

OLYMPIC UNITARIAN UNIVERSALIST FELLOWSHIP  
BOARD MEETING MINUTES  
November 2, 2025

1. Meeting called to order – 12:48 PM
2. Roll Call – A quorum was present
  - Brian Berardo – At-large
  - Joan Cotta – President
  - Dave Large – At-large
  - Nels Peterson – At-large
  - Greg Sensiba – Finance Director
  - Ken Nelson – At-large
  - Dianne Whitaker – Vice President
  
  - Elinor Tennyson – Minute Taker

3. Lighting of the Chalice

4. **Approval of the Agenda**

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

5. **Approval of October 5, 2025 Minutes**

Approved with revision that an executive session was held to discuss CRE Lead Teacher hire.

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

6. **Approval of the Finance Report – Greg S**

(See attached.)

• Greg distributed and discussed a financial report summary. A list of payments made, including payroll, for the month of September was previously forwarded to trustees.

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

7. Monthly Reports to the Board

*(All written reports attached; additional comments noted below.)*

- Administrator – Elinor Tennyson: Report received  
Elinor reported a critter infestation in the portable. The pest control service recommended adding skirting to close off access points. The ductwork may also need to be cleared of possible nesting material. Elinor will oversee this matter.
- Communication & Music Director – Harmony Rutter: Report received
- Capital Improvements Committee – Dave L:  
Committee will commence discussion of issues after the first of the year.
- Care Team – Dianne B: Report received.  
Care Team Chair is needed as Dianne B has stepped down.
- CRE & Family Outreach – Rose P: Report received

# OLYMPIC UNITARIAN UNIVERSALIST FELLOWSHIP

## BOARD MEETING MINUTES

November 2, 2025

- Kitchen Committee – Penny B:  
Penny has submitted her letter of resignation as chair, effective January 1, 2025.
- Landscape – Lou F:  
Nels P reported that there isn't much to maintain right now, as everything has been well prepared for the winter months
- Little Free Pantry – Vicki S
- Membership – Emily B
- Nominating Committee – Florence B:  
Dianne W stated the committee is working on nominee selection.
- Social Action Committee – Emily B:  
November 4th Sunday Forum will be Brian B presenting "*Plastics Update 2025.*"
- Sunday Services – Bob N:  
Speakers have been determined through January 2026.

Dianne W will Contact Emily B for suggestions for the Care Team Chair and the Kitchen Lead.

## OLD BUSINESS

8. Review and Finalization of OUUF Bylaw Revisions – Joan C  
(to include item #10)

**Motion to approve with revisions: Moved: Brian B | Seconded: Ken N | Approved**

## NEW BUSINESS

9. Proposed Board Motion

Approve 2026 Budget draft to present to members at the December 14, 2025  
Congregational Meeting, adding a line item for kitchen supplies including supplying food and coffee.

David L and Susan H have been supplying "the good" coffee and Dave will forward costs to consider when determining the 2026 budget.

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

10. Proposed Board Motion

All members of the Care Team and the Healthy Fellowship Team must be approved by the Board of Trustees.

Note: The motion will be added to the revised bylaws.

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

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**ADDITIONAL NOTES TO BOARD MEETING**

- The relationship between the LFP and OUUF will be discussed at the January Board meeting.
- A member has committed to donate funds to support improvements to the OUUF website. A committee will be formed to oversee this project.

Meeting adjourned at 1:37 PM

**Olympic Unitarian Universalist  
Fellowship**

**Finance Report November 2, 2025  
January - Oct, 2025**

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	Jan-Oct*	2025 Budget	75% of year
Total 4100 Pledges/Offerings	82,015	78,070	105%
4360 Rental Income	7,986	8,000	100%
<b>TOTAL revenue</b>	<b>90,001</b>	<b>86,070</b>	<b>105%</b>
Total 6100 Facilities Exp	18,512	24,053	77%
Total 6300 Administrative Expenses	19,563	20,665	95%
Total 6400 Staff Expense	37,986	43,700	87%
Total 6600 Program Expenses	10,251	15,287	67%
<b>Total Expenditures</b>	<b>86,312</b>	<b>103,705</b>	<b>83%</b>

**OUUF Financial Assets**

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Sound Community Bank (Nov 1)	Checking	146,367
Vanguard (end September)	Investment	207,675 **
UUS Endowment (end August)	Endowment	158,699
<b>TOTAL</b>		<b>512,741</b>

