

UUFCC Board of Trustees Minutes

April 15, 2025



Present: Laura Anderson, Shelly Canterbury, Lorrie Douglas, Joseph Fenty, Mike Krzyzkowski, Laura Liermann, Robert Moran, Alex Pritchard. Arlene Waters (guest)

Reports

1. March Meeting Minutes Approval- Joseph made motion to accept March minutes as presented. Laura L seconded. Motion passed.
2. Treasurer's Report - Shelly has met with Anna and will meet with Dick so she has all of the information needed to be a successful treasurer. Dick is working on year-end.

Currently, Robert, Joseph, Laura L, and Lorrie have check-signing authority.

Laura L made motion that Treasurer not have check signing authority for the purpose of good financial practices. Lorrie seconded. Motion passed. **ACTION: Robert will communicate with Anna.**

Discussion Items

Health of the Community – We are not aware of any major difficulties. We appreciate Margaret Germain and the energy her musical contributions brings to the services.

Several services have had audio difficulties. We are aware of the need for purchasing some new equipment. Arlene wanted us to be aware that she has tried to use the headphones provided and they also are in need of replacement. It seems some assessment of our audio system is in order. Note that directors@uufcc.org email goes only to Cory. Doug has agreed to be board liaison/supervisor related to technology. **ACTION: Joseph will talk to Tom during the week. Doug will discuss with Cory and Tom to come up with list of items needed for board approval. Joseph will let Arlene know results of our discussions.**

Directory- Review unknown people in directory to see if anyone knows them. Lorrie has a list of people who have not been involved in the fellowship for some time. This discussion led to questions - who are the pledge base? How many people contribute financially to fellowship? Who is a friend? Is there any action required to become a friend? Who is asked to pledge? Discussion tabled until next meeting. **ACTION: Lorrie will send list to all via email for feedback.** Mike suggested that all people should be contacted to ask if they would like to stay connected.

Finance Discussion - Shelly has reviewed procedures regarding finance and will update them. She and Anna have met and will continue to meet to discuss who holds which responsibilities. Shelly needs access to financial records.

Rekey safe/office door(s)/deposit box - Many people have access to the office where the safe is. Many people have the combination to the safe. **ACTION: Robert will contact a locksmith.**

In Executive Session - **ACTION: Shelly will inform Anna of payroll changes so she can make them happen. Laura A will inform Sandy of change in payroll.**

North Port Art Center is looking for a new location as they are losing their building. In the interim, we will offer our space for rental. **ACTION: Laura L volunteered to tell Patrick. He gave her name and number to NPAC chairwoman.**

Oct 18, 2025 is the PFLAG / Charlotte County Pride event. UU FCC will sponsor booth. Fee is \$100. Laura L moves and Alex seconds. Motion passed.

In addition, sponsorship of the event is either \$500 or \$1,000. **ACTION: Laura A will draft note for updates asking for sponsors for the fellowship/event.**

Agenda Process - Board email not working. Agenda that Laura A sent did not get delivered to everyone. Agenda is set by President. All items to be included in the agenda should be sent to Laura A a week before the meeting. She will gather and forward to Robert. Also Mike suggested we use a consent agenda. **ACTION: Mike and Laura A will meet before the next meeting to present details of consent agenda for consideration.**

Board Liaisons/Supervisor

- Margaret - Laura L
- Anna and Sandy - Laura A
- Rev Ann - Lorrie
- Cory - Doug
- Membership -
- Technology (Tom) - Doug
- Building (Tom) - Laura L and Doug
- Grounds (signage, parking, yard) - Laura L
- Worship - Lorrie
- Social Justice - Alex
- Hospitality -
- Caring - Joseph
- Art - Laura L
- Minister Search – Joseph (Dennis Shaw, Ted Zawistowski, Helen Sokalski, Stephanie Garrett volunteered)
- **Communications**
- **Kitchen**

ACTION: Rather than take board meeting time to receive updates. Each board member agrees to write a report regarding their area of responsibility to be distributed with minutes before the meeting. Send to Laura A 5 days before meeting.

ACTION: Add communications to the list of areas to focus on and discussion next meeting. There are several groups who do not have board attention. Who would like to be contact for caring? Note that membership is important. Will discuss next board meeting. Bring suggestions/ideas.

Areas of Expertise - Joseph Tabled until next meeting

Margaret will be off in June and July. Sunday Services Planning Group will need support in finding musicians.

Notebooks are ready for new board members. **ACTION: Laura L will check with Sandy and get them to Alex, Shelly, and Doug.**

Leftovers from previous board agendas:

1. Who owns YouTube recordings? **(Laura L to ask Margaret for opinion)**

2. SJC and second Sundays (Laura A asked Randy. He has responded via email and been in contact with worship committee. **ACTION: Laura A will forward correspondence to entire board.**
3. ADP (payroll) Compliance Information- Not done yet- Anna will research **ACTION: Laura A will ask on progress.**

Updates

Town Hall Meetings **June**, September, January, March

Next Board Meeting May 1. 1:30-3:30 pm