



UNITARIAN UNIVERSALIST  
FELLOWSHIP OF DUBUQUE

# Annual Report 2021

*Mission: To provide a welcoming community that inspires growth by encouraging individuals and families to examine their religious and spiritual beliefs, to explore new ideas, to share our journeys, to respect and enjoy each other's differences, and to be active and supportive in the community that surrounds us.*

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## **2021 Board of Trustees**

**President:** Marian Maciej-Hiner (2020-2021)

**Treasurer:** Jerry Guenther (2021-2022)

**Secretary:** Katie Heil (2020-2021)

**Trustee (2 Year):** Diane Baker (2021-2022)

**Trustee (2 Year):** Linda Ressler (October 2020 - December 2021)

**Trustee (1 Year):** Gail Guenther (2021)

# Agenda of 2021 Annual Business Meeting

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## Sunday, November 14, 2021 – 10:00-11:30am

- 1) Call to order – Marian Maciej-Hiner, President
- 2) Chalice Lighting – Jerry Guenther, Treasurer
- 3) Member Count – Katie Heil, Secretary
- 4) Reports
  - a. 2020 Annual Meeting Minutes – Katie Heil
  - b. 2021 In Review – Marian Maciej-Hiner
  - c. 2021 Budget Update and 2022 Budget Proposal – Jerry Guenther
- 5) Recognition of volunteers
  - a. Board, Committees, Work Groups, Teams, Coordinators – Linda Ressler, Trustee
  - b. Volunteer Opportunities and Recruitment – Linda Ressler
- 6) Information
  - a. Denominational Stewardship: Gold Star Congregation – Jerry Guenther
  - b. Other Business – Marian Maciej-Hiner
- 7) Action Items
  - a. Nomination/Election of Board positions
- 8) Announcements
  - a. 2022 UUA General Assembly: June 22 - 26, 2022 in Portland, Oregon
  - b. UUFD Building Rehabilitation Project Celebration: July 2022!!!
- 9) Chalice Extinguishing – Jerry Guenther
- 10) Adjourn

## Chalice Lighting

Adapted from **“Bold and Courageous Together”** by Erika Hewitt, UUA’s Minister of Worship Arts

With full hearts, we affirm our relationships with one another;

we recognize our agency and our connective power;

and we accept our responsibility to be bold and courageous.

We light this chalice, symbol of all that we are, all that we have done together,

and all that we will be as our shared ministry encourages those within, and beyond, our walls.

*“Courage” comes from the Latin cor, which means heart. According to poet Mark Nepo, the original use of the word courage meant to stand by one’s core: a “striking concept that reinforces the belief that living from the Center enables us to face whatever life has to offer.”*

*To “encourage” means to hearten; to impart strength and confidence. This is our work: to encourage one another; to be bold in engaging the world around us, as well as what scares us internally; to give one another the confidence and heart to live as fully as possible.*

## Chalice Extinguishing

**“The Work We Share”** by Krista Taves, Consulting Minister, UU Fellowship of La Crosse, WI, and Quincy, IL

It is our work, shared with each other in covenant, that creates and sustains this beloved community.

We extinguish this chalice, but its light lives on in the directions we have chosen today.

The light of this faith lives on in us, together, in our hearts, minds, bodies and spirits.

Amen and Blessed Be.

# Minutes of 2020 Annual Meeting

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## Unitarian Universalist Fellowship of Dubuque - 2020 Annual Meeting Minutes Sunday, November 29, 2020, 10:00-11:30am – Meeting held via Zoom

**Attendance:** Marian Maciej-Hiner, Katie Heil, Teresa Glover, JoEllen Langerman, Wendy Woodhouse, Pam Kress-Dunn, Bob Dunn, Diane Baker, Linda Ressler, Julia Ormazu, Frank Potter, Mary Nevans-Peterson, Kathleen Weber, Gail Guenther, Jerry Guenther, Cyndi Hartley, Laura Hoffman, Marilyn Tomaro, Calvin Gatch (friend), Barb Gatch (friend), Alyssa Zasada, Tam Prenosil, Maureen Leytem, John Butler (friend), Alice Butler (friend), Jean Becker, Tom Griep, Nancy Turner, Sandy Nickel, Samuel Felderman, Cass Tomkins, Sheri Garner, Jeanne Harrington, Ann Ernst, Amy Ressler

**Call to Order:** Marian Maciej-Hiner at 10:02 am

**Chalice Lighting:** Gail Guenther

### Check-in

- Connect on a personal level before moving to congregational business

### 2019 Annual Meeting Minutes:

- Katie Heil presented the minutes – Approved

### President's Report – 2020 Focus Update

- Marian Maciej-Hiner provided an overview of an extraordinary year unlike anything any of us experienced - grateful to have shared it with everyone, especially the Board
- We faced significant challenges together – COVID-19, racial justice issues, saying “farewell” to our minister of 20 years, Kent Mayfield
- We embraced opportunities together – put up billboard / banner to make values visible, explore major restoration of church home, embark on journey to define spiritual identity

### Treasurer's Report

- Jerry Guenther reported on 2020 - budgeted a little over \$28,000 for operating budget and spent a little less than that, along with \$7,000 in capital expenses for total \$35,000
  - Proposing to reduce 2021 operating budget
  - Our national dues are based on our operating budget, so don't want to over budget
  - Spend less without in-person services
  - Want to pay off our mortgage (capital expenses - not part of operating budget) by the end of August
  - Need an additional \$7,500 beyond our regular monthly mortgage payments to cover the mortgage (subtracting money already set aside in the building fund)
  - Need \$3,000 more than we brought in this year
- Proposed 2021 budget: \$25,600 operating budget + \$12,400 for mortgage = \$38,000
  - Hope those making pledges will increase a bit (5% more)
  - Jerry will be asking for pledges for 2021 operating budget + capital expenses

- Questions & Answers:
  - **Question:** would it help to put all the money in the building fund to the mortgage right away at the beginning of the year?
 

Yes, Jerry would like to do at least half of that first thing in the year – didn't do it last year because of all the uncertainty of Covid
  - **Question:** are contributions towards DACU etc included?
 

