

**UUFM Board Meeting  
December 3, 2020 @ 6:00 p.m.**

**Present:**

Penny Herickhoff, President  
Bob Finley, Vice President  
John Knox, Treasurer  
Todd Schweim, Secretary  
Tom Little, Member at Large  
Cheiron McMahill, Member at Large  
Kathryn Vonderharr, Member at Large  
Rev. Rita Capezzi, Minister — ex officio  
Tony Flipovich, Past President – ex officio  
Liz Kipp

**Chalice Lighting**—We are a welcoming people of diverse beliefs who commit to nourish the spirit, broaden the mind, nurture the earth, and build community. May this flame we kindle remind us to strive, today and every day, to love beyond belief.

**Opening Reading**—Rita read a piece by Anthony P. Johnson, called, “The Future We Imagine,” from the book, *The Spirit That Moves*.

**Personal check-in**—Each board member gave a short personal check-in on what they are bringing with them to the meeting and the issues they are dealing with.

Penny welcomed visitors to the meeting.

**Leadership Experience Visioning**—Kathryn, Rita, Bob, and Cheiron have been attending the Leadership Experience. Cheiron shared some of the topics they have been discussing, including: a history of social justice, conflict resolution, stewardship, and adaptive change management.

Todd made the motion that the board use 20 minutes of upcoming board meetings to allow Leadership Experience participants share their experiences with the board. Penny second. The vote was unanimous in favor. The motion passed.

**The Consent Agenda**—The minutes and the brochure were extracted. The rest of the Consent Agenda was approved.

John had minor edits to the November minutes. John moved, Bob second that the minutes be approved as amended. The vote was unanimous in favor. The motion passed.

Tony presented an amended stewardship brochure. Penny moved, John second that the amended stewardship brochure be approved as amended. The vote was unanimous in favor. The motion passed.

### **Announcements**

- **Antiracist Statement from local Faith leaders and Houses of Worship**—The statement was signed by Rev. Rita and the UUFM Board. The statement was published in Mankato Free Press during the week of Nov 16 – 21, 2020.
- **UUFM Private Facebook Group** has been renamed **UUFM Connect!**
- **PPP Summary**—Penny moved to authorize John to prepare and submit an application for any PPP loan that UUFM would be eligible for. John second. The vote was unanimous in favor. The motion passed.

### **Reports**

**Ministry**—Rita spoke of all the people that helped with Bread Communion and the coordinated effort that it took to make the event a success.

**Stewardship**—Communication Committee recommendations have been incorporated into the Stewardship efforts. John spoke regarding the use of the pledging platform, “Breeze.” UUFM is using for stewardship efforts.

**Communications**—There is no new information from the Communication Committee.

### **DISCUSSION ITEMS**

**Proposed Semi-Annual Meeting**—The semi-annual meeting date has been set for January 24 after the service. John moved, Bob second. The vote was unanimous in favor. The motion passed.

**FYE 2022 Pledge appeal to Board**—Tony led a discussion regarding what keeps us coming to UUFM. The board shared our thoughts on why we keep attending. He then went through the Pledge Appeal that will be used in the upcoming Stewardship drive. There is still work that needs to be done regarding the use of the app, Breeze.

**Timeline for replacing the Office Administrator**—Linda would like to leave UUFM employ on April 30, 2021. Penny led a discussion regarding the timeline. The board had a lengthy discussion regarding the bookkeeping duties currently being done by our Office Administrator. The board decided to get a competing quote to the Eide Bailly account quote.

### **ACTION ITEMS**

**Reimburse Rev Rita's Prof Funds Account**—Penny made the motion to reimburse Rita for \$200 out of the Connections Fund. Todd second. The vote was unanimous in favor. The motion passed.

**Anti-Racist Statement, Free Press Ad expense payment**—Penny moved, Todd second. The vote was unanimous in favor. The motion passed.

**The meeting was adjourned and picked up again on Wednesday,  
December 16, 2020 @ 6:00 p.m.**

**Housing Allowance**—Since calling a full-time minister, UUFM has designated a portion of the minister's compensation as a housing allowance. The housing allowance is calculated with advice from the UUA Compensation and Benefits Office. John motioned, Bob second. After general discussion, a monthly housing allowance of \$2,500/month for Rev. Capezzi's 2021 Housing allowance was agreed upon. The vote was unanimous in favor. The motion passed.

Kathyrn motioned, Cheiron second to bring the following motion.

**Motion 1:** The Joint Task and a joint meeting of the Finance Committee and Personnel Committee recommends that the UUFM Board authorize the following as appropriate transition expenses:

1. payment of up to \$600 per month for the period of January – June 2021 to facilitate UUFM's transition use of 3<sup>rd</sup> party accounting services utilizing on-line accounting software,

2. payment of up to \$1,500 as a one-time set-up expense to transition records and banking interface from QuickBooks Desktop to QuickBooks Online and/or other appropriate bookkeeping software,
3. the principle that there will be at most a 2-month employment overlap between UUFM's current Office Administrator and our new Office Administrator hire for appropriate on-line job-training, and
4. and direct the Finance Committee to re-balance the UUFM FYE '21 budget to reflect:
  - these accounting transition costs.
  - that salary and benefits will be paid for our Office Administrator and an Office Administrator trainee for up to two months of on-board training.

After general discussion. The vote was unanimous in favor. The motion passed.

Kathryn motioned, Bob second to bring the following motion.

**Motion 2:** The Joint Task and a joint meeting of the Finance Committee and Personnel Committee recommends that the UUFM Board authorize the following actions by the Personnel Committee:

1. screen competing bids for specified 3<sup>rd</sup> party accounting services
2. negotiate and sign a 3<sup>rd</sup> party services contract to hire external bookkeeping
  - costs not to exceed \$600 per month, from January 1, 2021 through June 30, 2021, and
  - to include up to \$1500 in additional cost for "set up expenses" payable to the provider to convert UUFM desktop platform and banking to an on-line remote access platform.
3. finalize the job description for a half time Office Administrator (20 hrs. per week) to **exclude** bookkeeping responsibilities assigned to the 3<sup>rd</sup> party accounting provider and to **include**:
  - a. responsibilities for expanded internal and external communications and
  - b. responsibilities for membership management.
4. advertise, screen and hire an Office Administrator for an annual salary not to exceed \$18,000 per year, plus benefits, which align with UUA recommended fair compensation principles, pursuant to a timetable that provides for the chosen individual to begin training in February or March 2021 and to assume full responsibility as Office Administrator on or before May 1, 2021.

5. Hiring to be guided by the principle that, apart from specified one-time transition costs, the **total recurring annual fees, salary and benefits to be paid to the dual hires be as budget neutral as possible compared to total expenses paid for our present Office Administrator.**
6. Prepare and submit a summary of the terms and conditions of employment and report the costs of both hires to the Board and the Finance Committee on or before April 30, 2021.

After general discussion, the vote was majority in favor. The motion passed.

The board had a general discussion about issues with Breeze and their app as it relates to the upcoming Stewardship campaign.

Bob motioned that we adjourn, John second. The vote was unanimous in favor.

**Next Board Executive Meeting:  
Wednesday, December 30, 2020 @ 4:00 p.m. via Zoom**

**Next Board Meeting:  
Thursday, January 7, 2020 @ 6:00 p.m. via Zoom**