportunities for those with limited funds.

Motion: Approve that funds raised exceeding \$4,000 be split between OUIF and the Little Free Pantry.

Moved by: Dave L **Seconded by:** Ken N **Motion carried.**

c. Roof Replacement

- **Discussion:**
 - Roof needs replacement this year.
 - Funds to come from Vanguard investment account (capital improvement allocations).

Motion: Approve roof replacement for a maximum of \$30,000 plus tax, using Vanguard funds, with updated quote not-to-exceed 10% (\$30,000) of original estimate.

Moved by: Nels P **Seconded by:** Ken N **Motion carried.**

10. Adjournment

- Board adjourned to the kitchen area to review floor plan of recommended building expansion at 1:35 PM.
-

11. Closing and Extinguishing the Chalice

- Completed at 1:35 PM.
-

Minutes submitted by:

Elinor Tennyson

**Olympic Unitarian Universalist
Fellowship
Finance Report JULY 6, 2025
January - June, 2025**

	Jan-Jun 2025 2025		
	Actuals	Budget	50 of yr%
Total 4100 Pledges/Offerings	62,764	78,070	80%
4360 Rental Income	4,679	8,000	58%
TOTAL revenue	67,443	86,070	78%
Total 6100 Facilities Exp	13,868	24,053	58%
Total 6300 Administrative Expenses	8,683	20,665	42%
Total 6400 Staff Expense	24,850	43,700	57%
Total 6600 Program Expenses	8,348	15,287	55%
Total Expenditures	55,749	103,705	54%

OOUF Financial Assets

Sound Community Bank (Jul 4)	Checking	142,594
Vanguard (end May)	Investment	195,752
UUS Endowment (end May)	Endowment	146,925
TOTAL		485,271

Proposal from the
2025 Auction Committee
Sunday, July 6, 2025

This year's Auction Committee met for the first time on June 26. While the committee wants to incorporate some "lessons learned" from last year's, our plan is to essentially follow the same model used last year. We now seek the Board's concurrence to move forward in planning the specifics of the 2025 event.

An important goal of the auction is, as before, to raise funds for the fellowship. Almost as important, however, is creating a fun occasion that promotes a spirit of fellowship. We're also seeking an approach that makes as many people as possible feel included.

PROPOSED DATE: Saturday, October 10. Estimated 12:00 start time.

- Committee proposes to hold the auction as a separate event, where the sole focus is the auction. We want to promote a fun, party atmosphere, by serving a free lunch and offering additional items via raffles and/or drawings.
- This date is now tentatively reserved on the OUUF calendar, subject to Board approval.

SCOPE OF THE AUCTION:

The auction will be open to OUUF members and friends. These individuals are welcome to invite neighbors, friends or relatives to join them. Given the large turn-out last year, one that we hope to exceed, it does not make sense to expand the scope any more broadly.

OTHER RELEVANT FACTS

- While we will accept a variety of items as donations, the committee wants to emphasize the importance of "in kind" donations of time and talents, e.g., fixing a meal, gardening, giving lessons for a hobby, or running errands.
- Due to numerous complexities, the committee will again hold the auction "off-line." We do hope to use the OUUF website to provide information about the auction and about items being donated.
- The 2025 agenda will again include a cake raffle.
- The committee again proposes that a limited share of funds be directed to the Little Free Pantry (LFP), which otherwise receives no direct funds from OUUF. We also believe that advertising that the auction will also benefit the LFP is a good fund raising tool.
 - Pantry members will set up and manage a "50-50" raffle during the auction.
 - The LFP Committee proposes that in the event the auction raises more than \$4,000, all funds over that amount will be split equally with the pantry.

Michael Bucierka

From: Michael Bucierka <octagonhse@wavecable.com>
Sent: Sunday, July 6, 2025 8:45 AM
To: Michael Bucierka
Subject: FW: Roof bids

July 06, 2025

Hello Joan,

Here are two qualified bidders for replacing the Fellowship and one shed roof.

I contacted four companies and only two met the criteria we set: Licensed, bonded, at least 1 million in general liability and WC for employees.

Diamond Roofing Enterprise, Inc

30 year roof \$34,609

PLUS any roof sheathing replacement at \$125 per sheet. Labor and material.

BMC Roofing LLC

30 year roof \$24,546

Roofing deck replacement at \$115 per sheet, plus a onetime pick & delivery fee of \$90.00.

BMC Roofing replaced my roof last year and seven other roofing jobs I referred them on. I recommend you go with them.

These bids are several months old and there may be a price increase on material, no more that 10%.

Capital Improvement report in lieu of CIC formal report – Dave Large – 7/6/25

After presentation of the last CIC report, Joan asked if I would prepare an example of a floor plan that conformed to the recommendations in that report. Our preliminary report discussed two options: an expansion of our current building and a stand-alone building connected to the main building by breezeways. The example plan for expanding our current building is attached below.

This expansion would attach to the SE side of the current building, extending from the lobby to just past the current window into the original RE room with interconnecting doors at each end: a new doorway from the lobby and a door replacing the RE room window. These would provide easy movements to and from the main building.

