

Annual Report

2016-2017 Program Year



Unitarian Universalist Fellowship of Bozeman

P.O. Box 7136

Bozeman, MT 59771-7136

(406) 586-1368

www.uufbozeman.org

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Minister's Annual Report - May 2017



What a year this has been for UUFB. In the course of this church year the Fellowship has experienced major changes in two significant areas. The first of these significant areas of change involves the matter of place. The second involves the matter of person. In regard to place, after more than fifty years of holding worship in someone else's space, this past July UUFB was gifted with a building of its own. And in regard to person, after saying goodbye over the spring and summer to your former minister, Rev. Nina Grey, in August you welcomed me as I began my tenure as your new minister. Yes, what a year this has been for UUFB.

The level of change associated with these two areas, place and person, has been quite significant. And the changes which have already occurred, as well as those that are continuing to occur, are sending ripples and waves throughout many aspects of who we are and what we do as a Fellowship. Because the changes this year have been so significant, it seems appropriate to consider some specific aspects of each of these two areas.

Since the new building came before the new minister, it makes sense to begin with the changes related to place. Here is a brief history of how we came to be in the place we are now. At the congregational meeting in January 2015, the members of UUFB voted to reconstitute a Building Task Force for the purpose of exploring the possibility of purchasing a building. The Task Force met for the first time on March 15, 2015 and before the month ended, the building we now own had not only been identified as an option, it had been purchased by a congregation member. At the Annual Meeting in May 2015 members voted to lease the building with the intention of expanding and renovating it to meet our needs so that we could ultimately accept it as a gift. On October 4, 2015, the Fellowship held its first service in the new building. A capital campaign was conducted to raise money to renovate the building and less than a year ago, on July 13, 2016, a ground-breaking ceremony was held in preparation for the renovation to begin. That same day the building was very generously donated to UUFB as the certificate of title was presented to us. Construction to renovate the building began the next month. Since then, we have, as in past years, been holding worship services in rented space. From August through February we worshipped together at Eagle Mount and in March we began meeting at Christus Collegium.

From what I have been told, as well as from what I have witnessed, having a building of our own has provided us with a heightened sense of purpose and pride. Having our own building is generating a level of energy and

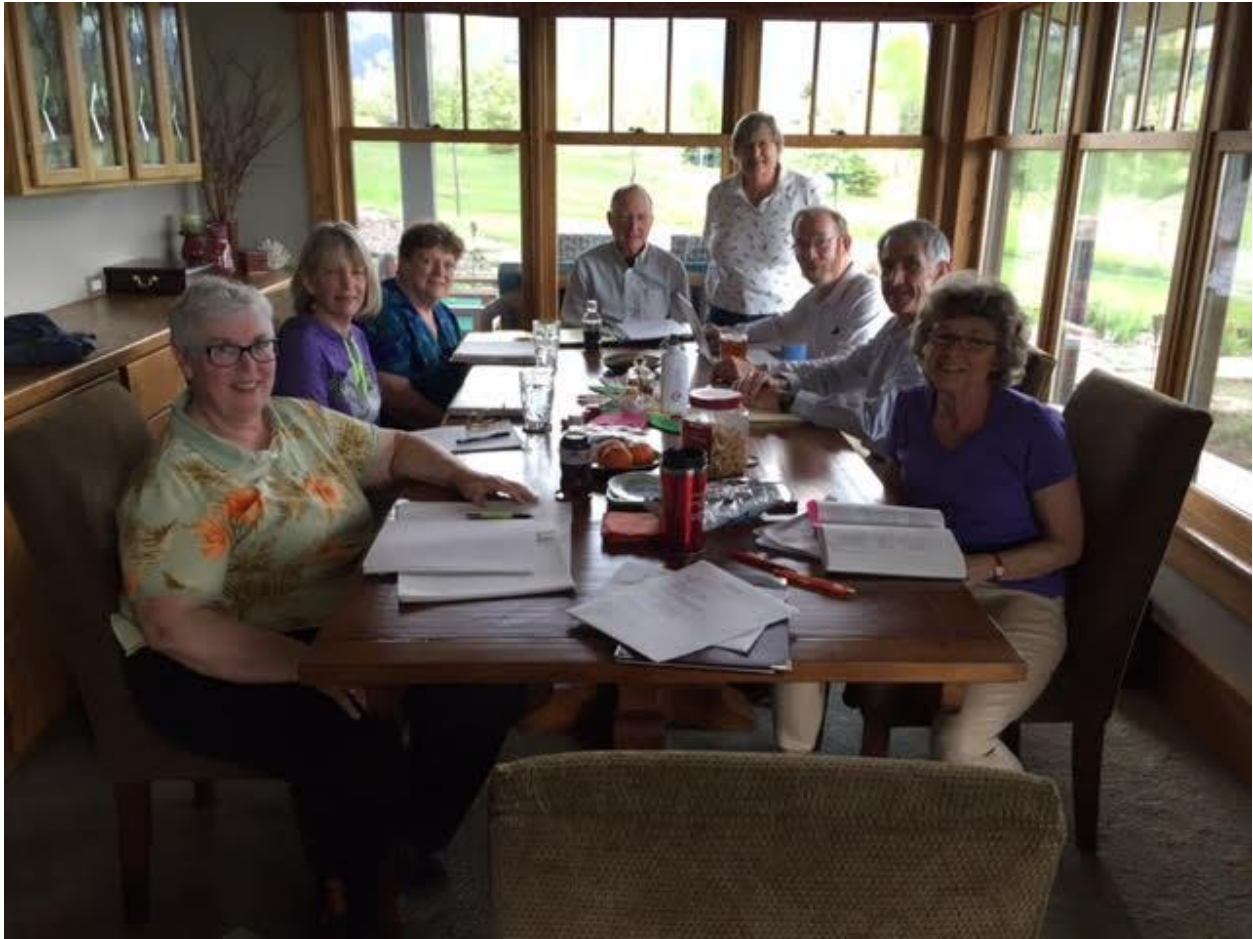
enthusiasm that is both quite amazing and very much needed. As any of you who have experience with a home remodel know, renovation is typically much more complicated than what is typically anticipated. Things don't always go as planned. As the renovation was approaching and since it began, members and friends have put countless hours into planning and managing aspects related to the project. A good number of folks have even taken a turn at doing clean up at the building. We have been told that the remodel could be complete within days of our May 14 Annual Meeting and we are hoping to receive an occupancy permit from the City soon afterward. How exciting!