\* No update posted for October

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

**MONTH: SEPT 2025 PAYMENTS ISSUED BY OUUF Asst FD**

date	Paid to	Ck No	Amt	Purpose	scription	
	Waste Connection	auto pay	\$ 42.81	Solid Waste	6020	
	Clallam PUD	auto pay	\$ 88.14	Electric	6010	
9/12/2025	Wave Internet	auto pay	\$ 168.84	Landline & Internet	6380	
9/2/2025	Harmony Rutter	9173	\$ 72.96			
			\$ 4.40	Purch Sheet Music	6670	Guest Spkr Exp
			\$ 68.56	Mouse for Dianne, Latop Charger/stn Harmony	6673	Computer Hardware
9/2/2025	North Bookkeeping	9174	\$ 430.00	Bookkeeping Service	6305	Acctg Service
9/3/2025	Citibank VISA	elec tx	\$ 279.06	see below		
	Tracfone		\$ 17.76	Cellular	6383	Cellular
	ACE Hardware		\$ 78.17	Stain for outdoor furn/playset	6143	Bldg Ext Maint
	Amazon		\$ 14.98	File Organizers	6340	Office
	Amazon		\$ 27.33	Trash bags	6158	Janitorial
	Amazon		\$ 28.23	In cartridges	6340	Office
	Intuiirt- QB		\$ 172.21	QB Monthly Subs	6373	Software
	Amazon		\$ 21.71	Liq hand soap	6158	Janitorial
	Intuit		\$ (15.59)	QB sub credit	6373	Software
	CCLI		\$ 342.00	Music Copyright License	6373	Software
	ACE Hardware		\$ (39.09)	Stain for outdoor furn/playset	6143	Blg Ext Maint
	Knight Fire		\$ 770.00	Fire Sprinkler Insp	6150	Bldg Int Maint
	ACE Hardware		\$ 34.73	Stain for outdoor furn/playset	6143	Bldg Ext Maint
	Amazon		\$ 8.10	AAA batteries	6340	Office
	<b>Total chrges to Expenses 8-2025</b>		\$ 1,460.54			
	Less overpayment		\$ (1,181.48)			
	<b>Payment due:</b>		\$ 279.06			
9/1/2025	Marea Denton	37351	\$ 115.19	Payroll 8-2025		CRE Teacher Asst
9/8/2025	Sound Publishing	9176	\$ 155.00	PDN Church Listing	6360	Publicity
9/12/2025	Jeannie & Ric Munhall	9175	\$ 450.00	Janitorial service	6158	Janitorial Serv & Sup
9/9/2025	Joseph Bednarik	9177	\$ 300.00	Speaker Fee	6070	Speaker Fee
9/9/2025	Joseph Bednarik	9177	\$ 53.20	Mileage	6627	Mileage
9/15/2025	Florence Caplow	9178	\$ 300.00	Speaker Fee	6070	Speaker Fee
9/23/2025	Vicki Sensiba	9179	\$ 1,130.09	LFP items		
2/17/1925	Penny Burdick	9180	\$ 22.60	LFL books		
9/23/2025	Angeles Pest Control	9181	\$ 136.00	Wasp nest remoal	6143	Bldg Ext Maint
9/23/2025	Florence Bucierka	9182	\$ 706.75	LFP items		
9/24/2025	BMC Roofing	37352	\$ 24,776.21	Re-roof main bldg/LFP shed		Bldg Improvement
9/1/2025	<b>PAYROLL GROSS -before deductions</b>					
	Harmony Rutter	auto-dep	\$ 1,378.00	Communications Wage		
	Elinor Tennyson	auto-dep	\$ 1,150.00	Admin hourly		
	Leroy Davidson	auto-dep	\$ 833.40	Musicians Wage		
	Daniel Parrish	auto-dep	\$ 320.00	Musicians Wage		
	Marea Denton	Man Chk	\$ 127.50			
	<b>PAYROLL GROSS TOTAL:</b>		\$ 3,808.90			
	<b>PAYROLL TAXES PAID:</b>					
	Employee Taxes Paid		\$ 556.91	Fed Inc Tax; SS; Medicare; Workers Comp; WA Pd FML; WA Care		
	Employer Taxes Paid		\$ 375.13	SS; Medicare; WA SUI; WA Employment Admin;		
				WA workers Comp Tax; WA Pd FML		
	<b>TOTAL OUUF PAYROLL COST:</b>		\$ 4,184.03			