

**Decorah UU**  
**Minutes**  
**Meeting of the Board of Trustees**  
**Randd Properties Building**  
**Tuesday, February 4, 2020**

**Call to Order** – The meeting was called to order at 7:11 p.m. by Matthew Alexander.

**Board Members Present** – Matthew Alexander, Beth Wahlberg, Maggie Hayden, Bill Pardee, Carolyn Corbin.

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

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

**Additions to the Agenda** – Bill requested that the following be added to the agenda: 1) action on request for exclusion of two consecutive Sundays in the late fall, and general approach to developing a renewal lease with Lingonberry; 2) discussion of the UUA guidance on allowed topics at services; 3) Carolyn's and Matthew's decisions on serving second terms as Decorah UU Board Trustees.

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

**Reports**

**Approval of Previous Board Meeting Minutes** – Beth moved and Bill seconded that the December Board Meeting Minutes be approved as received via email. The motion carried.

**Acknowledgement of Treasurer's December (Addendum A) and January (Addendum B) Reports** – Bill moved and Matthew seconded that the Treasurer's December 2019 and January 2020 Financial Summaries be acknowledged. The motion carried.

**Old Business**

- a. **Behavior policy and related procedures** – Board members considered each of the topics as proposed by Bill Pardee. Beth will send all three to our insurance company and to Julie Ohde to post on our website.
  - i. **Behavior policy** – Bill moved and Carolyn seconded that the new behavior policy be approved. Board members discussed the policy, including the additional protection regarding confidentiality, the inclusion of “verbal abuse” as unacceptable, and the addition of potential reporting to the child abuse hotline. The motion carried.
  - ii. **Behavior violation procedure** – Bill moved and Beth seconded that the newly outlined procedure be approved. Board members discussed the procedure, including the potential addition of an emergency session of the Board “as soon as possible,” and the addition that authorities must be notified in the case of a criminal offense. The motion carried.
  - iii. **Registered sex offender procedure** – Matthew moved and Beth seconded that the newly outlined procedure be approved. The motion carried.
- b. **Nametags** – New nametags were made for some Decorah UU Friends who attend frequently or participate periodically. It was suggested that non-leather straps be used for any nametags made in the future.
- c. **UUA 5th principle in question** – The *Fifth Principle Task Force* would like to bring this issue to the General Assembly in an effort to make GA more democratic, e.g. delegates should not have to pay their own way; delegates would be more responsible to their congregations if the UUA would pay delegates' ways. Board members discussed the issue, agreeing that there's isn't anything to do for now except to stay tuned and to promote, if something comes up at GA. The Sunday Services Committee could consider a service about the 5<sup>th</sup> Principle.

**New Business**

- a. **Decorah UU website credentials** – Julie Ohde is now the person with Decorah UU website credentials. Beth also has credentials and can access the website, should Julie not be able to.
- b. **Donating to the Oneota Film Festival** – Board members discussed a sponsorship donation to OFF and decided to pass this year, having missed the printing of the OFF guide, and wanting to have more time to pick a film/topic that is meaningful to Decorah UU. Matthew will let Janet Snider know.
- c. **Chalice Lighters Application** – Decorah UU has no projects in mind right now.
- d. **March-April Share-the-Plate** – Board members chose NAMI NE Iowa as the next share-the-plate recipient. Matthew will contact Alicia Trout about the possibility of her giving a 5-minute talk at an upcoming service.
- e. **Consecutive Sundays away from the Lingonberry, and developing a renewal lease** – Board members discussed the Lingonberry's request that Decorah UU meet elsewhere on two consecutive Sundays next fall. Bill suggested that we ask Shirley Vermace to propose a new lease that includes "Decorah UU prefers not to be bumped from the schedule more than once a quarter." Matthew will talk with Shirley about the request and about drafting a new lease. He will send a draft email to Beth first, for feedback.
- f. **UUA guidance for Sunday service topics** – Board members discussed how to handle the topic of politics during services: issues can be addressed, but endorsements aren't allowed. Beth suggested adding the topic to our annual meeting, to include the congregation in a discussion of what is appropriate.
- g. **Board term announcements** – Matthew will serve another term as a general trustee. Bill's and Carolyn's positions on the Board will need to be filled for the coming fiscal year.

Otter left the Board meeting and Beth assumed the responsibility of Board Secretary.

**Executive Session** – The Board adjourned to Executive Session at 8:25 p.m. to review the performance of Fellowship Coordinator Otter Dreaming. The Board discussed how crucial Otter's contributions as Fellowship Coordinator are to the continued success of our Fellowship. Since moving to the Lingonberry in September 2018, Otter has had additional responsibilities, even coming in on Saturday evenings at times to set up chairs, etc. Beth Wahlberg moved and Bill Pardee seconded that the Board award Otter a 5% raise in salary effective July 1, 2020. Discussion included the fact that a standard raise might be 3% but that Otter goes above and beyond and deserves 5% again this year. The motion passed unanimously. The February Board meeting was then adjourned. (Submitted by Beth Wahlberg, Secretary pro tem)

**The Next Board Meeting** – The next Board meeting will be held on Tuesday, March 3, 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 December 2019**

NEIUUF/Decorah UU Assets as of:	December 31, 2019
Certificates of Deposit	\$50,763.29
General Fund	\$29,947.18
Owl Account	\$866.01
<b>TOTAL EQUITY</b>	<b>\$81,576.48</b>

