

## Keweenaw Unitarian Universalist Fellowship

BOARD MEETING MINUTES – November 2025

Date: Sunday, November 16, 2025

Location: KUUF & Virtually via Zoom

Present: Julie Badel, Lucinda Enderby, John Gale, Trista Gersie, Elen Maurer, Lora Repp, Lori Swanson, Melissa Williamson, Rosemary LeVeque

### 1. Opening and Chalice Lighting

Chalice lighting by Lora:

As we approach our agenda in our meeting, let us remember that we are doing the work of the fellowship. When we do the work of this congregation, we touch lives, and when we touch lives, we change the world. May this chalice flame we now kindle remind us throughout our meeting of our ministry and our mission.

### 2. Agenda

Additional items were added under Building/Sunday Service: a smell/air quality concern and a stewardship/end-of-year balance item. The agenda was approved by consensus.

### 3. Approval of Minutes

Minutes of the October Board meeting were reviewed. Members present indicated they had reviewed the minutes and no corrections were offered.

***Badel/Swanson motion to approve the minutes of the October Board meeting as presented was unanimously approved.***

### 4. Treasurer's Report

Lori provided the Balance Sheet and Profit & Loss statements (two months) in print and by email. Overall finances look good and no major concerns were identified. Issues with accessing bank statements online from the previous month have been resolved.

The current approved budget (from the Annual Meeting) does not include the full cost of Rev. Bruce's contract, which began on September 1 and was approved later. The Treasurer and Finance Committee will prepare an adjusted budget that reflects the full amount of Rev. Bruce's salary, and may also clarify building-related changes once the Building Committee's requests are finalized.

Unbudgeted items such as the \$55 for Volunteer Fair food will be charged to "Other expenses – unbudgeted items" on the Profit & Loss, with clearer descriptions going forward.

***Repp/Gersie motion to accept the Treasurer's report unanimously carried.***

## 5. Building & Grounds

- Back Steps / Exit

Thanks were expressed to Trista and her handyman for installing new back step handrail and a landing at the rear exit. The new structure now meets egress/exit requirements. Final cost was approximately \$280, under the previously authorized \$500.

- Building Exterior Subcommittee & Funds

The exterior work on the building has been largely led by Craig and Vicki, with other volunteers assisting. They agree to recognition as a subcommittee under Building/Building Maintenance and a defined amount of money they can use without needing Board approval for every small project.

By consensus, the Board agreed to designate \$3,500 from existing Bridge Street/building maintenance funds as a working budget for the Building Exterior Subcommittee. This is not new money; it is a designation within the already-allocated building funds. Craig will not hold a debit/credit card himself; when he wishes to proceed with a purchase or hire work, he will email the appropriate Board/Finance contact. Transactions will be processed through the existing building credit card and checks, which are kept in the office and handled by authorized signers with coordination from Martha.

- Air Quality / “Smell” Concerns

Elaine received a complaint from a Cub Scout family about air quality in the building and asked for a status update. All known remediation following construction and water damage has been completed. Some residual/new smells may arise from new trim and glue, paint, and other normal maintenance-related off-gassing.

The building is used most days of the week, so stale air seems unlikely; however, air exchange rates can fluctuate. A portable CO<sub>2</sub> monitor will be borrowed from Sandra and readings will be taken in various locations during the week. Cub Scouts and other groups will be encouraged to turn on the air exchangers when using the building. Results of CO<sub>2</sub> monitoring and any further recommendations will be reported back, and Elaine will be updated so she can respond to the Cub Scout families.

## 7. Minister’s Report & Housing

- Minister’s Written Report

Rev. Bruce’s written Minister’s Report was distributed in advance. Board members noted that it was thorough and complete. The report was received with appreciation; no action items were identified.

Rev. Bruce and Diane had raised concerns about mobility and safety with the spiral staircase at their current housing and confidentiality in that space. After further reflection, they emailed the Board to say they had re-evaluated the pros and cons and are comfortable continuing to stay where they are currently housed.

By consensus, the Board agreed to continue the current housing arrangement and to pay for at least four more months of rent for that location.

## 8. Board Initiatives

- Committees Review:

A small team revised the old “Committees & Contacts” list. The main goal was to differentiate between Committees (ongoing groups with broad responsibilities), Volunteer Positions (single-person or task-based roles), Advisory Groups (consultative groups, often convened around specific decisions), and Paid Staff Positions.