The congregation calling me as the new UUFB minister is the second significant change. On August 1, 2016, I began serving this congregation as only the third settled minister since the Fellowship joined the American Unitarian Association in 1959. I feel privileged to have the opportunity to serve you. As with any new "job," there has been a great deal for me to learn in order to become familiar with how the Fellowship functions and the role UUFB has in the larger community. But ministry is much more than a "job." It is a calling that, from my perspective, is first and foremost about relationship. Much of my time and energy therefore has been focused on establishing and strengthening relationships—relationships with members and friends of the Fellowship, relationships with local clergy, and relationships with other Montana UU Fellowships. As we all know, for relationships to grow and remain strong an investment of time, attention and commitment are needed. So, as this church year nears its end, I look forward to continuing my efforts at developing and nurturing relationships here for years to come.

Respectfully submitted,

Rev. Duffy Peet

UUFB Board of Directors



Board Members:

Peg Wherry – President

Dick Young – Vice President

Lisa Trankley – Secretary

Paul Kleihauer – Treasurer

Amanda Cater – Past President (resigned in February 2017)

Sherrill Dolezilek – Member at Large

Diane Knipfer – Member at Large

Sandra Oldendorf – Member at Large (filling the Past President term)

Activities and Accomplishments:

In early July of 2016, the Board met in their summer retreat to set goals for the coming year. The goals identified then did inform the agenda for the year, but for some reason—probably that it was so unknown or so obvious that we didn't think of it—the building project was not included in those goals. So, a report on the 2016-2017 year will include both progress on the goals we did set as well as a summary of the many other actions the Board took as we moved into and through our building project.

Due to the volume of business for the construction project, the Board met twice in most months. A couple of the extra meetings were informal work sessions with no business conducted; most were full meetings. Article V, Section 10 of the bylaws, allowing for email votes on urgent matters, was a tremendous asset used many times. All email votes were affirmed at the next in-person Board meeting.

First, the goals we set, which were published in the November 2016 newsletter:

Focus on our ministry: We welcomed and worked with our new minister, Rev. Duffy Peet, to clarify roles and expectations, including for staff. In consultation with the Committee on Ministry (COM), we began developing an annual review plan for the minister. On March 11, the COM and the Board met in a facilitated retreat with Rev. Sarah Schurr, our Pacific West Region Congregational Life representative, to clarify roles and responsibilities of the two bodies. We also began work on a policy for identifying members of COM. We set May 20, 2017 as the date for the Minister's Installation and appointed a task force, led by Elizabeth Rose, to plan the event.

The Board enthusiastically supported Rev. Duffy's involvement in community programs and his emerging leadership in the local interfaith community. Prompted by the intensity of a presidential election year, the Board developed a "Statement on Political Speech" that was approved on September 15, 2016. Under our Social Witness policy, the Board also sent a letter to the editor of the *Bozeman Daily Chronicle* responding to a protest at the Islamic Center in January and voted to sign the UUA Statement of Conscience on behalf of the congregation in early February. As will be seen elsewhere in this report, the Fellowship donated our second Sunday offering each month to an organization whose work shares our values. We voted to create and charge a Social Justice Action Committee.

Religious education: The Board established a task force, headed by Diane Knipfer, to review Religious Education in preparation for finally having appropriate classrooms in our newly remodeled building. For reasons of compliance with federal labor laws, the Board approved a new Letter of Agreement with Marie Lynn, specifying that her position as Coordinator of Religious Education is hourly, not salaried.

Improve organizational structure and effectiveness: This has been an ongoing goal for the past three years, with specific tasks changing over time. This year brought the need for new policies, specifically for building use, accepting gifts (especially of tangible property), and creating financial reserves. Work was begun on all of these, and an operating reserve policy was adopted. This year saw the continuing value of the Program Council as the operations branch of the Board; a report from that body is included elsewhere in this report.

