

OUUF BOARD MEETING MINUTES

September 7, 2025

1. Meeting called to order – 12:18 PM

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
- Dianne Whitaker – Vice President

- Not attending: Greg Sensiba
- Elinor Tennyson – Minute Taker
- Guests: Emily Beals

3. Lighting of the Chalice

4. Approval of the Agenda

- Modified to add several items

Motion to approve: Moved: Dianne W | Seconded: Dave L | Approved

5. Approval of August 3, 2025, Minutes

Motion to approve: Moved: Brian B | Seconded: Dave L | Approved

6. Approval of the Finance Report – Joan C.

(See attached Finance Report)

- Joan presented actual bank and investment account balances. Funds in checking include a \$10,000 donation to the building fund. That donation and the LFP and LFL monies need to be kept separate from the checking account and financial reports.
- Candace requested reallocating the \$10,000 to support the RE program and will confirm with an email to Joan C, Dianne W, Greg S and Elinor T.

Motion to approve: Moved: Brian B | Seconded: Dave L | Approved

7. President's Message – Joan C.

- Attendees “checked in” with personal updates.

8. Membership – Emily B.

- Requested approval of Pam Hicks as an OUUF member. Pam completed a pledge requesting to become a member through service. She is a former QUUF member, longtime Unitarian, and currently works with the Social Justice Committee and the Green Sanctuary website.
- Elinor T. will send Treasurer Greg S. a copy of the pledge form for approval.

Motion to approve: Moved: Dianne W | Seconded: Dave L | Approved.

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9. Monthly Reports to the Board

(all written reports attached)

- **Listening Campaign – Dianne W.** Letter will go out with questions for members to answer by phone, in person, email, or mail. This is a confidential survey and part of the Sept. 21 service. Seven volunteers assisting. Goal: present results to the Board and at December Congregational Meeting.
- **Capital Improvements – Dave L.** Requested to be listed as the contact person.

10. Old Business – none noted

11. New Business

- 11.1 Email vote (Aug. 8, 2025):
Motion made to add Elinor Tennyson as an authorized signer to the Sound Bank checking account. Email vote August 8, 2025, passed.

Motion to confirm vote to add Elinor Tennyson as authorized signer on Sound Bank checking account. Moved: Dianne W | Seconded: Nels P | Approved

- 11.2 Confirmed Congregational Meeting date – Dec. 14, 2025.
- 11.3 Pledge drive kicks off Oct. 26. Mailers are ready.
- 11.4 Increase Elinor Tennyson's hours as administrator

Motion to increase Elinor's paid hours from 46 to 56/month to cover added duties. Moved: Dianne W | Seconded: Dave L | Approved

- 11.5 There was discussion about the Healthy Fellowship Committee being available to assist with interpersonal situations.

Motion to close the meeting – 1:15 PM

- **Moved: Dave L | Seconded: Brian B | Approved**

Olympic Unitarian Universalist
Fellowship

Finance Report September 7, 2025
January - Aug, 2025

	Jan-Aug		
	2025 Actuals	2025 Budget	58 of yr%
Total 4100 Pledges/Offerings	69,469	78,070	89%
4360 Rental Income	4,986	8,000	62%
TOTAL revenue	74,455	86,070	87%
Total 6100 Facilities Exp	15,145	24,053	63%
Total 6300 Administrative Expenses	16,234	20,665	79%
Total 6400 Staff Expense	29,699	43,700	68%
Total 6600 Program Expenses	8,933	15,287	58%
Total Expenditures	70,011	103,705	68%

OUUF Financial Assets

Sound Community Bank (Aug 1)	Checking	137,826	★
Vanguard (end July)	Investment	204,526	
UUS Endowment (end July)	Endowment	157,386	
TOTAL		499,738	

SOUND BANK - WORKING BALANCE

137,826
 - 10,000 CIC
 - 9,444 LFP
 - 255 LFL

118,127

OUUF JOB DELEGATION

Edited: 9/1/2025

ELINOR TENNYSON- ADMINISTRATOR/ASST FINANCE DIR

Facility use Agreements

- Issue Facility Use Agreement
- Obtain Certificate of Insurance
- Track and collect fees
- Post events to website

Newsletter

- Issue Weekly
- Make hardcopies to distribute as needed
- Post to website

OUUF cellphone

- Monitor 24/7 to handle any emergencies, general calls for info.

