

OUUF BOARD MEETING MINUTES

October 5, 2025

1. Meeting called to order – 12:20 PM

2. Roll Call – A Quorum was present

- Brian Berardo – At-large
- Joan Cotta – President
- Dave Large – At-large
- Greg Sensiba – Finance Director
- Ken Nelson – At-large
- Dianne Whitaker – Vice President

- Not attending: Nels Peterson

- Elinor Tennyson – Minute Taker
- Guests: Emily Beals, Candace Bower, Rose Prestipino

3. Lighting of the Chalice

4. Approval of the Agenda

- Modified to add item 9.3 Board meeting date change

Motion to approve: Moved: Dianne W | Seconded: Greg S | Approved

5. Approval of September 7, 2025 Minutes

Motion to approve: Moved: Dianne W | Seconded Brian B | Approved

6. Approval of the Finance Report – Greg S

(See attached)

- Greg passed out a financial report summary. A list of payments made, including payroll, for the month of August was previously forwarded to trustees. Both documents were reviewed and discussed. A grant from the Halloran Foundation to the Little Free Pantry was noted.

Motion to approve: Moved: Dianne W | Seconded: Brian B | Approved

7. OLD BUSINESS – none

8. MONTHLY REPORTS TO THE BOARD

(All written reports attached. Additional comments below.)

- Additional report from the Capital Improvements Committee submitted by Dave L

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9. NEW BUSINESS

9.1 Roster distribution – to members only, or include friends – Emily B

- It was agreed that copies of the OUUF roster will be sent to both members and friends of the Fellowship. Committees that require information on individual designations will receive versions of the roster that include those details. The general distribution version will not include the designation columns.

9.2 Employee hire: Faylee Favara – Rose P, Candice B *(executive session held)*

- The Board approves the hire of Faylee Favara as CRE & Family Outreach Lead Teacher, effective October 6, 2025.

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

9.3 Motion made to move the date of the board meeting from the 1st Sunday to the 2nd Sunday of the month beginning 1-1-2026.

Motion to approve: Moved: Dianne W | Seconded: Brian B | Approved

9.4 Request to approve the CRE Committee name change.

- The Board approves that the committee formerly known as the “CRE Committee” will now be referred to as the “CRE and Family Outreach Committee” in all OUUF records, communications, and documents.

Motion to approve: Moved: Dianne W | Seconded: Greg S | Approved

9.5 Donation Clarification – October 3, 2025 email

Candice B. confirmed her \$10,000 donation designated for the RE and Family Outreach program as below:

Regarding my \$10,000 donation, I request that the RE and Family Outreach Committee have discretion in determining how the funds are used. It is my understanding that this contribution will serve as a supplemental resource rather than a replacement for the standard RE budget, and that the funds may be allocated over several years if appropriate. I would also be open to making additional donations of a similar size in the future, provided I have confidence that the funds are being applied effectively.

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- The Board gratefully accepts the \$10,000 donation from Candice B. for the CRE and Family Outreach program. In accordance with the donor's request, the funds shall be managed at the discretion of the CRE and Family Outreach Committee, used as a supplemental resource rather than a replacement for the standard CRE budget, and may be allocated over multiple years if appropriate.

Motion to approve: Moved: Dianne W | Seconded: Greg S | Approved

9.6 Review of Bylaw Revisions – Joan C

- The Board conducted a review of some of the proposed bylaw revisions. No formal action was taken at this time.
- Additional feedback is needed from Geoff R.
- This item will carry over as Old Business to the November meeting, when a motion to accept the revisions is anticipated.
- The finalized document can then be prepared for presentation at the December 7 Board meeting, in advance of the December 14 Congregational Meeting for a vote.