Yes, Jerry has more detailed budget not included on the slide (DACU is part of social action committee's budget)
  - **Question:** would some of the money budgeted for the mortgage not be available until after August?
 

No, there are things that are budgeted for that don't come due until after August, which gives us flexibility. We also have extra money in our checking account for emergencies which would be replenished by not having to pay the mortgage the months between August and December.
  - **Question:** What is the formula for UUA? Is MidAmerica separate?
 

MidAmerica is not separate. UUA is between 6 and 7% of our annual budget. Our dues are going down dramatically. However, they don't want to decrease (or increase) more than 10% every year until we get in-line with the new formula.
- 2021 budget was unanimously approved

#### **ByLaws Changes:**

- Remove: "Any person who was previously a member of any other Unitarian Universalist congregation may become a member of this Fellowship upon resigning his or her previous membership and making application to an officer."
- Remove: (as amended in 1987)
- Update a reference to the "Prairie Star District" to "MidAmerica Region"
- Change the establishment of a nominating committee from three months in advance, to mid-October
- Change the requirement that 80% of the congregation needs to approve a public statement to giving freedom of the pulpit to the minister and approval by the President +3 board members for all other public statements
- All proposed ByLaws changes were approved with 100% of the vote

#### **Board Elections:**

- Thanks to Nominating Committee and to all on the ballot
- Jerry Guenther was re-elected as Treasurer
- Gail Guenther was re-elected to a one-year trustee term
- Diane Baker was newly elected to a two-year trustee term

#### **Recognition of Volunteers**

- It takes many people to run this all-volunteer lay-led organization - make it a healthy, thriving congregation
- We are grateful to all who contribute time & talent to serve the Fellowship

### **Information**

- Thanks to Jerry's diligence we have maintained our status as an Honor Congregation in making combined UUA / regional UUA district Annual Program Fund (APF) contribution
- We have dedicated - active - engaged committees - to join, contact Committee Chair

### **Other Business - Historic Building Preservation Project:**

- Wendy Woodhouse shared a testimonial for supporting the restoration project
- Internal \$93,850 raised
- External \$3,863 raised
- Faithify donations had some duplication and Jerry has been sorting this out
- \$99,240 altogether - but with new info this morning, around \$103,000
- Will hear mid-December about the State Historic Tax Credits - Part 1 application
- Frank Potter pointed out that all of the funds are going directly into our project instead of a percentage going to professional fundraisers

### **Gratitude**

- Thanks to Nancy Turner for her contributions to the Board - ongoing service to UUFD
- Big thanks to Jerry Guenther for managing two separate accounts and continuing to serve as treasurer
- Thanks to Gail Guenther for continuing to serve
- Congratulations to Diane Baker for joining the Board

**Chalice Extinguishing:** Linda Ressler

**Adjournment:** motioned by Alyssa Zasada at 11:31, seconded by Samuel Felderman

- Unanimous approval

# President's Report

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## **Bold and courageous ... small but mighty ...**

### **Fellowship Life**

This has been a year of adjustment and transition – to the next stages of living with Covid, the next chapter in our examination of who we are as a lay-led congregation and our options for spiritual leadership, the next steps in our “extraordinary adventure” with the building project.

It has also been a year of tremendous accomplishments! Our Fellowship community is thriving, thanks to all of you! Reading through the pages of this Report, you can **feel** the energy – the passion to serve – the strength of capable, committed, caring people working together to tend to our congregational life.

### **Living with Covid**

Guided by the risk level threshold established early in 2021, we held hybrid services (in-person with Zoom option) for 6 weeks! We basked in the warmth of being together in our beloved community, in our sacred space. In August, we moved everything out of the church to prepare for construction – and then went back to online services when the risk level for Covid rose above our threshold.

Covid isn't going away, so we have to find a way to live with it. We are each making decisions based on our personal levels of risk tolerance. There is a wide range of risk aversion/acceptance within our families, our circle of friends, our networks of acquaintances – and within our Fellowship community. We are learning to navigate each new situation with awareness, with respect, without judgement.

We're working on resuming hybrid services – with both in-person and Zoom options – after adjusting the threshold to reflect our communal risk tolerance and vaccination rate, settling on a place to meet until we can return to our church home, affirming strict safety precautions. We'll make that happen soon.

### **Spiritual Leadership**

With the retirement of Kent Mayfield a year ago, the Fellowship embarked on the journey to examine the needs and wants of members and friends for spiritual leadership. As a lay-led congregation, we've been served by part-time ministers/speakers as well as a Commissioned Lay Leader in the past – but haven't recently engaged the congregation in identifying the direction we might take in the future.

We're very grateful for the enlightening and thought-provoking monthly reflections Samuel Felderman provided this year – in his World Religions series! And we look forward to an ongoing relationship with Samuel – who is anticipating ordination as an interfaith minister in the near future. In addition, based on feedback from congregational listening groups, we'll continue the dialogue about the options, process, meaning, and financial considerations of hiring a spiritual leader.

### **Building Project**

We built on the success of our Fall 2020 fundraising campaign and went on to exceed our fundraising goal – along with being awarded grants from the Iowa Department of Cultural Affairs and the City of Dubuque, and having our application for State Historic Tax Credits approved! We opened up an escrow account at MidWestOne Bank – with deposits of donations, matching funds and grant funds – and are confident that we'll have sufficient cash flow to cover project expenses, if there are no major surprises!

Construction started in October – the chimney has been replaced, the ceiling and bathrooms in the East chapel have been removed to reveal two hidden windows and bring more natural light to the sanctuary! Gronen Restoration is providing progress reports so we can see our “Gem of Jackson Park” start to shine!

