Keweenaw Unitarian Universalist Fellowship
Board of Trustees Meeting Minutes

Date: May 17, 2026
Time: 12:30 p.m.
Location: KUUF Fellowship & Zoom
Present: Lora Repp, Elen Maurer, Lori Swanson, Trista Gersie, Julie Badel, Lucinda Enderby, John Gale, Rosemary LeVeque, Rev. Bruce Johnson

Call to Order

President Lora Repp called the meeting to order at 12:30 p.m. with a chalice lighting and opening reflection.

Approval of Agenda

No additions or changes were made to the agenda. The agenda was approved by consensus.

Approval of Previous Minutes

The Board reviewed the April 2026 meeting minutes as distributed.

A minor correction to the minutes having already been incorporated, no additional revisions were requested.

Motion: Elen moved to approve the April 2026 Board meeting minutes. Rosemary seconded. Motion carried unanimously.

Treasurer's Report

Lori presented the Balance Sheet and Profit & Loss reports.

Lori reported that Cindy had assisted in reviewing the financial statements and identified several accounting corrections to improve the accuracy of the reports.

Deferred Pledge Income

The Board discussed approximately $5,400 in pledge payments received for the 2026–2027 fiscal year. Because these payments represent revenue for the upcoming fiscal year rather than the current year, they should be recorded as deferred income (a liability) on the Balance Sheet instead of current-year income on the Profit & Loss Statement.

The adjustment will more accurately reflect KUUF's financial position and will be completed in QuickBooks.

Restricted and Pass-Through Donations

The Board also discussed accounting treatment for several restricted donations, including:

- Hancock Home Study Group donations
- WGGL/WNMU public radio support
- Other designated gifts received on behalf of outside organizations

Members noted that these funds function primarily as pass-through or restricted donations and should be reported separately from general operating income whenever appropriate. Lori will continue reviewing these classifications to ensure financial reports clearly distinguish unrestricted operating revenue from designated funds.

Building Fund

The Board reviewed the balance of the 604 Bridge Street Building Fund, confirming that these funds continue to support building maintenance and capital improvements, including recent gutter installation and exterior repairs.

Minister Health Insurance Reimbursement

During the financial review, it was discovered that Rev. Bruce Johnson's monthly health insurance reimbursement had inadvertently been omitted from payroll beginning earlier in the year.

Lori confirmed that the omission resulted from a payroll setup error rather than a change in policy. Rev. Bruce will receive all missed reimbursements on his next payroll payment.

Financial Position

Aside from the accounting adjustments discussed above, the Treasurer reported that KUUF remains in a sound financial position, with adequate cash flow to meet current obligations.

Motion: Cindy moved to accept the Treasurer's Report with the noted accounting adjustments. Rosemary seconded. Motion carried unanimously.

Building & Grounds Report

John provided an update on current building maintenance projects following a recent meeting with Craig, Vicki, Melissa, and Laura to review ongoing facility needs.

Exterior Building Improvements

Work continues on several exterior maintenance projects previously approved by the Board. Current projects include:

- Installation of new gutters on the front and rear of the building to improve drainage and reduce water infiltration.

- Replacement of deteriorated siding on the west side of the building where gaps and weather damage had been identified.
- Tree trimming to reduce debris accumulation in the gutters and improve roof drainage.

The Board noted that Craig and Vicki have continued to contribute significant personal financial support toward building improvements. Their donations are helping offset project costs while allowing the Fellowship to remain within the previously authorized building maintenance budget.

Members expressed appreciation for Craig and Vicki's generosity and continued stewardship of the Fellowship building.

Roof Leak

Although the roof replacement substantially improved the building, a small leak remains in two locations.

Melissa will contact the roofing contractor to inspect the affected areas and determine whether additional sealing or caulking is required. If the contractor is unavailable, the Board will seek guidance regarding the appropriate repair materials so the work can be completed locally.

Board members agreed the remaining repairs appear to be relatively minor but should be addressed promptly to prevent future water damage.

Parking Lot Lighting

John reported that he has contacted several local electricians regarding installation of additional exterior lighting for the parking lot but has not yet received responses.

Board members acknowledged the current shortage of electrical contractors in the area and encouraged continued follow-up. Improved lighting remains a priority to enhance safety for members and community groups using the building during evening hours.

Summer Volunteer Work Days

The Board discussed scheduling one or more volunteer workdays during the summer to complete routine maintenance projects inside the Fellowship building.

Potential projects include:

- Touch-up painting throughout the building
- Repairing minor wall damage
- Refreshing restroom flooring
- General interior maintenance and cosmetic improvements

Lora noted that volunteer workdays have historically been well attended and provide an enjoyable opportunity for members to care for the Fellowship building together.

Future Building Planning

The Board briefly discussed the importance of documenting donations made directly toward building improvements so that the Fellowship maintains an accurate record of the true cost of maintaining the facility, regardless of whether expenses are paid directly by KUUF or donated by individual members.

Board members agreed that maintaining complete records of building-related expenditures will improve future budgeting and long-term capital planning.

