

Decorah UU
Minutes
Meeting of the Board of Trustees
Randd Properties Building
Tuesday, June 11, 2019

Call to Order – The meeting was called to order at 7:06 p.m. by Bill Pardee.

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

Board Members Absent – Beth Wahlberg.

Others Present – Decorah UU Member Maggie Hayden; Decorah UU Fellowship Coordinator Otter Dreaming.

Chalice Lighting and Reaffirmation of the Board Covenant

Additions to the Agenda – Otter forwarded to the Board a request for financial support for a play about Puerto Rico, to be performed at the Lingonberry in early August; Annastacia requested discussion about greeter and hospitality issues.

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

Reports

Approval of Previous Board Meeting Minutes – Annastacia moved and Matthew seconded that the April Board Meeting Minutes be approved as received via email. The motion carried.

Approval of Treasurer's Reports (Addenda A & B – email attachments) – Matthew moved and Carolyn seconded that the treasurer's April and May expense reports be approved. The motion carried. An estimate for the fiscal year was not yet available.

Old Business

- a. **Decal Status** – New lettering is up in a window at the Lingonberry, but Erik Berg let Matthew know that it will be replaced with smaller lettering that more closely matches the color of the Lingonberry lettering. The new lettering will be up by Sunday, June 16.
- b. **Darling donation repurposing** – Dennis Darling was at last Sunday's service. Annastacia got his email address in order to discuss with him if there might be flexibility about the building fund he donated to Decorah UU. Annastacia will let Beth know the outcome of that discussion.
- c. **Speaker System for Lingonberry** – Batteries in the microphones have been going dead during Decorah UU services; this issue will be addressed among other issues (New Business – c.) as constructive feedback to Shirley Vermace, who is working with Lingonberry scheduling and management.
- d. **Progress on Memorial Service Support** – The Committee has not met recently, but plans to do so soon.
- e. **Laser printer purchase** – The printer and two cartridges have arrived. Otter needs to find a place to set up the printer to start putting it to use.
- f. **Leadership Camp** – Carolyn is set to go. She will be leading a follow-up service in August and writing a report to obtain a grant to cover half of the Leadership Camp expense. One of the leaders of the Camp will also speak at a Decorah UU service.

New Business

- a. **Share the plate for July-August** – Otter will check with the Backpack Program to see if it could use funds as the school year begins.
- b. **Backup for Otter**
 - Setup – Bruce Jordan and Steven Nelson are available for Sunday setup in June and July, if Otter is gone. Backup for August is still to be determined.
 - Emergencies (memorial service, financial assistance) – For now, no backup plan is needed: Otter is usually available and, even if away, can be contacted via email or phone.
- c. **“Janitorial” services at Lingonberry** – Board members discussed the points of Shirley Vermace’s email to Otter (**Addendum C**). Bill will send a letter to Shirley addressing these points (**Addendum D**), sending it first to Annastacia and Otter for review and feedback
- d. **Greeter and hospitality issues** – Annastacia noted the high burnout rate among those who serve in the greeter and hospitality positions. Only one person is signed up as a greeter after June 30th. Board members discussed the situation. Especially regarding recent and upcoming potlucks, the Board observed that the Sunday Services Committee should plan the event, manage its setup and take-down, and be on-site to handle the event from beginning to end so that related tasks don’t fall to the greeter or to the hospitality volunteer or to the Fellowship Coordinator. Bill will communicate with the Sunday Services Committee regarding future potlucks.
- e. ***Juracán: The Jíbaro and his Three Sons* (Addendum E)** – Ricardo Vázquez requested funds for the production of his educational play about Puerto Rico. Carolyn Corbin suggested sponsorship similar to Decorah UU’s sponsorship of the Oneota Film Festival. Bill moved that Decorah UU provide \$250 to the project. Matthew seconded the motion. The motion carried with three Ayes and one Nay. Otter will let Ricardo know about the Board’s decision. Otter will also give Beth his contact information so that she can be in touch with him about the timing of providing funds and about getting an invoice from him.

Adjournment – Annastacia moved and Matthew seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 8:20 p.m. Bill thanked Annastacia for her service on the Board and noted that she may move to approve or to amend the minutes from this meeting via email, if she chooses to not attend the first Board meeting of the next fiscal year.

Extinguishing the Chalice

The Next Board Meeting – The next Board meeting will be held on Tuesday, July 9, at 7:00 p.m. at the Randd Properties building.

Respectfully submitted by
Otter Dreaming, Decorah UU Fellowship Coordinator

Addendum A

April 2019 Financial Summary (email attachment)

Addendum B

May 2019 Financial Summary (email attachment)

Addendum C

Great question! I think moving forward, as the space becomes more and more requested, we should most importantly be sure all UU things are put away again and locked up where necessary.