## 2021 Fiscal Year-End Report

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	BUDGET	ACTUAL
<b>INCOME</b>		
<i>Annual Pledges</i>	\$33,000	\$31,198
<i>Other Contributions</i>	\$ 5,000	\$ 7,112
<b>TOTAL INCOME</b>	<b>\$38,000</b>	<b>\$38,310</b>
<b>OPERATING EXPENSES</b>		
<i>Administration</i>		
Facilities (utilities, repairs)	\$12,000	\$10,032
Supplies	\$ 975	\$ 149
Phone	\$ 800	\$ 993
Leadership Development	\$ 1,000	\$ 0
Workers Comp Insurance	\$ 225	\$ 221
Administrative Misc.	\$ 0	\$ 1,644
<b>Sub-total</b>	<b>\$15,000</b>	<b>\$13,039</b>
<i>Sunday Services</i>		
Guest Ministers & Speakers	\$ 5,200	\$ 2,750
Child Care	\$ 600	\$ 0
Music	\$ 100	\$ 0
Sunday Service (printing, etc.)	\$ 100	\$ 154
<b>Sub-total</b>	<b>\$ 6,000</b>	<b>\$ 2,904</b>
<i>Other Committee Programs</i>		
Care Committee	\$ 100	\$ 0
Library	\$ 200	\$ 88
Membership	\$ 300	\$ 0
Religious Exploration	\$ 300	\$ 203
Social Action	\$ 300	\$ 300
<b>Sub-total</b>	<b>\$ 1,200</b>	<b>\$ 591</b>
<i>Denominational Connection</i>		
Unitarian Universalist Association	\$ 3,400	\$ 3,280
<b>Sub-total</b>	<b>\$ 3,400</b>	<b>\$ 3,280</b>
<b>Total Operating Expenses</b>	<b>\$25,600</b>	<b>\$19,814</b>
<b>CAPITAL EXPENSES</b>		
Mortgage Payments	\$12,400	\$21,814*
Emerson House Ramp	\$ 0	\$ 4,960**
<b>Sub-total</b>	<b>\$12,400</b>	<b>\$26,774</b>
<b>SOCIAL CONCERNS</b>		
Donations	\$ 0	\$ 2,543***
<b>Sub-total</b>	<b>\$ 0</b>	<b>\$ 2,543</b>
<b>TOTAL EXPENSES</b>	<b>\$38,000</b>	<b>\$49,215</b>

\*The mortgage payments included \$9,450 from the Building Fund.

\*\*The ramp payment was made from the Emerson House Ramp Fund.

\*\*\*Non-budgeted donations were covered with donations to specific organizations or ½ of our service cash collections.

# Treasurer's Report

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## 2021 Year Highlights

- 1) We spent 26% under our Operating Budget for the year.
- 2) Our mortgage was completely paid off with our \$21,814 total payment.
- 3) Our total Social Concerns payments had to be an all-time record for UUFD. An additional \$780 in donations was made with General Funds, and is reflected in the Administrative Misc line of Operating Expenses.
- 4) Our separate Building Restoration Fund was created at Midwest One Bank in September with our total deposit of \$1,505,826. We paid approximately \$151,000 in expenses by the end of the calendar year. Our balance on December 31 was \$1,440,019 including additional deposits made.

# 2022 Budget Proposal

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## INCOME

<i>Annual Pledges</i>	\$35,000
<i>Other Contributions</i>	<u>\$ 5,000</u>
<b>TOTAL INCOME</b>	<b>\$40,000</b>

## EXPENSES

### *Administration*

Facilities (utilities, repairs)	\$12,000
Supplies & Miscellaneous (PayPal, etc.)	\$ 1,175
Phone	\$ 800
Leadership Development	\$ 1,000
Facility Rental	\$ 4,000
Ministerial Functions	\$ 5,000
Workers Comp Insurance	<u>\$ 225</u>
<b>Sub-total</b>	<b>\$24,200</b>

### *Sunday Services*

Guest Ministers & Speakers	\$ 5,200
Child Care	\$ 600
Music	\$ 100
Sunday Service (printing, etc.)	<u>\$ 100</u>
<b>Sub-total</b>	<b>\$ 6,000</b>

### *Other Committee Programs*

Buildings & Grounds	\$ 100
Care Committee	\$ 100
Library	\$ 200
Long-Range Planning	\$ 100
Membership	\$ 300
Religious Exploration	\$ 300
Social Action	<u>\$ 300</u>
<b>Sub-total</b>	<b>\$ 1,400</b>

### *Denomination and Community Connection*

Dubuque Branch - NAACP	\$ 150
Dubuque Area Congregations United	\$ 150
Iowa UU Witness Advocacy Network	\$ 100
Unitarian Universalist Association	<u>\$ 3,000</u>
<b>Sub-total</b>	<b>\$ 3,400</b>

**Total Operating Expenses** **\$35,000**

**Building Fund** **\$ 5,000**

**TOTAL EXPENSES** **\$40,000**

**TOTAL INCOME** **\$40,000**

**BALANCE** **0**

**NOTE:** There will be additional expenditures for Social Concerns, ie. Quarterly Charity or Thanksgiving Meal. These are not budgeted, and are dependent on Sunday service cash contributions or special collections.

# Fellowship Life: Board of Trustees

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**Members:** Marian Maciej-Hiner, Katie Heil, Jerry Guenther, Diane Baker, Linda Ressler, Gail Guenther

**This has been an awesome year! We paid off our mortgage – and operated as a healthy, vital organization!**

The Board's role in **Fellowship Life Administration** involves overseeing the operation of the organization and sustaining the health and well-being of the Fellowship as a religious community.