Core committees include Finance, Building & Grounds, Sunday Service, Membership, Caring, Justice Ministry, Green Sanctuary, Personnel, Social Activities/Annual Events, and others. The Personnel Committee will remain a full committee due to its ongoing responsibilities in hiring, staff issues, and policy review.

Advisory groups include the Boyer Scholarship group, Committee on Ministry, Minister Evaluation & Compensation, and the Nominating Committee. Ellen reported that, under the bylaws, the Committee on Ministry, Nominating Committee, and Finance Committee are standing committees and must remain as such by name and function.

The Board considered renaming the Committee on Ministry to “Ministry Advisory Team,” but this cannot be done without amending the bylaws.

The Land Acknowledgement/Indigenous information group currently offers weekly land acknowledgements plus extended tribal news. The Board discussed concerns about length during Sunday services and the desire to balance meaningful acknowledgement with appropriate service time. It was agreed that Justice Ministry and the Sunday Service Committee, together with the Land Acknowledgement team, will meet to define a brief, consistent land acknowledgement suitable for worship, determine how and where to share ongoing tribal news (such as in the KUUF Digest), and explore additional relationship-building actions with the tribe.

The website “Committees & Connections” page is out of date and hard to find. The plan is to list each committee name, a short mission statement, and the chair’s contact information in the members-only section. Committee chairs will maintain membership lists and decide how and when to share them. Melissa is collecting updated content from committees and will coordinate with Martha on implementing the changes. Some committee terms listed on the old chart have ended and will need reappointment.

- Volunteer Fair

This will be held on an upcoming Sunday. The focus is on highlighting committees and volunteer tasks. Each committee is invited to refresh its mission statement and identify

concrete tasks that people can sign up for. Board members are encouraged to attend and represent their areas.

- Children's Religious Exploration (RE)

Suzanne has begun as the new children's RE leader; RE is being aligned with Soul Matters themes used in worship (gratitude this month, hope next month) to create a more family-embracing experience. KUUF does not currently have a robust list of family/children contact information; RE and Membership will work together to gather this information.

## 9. Communications & Technology

- Website / Communications Updates

About half of those involved have returned feedback on their website sections. Melissa and Trista will begin updating clearly outdated content while waiting for more detailed mission statements as needed. This is a work in progress; no formal Board action is required.

- 9.2 Slack (Internal Communications Platform)

All Board members except Cindy have joined Slack, although some are still learning how to use it. Slack will serve as a centralized place for fellowship communication, reducing email overload and allowing people to join only channels relevant to them (such as rides, hospitality, justice, board, etc.). Concerns about the learning curve and notifications were acknowledged. A Slack training session is scheduled for Monday, December 1, 2025, at 5:00 p.m. at KUUF, with Zoom/screen-sharing for remote participants. Board members are asked to bring laptops or phones.

## 10. Upcoming Events & Worship

- 10.1 Transgender Day of Remembrance

KUUF will host a Transgender Day of Remembrance event on Thursday, November 20, from 6:00–7:00 p.m., in partnership with Justice Ministry and community partners. KUUF's blue privacy screens will be placed in front of the large front windows. Justice Ministry will assist with sound so that volunteers can also participate in the vigil.

- 10.2 Christmas Eve Service

Bucky has agreed to lead the Christmas Eve service, which will be held on Wednesday, December 24, 2025, at 4:00 p.m. at KUUF. The time allows people to attend the service and still participate in evening family gatherings. Congregants will be invited to bring an ornament to hang on the congregational Christmas tree during the service. Ornaments will be kept year to year so the tree gradually becomes filled with ornaments representing the community.

- 10.3 Holiday Open House

Heidi, with the Hospitality Team, will host a holiday open house on Thursday, December 4, 2025, from 4:00–7:00 p.m. at her home. Appetizers and desserts will be served, and Rev. Bruce and Diane plan to attend.

- 10.4 Peace Flag Banner

KUUF will host the large peace flag banner currently displayed at Shepherd of the Lakes Lutheran. KUUF will receive it in January, after Shepherd keeps it through Christmas, and will keep it for several months.

### **11. Next Meeting**

The next Board meeting is scheduled for Sunday, December 21, 2025. The meeting will be hybrid (in person plus Zoom). Some Board members will be traveling but plan to join via Zoom.

### **12. Adjournment**

With no further business, the meeting was adjourned following the extinguishing of the Chalice at 1:43pm