

**KEWEENAW UNITARIAN UNIVERSALIST FELLOWSHIP
BOARD MEETING**

KUUF Church 604 Bridge St, Houghton Mi

Date: September 15, 2024

Present: Lora Repp, Elen Maurer, Trista Gersie, Lucinda Enderby, John Gale, Jane Bodi, Elaine Eikenberry, Melissa Williamson

Absent: Pete Ekstrom

Guests: Miriam Pickens, Horst Schmidt

AGENDA

Preamble

1. Chalice lighting Lora
2. Agenda addenda/changes

Fiduciary and Regular Business

Consensus agenda:

1. **Meeting Minutes August 4, 2024:** Cindy moved to accept meeting minutes, Trista seconded. All accepted 8
2. **Treasurer's report:** Big CD changed into 2 cd's under the Hooker endowment. Treasurer added the balance to the Hooker checking account. That account owes the operating expenses \$10,000 as that funding was not available without penalty until the CD opened. There is currently \$13,000 in the Building account and \$29,000 in the Hooker account, Treasurer noted that the beginning of the fiscal year is normally high in the Profit and Loss statement because pledges are normally paid in advance.
John makes the motion to accept. Jane seconded. All approved 8

Strategic Work

1. Chalice Lighter Grant

KUUF has been awarded the Chalice Lighter Grant for maintenance and improvement to our building. We are waiting for the granted funding to be received. We are anticipating \$10,000. There are no reporting requirements.

2. MUUSJN update: Horst

The Michigan Unitarian Universalist Social Justice Network founder is retiring. Mary Jo Ebert is taking over. The Organization operates on grants and donations. MUSJN is asking for additional donations from congregations to support the work they do. They advocate for voting, reproductive rights and environmental concerns. KUUF's current budgeting allows for \$200 annual for the organization. Voting, reproductive rights and environmental Current funding is \$200. Asking individual congregations to contribute an additional \$400. This will help pay for 3 consultants. Lora discussed the history of KUUF and MUUSJN and recommends continuing our \$200/year and providing the additional \$400 as MUUSJN does the work that KUUF supports on a larger level than we regularly have the capacity to provide through direct actions of members.

Vote Cindy makes the motion to accept. Elen seconds, All approved 8

Horst is asked to provide details to the digest. He agreed

3. Building Business

John Gale and Melissa Williamson are quality building managers who will handle the details needed for the building. Only larger issues that require board involvement will be brought to the Board.

- Regarding air quality a donation was provided to KUUF.

John is continuing to investigate, including checking with Kirkish on products they provided to KUUF to work towards improved air quality

- Cleaning plan development

The board has been providing cleaning services weekly since we moved into the new building. The board will continue to provide support by cleaning as we begin the hiring process. Personnel will take the information from the experiment and develop a job posting. Modifying the operating budget will happen for the next program year.

Board discussed hiring someone from within the fellowship-hiring a contractor vs an employee. Salary payment of once a month was considered. The goal is a happy level of clean. The Personnel Committee will follow up.

- Maintenance Document - Melisa and Elen

The document is a work in progress. It will include details like who installed the furnace, who to call if something needs fixing, and list of contractors. The history of the building is documented like paint colors, things that we purchase like carpet, user manuals, internet service provider and what to do when service is down. Guest usage will include guidance on contacting the building managers if there is an internet problem. The document will be housed in the Boardroom on the shelves.

- Key to Martha's office.

Building managers will receive a key to Martha's office to access any space in the building if it is needed and they will be able to restart the internet if needed.

- Discussion of building use

When access to the building is needed, please alert building managers to get approval and schedule the event.

Levels of priorities if there are conflicts in scheduling and expectations.

1. Congregational event sponsored by the Congregation- example-Memorial service for a member.
2. Congregational Committee event-Committee is responsible for event and clean-up.
3. Member use- Member is responsible for returning the building to its original state after usage
4. Non-member recurring meeting-Board guides that this may need an MOU (Memorandum Of Understanding)
5. Non-member usage single event-discussed that there may be a charge for usage

- There is a physical calendar in Lora's office managed by the building managers.

There is anticipation that we have an online calendar available, we are not prepared to develop that, yet.

- When using the building-Here's what to do-document needs creating

4. Requested building usage (Girl scouts)- Proposal-There is a new starting girl scout group that needs a space 2 Mondays a month from 6-7pm. They would not be sponsored. It is a community group. Board requests an MOU. Elen will help develop it for the girl scout group.

Vote Elen moved to accept the request to provide meeting space 2 times a month for the young developing Girlscouts troop for the upcoming school year. Lora seconded. All approved 8

5. Is there anyone we would not let use the building?

All events must fall in line with the mission and covenant of KUUF.

6. Gun policy

Discussion that KUUF needs policy- no concealed or non concealed guns in the building. Trista will develop it. We need a sticker on the door. The Board will pass the policy at the next meeting.

4. Personnel Updates

- Sherry Cheek is our new pianist.
- Personnel is working on a posting for a childcare provider.

Children's RE and Personnel will work together.

5. Approval of UU Org. Retirement Plan changes

Vote Elen moved that KUUF keep participating in the UU organizations expectations for compensation and that we resubmit that our intention of 10% towards UU ministers retirement if and when we hire. Trista seconded. All approved 8

6. Faith fair at MTU

Jane shared the event was in good position between Fisher and the Library. There were 4 brochures given away. There were 3 students and one employee engaged in conversation. Upcoming- Taste of Faith at St Al's-Lora will cover the event. Pastor Sara is organizing it. It will provide an opportunity to meet and greet members of different fellowships. The event has been a progressive dinner in the past. They are trying something new.

7. KUUF Open House Trista-KUUF open house-added to calendar-Could use some more volunteers. Board members are recommended to attend. Needs to be added to the website.

8. Trunk or Treat proposal- Melissa there could be 10-15 cars in the parking lot. Melissa will organize. There will be an announcement in the digest inviting members to participate. The digest will help us see if there will be sufficient interest to host the event.

9. Eagle scout is asking for a donation-Melissa

The Eagle Scout is needing funding to build a catio, like a patio. The goal is to have a safe outdoor space for cats at the Humane Society. Animal Ministry may have funding-the request will be forwarded to Julee Badel.

10. Thank you recommendations- This will become a regular monthly request

11. Caring committee

Caring committee will be asked to send a note to Keren for concern over family health concerns.

12. Cleaning schedule for Sept-Oct 2024

Fridays and Saturdays

September

Trista and Elaine 6/7

John and Lora 13/14

Jane - Trista 20/21

Melissa and Lora -26/27

October

John and Elaine 4/5

Trista and Jane 11/12

Lora and John 18/19

10. Next Board meeting Oct 20th, 2024