Meeting adjourned at 1:50pm

MONTHLY REPORTS TO THE BOARD

October 5, 2025

ADMINISTRATOR REPORT – by Elinor Tennyson

Administrator General

- Created Trickster poster and placed on bulletin boards – USPS, Sunny Farms, Shipley
 - Submitted event to PDN to post in Upcoming Event section
- Updated OUUF Roster for distribution 1st week in October
- Posted CRE teacher position on bulletin boards and kept on INDEED. Forwarding resumes from INDEED to Rose and Dianne for handling.
- Ran envelopes for pledge drive and stuffed with 2026 pledge and letter

Assistant Finance Director

- Still working with Sound credit card to clear closed account.
- Researching accounting firms as backup to existing service
- Accessing QuickBooks acct to research transactions and reports.
- Working with Amanda when needed

Facility Maintenance & Repair

- Septic system yearly inspection. Found root infiltration, pulled roots and added Copper Sulfate. System functioning properly.
- Called pest control to eliminate wasp nest in front area bushes
- Lou F to painted play area picnic bench and stained wood benches
- Coordinated with Michael B. and the roofing subcontractor to reschedule events and classes during the roofing project. Roofers re-scheduled one workday due to ash contamination.
- Kitchen commercial coffeemaker died – replaced with 2 smaller pots

Facility Use

- Neighbor reserved evening for an Indivisible PA group to meet. Good meeting but they decided to look in PA for space to be more inclusive of Forks people.

OUUF Phone Calls & Member Support – special calls

- 2 calls from people living in PA and unable to drive. Forwarded to Care Team but no one available.
- Call from family in area looking for a spiritual home. Visited Sunday of Joseph and Birds. Coming back bringing more children (4?)
- Call from woman living in Virginia looking for a person to perform a marriage ceremony at the prison. Referred her to the PA city hall office for a list of people in the area.
- Call from woman looking for help for friend who must be moved in the next couple of days.

COMMUNICATIONS AND MUSIC DIRECTOR – by Harmony Rutter

Report at end of this document

MONTHLY REPORTS TO THE BOARD

October 5, 2025

COMMITTEES

Capital Improvements Committee

Chair: Michael Burcierka

NO REPORT

Care Team

Chair: Dianne Brant

- Active Volunteers - Jean Stratton, Dianne Whitaker, Mary Daniel

Current Action Plan

- Raise awareness of Care Team's work.
- Raise awareness of the need for more volunteers.
- Address requirements for new members.
- Raise awareness of members who are recovering from illness and surgery. Sending cards, making phone calls, doing home visits to these people
- Discussion of other services The Care Team may provide.

CRE & Family Outreach

Chair: Rose Prestipino

- A candidate for the Lead Teacher position has been interviewed by Rose Prestipino and Candace Brower and is recommended to the Board for hiring. Rose and Candace will attend the Board meeting along with Dianne Whitaker to share information and answer questions.
- The candidate is Faylee Favara.
- The CRE classroom has been the scene for the Build-a-Brain discussions with clever models of the brain and skull and presented by Candace Brower.
- Discussions are underway for ways to upgrade the classroom and provide more up-to-date equipment. With the recent financial gift for CSE this should be doable.
- The CSE Committee/team has been reorganized and will be meeting later in October.

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.

Landscape/hardscape

Chair: Lou Foldoe

- We are winding down the growing season and beginning to clean up dying plants and leaves. I will be unable to work for about 3 months due to knee surgery. Nels Peterson will assume oversight duties although members have well established routines and often work independently.

Little Free Pantry

Chair: Vicki Sensiba

NO REPORT

MONTHLY REPORTS TO THE BOARD

October 5, 2025

Membership

Chair: Emily Beals

- We continue to reach out to visitors and invite those who are interested, to a coffee chat, usually during the week following their visit. We will have a New Member/Friend Welcoming Ceremony on Nov 2, during the service. We are also increasing our efforts to connect with those members and friends who have not been to the Fellowship in awhile.
- We are requesting that the Board include the category of 'friends' in roster distribution. According to our Admin, there are about 30 'friends' who participate and pledge. It is our position that they should also receive rosters periodically as do members. It is about participation and community not the organizationally recognized category called, 'members.' EB

