

**UUFM Board Agenda Minutes**  
**September 21, 2021 @ 6:00 p.m.**

Bob Finley, President  
Todd Schweim, Vice President  
Liz Kipp, Treasurer  
Mae Gagnon, Secretary  
Deb Fitzloff Member at Large  
Kathryn Vonderharr, Member at Large  
Penny Herickhoff, President – ex officio  
Rev. Rita Capezzi, Minister

**On October 7<sup>th</sup>:** The “Evaluator Form for Application for Renewal of Fellowship” responses from Board Members will be compiled by Bob and will be reviewed with Rev. Rita on this date

**Reopening the Fellowship:** What “intermediate” steps can we take to help feel connected while COVID continues?

- For a **hybrid service**, extra precautions will be needed: Empty out the pews; space out available seating; someone (or multiple people) will have to manage flow of incoming people; a reservation system required; extra cleaning necessary.
  - Additional tech support is needed to maintain the system in place – volunteers will be critical since in-person service attendants will alter the current technology setup.
  - A hybrid model can only be possible with additional volunteers to lend their hands.
  - Going forward, we will always be a congregation that meets in person and online and attendance will be based on both groups
  
- **Small groups:** Some congregants have suggested using the space for small group meetings.
  - Some group members will still want to remain on Zoom and will need to be accommodated using the technology available. We need to be mindful to not exclude people and have a facilitator.
  - Groups smaller with 10 or fewer members have the option to meet in the Fellowship upstairs (ventilation is better and fewer bathrooms to clean). Possible considerations include:
    - Wi-Fi password will be needed by members
    - Keys will need to be provided to group representatives
    - Admin needs to be aware of who is utilizing spaces when to avoid overlapping
    - Masking is “encouraged”
    - Group leaders would need to account for a list of attendants in case of tracking exposure
    - Food not allowed at this time
    - Staff would prefer groups to schedule meetings at UUFM during afternoons after 1 p.m./evenings and Fridays

Todd motioned the following: **Small groups of 10 or less starting on October 1<sup>st</sup> may use the main floor of the Fellowship for their meetings. All on-site meetings must be held after 1 p.m. Additional criteria for holding meetings at UUFM are available by contacting the Communication and Office Administrator.** Liz seconded. The vote was unanimous.

Liz motioned to adjourn. Todd seconded. The meeting concluded at 7:30 p.m.

**The next Board meeting will be October 7<sup>th</sup> at 6:00 p.m.**