

**KEWEENAW UNITARIAN UNIVERSALIST FELLOWSHIP  
BOARD MEETING**

**KUUF Church**

**Date: November 17<sup>th</sup>, 2024**

**Zoom Link: <https://us02web.zoom.us/j/82213508549>**

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

**Absent:** Pete Ekstrom

**Ex-Officio:** none

**Guests:** none

AGENDA

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***Preamble***

1. Chalice lighting Lora
2. Agenda additions/changes

***Fiduciary and Regular Business***

Consensus agenda:

- Meeting Minutes for October 27, 2024. John moved to approve. Trista seconded. 8 approved.
- Treasurer's report: Dedicated fund donations have been coming in. Operating budget is \$8,000 in the black after paying the scholarship donations. Lora requested-What is the cost of utilities? Let's review. We will do an examination of building operating expenses.

Elen makes a motion to accept. Melissa seconds. 8 approved.

***Strategic Work***

***1. Building Business***

*Approval of Usage Policies and Guidelines -Melissa*

- Church Usage Policy-Step 1, Church Facility Usage Guidelines-Step 2 submitted to the board for consideration earlier in the month and reviewed. Lora-Very pleased with the categories. Making decisions about the building was easier because of the documents.

- Melissa will print a copy, Lora will sign it and it will be sent to Martha to add to the website.
- How does KUUF charge for building usage- KUUF will ask for donations to pay for expenses under appropriate circumstances. This will be re-visited by the board if needed.

Cindy makes a motion to accept. Elen seconds. 8 approved.

- Discussion: We need to create a building use request online. Concept in progress.

#### *No Gun Policy-Melissa*

- No gun policy sticker for the front door arrives next week. It will be applied to the active use entry door. There are extra stickers available if we need to take it down and relocate it.

#### *Air Quality-John*

- John investigated and did not purchase an air ionizer. It did not clean the air and can have dangerous consequences.
- Discussion: Are there people who can test air quality? There will be further investigation to meet the needs of the congregation.
- Trista will call Indoor Air Quality and Air Testing Services 800 number and will also call Western UP Health Department to see if they provide testing services. If the cost, including for mitigation, is higher than a recent donation of \$2,000 to address the issue, it will be brought back to the board.

#### *Snow Removal-John*

- We have 6 volunteers who will use the snowblower and provide shoveling services, as needed-Bob Drake, Dan Lavequeue, Lora Repp, James Metiva, John Gale and Tanner Guidas. Goal to create an email or text system so that volunteers will be able to coordinate their efforts. John met with the contracted snow plower. Snow plower will come every day that there is snow in the morning. He will start at the first date of snowfall.

#### *Tech Upgrades-Jane*

- Stacy introduced us to the UUA First Home Grant. Jane learned that the grant requires a capital campaign for KUUF to be eligible after meeting with Mid America rep Lauren Wyeth. Discussion of options: what is the best way to use that grant application. More to consider in the future.
- Moved to consider funding from Chalice Lighter Grant for the Tech updates. Tech staff has provided a technology wish list including camera, production board, production PC, speakers, and other items.

- Jane's recommendation:
  - New projector, brighter and with more pixels, that will use more of the screen space and be easier to see. Luckily we have a volunteer, Jason Swanson, who is ready to help install new technology. Cost \$1,000.
  - Under discussion, invest to upgrade the laptop computers that are portable, consider Bluetooth speakers that are smaller and can be hung directionally in the building to improve sound quality, a volunteer may be approached to create something more permanent for the tech console.
- KUUF would benefit from a Technology Task Force or Consulting group. This group will be for temporary and occasional guidance related to technology.
- Jane will search for additional volunteers, Elen will reach out to see if a community member who has assisted in the past is available.

The Board approves spending \$2,000 from the Chalice Lighter Grant for updated speakers and a higher quality projector.

Lora made a motion to approve. Jane seconded. 8 approved.