## Board Role & Responsibility

### Administration

- Responsible for the conduct of all Fellowship business affairs, and control of its administration, including development of an Annual Operations Budget supported by annual pledges
- Establish committees, work groups, teams, or identify coordinators to carry out the work of the Fellowship, as needed – and recognize contributions of all volunteers donating time and talent
- Accountable for the hiring, evaluation, firing, and salary determination of any employees, freelancers and contractors of the church
- Maintain confidentiality of sensitive issues regarding congregation members
- Recommend updates to Bylaws and Policies & Procedures Manual
- General charge of the physical property of the church

### Planning and Reporting

- Plan Annual Leadership Retreat for Board members and Committee Chairs
- Recommend annual goals and plans of activities for the congregation
- Identify Board goals & activities to coordinate with/support Committee goals & activities
- Develop Annual Calendar of activities for the congregation
- Develop Annual Report for Annual Meeting

## 2021 Accomplishments

### Communication and Connection – within the Fellowship – with wider community

- Made changes to Policies & Procedures Manual, with recommendations from Katie Heil, Alyssa Zasada
- Posted Board minutes in the Member section of the UUFD website
- Gathered input from the congregation to move the Building Rehabilitation Project forward
- Promoted partnership with Dubuque Branch NAACP by encouraging participation in their events

### Construction of our building – our theology – and our community

- Met regularly with our partners in the Building Rehabilitation Project – for monthly updates, gathering information for discussion at Board meetings, and preparing for congregational meetings
- Worked with the Spiritual Leadership Team to create a plan for giving the congregation an opportunity to explore possible models for UUFD's spiritual leadership
- Worked with the Building Reopening Team to establish a threshold and guidelines for returning to in-person services – and with the Program Committee to prepare for resuming services on June 27
- Made the decision on August 16 to return to online services, out of concern for the health and safety of our members and friends – as the risk level once again rose above the established threshold
- Working with the Building Reopening Team and Program Committee to adjust reopening threshold and guidelines – possibly resuming services in December, with precautions to minimize risk

## **Buildings & Grounds Committee**

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**Members:** Jon Luckstead, Craig Reber, and Frank Potter (chair)

The Building and Grounds Committee maintains the physical properties of the UUFD in a safe and frugal manner. Maintenance includes sidewalks and lawn, trash collection, fire equipment and safety signs, technical equipment, enhanced listening devices, and appliances. The committee also advises the Board on maintenance issues.

### **The church building**

The main action of the church building this past year was to remove everything out of the building for the restoration project which would begin about September 1. Church members and friends did this with coordination by Board members/Interior Design Work Group co-leads Diane Baker and Gail Guenther. The articles moved are now housed in friend Katherine Tully's garage which is adjacent to the UUFD. Some articles are also stored in the Emerson House. The restoration project is tentatively expected to be completed in the summer of 2022.

We replaced all five fire extinguishers to meet the requirement for an upgrade required by the City. The Smart TV is now defunct and after some research we expect it might be replaced with an 85-inch one when we reopen. Listening enhancement devices are being reviewed as part of the restoration. Our Orbi extender for Wifi works well. No problems with furnaces or air conditioners in either building.

Craig Reber mows the lawn and Frank Potter blows the snow.

### **The Emerson House**

The wooden ramp to the Emerson House was replaced by a cement one in fall 2020. Rails are still needed which will be included in the restoration project.

The two east-side windows were cemented in the basement – thus closing our rotted wood frames. Added an electrical outlet in the basement for the dehumidifier. The faucet was replaced in the downstairs sink. The refrigerator was replaced with the one in the church since the one in the Emerson House did not have auto defrost.

After a leak was found in the incoming lead pipe from the church, we replaced the lead pipe in the Emerson House and redid the plumbing in the basement. We hired someone to do the initial plumbing but ended up doing much of it ourselves. The Board is looking into removing the lead pipe that goes to the Emerson House, as part of the restoration project, since water at the Emerson House registered above-recommended levels.

We anticipate some improvements will be needed since people will want to see the result of the restoration. Minimum requirements will be to replace the carpet in the office, replace linoleum in the first-floor bathroom and workshop area.

It was decided this summer/fall to include the Emerson House exterior in the restoration project, thus making provisions for major enhancements of the exterior of the building.

## Care Committee

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**Members:** Jeanne Harrington, Wendy Woodhouse, Gail Guenther, Barbara Gatch

\*Looking for a volunteer to serve as chair.

The Care Committee continues to respond to UU Fellowship members' needs as they arise with telephone calls and cards. There is a very caring network among all UU members and friends who relate information, concerns and actions on behalf of the Fellowship.

Care Committee members will continue to work on the following goals for 2022:

1. Craft a policy statement for events such as funerals and weddings.
2. Create a responsive checklist to help members/friends plan a funeral/memorial service at the Fellowship.
3. Develop guidelines for responding to members/friends in a consistent way, in times of crisis, illness, death and unmet needs.

## Finance Committee

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**Members:** Gene Schaul, Marilyn Tommaro, Jerry Guenther (chair)

The Finance Committee manages the congregation's financial resources, raises funds from members each year to finance the operating budget, and works toward enhancing the congregation's quality of life. Its function includes fundraising, budgeting, pledge record-keeping, bookkeeping, audit, and finance.

**RESPONSIBILITIES AND SCOPE OF AUTHORITY:**

- Set yearly goals and timeline
- Develop a budget
- Report to Board monthly

**2022 Goals:**

- Remain financially solvent
- Share info on income and expenses
- Arrange for an audit

# Library Committee

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**Members:** Cyndi Hartley, Samuel Felderman, Pam Kress-Dunn (chair)

## **Library Committee 2021 Report**

The UUFD library made progress this year despite the constraints of Covid. We added many new books, including a donation by Rev. Kent Mayfield of over 50 books, as well as books to support Sunday reflections. Samuel Felderman selected a book title for each of his reflections on world religions. Tom Griep donated a large bookcase which was used before the church had to be vacated for the restoration. Even with the church closed due to Covid-19, books have been circulated to those who request them by the librarian. The online catalog continues to be a great way to keep people apprised of our holdings. The collection was moved to the Emerson House by Diane Baker, Cyndi Hartley, and Bob Dunn, and remains organized by subject category so the librarian can find them when requested.

As we will be “homeless” for many months while the church is restored and renovated, one solution to making the books available after services is to have an open house on Sunday afternoons, when members and friends who wish to browse or borrow books may come to the Emerson House. All of the books are there – they just need readers!

Unfortunately, the library committee lost one member when she moved to Muscatine and another member has been busy substitute-preaching at a church in Bellevue. Cyndi Hartley had just learned how to do the manual labor of processing books, and Samuel Felderman was a great help in sorting through Rev. Mayfield’s donations. We hope to find new people to help with the work.