MONTHLY BOARD MEETINGS:

- Reminder to committees for reports
- Send packets to trustees
- Post minutes and F/S to website

Roster

- Work with Emily Beals Membership. Create two lists, one for members and one for internal use.

Other

- 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
- Log and distribute
- Monitor dup key supply
- Maintain employee records

PR

- Create flyers/posters for special events
- Post special events to PDN
- Place listing in local publications Visitor Guide, etc.
- Post events on community bulletin boards, etc.

Order supplies

- Office
- Janitorial
- Kitchen

Outside services

- Mowing/snow removal
- Janitorial

Facility maintenance and repair:

- Coordinate with Michael Burcieka

HARMONY RUTTER COMMUNICATIONS & MUSIC DIRECTOR

Sunday Services Coordinator

- 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

Tech Coordinator & digital Content

- Oversee team
- Recruit new team members Serve as webmaster, making regular updates, editing pages, and assigning permissions as needed
- 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

Community Outreach and PR

- Post Sunday service to PDN, and social media (Facebook, Instagram and other)
- Network with community groups

Children's R.E. Communicator

- Work with teachers to promote programs and events to social media and community

OUUF Special Events

- Music when requested
- Work with OUUF choir?

Backup to Administrator as needed

- Newsletter
- Facility use
- OUUF cellphone

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- NOTE: Sunday Service attendance, in-person and via Zoom, will be taken by Dan Parish

ASST FD TASKS added 9/1/25

- Process approved payments as required – vendors, expense reimbursements, credit cards, all other payments due by OUUF.
- Use Excel worksheet to record all payments and send to bookkeeper monthly
- Review monthly GL allocations posted and advise bookkeeper of any corrections
- Gather employee payroll monthly, obtain approval and forward to bookkeeper
- Forward Intuit monthly invoice to bookkeeper
- Use OUUF VISA as needed and reconcile monthly. Post breakdown on Excel worksheet

MONTHLY REPORTS TO THE BOARD

September 7, 2025

ADMINISTRATOR REPORT – by Elinor Tennyson

Administrator General

- Updating OUUF physical inventory for insurance purposes, with emphasis on technology equipment.
- Redefined Administrator and Communications & Music Director tasks – see attached
 - Assumed responsibility for maintaining the OUUF roster (previously Harmany)
 - Assumed managing public relations for special events (previously Harmany)
- Developing PR for Crows & Ravens special event 9-28. PDN and distributing flyers in community

Assistant Finance Director

- Collaborated with Dianne, Joan, and Amanda to provide assistance as needed
- Closed the Sound VISA account
- Worked with Costco VISA customer service and Dianne W to correct payment errors
- Obtained access to investment account statements in order to request update from bookkeeper of OUUF financial records. Current records undervalue accounts by approximately \$93,000
- Developed protocol for approving payment of expenses and manual check signing

Facility Maintenance & Repair

- **Playset Refurbishment:** Project completed; the playset is now safe for children's use
Total cost: \$613.00 (Labor \$413; Materials \$200)
OUUF cost: \$413 (after \$200 member contribution)
- Lou will stain outdoor benches and the porch bookcase
- Annual fire sprinkler and fire extinguisher inspection completed—passed with no corrections
- **Pending:** Angeles Pest Control to be scheduled to clear wasp nest in front bushes
- Clogged toilet in handicap restroom – Janitor Ric fixed it

OUUF Phone Calls & Member Support – special calls

- Spoke to a newcomer to OUUF who was hospitalized and needed care for her two dogs. Referred to the Care Team; when assistance was not possible, a member volunteered to help. Woman donated \$100 to OUUF in gratitude for the help.
- Spoke to a woman seeking a ride to Sunday service; referred to Care Team who couldn't help but a OUUF member offered to help her.