In addition, can these be done each Sunday (I know most of them are already anyway, thank you!):

- podium could be put under the sound system in the back corner

- the couches placed up front in a "conversational" set up
- the wooden chairs put along the two walls, not in the half circle from the service
- all folding chairs put back in storage area near restroom
- if the garbage bins are full, please take them outback to dumpster and put new bags in them
- take all recycling from UU functions home or to recycling bins downtown
- be sure there are toilet paper rolls out
- be sure there are paper towels in restroom
- be sure sound system is powered down
- floor cleaned/mopped
- shut off all lights and lock the front and back doors

If you ever arrive for Sunday Services and there is any mess left from the previous group(s) I need to know! If they don't agree to leave it cleaned and put back the way they find it, they are to pay a 'cleaning fee' of \$100. So I need to know if you ever find it not up to snuff!

I will share the doc I send to renters with you too, so you can see what is required of anyone renting the space and our expectations, and let me know if there are things that should be included, I can change that document!

Thanks so much!
Shirley

Addendum D

Wednesday, June 12, 2019

Dear Shirley,

The Board of Trustees discussed your “Lingonberry etiquette” rules. On behalf of the UU Board of Trustees, we support your efforts to establish a responsible, mutually considerate Lingonberry user community. Success in that effort will make our use more pleasant, in that we are sometimes in the position on Sunday morning of cleaning up before we can use the space. That effort falls unfairly on a few of our UU participants. Perhaps the cleaning deposit would most equitably be paid to the individual or individuals who clean up, but they, and we, prefer to arrive to a clean space.

We have specific comments and a few significant proposed additions to your rule set, **shown in bold**, below, item by item.

podium could be put under the sound system in the back corner	We will do so.
the couches placed up front in a "conversational" set up	Otter has sometimes had to restore the couches to this position when he arrives. That's difficult to do alone. It would be very helpful if everyone did this.
the wooden chairs put along the two walls, not in the half circle from the service	We do this.
all folding chairs put back in storage area near restroom	We do this
if the garbage bins are full, please take them outback to dumpster and put new bags in them	Please don't wait until they are full! We have found garbage cans emitting a bad smell. Always dispose of garbage.
take all recycling from UU functions home or to recycling bins downtown	OK.

be sure there are toilet paper rolls out	We need Lingonberry to ensure supplies are present. When we arrived (early) one recent Sunday, there was no spare toilet paper present in the rest room.
be sure there are paper towels in restroom	Adequate supplies must be present. Does the paper towel dispenser require a key?
The dishes should be washed and put away.	We have arrived with dirty dishes in the sink.
be sure sound system is powered down	We have a serious problem with batteries for the microphones. Without microphones, Eric's superb speakers are useless. Would it be feasible for Lingonberry to provide two sets of rechargeable batteries and a charger, so an additional fully charged set is always available?
floor cleaned/mopped	If we spill something, we clean it up. Does Lingonberry arrange for a periodic general cleaning? We are Lingonberry's most frequent client, I suspect, but user cleaning will never be sufficient.
shut off all lights and lock the front and back doors	We will. (Doors have been found unlocked, but general understanding should help.)

We will try to keep you informed of any violations that we discover. Thanks for your work on this.
(signed) **Bill Pardee**, Decorah UU Board Chair

Addendum E

Hello Otter Dreaming-

My name is Ricardo Vázquez and I was given your name from Shirley Vermace as well as Steven Nelson who both mentioned that I should reach out to you about the possibility of bringing my show *Juracán: The Jíbaro and his Three Sons* to Decorah. I am the co-creator, performer, and producer of this show and I am seeking some sponsorship help in bringing it to your community. I am hoping to get this information to you today, as I know you have a Board meeting this evening. I called and left you a voice message earlier today, but also wanted to forward along all of the information to you so that you have it for tonight.

I can be reached today at 612-817-4164 if you would like to further discuss this and any other questions over the phone. I am very excited by the idea of bringing this show to your community! Particularly since it is bi-lingual and celebrating a culture very near and dear to my heart.

About the sponsorship:

I am seeking sponsorship support from local individuals and organizations to help offset the up front costs of this tour. The total cost of bringing this show (which includes venue fees, marketing, material rentals, and performance fees) is \$850. Steven Nelson has generously offered to help cover the venue rental fee of \$200, so I am currently seeking \$650 additional funds to cover the remaining amount. I would be so grateful if UU could help provide support for this project.

The performance would take place on Thursday August 1 at 7pm at The Lingonberry.

Please let me know if you have any additional questions about the show.

I look forward to hearing from you soon and sharing this beautiful piece with your community!

All the best,

Ricardo Vázquez