

**Unitarian Universalist Fellowship of Galveston County**

**Board Minutes – Saturday, February 5, 2022**

Item	Summary
	<p><b>Board Members: Shirley Adams, Madeleine Baker, Stan Blazyk, Mary Case, Kathy Link, Susan Syler, Suzette Tardif, Steve Townley</b></p> <p><b>Guests: Dave Delmenhorst, Jay Englishbee, Sandra Sullivan</b></p>
<b>Opening</b>	<p>Mary called the meeting to order at 10:05 a.m. and read a letter from the UUA President.</p>
<b>Approval of Minutes</b>	<p>There were four sets of minutes presented for approval—11/18/21 Board Minutes; 12/12/2021 Special Election Minutes; 1/7/2022 Board Minutes; and 1/19/2022 Special Board Minutes. Kathy Link made a separate motion for each set, Madeleine Baker seconded, and all Minutes were approved.</p>
<b>President's Report</b>	<p>Mary Case presented the President's Report. She stated that after much effort and difficulty, she was able to stop the ATT Internet. We have had Comcast Internet since last June, and that the ATT had continued as a monthly draft. Mary introduced an Excel spreadsheet to be used to create a Monthly Financial Report each month of a fiscal year. Mary explained that historically Neil would prepare the Treasurer's Report monthly and would create the report without a record of saving the previous month's report. With the new report, each month would be able to be accessed. Mary reported that in the Accounts and Balances section of the report, there is very little change from month to month in the investments of the Fellowship. We continue to locate these balances. For example, with the CUSO Financial Services report monthly emails regarding the balances were being sent via email to the UUGalveston email address. Steve Townley said he believed that Carlos has the log in information, and that he will be contacted. A brief discussion was had regarding Accounting Software for churches. Suzette Tardif suggested that guideline documents be prepared so that the problem of no records does not happen again.</p>
<b>Treasurer's Report</b>	<p>Monthly reports for October, November, December 2021 were presented for approval. After discussion, Susan Syler made a motion that they be accepted. Kathy Link seconded and the Reports were approved.</p> <p>Suzette Tardif made note that the expenses of the Caring Committee did not show up as an expense. Steve Townley said that Larry sometimes held invoicing for flowers for several months. Stan said that those expenses ended up in Sunday's services. Kathy Link questioned the SW Conference expense. Steve explained process for that payment.</p> <p><u>Change of Annual Meeting/Pledge Sunday/Budget Planning:</u>  Mary Case stated that the Annual Meeting date would be May 22 and that Pledge Sunday would be March 13. Mary stated that in the past Carlos did not have enough pledges in to prepare the budget. Kathy Link pointed out that because 95% of the pledge budget came in the month of July, the budget was insufficient when prepared. Susan Syler said that information should be shared with the congregation to perhaps spur sooner pledge information. Madeleine Baker said that it would be helpful if one's previous pledge was included in the current request, as well as a possible suggested increase. There was a discussion about unpledged donations which ended up in the Sunday collection page sheets. It was</p>

	<p>explained that cash donations were strictly cash, and that checks were counted separately.</p> <p><u>Next Year's Budget:</u> Stan brought up the deductible on Flood Insurance. He and Steve Townley will research the benefit of raising deductible and report back.</p> <p><u>1099s:</u> Kathy Link reported that all 1099s had been completed and mailed.</p> <p><u>Compassionate Offering Time Limits:</u> A discussion was had that the time for making compassionate offering in the month should be limited, and that donations received after the first of the month would be designated for that current month's Compassionate Offering. Mary stated that the BMOD and Facilitator's script would be modified. Mary also stated that she would make an announcement at Sunday's service. Stan stated that Margaret would attend next month's Board meeting to discuss donations in Breeze.</p>
<p><b>Committee Reports</b></p>	<p>Suzette presented Committee Reports as chair of the Coordinating Committee. Susan Syler reported on behalf of the Social Action Committee about the day of service for MLK's birthday and stated that there was good turnout. Stan made a motion that the Report be approved, Madeleine Baker seconded, and motion passed.</p> <p><u>Decluttering of Fellowship::</u></p> <p>Suzette suggested that the Beautification Committee take on the role of coming up with a plan to declutter the Fellowship. Madeleine brought up the Living Room as example of huge number of books that are possibly not necessary; notebooks of programs dating back to 1999, and clutter in the Bowler's Room. Madeleine said that items that should be kept could possibly be digitized, and others tossed. The Committee will present a proposal to the Board after meeting.</p> <p><u>Building:</u></p> <p>Mary reported that Tom and Mitch were soliciting bids for the repair of the roof, and that Tom was writing a RFP. Mitch has idea for a bridge over the sidewalk to correct the puddling issue when it rains.</p>
<p><b>Old Business</b></p>	<p><u>Update on Health &amp; Safety Protocols</u></p> <p>A lengthy discussion was had concerning an email sent to the Board from a member about signage, protocol for masks, and visitors. Suzette will prepare an insert for visitors to explain the Fellowship's protocol for mask wearing, and if anyone tests positive for Covid. Mary will get with Cheryl Henry regarding updating the Facilitator's script to remind people that they should mask when they sing. Signage will be updated.</p> <p><u>BMOD Role on Sunday – Hymnals and Chair Arrangement</u></p> <p>Mary stated that the BMOD should distribute all hymnals on Sunday, so that members do not have to share. Mary said a large space between the podium and the first row of chairs was not necessary. Musicians have asked for a larger space.</p>

	<p><u>Review and Update of Bylaws</u></p> <p>Madeleine reported that she, Susan Syler, Dorothy Trevino, and Cheryl Henry had met several times to review proposed changes to Bylaws. Madeleine presented a red-lined document with the changes. The Board discussed the proposed changes. A discussion ensued regarding that there was an even number of people on the Board, and no process in place for breaking a tie. Numerous suggestions were presented including having a designated person not voting. It was decided that the current voting process would remain in place. There was also discussion about what committees were actual committees or a task force, reporting, etc. Madeleine stated that she had asked Norma Venso (as an attorney) to review bylaws. Norma suggested that a CPA review audit. No decision was made on revision to bylaws, and the subject will be revisited prior to Annual Meeting.</p> <p><u>Key List</u></p> <p>Mary reported that Maggie Pinson was working on master key list, and was making progress.</p>
<b>New Business</b>	<p><u>Attic Treasure Sale</u> Mary will call for a committee to meet about conducting Attic Treasure Sale</p> <p><u>Email Blasts Using Breeze</u> There was discussion had about several members using Breeze to send emails to everyone in the Fellowship. The emails were sent to everyone on Breeze, including speakers, vendors, etc. A discussion ensued as to whether the email function should be turned off on Breeze. An announcement will be made explaining the email function.</p> <p><u>Possible Gastrochurch Event at UU</u> Susan Syler explained Gastrochurch, who have an affiliation with Central Methodist in Galveston, and are affiliated with Westminster Methodist in Houston. Gastrochurch hosts events in Houston and Galveston, which include a meal and topics relating to spirituality. Susan will obtain a specific proposal, but it was agreed that it would pose no risk, and would get open our Fellowship to a wider audience,</p>
<b>Adjournment</b>	<p>The meeting was adjourned at 12:17 p.m.</p> <p><u>Next meeting:</u> March 3, 2022 6:00 p.m. Fellowship</p>

Submitted by: Shirley Adams, Secretary