## **Goals for 2022:**

- Hold open house for the library on Sunday afternoons
- Recruit new members for the Library Committee
- Resume putting blurbs about new books in the newsletter
- Raise awareness of the collection during Announcements, etc.
- Working in tandem with the Program Committee, ask congregants to choose a book from the collection and give briefs “review” during a book-themed service

Submitted by Pam Kress-Dunn

## Long-Range Planning Committee

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**Members:** Jerry Guenther; Frank Potter; Nancy Turner; Amy Ressler and Tam Prenosil (co-chairs)

**Purpose:**

Research, plan, and implement a process to determine UUFD's future. In all stages of the process the committee works closely with the Board, congregational leadership, and the congregation as a whole.

There have been two Long-Range Plans prepared for the Fellowship: in 1991 and in 2004. It's time to revisit those plans and to engage the congregation in determining our shared values & beliefs – what's important to us as a community. And to identify the actions we want to take to build on those priorities – to chart the course for our future.

**Responsibilities:**

- Develop a work plan – set yearly goals and timeline
- Develop a budget and submit to Board for approval
- Report to Board after each committee meeting
- Identify relevant data and benchmarks to establish: Where have we been in the **past**? Where are we now – in the **present**? Where do we want to go in the **future**?
- Gather Long-Range Planning resources from the UUA Handbook
- Gather Long-Range Planning resources & data from UUA MidAmerica Region Office
- Survey other UU congregations
- Address recruitment of underrepresented populations (LTBTQ, immigrants, others)

**In 2021:**

Tam Prenosil and Amy Ressler met a couple of times to put together a plan for planning – and decided to ask each committee to set five year and ten year goals, and then compile those as a long-range plan.

**For 2022:**

A survey will be sent out to Committee Chairs by the end of the year, to ask them to look ahead to 2022, 2027 and 2032.

## Membership Committee

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**Members:** Diane Baker, Karen Buechele, Judy Nauman, Marilyn Schroeder, and Alyssa Zasada

\*Looking for a volunteer to serve as chair.

During this year of mostly Zoom church, the Membership Committee connected with visitors and interested contacts through email, phone calls, Zoom meetings, and some in-person meetings. During hybrid services Visitor Information Sheets were used to gather information from and follow up with guests, and name tags were printed for newer members and guests. The Membership Committee coordinated with the Tech Team and the Board to keep the list of UUFD Members and Friends, Book of Celebrations, online directory, print directory, and email lists up to date.

### YoungUUns

The YoungUUns is a social group of young adults between the general ages of 18 and 40. We have hosted over 14 fires so far this year including New Moon Circles, Summer Solstice, Lughnasadh, Autumnal Equinox (Mabon), and All Hallows Eve.

Gatherings range from the social to the spiritual with adventures such as vegan s'mores, intention-setting, tarot readings, and shared readings, poems, and songs. This year we also did a group book read and hosted a virtual book discussion on ***The Four Agreements*** by Don Miguel Ruiz.

Many thanks to RRS Stewart for hosting the fires, Terry Stewart for cutting wood, the universe for regularly supplying us with free wood, Pam Kress-Dunn for fire starters and snacks, and Samuel Felderman for coordinating the book discussion.

Submitted by Alyssa Zasada

## Program Committee

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**Members:** Calvin Gatch, Wendy Woodhouse, Jean Becker, Pam Kress- Dunn (a welcome new member), Bob Dunn (chair). The group meets the 4<sup>th</sup> Tuesday of each month at 9:30 am online.

The committee's main work is in the planning, preparing, and presenting of weekly Sunday services for the UUFD. Committee members typically function as facilitators at Sunday services. The committee seeks to select individuals from the fellowship, the local community, and beyond to provide quality, engaging Sunday presentations that relate to the mission and principles of the UUA.

The emergence and continuation of the Covid pandemic has significantly altered the way we gather for our Sunday services. During this year we have met primarily via Zoom except for a six week period in mid-summer when we were able to meet in the church. This utilization of online services has presented both challenges and opportunities. The main challenge being that zoom can only partially replicate the experience of face to face gatherings. Opportunities have included the ability for people to log on from great distances, greater ease in attending for those with physical handicaps, and having guest speakers, musicians and singers who are located at some distance be part of Sunday services. As the months progressed we become more adept at organizing and presenting online services. Our technical support staff (Alyssa, Tom, and Katie) have been key to this process.

The UUFD has stressed that the three C's – Communication, Connection, and Construction – be central ingredients in our Fellowship's activities. Of these three, we feel strongly that our Sunday services and other program committee events should and do offer:

- **Communication:** Our Sunday services bring in speakers from outside the Fellowship and within the Fellowship. We see these presentations as a means of communicating to our members topics of interest and relevance to our UU Principles. The committee seeks a balance between the spiritual and the secular in our offerings
- **Connection:** Through elements of the service and after-service chat we hope to accentuate and cultivate a feeling of 'togetherness and closeness' among our members. We strongly feel that certain elements of the service – Joys, Sorrows, Concerns; Readings; Music; Meditation; Closing Circle – aid in promoting a sense of connection.

### 2022 Goals:

Most of last year's goals were not achieved due to the pandemic and our inability to meet at the church. They remain "works in progress" – we will continue to address them the new year. Hopefully in the not-too-distant future we will convene within a space suitable for our services.

1. Insure there is a 'greeter' at the door prior to service to welcome attendees & hand out OOSs.
2. Create a rotating list of snack providers so we don't have 'feast or famine'
3. Involve more members in the services – as facilitators, readers, musicians, and presenters
4. Plan and present 2-3 events/year at the UUFD outside of Sunday Services
5. Seek to maintain some ministerial presence in the UUFD services. We have welcomed Samuel Felderman's monthly services and hope they can not only continue but that his presence at our services increase in the coming year.
6. Establish a tradition of "anchor services" to promote Community Building and UU (see next page)
7. Utilize on-line content to supplement weekly services when appropriate and it adds to the service
8. Have 1-2 Exchange Services/year, where a UUFD member gives a service at another fellowship and we receive someone from that congregation to lead our service.

