

**Decorah UU**  
**Minutes**  
**Meeting of the Board of Trustees**  
**Randd Properties Building**  
**Tuesday, December 11, 2018**

**Call to Order** – The meeting was called to order at 7:08 p.m. by Bill Pardee.

**Board Members Present** – Bill Pardee, Beth Wahlberg, Annastacia Cowles, Carolyn Corbin, Matthew Alexander.

**Others Present** – Decorah UU Fellowship Coordinator Otter Dreaming.

**Chalice Lighting and Reaffirmation of the Board Covenant**

**Additions to the Agenda** – Beth requested an addition to New Business regarding recent mail.

**Comments from Decorah UU Members and Friends** – There were no comments.

**Reports**

**Approval of Previous Month's Board Meeting Minutes** – Carolyn moved and Annastacia seconded that November's Board Meeting Minutes be approved as received via email. The motion carried.

**Treasurer's Report (Addendum A)** – Annastacia moved and Carolyn seconded that the Treasurer's November Report be approved as received via email. Beth noted that the insurance bill for the year arrived just after last month's meeting. The bill is less than what it was at Bethania. Total income from the auction was \$2331.50. In addition to gifts for the NEICAC Gift Program, \$616 was collected and given to the two families as gift cards for Fareway and for gasoline. The motion carried.

**Old Business**

- a. **Decal Status** – Matthew has a meeting arranged with Erik Berg to talk about fine-tuning the decal design for the window of the Lingonberry.
- b. **Contribution to Family in Need** – Carolyn moved in an email to give the family 10% of the total auction proceeds; Bill seconded the motion with a revision: that the 10% of total be subtracted from the Decorah UU half of the proceeds, while the other half of total goes to NEICAC's heating assistance program. Otter will get contact info for Beth regarding where to send the check. Beth will write a paragraph for our UU newsletter. The motion carried as amended.
- c. **UUA Financial Assistance for Lay-Led Congregations** – Beth and Carolyn have been thinking about this financial assistance to send people to a conference or to the UUA General Assembly or Regional Assembly (St. Louis). There are no real deadlines. Application could be made and then names filled in later. Carolyn moved to apply for the UUA Financial Assistance for Lay-Led Congregations. Annastacia seconded the motion. The motion carried.
- d. **Membership Review Status** – Beth, Detra and Otter will get together after New Year's Day to discuss Membership as it concerns Congregational Certification. Otter will resend the link to Beth for Decorah UU's Certification.

**New Business**

- a. **Policies on Memorial Services and Gifts** – Board members discussed and revised Bill's proposals for Memorial Services (**Addendum B**) and for Memorial Gifts (**Addendum C**). The former will be called

Decorah UU Guidelines for Memorial Services when it is considered for approval at a future Board meeting. Bill will send it, as revised, to the Sunday Services Committee for further review and feedback. Mike Vermace should know the maximum number of people allowed in the Lingonberry, to include in the Guidelines.

- b. **Jan-Feb Share the Plate** – Beth moved and Matthew seconded that the Jan-Feb Share the Plate recipient be Storme Barr's *Alliance*. The motion carried.
- c. **Skip Jan Board meeting** – Beth moved and Annastacia seconded that the January Board meeting be skipped, as several Board members will be absent. The motion carried.
- d. **Miscellaneous Mail** – Beth wondered what to do with miscellaneous mail that arrives for Decorah UU. She will assess the importance of what arrives and decide accordingly.

**Adjournment** – Beth moved and Carolyn seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 8:24 p.m.

### **Extinguishing the Chalice**

**The Next Board Meeting** – The next Board meeting will be held on Tuesday, February 12, at 7:00 p.m. at the Randd Properties building.