*Sunday Service and Event cancellation due to inclement weather plan-requested by Bill Fink*

- Discussed how to contact the congregation if Sunday Service would not be possible at our new building.
- Office manager Martha has access to send email to all on KUUF email list but can't be expected to send emails out for emergency cancellations as she works for another employer on Sunday mornings.
- An additional person will need to be granted access to KUUF's mailchimp service.
- Discussion of what can be done. Not all Sunday morning presenters have sufficient access to the internet from home to present by zoom. Board determined that if a Sunday morning in person service will not be possible due to weather, the full service will be canceled.
- Sub Committee developed to make decisions-John Gale and Melissa Williamson.
- Melissa will investigate making emergency announcements like cancellations of Sunday service through a texting service and making TV alerts.

## **2. Personnel Committee - Elen**

*Hiring updates-*

- Elen is working with Ben W at Michigan Works to post the Childcare provider position. Hoping to go live on Monday morning.

*Pay equality discussion*

- Request for a net bonus, after taxes are taken out, of \$500 for Sandra for uncompensated work while KUUF was operating without a pianist after Alex left.

Funds exist in the budget. Board approves. Lora will provide the check in a card. Sandra has been working on KUUF's values through her efforts selecting songs. Her thoughtful choices have been appreciated.

- Martha has been paid \$16.00/hr in her position. After Personnel researched titles and compensation packages while creating the janitorial services position, there was a decision to adjust Martha's title to Office Manager as it better reflects the work that she is doing. Additional compensation is also requested. Personnel wants to ask for a raise to \$19.00/hr for Martha. Cindy requests that we pay our Office Manager \$20.00/hr starting effective December 1, 2024.

Cindy makes a motion to accept. Melissa seconds. 8 approved.

- Martha and Elen are working on guidance for submissions for the digest; it will address how and when electronic items are submitted for the digest to decrease the amount of time that is needed for formatting.
- The Personnel handbook is being revised. Procedures will be addressed in the future.

### ***3. Request for improved closed captioning***

- Members have noticed that closed captioning is not reflecting what is being said/sung during service and requested that the board address the issue. Discussion with hope that new speakers will help, Melissa will investigate accessibility through the work that she is doing at MTU. Elaine asked to convey plans to member making the request.
- Additional technology resource recommendation from Cindy Enderby-Investigate Tech Soup. They provide discounted hardware for non profits.

### ***4. Information Dispersal***

- The all KUUF email has been used for emergencies in the past, should it be used for members when they have requests that require more space than can be addressed in the digest, example, Chalice Lighter Grant appeal.
- Discussed creating a list serv, Melissa will help with this, Elen will take the discussion to Martha, and give her time to think about the idea.

### ***5. Formation of Stewardship Committee***

- Will be addressed in future Board meetings. A Definition will be needed. Board is asked to consider who else would like to be on the committee. Bill Ledder with his history with KUUF is being asked to consider joining the committee.
- The Canvass Committee will be under the Stewardship committee umbrella.
- How do we build the spirit of generosity? This is more than requesting donations for projects. How can we thank/honor the congregation for their generosity? More to consider.

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## **6. Events**

### *Memorial Service for Phyllis Boutlier*

- KUUF received a donation for \$1,000 for providing the space and service.

### *Eagle Scout Presentation of Catio project at the Humane Society building near Nara*

- Based on input from the Worship Committee Ben Hemmer is provided dates that can be considered. Melissa may introduce him. He will need to limit his talk to 5 minutes.

### *Scout Sunday plans - Volunteer Service opportunity for sponsored group*

- Worship Committee would love to do something in February, possibly Feb 2nd. Melissa will bring to a cub scout committee meeting that is coming up soon. Topic will be investigated further.

### *Request for donations from community organizations*

- Board is not prepared to coordinate a donation to the Angel Tree this year- Salvation Army Angel Mission request.
- Alternate holiday donations for the community through Toys for Tots will be announced. Bucky has worked with them in the past.

## **7. Thank You Recommendations – Elaine**

- Suggestions from the board will be conveyed to the thank you note committee.

## **8. Worship committee**

- Christmas Eve pageant planning for Tuesday December 24. Christmas Eve service; Lori Swanson and Jane coordinating the program.

## **9. Next Board Meeting – Sunday 12/15/2024 12:30 pm. Fellowship hall**