

UUFW Board of Directors
Meeting Minutes
December 16, 2025

The meeting was held in person in the Fellowship Hall.

Marilyn Nash called the meeting to order at 2:10 p.m.

Present: Marilyn Nash, President; Margo Kephardt, Immediate Past President; Jean St. Clair, Vice-President; Peggy Anders, Treasurer; Madeleine Dupre, Secretary; Paul Oakley, Minister; Nancy Trimble and Clint Nicely, Members-at-large.

Absent: Mike Drumheller, Member-at-Large.

- I. **Approval of Consent Agenda.** Nothing was pulled from the consent agenda and it was approved unanimously.
- II. **Old business.**
 - a. **Termite control.** Margo Kephardt reported that the contract for termite control has been signed. She will submit a copy for Fellowship records.
 - b. **Cleaning service.** Rev. Paul led a discussion about cleaning requirements for Fellowship Hall and Chalice House. He will follow-up with Cornerstone. Tentative plan is to schedule deep cleaning services twice a year and biweekly routine cleaning.
 - c. **Garden Refresh.** Jean St. Clair reported that the garden refresh has been delayed due to inclement weather and workforce issues. She is hopeful that the work will be completed by the end of December/early January.
 - d. **Zoom live-feed option for services.** No update.
 - e. **Remembrance Garden Committee.** This committee is now under the auspices of Building and Grounds. (Clint Nicely is the new Team Leader).
 - f. **Stewardship.** Nancy Trimble posted the report of the Stewardship Committee online. She listed upcoming fundraisers. Discussion followed emphasizing the need to engage additional members of the Fellowship in fundraising initiatives.
 - g. **Personnel handbook/Green Sanctuary.** No updates.
 - h. **Survey.** Marilyn Nash reviewed the goals of the survey and provided a brief report of the Survey Committee meeting held on December 7, 2025. (Committee report was posted in the Discussion Folder) Discussion followed. Committee members will meet to review the survey draft submitted by Jordan Norton and finalize the survey. Projected survey release date is end of January/beginning of February, 2026.

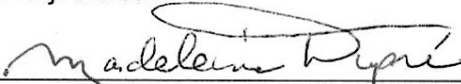
- i. **Town Hall (to be renamed).** This event is scheduled for January 18th following the potluck. Marilyn Nash will ask the UUFW administrator to put it on the schedule.

III. **New Business:**

- a. **2023-2024 Internal Audit.** Rev. Paul to follow-up. Peggy Anders will identify three potential internal reviewers.
- b. **Committee creation/splitting/help.** Marilyn Nash expressed concerns about the amount of work involved in three key areas: building and grounds, communications, and fundraising. She suggested ways to address these concerns. Rev. Paul clarified that communications duties and responsibilities are under the purview of the Worship Arts Team. Additionally, he does not recommend splitting up the Building and Grounds Team. Jean St. Clair explained how the upcoming membership survey can be used as an instrument for matching UUFW volunteers with specific needs within teams and committees.

Madeleine Dupre made a motion to adjourn, seconded by Marilyn Nash. With unanimous consent, the meeting was adjourned.

Respectfully submitted



Madeleine Dupre, Secretary

Date approved