The expansion would include a 10' X 13' office, two multipurpose rooms, each 13' X 25' (about 72% greater in size than the current trailer rooms, and a storage area 10' X 7'. The office is situated near the lobby so that the administrator can easily meet with potential vendors or renters. The 4' opening from the lobby directly aligns with the 3' office door for easy handicapped access.

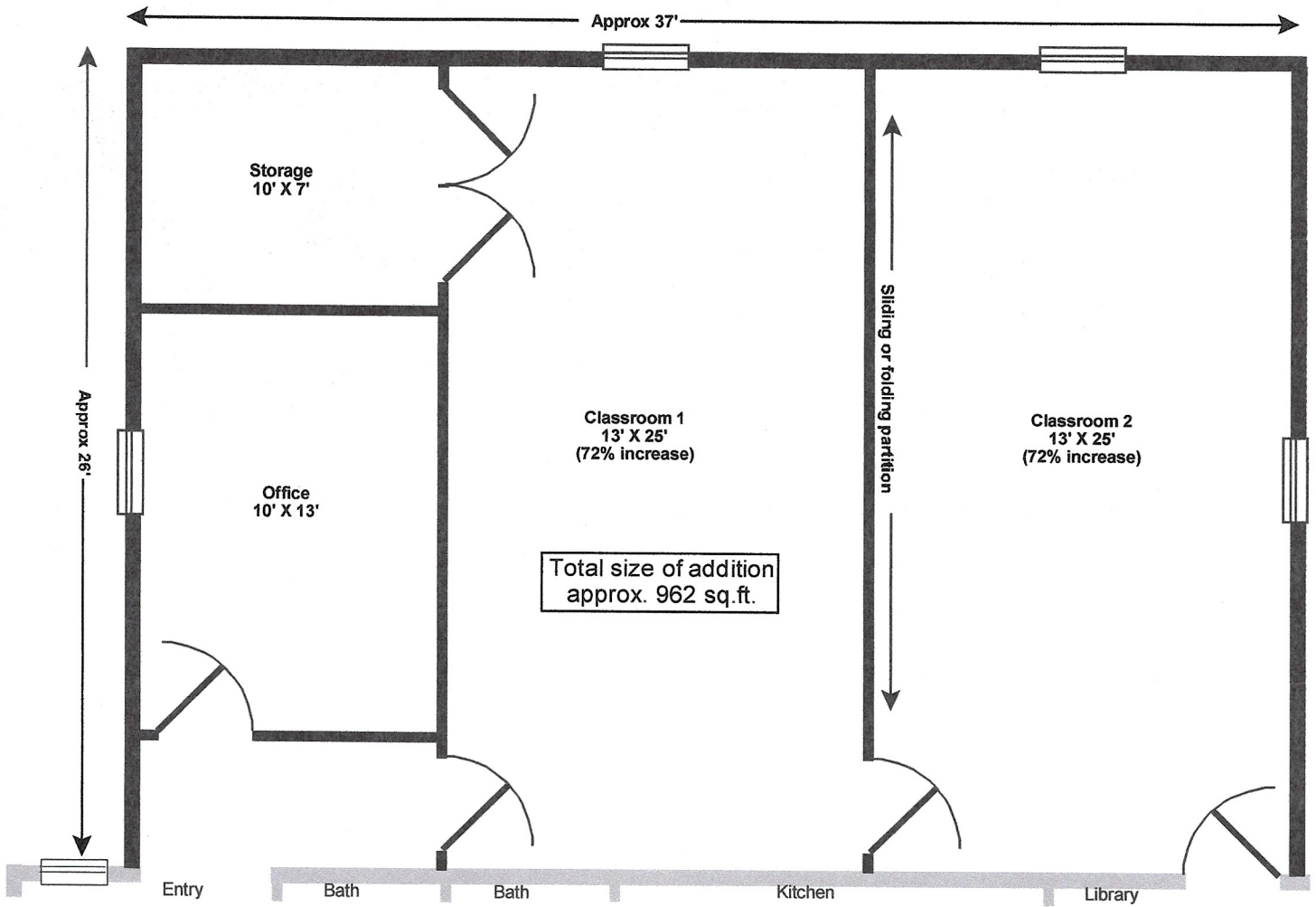
The plan assumes that the original children's bathroom is restored so that bathrooms could be accessed easily from either of the new multipurpose rooms. While that would lose us some storage area in the original RE Room, that would be compensated for because most or all of the material now stored in the other RE room closet would be moved to the new office in the expansion, while the new storage area in the expansion can be allocated between RE activities and other needs.

The example plan also anticipates having movable dividers between the multipurpose rooms, so that a 25' X 26' larger room could be available for activities involving more people, exhibits, or presentations. The door at each end would be useful for walk-through exhibits, for instance.