Minister's Report

Minister's Report

Rev. Bruce Johnson reviewed highlights from his written report and updated on several upcoming initiatives: regional collaboration with neighboring UU fellowships, the proposed October retreat, July Lake Superior Day service, and recommended continuing the Soul Matters curriculum in the coming fiscal year.

Stewardship Campaign and FY2026–2027 Budget

Lora reported that after correcting a previously unrecorded pledge, total pledged support reached approximately $100,715.

Designated Gifts

The Board discussed recent gifts designated for building improvements and other specific purposes. Board members expressed appreciation for the congregation's continued generosity and commitment to supporting the Fellowship. The discussion also highlighted the importance of clearly identifying prepaid contributions as pledges for the upcoming fiscal year so they can be accurately reflected during budget development.

Members agreed that designated gifts represent an important source of support for KUUF; however, they also emphasized the importance of documenting these contributions so the Fellowship maintains an accurate record of actual building maintenance costs.

The Board encouraged members making designated gifts to submit receipts or documentation whenever possible so expenditures can be reflected appropriately in financial reports, even when no reimbursement is requested.

Accurate accounting of these projects will assist future Boards in understanding the true cost of maintaining the Fellowship building and improve long-range budgeting.

Proposed FY2026–2027 Budget

Lori reviewed the proposed operating budget developed by the Finance Committee.

The proposed budget reflects:

- continuation of current programming,
- support for Rev. Bruce Johnson's ministry,
- ongoing building maintenance,
- continuation of Soul Matters,
- regular operational expenses, and
- prudent use of existing reserves.

Although stewardship results exceeded $100,000 in pledged support, projected operating expenses remained higher than anticipated pledge revenue.

The Finance Committee recommended balancing the budget through a limited use of unrestricted reserves rather than reducing programming or ministry.

Board members discussed the recommendation at length.

The discussion emphasized that:

- KUUF has accumulated unrestricted funds specifically to provide flexibility during years when expenses exceed annual pledge income;
- use of a limited portion of unrestricted reserves is appropriate when maintaining essential programming and ministry;
- the Fellowship remains in a financially healthy position; and
- reserve funds should continue to be used thoughtfully while maintaining long-term financial sustainability.

The Board expressed confidence that this approach allows KUUF to continue fulfilling its mission while preserving the quality of its ministries and programs.

Motion: Cindy moved that the proposed budget be modified to balance by using existing unrestricted funds to make up the difference between projected expenses and anticipated pledge revenue. Rosemary seconded. Motion carried.

Secretary's Note: *Board member Julie Badel experienced technical difficulties during the vote. Following the meeting, she confirmed by email that she supported the motion, and her affirmative vote was recorded in the official record.*

Rev. Bruce Johnson Contract

The Board briefly discussed the timing of Rev. Bruce Johnson's ministerial contract in relation to the Fellowship's fiscal year.

Members noted that the current contract period does not align perfectly with the annual budget cycle.

Lora and Trista will review the current agreement with Rev. Bruce and begin preparing a proposed renewal so that any adjustments may be considered in conjunction with approval of the FY2026–2027 budget at the Annual Meeting.

No action was taken at this meeting.

Committee Reports and Annual Meeting Planning

Annual Meeting Preparation

Lora reviewed preparations for the upcoming Annual Meeting and outlined the remaining work to be completed before the meeting.

The Board discussed the agenda, committee reports, voting procedures, and the presentation of the proposed FY2026–2027 budget.

Board members also reviewed procedures for conducting in-person voting. Lora noted that using colored voting cards has proven to be an efficient and highly visible method for recording votes and will continue to be used during the Annual Meeting.

Members agreed this process allows vote counts to be conducted quickly while ensuring transparency.

Committee Reports

Lora reported that committee reports are being finalized for inclusion in the Annual Meeting packet.

Committee chairs were encouraged to submit final reports promptly so that meeting materials can be distributed in advance of the congregation meeting.

The Board also discussed continued implementation of the Fellowship's strategic plan and noted that committee work should remain aligned with the goals adopted by the congregation.

Board Elections

Lora reviewed the status of Board recruitment and upcoming elections.

Members expressed appreciation for those who have agreed to continue serving and for individuals considering future Board service.

Goods & Services Auction

The Board briefly discussed planning for the annual Goods & Services Auction.

Because of scheduling conflicts and other spring activities, members agreed that the committee should review several possible dates before making a final recommendation.

The Board reaffirmed that the auction continues to be an important Fellowship fundraiser and community-building event.

Board Meeting Schedule

The Board discussed the possibility of adjusting the regular Board meeting schedule in the future.

While no changes were adopted, the Board agreed to continue evaluating whether future meetings might be scheduled at a time that better supports both Board business and congregational activities.

Next Meeting

The next regular Board meeting is scheduled for July 19, 2026.

Adjournment

There being no further business, President Lora Repp thanked members for their service. Following a closing expression of gratitude, the chalice was extinguished and the meeting adjourned.