## **2021 Program Committee Report (continued)**

### **Proposed Anchor Services for 2022:**

- January: All Music/Readings Service
- February: Social Justice & Equality Service
- March: UU Principle Service (rotating through 7 principles)
- April: Earth/Ecology Service
- June: Flower Ceremony
- July: Outdoor Service/Potluck
- August: Water Ceremony
- September: Service for Peace
- October: LGBT /Diversity Service
- November: Remembrance Service (honoring those who have passed on)
- December: Christmas/Winter Holiday/Luminescence (Finding the Light)

### **Music**

Providing music for services has been challenging, in that only one voice at a time can be zoomed. Due to electronic lag any other voices or instruments cannot be in synch with the lead musician. We have mainly used a rotation of four or five UUFD members to lead hymns and provide instrumental music.

We expect to use recorded music by other UU groups to supplement what we can provide locally. There has been an emphasis on periodically bringing guest musicians to help with service music. The UUUU (ukulele group) will be leading Sunday service music on the 2<sup>nd</sup> Sundays when we return to the church for services in the coming year.

### **Speakers**

The committee is always seeking names of potential speakers for Sunday services as it is our main job and is a formidable task.

Respectfully submitted:

The Program Committee

Robert Dunn, Calvin Gatch, Wendy Woodhouse, Jean Becker, Pam Kress-Dunn

## Religious Exploration (RE) Committee

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**Members:** Samuel Felderman, Jo Ellen Langerman, Linda Ressler, Pam Kress-Dunn, Cyndi Hartley (Acting Chair)

### Mission Statement

*“The RE Committee seeks to deepen the spiritual life of the Fellowship’s children, youth and adults through engagement and exploration of the Six Sources. We will strive to educate ourselves and our community in religious practices and texts and to help each other grow together as we intertwine our physical lives and knowledge with the spiritual. Through offering engaging and compelling religious education programming, we will instill and support a deeper understanding of our Unitarian Universalist principles and sources.”*

During 2021, the Religious Exploration Committee has strived to live up to its mission to serve our Fellowship in the following ways:

- Created and supplied holiday gift bags for kids and youth connected to our congregation
  - Earth Day
  - Winter holidays (Yule, Christmas, Hanukkah, Kwanzaa, New Year’s)
- Added educational resources to the newsletter and website
- Collaborated with ADORE to discuss the book *Breathe: A Letter to my Sons* by Imani Perry (UUA Common Read)
- Hosted a screening of the film *A Better Life: An Exploration of Joy and Meaning in a World Without God* and facilitated discussion after. Collaborated with the Dubuque Humanists on this. This aligns with our Fifth Source.
- Hosted a Gospel Read (the first four books of the New Testament in the Bible) in January. This aligns with our Fourth Source.
- Began a review of the *Voices of UU* books series
- Collaborated with the Social Action Committee to host an informational table at Key City Pride

Here are some activities we would like to engage and explore in 2022:

- Continue our review of the *Voices of UU* book series by presenting at Sunday services
- Host a Ramadan Read of the Quran in April (Third Source)
- Creating more activity bags for the youth connected to our congregation
- Renew UUFD’s certification as a Welcoming Congregation. We intend to collaborate with the Social Action and Program Committees.
- Create and implement a children’s RE program during Sunday services
- Host two or three film screenings with discussions

As 2022 approaches, the RE Committee is continuing to create programming to assist the members and friends of the Fellowship explore their connection to our Six Sources and Seven Principles.

Respectfully submitted,  
Cyndi Hartley (Acting Chair)

## Social Action Committee

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**Members:** Jo Ellen Langerman, Laura Hoffman, Tam Prenosil, Diane Baker, Cyndi Hartley (co-chair), Craig Reber (co-chair)

The Social Action Committee has thrived in 2021.

During 2021, we supported our community by engaging in the following activities:

- Quarterly donations to local charities via “plate collections”
  - First Quarter - Dubuque for Refugee Children - **\$360**
  - Second Quarter (a) - DACU Crop Walk - **\$348**
  - Second Quarter (b) - Indigenous Peoples’ Day 2021 - **\$165**
  - Third Quarter - Almost Home - **\$383**
  - Fourth Quarter - Every Child Reads - pending
- Hosted an informational table at Pride Fest in June
- UU@UN Sunday services in April and October (All in for Climate Justice)
- *Kiss the Ground* DVD viewing via Zoom (reclaiming carbon in soil)
- Applied to be a UU@UN Sixth Principle Congregation (formerly Blue Ribbon Congregation)
- Thanksgiving dinner weekend meal at Hope House
- Informed UUFD members & friends of opportunities to learn about, donate to and volunteer with:
  - Iowa UU Witness Action Network - Drawdown Eco Challenge in April
  - Crop Walk in May
  - March ON for voter registration in August
  - Almost Home Guest House and Open Closet in September
  - Women’s March for abortion rights in October
  - DACU Hunger Awareness Event in October
  - Christmas food/gifts

### Proposed 2022 Activities

- **Quarterly charities will be BIMONTHLY in 2022**
- Stay abreast of community needs and how we can help
- Continued support of Indigenous Peoples’ Day with minimum \$50 donation and volunteer if possible
- Dubuque Pride Fest table and parade
- Work with Religious Exploration and other committees to renew Welcoming Congregation status
- Adopt-a-Spot in Jackson Park
- Human Rights Day service or presentation
- UU@UN Sunday presentation
- Expand our presence at local organizations
- Increase our visibility and engagement with our Jackson Park neighbors
- Host quarterly social action-related discussions for the congregation
- Continue application for 2021 UU@UN Sixth Principle Award; prep activities for 2022 award

Respectfully submitted,  
Cyndi Hartley

# Team Reports

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## ADORE Team

**Members:** Alyssa Zasada and Linda Ressler

**ADORE** – A Dialogue On Race and Ethnicity – is a dialogue group designed to create an environment for building community and multicultural competencies through a constructive dialogue on race, ethnicity, identity development and institutional change. Dialogues were co-facilitated by Linda and Alyssa.