#### **GENERAL FUND**

<b>REVENUES</b>	
12/3/19 Sunday Collection - 12/1/19 + mailed pledge	\$603.00
Pledges	\$180.00
Non-Pledged Revenue	\$23.00

Share-the-Plate (NCPCF)	\$0.00
NEICAC - Holiday Gift Program	\$400.00
12/10/19 Sunday Collection - 12/8/19 + insurance dividend	\$239.00
Pledges	\$0.00
Non-Pledged Revenue	\$33.00
Share-the-Plate (NCPCF)	\$5.00
NEICAC - Holiday Gift Program	\$170.00
Church Mutual - insurance dividend	\$31.00
12/10/19 2019 Auction proceeds	\$2,575.00
12/17/19 Sunday Collection - 12/15/19 + mailed pledges	\$366.00
Pledges	\$125.00
Non-Pledged Revenue	\$6.00
Share-the-Plate (NCPCF)	\$35.00
Auction proceeds/donation	\$200.00
12/23/19 Sunday Collection - 12/22/19	\$1,702.00
Pledges	\$1,560.00
Non-Pledged Revenue	\$132.00
Share-the-Plate (NCPCF)	\$10.00
12/30/19 Sunday Collection - 12/29/19	\$379.00
Pledges	\$355.00
Non-Pledged Revenue	\$13.00
Share-the-Plate (NCPCF)	\$11.00
12/16/19 Accrued Earnings (Viking Bank)	\$4.42
12/16/19 December ACH (auto donations)	\$832.50
<b>TOTAL DECEMBER REVENUES</b>	<b>\$6,700.92</b>

#### EXPENDITURES

Otter Dreaming	Music	\$180.00
Steve McCargar	Childcare	\$140.00
Lingonberry Event Center	Rent	\$400.00
Otter Dreaming	Fellowship Coordinator salary	\$769.11
Decorah Senior Center	Rent - December 8th	\$40.00
NEI Foodbank Backpack Program, Share-the-Plate July/August 2019		\$299.50
NEICAC - LIHEAP	Heating assistance (1/2 auction proceeds + \$200 donation)	\$1,587.50
The Depot	for NEICAC sponsor family	\$100.00
Fareway	for NEICAC sponsor family	\$300.00
In-Spirit: UU Gift & Book Shop, Singing the Journey, supplements (25)+lg print		\$430.00
<b>TOTAL DECEMBER EXPENDITURES</b>		<b>\$4,246.11</b>
<b>Net Income This Month</b>		<b>\$2,454.81</b>

#### OWL FUND

Beginning balance: December 1, 2019	\$866.01
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REVENUES	none	\$0.00
EXPENDITURES	none	\$0.00
BALANCE DECEMBER 31, 2019		\$866.01

**Addendum B**

**NEIUUF/Decorah UU Financial Summary for January 2020**

NEIUUF/Decorah UU Assets as of:	January 31, 2020
Certificates of Deposit	\$50,790.40
General Fund	\$31,259.94
Owl Account	\$631.81
TOTAL EQUITY	\$82,682.15

**GENERAL FUND**

REVENUES	
1/6/20 Sunday Collection - 1/5/20 + mailed pledge	\$428.00
Pledges	\$355.00
Non-Pledged Revenue	\$73.00
Share-the-Plate (LIHEAP)	\$0.00
1/13/20 Sunday Collection - 1/12/20	\$123.00
Pledges	\$100.00
Non-Pledged Revenue	\$18.00
Share-the-Plate (LIHEAP)	\$5.00
1/21/20 Sunday Collection - 1/19/20 + mailed pledge	\$844.00
Pledges	\$725.00
Non-Pledged Revenue	\$24.00
Share-the-Plate (NCPCF)	\$45.00
Share-the-Plate (LIHEAP)	\$50.00
1/29/20 Sunday Collection - 1/26/20 + mailed pledges	\$591.00
Pledges	\$500.00
Non-Pledged Revenue	\$36.00
Share-the-Plate (LIHEAP)	\$5.00
Dedicated gift	\$50.00
1/16/20 Accrued Earnings (Viking Bank)	\$5.17
1/16/20 December ACH (auto donations)	\$832.50
TOTAL DECEMBER REVENUES	\$2,823.67

**EXPENDITURES**

Otter Dreaming	Music	\$180.00
Steve McCargar	Childcare	\$140.00
Lingonberry Event Center	Rent	\$400.00
Otter Dreaming	Fellowship Coordinator salary	\$769.11

NCPCF	Share-the-Plate November/December 2019	\$193.00
U.S. Treasury	quarterly withholding	\$507.11
State of Iowa	quarterly withholding	\$57.00
U.S. Postal Service	postage	\$11.00
Ellis Arnold	honorarium - January 5th	\$50.00
Courtney Adams	honorarium - January 12th	\$50.00
Martin Klammer	honorarium - January 19th	\$50.00

TOTAL JANUARY EXPENDITURES	\$2,407.22
Net Income This Month	\$416.45

OWL FUND	
Beginning balance: January 1, 2020	\$866.01
REVENUES none	\$0.00

EXPENDITURES	internal transfer (to NEIUUF acct)	\$234.20
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BALANCE JANUARY 31, 2020	\$631.81
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