Respectfully submitted by  
Otter Dreaming, Decorah UU Fellowship Coordinator

### **Addendum A**

NEIUUF/Decorah UU Financial Summary for November 2018

NEIUUF/Decorah UU Assets as of: November 30, 2018

Certificates of Deposit	\$50,282.50
General Fund	\$28,827.73
Owl Account	\$1,100.21
<b>TOTAL EQUITY</b>	<b>\$80,210.44</b>

### **GENERAL FUND**

#### **REVENUES**

11/4/18	Sunday Collection	\$408.00
	Pledges	\$280.00
	Non-Pledged Revenue	\$52.00
	Share-the-Plate (Horse & Soul Ranch)	\$25.00
	CAC - Holiday Gifts for Families	\$51.00
11/11/18	Sunday Collection	\$87.00
	Pledges	\$50.00
	Non-Pledged Revenue	\$32.00
	Share-the-Plate (Horse & Soul Ranch)	\$5.00
11/18/18	Sunday Collection	\$175.00
	Pledges	\$75.00
	Non-Pledged Revenue	\$70.00
	Share-the-Plate (Horse & Soul Ranch)	\$5.00
	CAC - Holiday Gifts for Families	\$25.00
11/25/18	Sunday Collection	\$335.00
	Pledges	\$120.00

	Non-Pledged Revenue	\$35.00	
	Share-the-Plate (Horse & Soul Ranch)	\$5.00	
	CAC - Holiday Gifts for Families	\$175.00	
11/19/18	Accrued Earnings (Viking Bank)	\$5.09	
11/13/18	November ACH (auto donations)	\$1,032.50	
TOTAL NOVEMBER REVENUES		\$2,042.59	
EXPENDITURES			
Steve McCargar	Childcare	\$140.00	
Otter Dreaming	Music	\$180.00	
Lingonberry Event Center	Rent	\$400.00	
Otter Dreaming	Fellowship Coordinator salary	\$734.01	
Sandhya Purohit Caton,	honorarium - November 4th	\$50.00	
Rob Carbonell,	honorarium - November 11th	\$75.00	
David Faldet	honorarium - November 18th	\$50.00	
Church Mutual Insurance	Workers' Compensation Policy 11/20/18 - 11/20/19	\$304.00	
Church Mutual Insurance	Commercial Multi-Peril Policy 11/20/18 - 11/20/19	\$318.00	
TOTAL NOVEMBER EXPENDITURES		\$2,251.01	
Net Income This Month		-\$208.42	
OWL FUND			
Beginning balance:	October 31, 2018	\$900.21	
REVENUES			
11/12/18	Pleasant Valley donation	\$200.00	
EXPENDITURES			
none		\$0.00	
BALANCE NOVEMBER 30, 2018		\$1,100.21	

### **Addendum B**

#### Memorial Service Policy

1. When a member dies and his or her family wants a memorial service, one of them will contact the Fellowship Coordinator. The Fellowship Coordinator will provide them with a list of typical expenses, and he will find a volunteer service leader from the SSC service leaders or, possibly, other members.
2. The service leader, drawing on a previously prepared template for suggestions, will work with the deceased member's extended family or close friends as they select readings, music, and a person or group of persons to share memories of the deceased as the central "speaker" portion of the service.
3. The service will not include a meal, which would exceed our capacity as a small fellowship. That does not prevent the family from arranging a meal if they desire.
4. If the family wants the service to be at the Lingonberry, the Fellowship Coordinator will negotiate the date and time with Ellen Rockne. The fellowship will pay the Lingonberry fee to ensure maintenance of a positive relationship. If able, the family will reimburse the fellowship. If a different location is preferred or needed, the family/friends of the deceased will arrange it.

### **Addendum C**

#### Memorial Gift Policy

1. If the family (or friends) of a deceased fellowship member want to make a memorial gift in memory of the deceased member, he or she is encouraged to consult with the Board on the suitability of the envisioned memorial. Neither the Board nor the Board Treasurer will participate in the fund raising or funding.

2. The family can offer funds or a material memorial to the Fellowship. The Board, considering the needs of the entire Fellowship, will decide whether to accept the funds or material memorial.
3. If Board accepts the memorial gift, the family will make a one-time donation of the funds or object to the Fellowship, and the Board will purchase, if necessary, and install the memorial. When any such memorial is donated to the Fellowship, the Board will try to implement the wishes of the family, but the gift then belongs to the Fellowship, and the Board will use the gift in the interests of the Fellowship at the Board's discretion.