In 2021 we hosted 5 ADORE sessions via Zoom on the following topics:

- Racism & Voting Rights
- The Characteristics of White Supremacy Culture
- Community
- Voter Suppression: All In: The Fight for Democracy
- 8th Principle

In partnership with the Religious Exploration (RE) Committee, we hosted discussions on the UUA Common Read *Breath: A Letter To My Son* by Imani Perry. In March we hosted a Sunday service where several UUFD members share what they've gained from ADORE and how the experience can impact and add to the larger Fellowship community.

## Building Reopening Team

**Members:** Sandy Nickel, congregation; Bob Dunn, Program Committee (January-September); Jean Becker, Program Committee (October-December); Frank Potter, Buildings & Grounds Committee; Katie Heil, Board of Trustees (lead)

Early in the year, the Building Reopening Team identified the risk level threshold and guidelines for reopening. We met several times this spring to think through all the logistics for the reopening that occurred when the risk level dropped below 10% and we resumed in-person services during the summer. After we closed down again in the fall, when the risk level rose above the threshold, we reconvened multiple times to discuss potentially updating the reopening guidelines, communications around reopening and reclosing, gathering input from the fellowship, and reiterating safety measures for when we do reopen again.

## Spiritual Leadership Team

**Members:** Linda Ressler, Nancy Turner, Alyssa Zasada

From November 2020 through March 2021 the Spiritual Leadership Team held Zoom and phone listening sessions to determine the congregation's needs and wants for spiritual leadership. Together with the UUFD Board, we are pleased to share the report that has been finalized through discussions and exchanges over several months.

The report includes a presentation of listening session outcomes, research into UUA and MidAmerica UUA Region guidelines for spiritual leadership, and recommendations. The report is available on the UUFD website, under the "Members" drop-down menu, on the "Board Meeting Minutes" page (email the President if you need the password).

# Volunteers

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We appreciate the contributions, time, and talent of the many volunteers who support the Fellowship – in teams of two or more people, and as individuals.

## Communications Team

- **Members:** Cyndi Hartley, Facebook Coordinator; Marian Maciej-Hiner, Newsletter Coordinator; Tom Griep, Alyssa Zasada, and RRS Stewart, Website Coordinators
- **Purpose:** To keep members, friends, our extended Fellowship network, and visitors informed of current information and events within the congregation, community, and UUA.

## Historic District Coffee House Team

- **Members:** Art Roche and Karen Buechele, Zoom co-hosts; Alyssa Zasada, tech support
- **Purpose:** Provide an opportunity for musicians and performers at all levels to share their talents with the congregation, family and friends. In 2021, January, March, May and September sessions were held via Zoom, with guests and performances that wouldn't be possible without technology!

## Leadership Team

- **Members:** Board of Trustees members, Committee chairs
- **Purpose:** Develop a shared understanding of purpose, priorities, and roles; work together to serve the congregation; collaborate when there may be opportunities to pool resources.

## Music Team

- **Members:** Katie Heil, Maureen Leytem, Alyssa Zasada, Unitarian Universalist Ukulele Union (UUUU) members, Bob Dunn, Music Coordinator
- **Purpose:** Coordinate live and Zoom performances for Sunday services; recruit guest performers; lead weekly UUUU sessions.

## Operations Team

- **Members:** Tam Prenosil, Frank Potter, Jeanne Harrington, Craig Reber, Bob Dunn, Marilyn Tommaro
- **Purpose:** When we are meeting at the church regularly for services, members of this team oversee cleaning and scheduling the church and Emerson House, purchasing supplies. Throughout the year, Frank and Craig take care of lawn mowing, weeding, snow removal. Marilyn picks up mail at the Post Office and distributes as needed.

## Tech Team

- **Members:** Tom Griep, Cyndi Hartley, Katie Heil, RRS Stewart, Alyssa Zasada
- **Purpose:** Work with Program Committee to prepare for Sunday services; assist participants with connecting; serve as host for services – run slides, manage mute/unmute status.

## Fellowship Representation

- Dubuque Area Congregations United (DACU) – Tam Prenosil
- MidAmerica UUA Region Archivists – Frank Potter

# Building Rehabilitation: Board of Trustees

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**Members:** Katie Heil, Jerry Guenther, Marian Maciej-Hiner, Diane Baker, Linda Ressler, Gail Guenther

**This has been an awesome year! Construction of the Building Rehabilitation Project started in October!**

The Board's **Project Management** role emerged more clearly as we saw the Building Rehabilitation Project take shape through interactions with members & friends, our partners, and external consultants. We accepted the charge to manage the historic preservation project – overseeing all aspects of the construction expense budget, securing funds, and planning. We recognized that the congregation trusts the Board to seek its support as needed, to move forward and to ensure the success of the Project.

## Board Role and Responsibilities

### Income and Expenses

- Work with Gronen Restoration to develop an expense budget, provide input for financial model
- Develop an income budget to be supported through multiple funding sources and work with Fundraising Work Group to develop ongoing fundraising and grant-writing targets and campaigns
- Explore options for a bridge loan to cover expenses to be refunded through Tax Credits and ensure there is a contingency plan to cover unanticipated expenses

### Construction plans

- Communicate regularly with Work Groups, congregation, partners regarding building plans
- Once final plan is approved, enter into contractual agreements with partners and contractors
- Work with Buildings & Grounds Committee, Program Committee, Work Groups and other teams to prepare for disruption of building use during construction – and reentry after project completion

## 2021 Accomplishments

### Communication with the congregation

- Held 4 information meetings for the congregation (February, June, August, October)
- Conducted 12 “walk-through” tours of the church for small groups of members & friends from March-June, to share the floor plans and gather questions and input from members and friends
- Provided updates in-between meetings, through weekly newsletter and emails to members/friends

### Connection with our partners

- Jerry Guenther and Marian Maciej-Hiner met monthly with our partners – Gronen Restoration, Heritage Works, Stickley Morton Architects – to get progress reports on the investigative process
- Jerry, Marian and Linda Ressler met often with our partners and John Butler – to review floor plans as they were developed, to confirm cost estimates, and to prepare a fund disbursement schedule
- Jerry, Marian and Linda reviewed several versions of the contract with Gronen Restoration, Marian signed final version September 30, after receiving State Historic Tax Credit approval September 20

### Construction of our building – and our community

- Set up Escrow Account at MidWestOne Bank, for project fund management and dispersal of payments of monthly pay requests, once the project construction starts
- On August 16, Board members met with John & Alice Butler, Randy Schmitt, Gronen Restoration, and Duane Hagerty, Heritage Works – to finalize matching fund disbursement arrangements
- On November 7, co-hosted – with the Fundraising Work Group – a Groundbreaking Celebration to delight in the launch of the building construction and the strengthening of our spiritual community!

