

Pacific Unitarian Universalist Fellowship  
Board Meeting September 22, 2019

**Board Members Present:** Jimmy Pearson, President; Laura Gordon, Vice President; Ellen Norris, Treasurer; Bob Webb, At-Large; Frank Erickson, At-Large

**Guest Present:** Veja Lahti

**Absent with permission:** Adriana Caron, Secretary

**Jimmy called the meeting to order** at 12:25 pm

**Approval of Agenda:** The previously discussed position of coordinator is added to Unfinished Business.

**Approval of August 25, 2019 Minutes:** postponed to the next Board meeting.

**Finance Report:**

- Jimmy asked when the last time was that someone looked over the PUUF financial records. Ellen replied that she was unaware if it had ever occurred. Discussion occurred about hiring a CPA to take a look at the financial records to be certain that they are in order. It was generally agreed that this should be done this year and then every two years. Jimmy will make a recommendation on who to ask to do this.
- Ellen indicated that in July she asked that the quarterly rent payment to PPAC for the third quarter of 2019 be increased from the budgeted \$750 to \$1,000, and that was granted for one quarter. She asked for the same increase for the final quarter of 2019, indicating that once there is a new owner for the property the amount will likely change. A motion was made to pay the PPAC \$1,000 for the fourth quarter of 2019 . The motion was seconded, discussed, and passed unanimously.

**Performing Arts Center Meeting:** Jimmy indicated that Charlene Lawson wanted to meet with the Board to make sure that the needs of PUUF were understood, but she had been unable to attend today and by the time we have our next Board meeting the decision will probably have occurred. Jimmy will contact her to set up a meeting so that the two of them can discuss the issues that PUUF has.

**New Business:**

- **Guest at Your Table:** Ellen indicated that some years we have participated in this and some we have not. There was general agreement to order 12 sets of the boxes and make them available to both the children and to others in the Fellowship. Frank will be point person on this. We will do a kickoff of it on Sunday October 27, and have it end on December 31.
- Veja Lahti is organizing the Circle Suppers this year. She has two set up for fall, will skip the holiday season, and then schedule four in the spring.

- Ellen indicated that she received our insurance company, Church Mutual, sends out informational publications on a regular basis; the most recent one is about background checks for RE instructors. The current instructors were approved under the old system, which involved a check of local records. Future instructors will be asked to submit their information to the company recommended by the insurance company (*Trusted Employees*) and only the Board President and Vice President will be approved to review the results. The process is:
  - (1) anyone who is interested talk to Adriana to be sure that the expectations are understood;
  - (2) Adriana emails Ellen with the applicant's name and email address;
  - (3) Ellen has the *Trusted Employees* website send the applicant an email to register for the background check;
  - (4) the applicant responds to *Trusted Employees*;
  - (5) Board President and Vice President review the results. Once we have a minister, that will change to the Minister and the Board President.

The cost has changed since we first applied for the account; it will probably be in the \$30-40 range per person.

#### **Unfinished Business:**

- Adriana is registered for the OWL class in Washington in November, and Ellen has ordered the books that she will need. She is doing the K-1 and grade 4-6 class. Jimmy will ask Sarah Schurr if there is anyone else who can participate, as the recommendation is that there be two people of different genders. He will also reach out to Pastor Bill Van Nostran of Astoria First Presbyterian Church to see if they are participating in this program.

#### **Congregation Comments**

Veja Lahti mentioned that a group of PUUF members comprised of herself, Arline LaMear, Peggy Coreson, and Craig Holt have been informally discussing finding a new location for PUUF. They have reached out to the Peace Lutheran Church Council to see if they would be willing to rent space to us for our services and social activity. The group decided to approach the Peace Lutheran Church after the Pride parade, when they realized that the Lutherans also had a group participating. Two of their Council Members indicated an interest in attending a service, and she indicated to them that October 6 and 20 will be typical services.

A motion was made to authorize a Sanctuary Search Committee to look into other venues for our services. The motion was seconded, discussed, and passed unanimously.

Jimmy indicated that the committee members would be Veja, Arline, Peggy, Craig, and himself as Board representative. Jimmy indicated that the committee is empowered to identify potential venues and talk to their representatives. Their results and recommendations are to be made to the PUUF Board. The Board has the authority to decide whether or not to present possibilities to the PUUF Membership for vote.

**Final Comments:**

- Jimmy indicated that the discussion of hiring a coordinator is being tabled for the time being. As a result of some questions posed from PUUF members, he checked if the Board has the authority to hire and pay a coordinator; the bylaws indicate that this is in the Board's jurisdiction.
- Jimmy indicated that there is leadership training coming up and he will be making some recommendations on it.
- Frank indicated that the currently accepted protocol for sending emails is that a text should also be sent saying "I sent you an email".
- Several Board Members indicated that they cannot be present at the October 27 Board meeting, so it was rescheduled for October 20.

The meeting was adjourned at 1:20 pm.

Recorded by Ellen Norris, Treasurer