Nominating Committee

Chair: Florence Bucierka

NO REPORT

Social Action Network/Climate Action

Chair: Emily Beal

- We will hold a Forum after the service on Oct 26. Topic will be "Finding Safe Houses for the Unhoused in Sequim, Port Angeles." Speaker is Nancy Schantz, a local organizer working on homeless issues. She will be focusing on the unhoused population in our area, explain the concept of safe houses and encourage those who can to speak out on behalf of that population and consider providing a safe house if possible.
- November 23, is a Forum focusing again on plastics and the incredible degradation they are bringing to our environment. Brian Berardo will organize that Forum.
- The Social/Climate Action Network continues to meet on a regular basis and organize ways we can speak to the urgent climate and social justice issues of our time. Pam Hicks, a computer technology specialist has created a Social Action component to our Climate Website that can be accessed from the main OUUF website. Thanks to Pam and Brian for their excellent work. EB

Sunday Services Committee

Chair: Bob Nuffer

- The Committee met on September 24, 2025. We reviewed the draft schedule for November and December and made some changes. We did some planning for the kick off of the Listening Campaign. The Welcoming Ceremony for new members was delayed until October.

MONTHLY REPORTS TO THE BOARD

October 5, 2025

COMMUNICATIONS AND MUSIC DIRECTOR – by Harmony Rutter

Quarter 3 Attendance Report

- **Highest Attendance:** September 28 – 70 (Joseph Bednarik)
- **Lowest Attendance:** July 6 – 41 (Julia McKenna, Blessing Nuffer)
- **No Data Recorded:** August 3, August 17, August 31

Quarter 3 Averages

- Overall Attendance: **53.1**
- Zoom Attendance: **14.5**
- Youth Attendance: **3.6**

Core job functions and reporting continue on a weekly basis.

Social Media Update

- Social media activity on **Facebook and Instagram** continues to perform well.
- OUUF-sponsored events are actively promoted and cross-posted to local Facebook groups.
- On average, Facebook posts are reaching approximately **150 views**.
- Access to the **Meta Business Dashboard** has been secured, allowing streamlined posting to the Facebook Feed, OUUF Facebook Group, and Instagram simultaneously.
- As time allows, expansion to additional platforms such as **BlueSky** is being considered.

Continued efforts to expand OUUF musician/member participation in the Sunday Service music.

UUA Digital Hymnal – *Sing Out Love*

I recently learned about the UUA's new digital hymnal, *Sing Out Love*. Time permitting, I will continue to explore this option. Subscribing would increase the Fellowship's annual expenditure on music content and licensing, since it carries a yearly subscription fee.

Benefits include: Access to new hymns and music content

- Teaching tracks for all voice parts
- A wide range of video content

Upcoming Events:

Sing Out Love – Save the Dates!

- **Sunday, November 9, 2025**
- **Tuesday, November 11, 2025 at 7:00 p.m. Eastern** (6 p.m. Central / 5 p.m. Mountain / 4 p.m. Pacific / 3 p.m. Alaska)

Webinar: *Where Do We Start?* – Led by Rev. Erika Hewitt and composer Soren Austenfeld.

In June 2025, a demo version of *Sing Out Love* was released to all **registered participants** at General Assembly, and many of the new hymns were shared in a joyful hymn sing led by the songwriters and composers.

Question for us:

Since OUUF was a registered attendee at GA 2025, do we have access to the demo version?

MONTHLY REPORTS TO THE BOARD

October 5, 2025

In an effort to increase OUUF community visibility and musical offerings, the CMD is planning two special events:

Events & Music Report

1. Sound Bath in Collaboration with West Wind Sound Sessions

- **Date/Time:** Friday, October 17, 2025, at 3:00 pm (doors open at 2:30 pm)
- **Location & Details:** [Event Page](#)

We invite you to a meditative **Sound Bath** in collaboration with *West Wind Sound Sessions*. Attendees are encouraged to arrive early to set up a comfortable spot—whether sitting or lying down—for this immersive sound experience designed to clear the mind, reset the nervous system, and promote centering.

Featured Musicians:

- *Tarek Webber* – handpan, singing bowls, didgeridoo, guitar, hand percussion, voice
- *Harmony Rutter* – voice, hand percussion

Please bring comfort items such as folding chairs, pillows, bolsters, portable mattresses, or thick blankets. The Fellowship Hall has a flat wooden floor for easy setup.