An attached expansion has many advantages relative to a separate building:

- It is less expensive to construct since it shares a wall with the existing building.
- The net yard area that remains after the trailer is removed and the expansion is completed is in one contiguous space, rather than having smaller areas on each side of the new building. That allows greater freedom in assigning it to, for instance, additional parking.
- Building the two breezeways to connect the separate buildings is an additional cost.
- The breezeways would almost certainly be unheated and thus uncomfortable to use in cold weather.
- The total external wall area is less for the connected expansion, and thus more energy efficient.
- With a connected expansion, the current kitchen window could possibly be converted to a passthrough to one of the multipurpose rooms.

The only significant downside to adding on to the current building is if the County were to require one or more expensive upgrades to the current structure. We will need to work carefully with them to avoid that.



MONTHLY REPORTS TO THE BOARD

July 6, 2025

ADMINISTRATOR REPORT – by Elinor Tennyson

Administrator additional tasks

- Worked with new hire CRE lead teacher Jessica Anderson to complete paperwork
- Worked with Florence B on the Sequim Food Bank mobile project
- Ordered small amount (100) OUUF business cards with updated information. Harmony will update graphics/layout in the future

Telephone calls of note to main number/cell:

- No unusual calls to note

Facility Maintenance & Repair:

- Completed repair/replacement of sanctuary closet thresholds
- Working on finding licensed/bonded handyman for playset repairs and maintenance Meanwhile have wrapped with caution tape

COMMUNICATION AND MUSIC DIRECTOR (CMD) – by Harmony Rutter

- Weekly completion of core tasks remains top of priority list.
 - PR, Social Media, Friday OOS+Announcements, Zoom Tech Coordination, Sunday Slide Deck, Music Crew Coordination and Leading Songs.
- Musical collaboration is gearing up for the summer.
- Organizing several guest musicians including July 13th, August 3rd, 10th, 17th and 24th.
 - This will add variety to the services and help cover the Sundays that I am not available due to family summer engagements on August 3, 17, and 24
- Evolving Social Media presence by creating all-in-one infographics to invite new audiences to the Fellowship.
- Collaborating with new CRE Teacher, at their request, to include more music in the classroom
- When out performing in the community at Open Mics, mentions involvement at OUUF when introducing self and songs.
- Compiling Attendance and Song Data for reports.
- Collaborating with Administrator and Membership on updated version of Roster.

Attendance	Adult	Youth	Zoom	Speaker
June 1, 2025	53	4	19	Ankur Shah Delight
June 8, 2025	44	3	8	Julia McKenna-Blessing-Nuffer
June 15, 2025	70	3	12	Michael Lowe
June 22, 2025	66	2	13	Joseph Bednarik
June 29, 2025	80	4	8	Bruce Bode
Qtr 2 Avg Attendance		Qtr 2 Avg - Zoom		
62.76923077		12.38461538		

MONTHLY REPORTS TO THE BOARD

July 6, 2025

COMMITTEE REPORTS

Capital Improvements Committee

Chair: Michael Burcierka

The Capitol Improvement Committee submitted its interim report to the BOD for its June meeting. We are waiting on further instructions.

Care Team

Chair: Dianne Brant

- Current Active Volunteers: Dianne Whitaker, Mary Daniel, Jean Stratton
- Currently Focusing On: Two members
- 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

Actions:

- Interviewed, referenced, and completed required documents to hire new lead teacher, Jessica Anderson.
- Set in place plans for summer including art/projects and outdoor activities.
- Working with Administrator (Elinor) to evaluate and repair aging play structure.
- Added children's music performance to Sunday morning service.
- Met with Candace Brower to plan her interface with the CRE to begin in late summer or fall.
- Conducted weekly check-ins with Jessica to prepare for Sunday class

Green Sanctuary 2030

See "Social Action Network"

Chair: Emily Beals

Landscape/hardscape

Chair: Lou Foldoe

- The dedicated volunteers are working almost daily to keep the 2 plus acres of church grounds in good shape.
- The plant beds are mostly set with a few vegetable and annual flowering plants being added. Hand watering is necessary and is being done by the team.
- The weeds in the parking lot are nearing full coverage in places. The lawn mowers are cutting them back. The only real solution seems to be to pave the parking lot.

Little Free Pantry

Chair: Vicki Sensiba

- **FOOD:** Food usage continues to be generally heavy. The hygiene supplies are also extremely popular.

MONTHLY REPORTS TO THE BOARD

July 6, 2025

- **BUDGET:** End of May balance was \$9,812.56
- **OTHER ISSUES:** Mobile Food Bank
- With the approval of the Board, the LFP has begun assisting the Sequim Food Bank with distribution. Every Tuesday, for about three hours, the mobile food bank serves clients from our parking lot. OUUF volunteers report that attendance has been good, and the comments of clients have been extremely gratifying. We believe this is an extremely worthwhile contribution on the part of the fellowship.

Membership

Chair: Emily Beals

Nothing to report

Social Action Network

Chair: Emily Beal

- Social Action Network/Green Sanctuary focus groups are working in their various areas.
- LBGTQ group was at the Port Angeles Pride Day in PA. Kudos for their effort.
- Next full committee meeting will be in September.

NO MONTHLY REPORT:

Sunday Services Committee