

**UUFM Board Minutes**  
**May 6, 2021 @ 6:00 p.m.**

**Present:**

Penny Herickhoff, President  
Bob Finley, Vice President  
John Knox, Treasurer  
Kathryn Vonderharr, Member at Large  
Tony Flipovich, Past President – ex officio  
Rev. Rita Capezzi, Minister — ex officio

**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 Chalice Lighting from the Rev. Erik Walker Wikstrom.

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

**Guests/Visitors.** No guests or visitors attended the meeting.

**Consent Agenda:** Upon request, the Ministry Report and the Treasurer's Report were removed for discussion. Bob moved and John seconded a motion that the April Board minutes and attendance report be approved. The vote in favor was unanimous. Following discussion of requested clarifications on the Ministry Report and the Treasurer's Report John moved and Kathryn seconded a motion to approve both reports. The vote in favor was unanimous.

**Announcements**

- **Silent Auction.** Raised \$3,635.00
- **4/21/21 Board check-in.** Members suggested we try outdoor social gatherings when members are vaccinated. Kathryn offered to host an outdoor gathering (Board & minister) at their home on 5/19. Kathryn will send invitations to the group, with directions to their home.
- **UUFM Pedal Past Poverty Team.** The 4/24 event raised \$763.25 for Partners for Housing.
- **Mid-America's Future Change Framework Workshop.** Penny attended on April 24
- **Landscape Design Plan.** discussed by congregation on 4/27. Tony sent summary to B&G.
  - Grant writing has been proposed to fund creation of a fully accessible playground
- **Green Sanctuary Certification annual summary.** On 5/2/21 Cathi Fouchi reported to the congregation following worship. Break out groups discussed next steps with Team members.

**Reports:**

- **Ministry Report Highlights.** Rev. Rita reported on Linda's retirement, exit interview and the COA staff transition. We have covenanted with Linda that she is free to be involved in any ways she chooses. UUFM leadership has agreed not make requests of her over the next 6 months. Changes in Zoom meeting scheduling protocols were discussed. Revised practices will begin next week. Social Justice Partnership opportunities with ISAIAH were discussed as a meaningful source of regional collaboration. Tech Task Force work is in progress to prepare for Multi-Platform Worship. ESC met with group members to review sanctuary layout and needed equipment components. Microchip shortage is a factor being considered by the group. As a component of landscape design, Rev. Rita intends to ask Building and Grounds to consider installation of a canopy tent on our grounds to facilitate summer gatherings.
- **Stewardship.** This month John will send FYE '21 pledge status summaries to all donors.
  - Tony reported \$142,000 as FYE '22 Pledge Canvas Total with several pledges pending.

- **Delegates to GA** - June 23 – 27 (\$200/ea.) Kathryn moved and John seconded that Penny and Bob register as UUFM delegates, and be reimbursed the registration fee. Unanimous vote in favor. Bob and Penny will register individually for GA and will submitted their receipts to Melissa for reimbursement processing.

#### DISCUSSION ITEMS:

5. **\$5,000 challenge to stewardship.** The UUFM Board received an anonymous challenge offer to contribute an additional \$5,000 in cash to our FYE '22 Pledge campaign, on the condition that Stewardship attain 10 first time pledges, at any level, by June 1, 2021. It is anticipated that this effort, if successful would serve to close the gap in meeting our pledge budget target of \$150,000 this year. Tony expressed willingness to pursue this effort and asked for help with social media publicity on Challenge progress. Bob moved and John seconded a motion that the Board and Stewardship accept this challenge offer. The vote in favor of the motion was unanimous.
6. **Board Budget request for FYE '22.** The Board discussed a Proposed Board Budget for FYE '22 in the amount of \$3,800. The itemized budget includes funds to pay for services of a Stewardship Vision consultant for the coming year. Bob moved and Kathryn seconded to adopt this budget request and to forward it to the Finance Committee. The vote in favor of the motion was unanimous.
7. **Stewardship assume oversight of year-round fundraising.** On behalf of Stewardship, Tony recommends that, effective July 1, 2021, the Board adopt a sustaining member model for next year's pledge campaign and that Stewardship adopt a Coordinating Council Model, to be chaired by the Past President. The Council is intended to oversee and coordinate scheduling of all fundraising efforts; the chair to report quarterly to the Board. Tony recommends Board action to adopt this model at our June meeting. Kathryn recommends our Board consult Nancy Zellek at the Mankato Foundation as one resource to identify stewardship visioning facilitators.
8. **Safe Use of Space.** There was discussion of the Safe Use of Space draft policy submitted by Re-Opening Task Force co-chairs, John and Penny. Comments noted that the proposal does not offer specifics on how we are going to include children or details regarding coffee gatherings before or after service. The Board asked the Task Force to share the draft plan with a focus group of 5-10 congregants, in the coming week. This will enable additional feedback before posting the draft plan on the UUFM Website in advance of the Annual Meeting, for access by all congregants.
9. **Agenda for Annual Meeting.** The Board accepted the draft agenda for the Annual meeting, noting that re-opening planning should be the topic of discussion in break out groups that will follow the business meeting. ***A link to the proposed agenda shall be provided to the congregation. It will be included in the Notice of Meeting to be published in the May 12 Weekly Update.***