Duration: 90 minutes

Contribution: Monetary donations for the musicians are appreciated.

“When we give ourselves the chance to let go of all our tension, the body’s natural capacity to heal itself can begin to work.” – *Thich Nhat Hanh*

2. Winter Holiday Concert

- **Date/Time:** Saturday, November 22, 2025
- **Current Line-Up:**
 - Clallam Children’s Choir
 - Juan de Fuca Harmony Choir
 - OUUF Musicians (3 confirmed so far)
 - Peninsula Singers Choir (interested in participating)

Given our maximum seating of **105 chairs in the Fellowship Hall**, this event may exceed our space capacity. Discussions are underway about moving the concert to **Trinity United Methodist Church (TUMC)** in collaboration with all choirs.

Current plan:

- **Nov. 22 at TUMC:** Choral Group Concert
- **Mid-December (OUUF):** Community Music Concert featuring OUUF Musicians

Updates will be shared in the newsletter as details are finalized.

Capital Improvement Committee Report – Dave Large – 10/5/25

On September 23 Chairman Michael Bucierka met with George Bailey Fire Marshall/Plans Examiner with the Department of Community Development to ascertain the conditions that would affect an expansion of our building to add two multi-purpose rooms and a church office.

The good news is that the project is entirely possible without triggering major upgrade requirements for the existing building.

The Fire Marshall will, however, require enhanced fire resistance between the existing building and the addition, specifically:

- That the wall that is shared between the existing building and new construction be upgraded to be 3-hour fire-resistant. As a practical matter, that means that the east wall of the existing building will not be modified and that west wall of the addition will be separate, constructed to the required fire resistance, and attached to the existing wall.
- That the doors between the existing building and the addition be appropriately fire-rated and self-closing.
- That we eliminate the existing window in the kitchen and not convert it to a pass-through into the addition.

In addition, Bailey recommends, but will not require, that the existing fire suppression system be upgraded by adding a water-flow sensor that will both notify the nearest fire station and sound an alarm in the addition. Currently when the sprinklers come on there is no way for the fire department to know.

Finally, Bailey said we should be aware that our existing well, pressure tank, and pump system may not have the capacity to fully support the fire suppression sprinklers if there is a major fire and the fire department truck (that requires 250 gallons of water per minute) connects their hose to our standpipe outside the Fellowship Building.

These conditions, it should be noted, assume that the addition be not larger than around 2400 square feet floor area since larger additions would require additional requirements and can potentially trigger the building department plans examiner to request a parking space assessment.

Assuming an approximate 1,000 sq.ft. addition, Michael's rough estimate for construction cost is \$400,000 to \$450,000.

Finally, the information given to Bucierka by Bailey is advisory in nature and final approval will be given when working drawings are submitted for a building permit.

Olympic Unitarian Universalist
 Fellowship
 Finance Report October 5, 2025
 January - Sep, 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%

OOUF Financial Assets

Sound Community Bank (Oct 2)	Checking	119,964
Vanguard (end September)	Investment	207,675 **
UUS Endowment (end July)	Endowment	158,620
TOTAL		486,259