# Construction Oversight Work Group

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**Members:** Frank Potter, RRS Stewart, Ed Zaccaro, Joe Keyes, Linda Ressler, Jerry Guenther and Marian Maciej-Hiner (co-leads)

## Construction Oversight Work Group Charge

Work with UUF Board and historic renovation experts to fine-tune project plans.

- Become familiar with the scope, priorities, budget and timeline for all 3 renovation phases
- Review project drawings and plans
- Review income and expense budgets – including funding available and in-process
- Review financial model for invoicing/payment of renovation initiative expenses
- Review contracts with partners and contractors – review invoices and pay applications
- Compare construction status with budget and plans, prioritize what needs to be done, adjust budget
- Represent the Fellowship at monthly meetings to review plans, completed work, invoices, budget
- Make recommendations regarding how decisions will be made – who should be involved and when
- When needed, make decisions on behalf of the Board and Fellowship
- Determine consistent, relevant information for reports on financial and construction activity

## Members and strengths

We all have strengths – no one person has all the skills and abilities needed for this project. We will recognize and respect the talents, skills and abilities each of us brings to the table:

- Joe Keyes – structural engineering, construction management, historic preservation, financials
- Frank Potter – hands-on church building
- Linda Ressler – contracts and legal parameters and considerations
- RRS Stewart – architecture and historic preservation
- Ed Zaccaro – residential building
- Jerry Guenther – project management, financials (co-lead)
- Marian Maciej-Hiner – project management, financials (co-lead)

## Construction consultant

We are grateful that Joe Keyes, a friend of the Fellowship, has come on board as construction consultant – with over 30 years of experience in the construction industry. He put in many additional hours outside of meeting times to review documents from Gronen Restoration and Stickley Morton Architects, including:

- Detailed church restoration budget
- Detailed architectural drawings and floor plans
- Contract with Gronen Restoration
- Financial information to be shared at informational meetings
- Proposed construction start date and schedule

## Accomplishments

Through monthly meetings – including meetings with Terri Droessler and Jeff Morton – Work Group members have become very familiar with updates and materials provided by our partners and the Board – in the areas of both **Finances** and **Construction**. Now that construction has started, monthly pay requests will be presented at partner meetings attended by Jerry and Marian, and the Work Group will be consulted to help ensure that work is completed on schedule, work is completed before invoices are paid, and the cost of any overruns is covered by the contingencies provided in the budget.

Submitted by Marian Maciej-Hiner

## Fundraising Work Group

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**Members:** Marian Maciej-Hiner, Calvin Gatch, Wendy Woodhouse, Jean Becker, Katie Heil (lead)

The Fundraising Team began the year by exceeding our \$200,000 goal!

From January-February, we continued the fundraising campaign and sent out 500 brochures to prospective donors on the mailing lists Art Roche developed when the campaign started, in fall 2020. We generated a total of \$253,824 in donations and pledges for the project!

Our focus in the spring shifted to applying for grants. We applied for three grants, and received two! Through the Historic Resources Development Program, we received \$30,000 for window restoration, and from the City of Dubuque Facade Grant, we received \$35,000 for planning & design, financial consulting, and upgrades.

The team has also been working on donor recognition, contacting donors to determine if they want to be recognized, and planning a donor display. We are currently considering commissioning a local artist to create the display.

Submitted by Katie Heil

## Interior Design Work Group

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**Members:** Sandy Nickel, Julia Omarzu, Merilyn Tommaro, Kate Tully, Sara Zaccaro, Diane Baker and Gail Guenther (co-leads)

**Purpose and Goals:**

Work with the UUFD Board to furnish the interior of the UUFD in a functional and aesthetic manner.

The Work Group will be responsible or involved with:

MAIN LEVEL: Seating, Sound System, Stage Lighting, Technology, Window Coverings, Storage

LOWER LEVEL: Meeting Materials, Appliances, Storage Cabinets, Sound & Video System, Child Care Furnishings, Classroom Furnishings, Library Space/Shelving

This will include, but not be limited to:

Sourcing, evaluating, securing approval, and overseeing delivery/installation of new furnishings

Determining furnishings which do not need replacement, or can be refurbished

Coordinating activities with construction group

Working with other committees/individuals on specific projects, i.e. securing grants, A/V expertise.

**Accomplishments in 2021:**

This past year the Interior Design Work Group gathered information on items in our charge. Our main effort went to planning, arranging, and executing the move of all items from the UUFD church to the Emerson House and the Lacy Mansion. This could not have been accomplished without the help and guidance of a number of UUFD members and friends.

Submitted by Gail Guenther

## 2022 Board Elections

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Thanks to the **Nominating Committee** – Cyndi Hartley, Julia Omarzu, Jo Ellen Langerman – for seeking candidates for the Board positions that are up for election at the 2021 Annual Meeting.

For this election, the Committee asked members who were interested in running to prepare a short document (a few paragraphs) as to why they would like to serve on the Board.

The names of nominees and their statements were sent in an email to voting members in the week before the Annual Meeting.

### **President for Two (2) Years**

Marian Maciej-Hiner

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### **Secretary for Two (2) Years**

Wendy Woodhouse

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### **Trustee for Two (2) Years**

Jean Becker

Linda Ressler

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### **Trustee for One (1) Year**

Gail Guenther

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