COMMUNICATIONS AND MUSIC DIRECTOR – by Harmony Rutter

- As summer concludes, the Communications and Music Director (CMD) anticipates expanded capacity for project development, reporting, and promotion of OUUF through music and community-building.
- The CMD has committed to volunteer service on Thursday evenings as Musicianship Teacher for the Clallam Children's Choir, which has grown to nearly 20 members. The Choir is scheduled to return to OUUF on **Sunday, October 26**, to present 2–3 selections at the start of the service.
- In addition, **Daniel McMannis** has been scheduled to collaborate on music for **Brother Jamal's service on September 14**. Guest musicians will continue to be incorporated into the service rotation on a regular basis.
- Long-range planning for music programming is currently in progress, extending through the upcoming holiday season.

COMMITTEES

Capital Improvements Committee

Chair: Michael Burcierka

NO REPORT

Care Team

Chair: Dianne Brant

- Active Volunteers: Dianne Whitaker, Jean Stratton, Mary Daniel
- Current Action Plan:
 - Raise awareness of Care Team's work.
 - Raise awareness of the need for more volunteers.
 - Share requirements for new volunteers.
- Discussion of other services Care Team may provide.
- New Branch of Care Team:
 - Provide support for members who are ill or recovering from surgery or illness.
 - Offer cards, text messages, phone calls, visits as needed to those members.
 - Send messages to family and friends of members who have lost a former member.
 - Provide cards, phone numbers, and addresses for church members who desire to connect.

Children's RE

Chair: Rose Prestipino

- We continue to look for a RE teacher
- Two of our former students have returned and are interested in the Build-A-Brain class offered by Candace Brower on the fourth Sunday of the month
- The playset is back in operation which offers a physical component to our program
- Our young art assistant is popular with the children and adds another dimension. She will continue with us for the fall season.

Green Sanctuary 2030

Chair: Emily Beals

- The Green Sanctuary Team is now aligned with the Social Action Comm and we call ourselves the **Social/Climate Action Committee**.
- We will be meeting 9/5 to discuss how we will engage with the Fellowship for this coming Fall and beyond and what projects we will be developing. It may involve fund raising, etc. We will let the Board know of our intention as soon as we have discussed it.

Healthy Fellowship Team

Chair: Emily Beals

- Team is developing a 'listening campaign' whereby we will be having 1-1 discussions with the congregation as to how they perceive our Fellowship and what they would suggest to help us improve who we are as a community. Details are being worked out 9/4 and will be shared with the Board at their 9/7 meeting.

MONTHLY REPORTS TO THE BOARD

September 7, 2025

Landscape/hardscape

Chair: Lou Foldoe

- The landscape team continues to carry us along making our grounds look attractive and inviting. Members work independently and in small groups but keep each other updated with progress and special needs. The cutting garden with a fine crop of dahlias invites people to partake in the bounty of the late summer.

Little Free Pantry

Chair: Vicki Sensiba

NO REPORT

Membership

Chair: Emily Beals

- **Membership** will tentatively invite new members and friends to be introduced during/after the service on Sept. 21 in a welcoming ceremony. Details are being worked out with the Sunday Service Committee.

Nominating Committee

Chair: Florence Bucierka

NO REPORT

Social Action Network/Climate Action

Chair: Emily Beal

NO REPORT

Sunday Services Committee

Chair: Bob Nuffer

- The Committee met on July 13, 2025, and August 10, 2025. We scheduled a Poetry Sunday Service for November 30. Bob will be Service Leader. We are inviting eight people from the congregation to share one poem up to three minutes in length. To date five people have signed up to share a poem.
- Heather Vickery from the UUA Social Justice Committee will be speaking at our service on December 7th. We discussed sponsoring a sound art presentation for adults featuring Tarek who will lead participants in a sound bath. Harmony will be exploring this idea with others. We discussed a drumming service in the future and have a possible presenter identified.