* No update posted for September

** Does not show \$25,000 withdrawal for roof repair

MONTH: AUGUST 2025 PAYMENTS ISSUED						
Prepared by Elinor Tennyson Asst FD						
Date	Ck No	Amt	Purpose	GL - and description		
8/5/2025	Barry Andrews	9161	\$ 342.65	Spkr fee \$300.00	6673	Guest Speaker
				Mileage \$42.65	6676	Travel Reimb
8/8/2025	Jeannie and Ric Munhill	9162	\$ 395.00	Janitorial/Chair Set Up	6158	Janitorial Services
8/8/2025	VISA	9163	\$ 41.08	Photo Enhancement App	6370	Software
(7-28)	TCM VISA Sound	9164	\$ 50.14	see below		
			\$ 32.37	WordPress Plug In	6370	Software
			\$ 17.77	Tracfone	6383	Cell Phone
			\$ 50.14	Total Payment		
8/1/2025	North Bookkeeping LLC	9165	\$ 430.00	Bookkeeping Services	6405	Acctg Services
8/4/2025	Advantage Yard Care	9166	\$ 488.70	Mowing/trimming	6145	Grounds, Main, Mowing, Plowing
8/4/2025	Julia Blessing Nuffer	9167	\$ 200.00	VOID - REPLACED	6673	Guest Speaker
8/15/2025	Florence or Michael Burka	9168	\$ 541.25	LFP Pantry Items	LFP	LFP
8/12/2025	Fogerson Home Serv	37342	\$ 155.00	Playset R&M	6143	Bldg Ext R&M
	VOID	37343				overprint on check
8/11/2025	Vicki Sensiba	37344	\$ 710.80	LFP Pantry Items	LFP	LFP
8/8/2025	Jeannie and Ric Munhill	37345	\$ 395.00	Janitorial/Chair Set Up	6158	Janitorial
8/7/2025	Sound Pub	37346	\$ 501.12	PR/ads	6360	Publicity
8/11/2025	Peninsula Water Soluntions	37347	\$ 75.00	Backflow test	6153	Bldg Ext R&M
8/5/2025	Waste Connection	auto pay	\$ 42.81	Solid Waste	6020	Solid Waste
8/11/2025	Clallam PUD	auto pay	\$ 94.13	Electric	6010	Electric
8/12/2025	Wave Internet	auto pay	\$ 168.84	Landline & Internet	6380	Landline & WiFi
8/11/2025	CitiBank	Direct Pay	\$ 4.47	Costco CC	various	various
			\$ 17.76	TracFone	6383	Cell Phone
			\$ 113.49	Intuit	6375	Software
			\$ 6.24	Trusted Employee	6405	Backgrd Ck
			\$ 13.02	Goo Gone	6158	Janitorial
			\$ 14.11	Amazon-Playset Rep	6143	Bldg Ext R&M
			\$ 4.47	USPS Spkr book return	6345	Postage
			\$ (164.62)	Overpayment		
			\$ 4.47	Total Payment		
8/18/2025	Julia McKenna Blessing Nuffer	9170	\$ 200.00	repl ck 9167	6673	Guest Speaker
8/18/2025	Vicki Sensiba	9172	\$ 930.50	LFP Pantry Items	LFP	LFP
8/18/2025	Bruce Bode	9169	\$ 348.24	Spkr fee \$300.00	6673	Guest Speaker
				mileage \$48.24	6676	Travel Reimb
8/8/2025	VISA - Sound	9171	\$ 49.95	Photo Enh App	6370	Software
8/11/2025	Penny Burdick	37348	\$ 167.41	Book Purchase	LFL	LFL
8/24/2025	Fogerson Home Serv LLC	37349	\$ 180.00	Playset R&M	6143	Bldg Ext R&M
8/26/2025	M.E.Bartholomew	37350	\$ 150.00	Sunday Speaker	6673	Spkr Prof Fee
8/7/2025	Marea Denton	37341	\$ 42.50	CRE Asst	6346	paid as an ind. Contr
8/7/2025	PAYROLL GROSS -before deductions					
	Harmony Rutter	auto-dep	\$ 1,748.50	Communications Wage		
	Elinor Tennyson	auto-dep	\$ 1,000.00	Admin hourly		
	Leroy Davidson	auto-dep	\$ 666.72	Musicians Wage		
	Daniel Parrish	auto-dep	\$ 320.00	Musicians Wage		
	PAYROLL GROSS TOTAL:		\$ 3,735.22			
	PAYROLL TAXES PAID:					
	Employee Taxes Withheld		\$ 549.96	Fed Inc Tax; SS; Medicare; Workers Comp; WA Pd FML; WA Cares		
	Employer Taxes Withheld		\$ 367.75	SS; Medicare; WA SUI; WA Employment Admin;		
				WA workers Comp Tax; WA Pd FML		
	TOTAL OUUF PAYROLL COST:		\$ 4,102.97			