#### ACTION ITEMS:

7. **Congregational Pledge to UUA Annual Program Fund.** Consistent with past practice, John moved and Kathryn seconded a motion to approve payment of our allotted share of UUA's Annual Program Fund (\$8,828.), payable in monthly installments. The vote in favor was unanimous.
8. **Nominations Committee.** Tony reported the committee's proposed slate of candidates.
  - **President – Bob Finley**
  - **Vice President – pending**
  - **Treasurer – Elizabeth Kipp**
  - **At Large – Deb Fitzloff**

Kathryn moved and John seconded a motion that the Board approve this candidate slate and present it to the congregation for a vote at the Annual Meeting. The vote in favor of the motion was unanimous.

9. **Banking:** Bob moved and John seconded a motion to withdraw Linda Ganske as a debit card holder on UUFM 's bank account with MVFCU and to authorize COA, Melissa Martensen, as a debit card holder on UUFM's MVFCU bank account. The vote in favor of the motion was unanimous.

**10. Employee Salary increases.** John moved and Bob seconded a motion to approve the salary increases listed below, which were recommended by the Personnel committee. The vote in favor was unanimous.

a. **Recommendations Salary Percentage Increases in 2021-2022 budget:**

- Minister: 1.2%
- CFDD: 5.5%
- COA: 0%

Will result in the following changes:

- Minister:
  1. 2020-2021 Salary and Housing Allowance: \$69,748 (current)
  2. 2021-2022 Salary and Housing Allowance: \$70,585
- CFDD: 5.5% increase in the next three years. The UUA recommends that employees be at midpoint of salary range by five years of hire (for Macey, 8 15 23). At current salary range, to \$19,550 (and likely to be adjusted up over the next several years).
  1. 2020-2021 Salary (50%): \$17,106 (current)
  2. 2021-2022 Salary (50%): \$18,047
  3. 2022-2023 Salary (50%): \$19,040
  4. 2023-2024 Salary (50%): \$20,087
- COA: New hire. No adjustment recommended this year.

**11. Internal Audit.** John moved and Kathryn seconded a motion to defer conducting an internal audit until Spring 2022, as recommended by the Joint Task Force. The vote in favor of the motion was unanimous.

**Motion to adjourn.** At 8:04 p.m., Bob moved and John seconded a motion to adjourn the meeting. The vote in favor was unanimous.

***Outdoor Board/Minister Check- in at Vonderharr's – May 19 – 6:00 pm***  
*Kathryn Vonderharr will send invitation with details*

**ANNUAL MEETING:** *May 23, 2021 @ 11:30 a.m. - after worship*

**Next Board Meeting: Thursday, June 3, 2021 @ 6:00 p.m.**

*Respectfully submitted,*  
*Penny Herickhoff,*  
*Acting Board Secretary in Todd's absence*

## **Addendum to the Minutes of the Board's May 6, 2021 meeting:**

On May 17, 2021, Board President, Penny Herickhoff, sent all UUFM Board members an e-mail advising them that the UUFM Nominations Committee had submitted two additional names in nomination to complete the slate of candidates to be presented to the congregation for approval at the congregation's Annual Meeting on May 23, 2021. The additional candidates are:

- **Vice President - Todd Schweim**
- **Secretary - Mae Gagnon**

All Board members were asked to respond by E-mail Vote to approve or reject these additional candidates. All members replied by e-mail, and voted in the affirmative. Accordingly, the two names listed above have been added to the list of candidates approved by the Board at its May 6, 2021, meeting and will be included in the slate the Board will recommend to the congregation at its Annual Meeting.

This report is submitted as an addendum to the Minutes of the May 6, 2021, meeting of the Board.

Respectfully submitted,

Penny Herickhoff  
President of the Board