To transition from the New Home Steering Committee to actual ownership and maintenance of our building, the Board approved creation of a Building and Grounds Committee, an Interior Design committee, and a Building Use Committee. The Board also appointed a task force to explore holding services year-round. There was enthusiasm around that idea, and several ideas for the summer of 2017 emerged, but the work of identifying an ongoing general practice for summer will continue in the fall.

The Board also established two new procedures for itself. At the July retreat, we reviewed the 2016 budget, an exercise that was so beneficial we adopted a motion for the Board to do a mid-year budget review every year. We also adopted a motion instituting the practice that minutes of the all-Fellowship Annual Meetings held in January and May (and any special meetings) be approved by the Board at the next Board meeting. Under a bylaw change adopted in January of 2016, official notice of the January and May Annual Meetings was distributed via the listserv (Yahoo group), with paper copies to those identified as not using the internet.

The 2017 budget incorporated several changes. It set aside reserve funds for a minister's sabbatical and for a long-term Building Reserves fund for major items like replacing a roof. The 2017 budget also increased the administrative coordinator's hours to 18 per week with another 80 hours available for flexible use throughout the year, including summer. This increase in hours made that position eligible for insurance benefits, which were also included in the 2017 budget. In other financial actions, the Board authorized purchase of a new office computer and printer in the fall of 2016 and approved a fee schedule for renting space in our building.

Another task the Board set itself was to explore automatic pledge payment. Any system to initiate such payments would require credit card acceptance for which we would have to pay fees. Instead, an explanation of how individual members may set up their own automatic payment was developed and distributed through flyers at the Stewardship kick-off event and the March newsletter.

Prepare for long range planning effort: The most recent Vision statement for the Fellowship described what we saw happening by 2015, so it is clearly time for an update. The Board determined that such an effort might be premature in the first year of Rev. Duffy's ministry and should also wait until after we are actually in our building, so that work remains for next year.

So much for the goals we set in July, but they did not address two other areas of activity for the year.

The building construction project required many Board actions. To manage the finances of the project, the Board did the following:

- Officially appointed Mike Clark to be the "owner's representative" to work with R & R Taylor Construction on our building project.
- Allocated the 4th Sunday offering to the building project.
- Signed two loans at First Security Bank in September, as authorized by the Fellowship in its meeting on June 5, 2016. Loan A covers the balance of capital campaign pledges until all are paid in full. The amount of this loan was set at \$220,000, but early payment of pledges may reduce the amount needed. Loan B is a mortgage in the amount of \$340,000 to cover construction costs above the funds generated by the capital campaign. We began drawing on mortgage proceeds to pay R & R Taylor in March, paying those bills out of our own capital campaign account a couple months longer than initially anticipated. We made the first interest-only payment for April.
- Increased insurance coverage, added a couple of new kinds of coverage, and switched to a new agent, thanks to the patience and persistence of Lisa Trankley.
- Approved a utility easement for Northwestern Energy to re-route gas lines in the southeast corner of our lot.
- Applied for a real property tax exemption (filed on December 21, 2016 but not processed as of May 12, 2017).
- Approved several change orders covering construction work not anticipated in the original plans and bids.

- Approved moving Sunday services to Christus Collegium beginning in March and moving the office to Blue Ocean Innovation for the month of May. (Holding services at Eagle Mount in the fall was approved by last year's Board.) We also hired Raha Sovereign to set up our Sunday meeting space in both facilities.
- Reviewed building construction and occupancy costs and sources of funds in April and May to refine funding priorities.
- Under the leadership of Rachel Rockafellow, applied for two grants. A Mountain Desert District Chalice Lighters grant gave \$6430 in March to be used to pay down the mortgage (or make payments to R & R Taylor, our contractor). An application for a UUA First Home grant was submitted on May 12; those grant proceeds (probably \$25,000) will be used for furnishings and completion of construction.
- Tasked representatives from the Interior Design and Capital Campaign committees to develop a visible means of recognizing donors to the building project.
- We hope to have all Fellowship activities moved into our renovated building in June.

Connecting with the larger **UU Context** had been a goal in the previous two years, and those efforts did continue this year.

- The Montana UU congregations held an overnight gathering at Rock Haven, April 28-30. Almost 70 people (including children and youth) from across the state attended, with over a dozen of them from Bozeman. Becca Spear (who headed dinner preparation one evening), Ita Killeen, and Peg Wherry participated in the planning conference calls; Rev. Duffy, Sandy Kindt, Marie Lynn, and Laura Mentch presented workshops. This was the first state-wide gathering of UUs since the fall of 2013.
- Peg Wherry participated in two conference calls (November and February) of Montana UU presidents.
- MDD is still active as part of Pacific Western Region; Victor Ashear, Sheridan WY, is president.
- Our new Pacific West Region Congregational Life contact, Rev. Sarah Schurr, who is based in Oregon, in addition to facilitating the Board/COM retreat in March, preached that Sunday, participated in the Montana UU event at Rock Haven, and wrote a recommendation in support of our UUA First Home grant application.

Submitted by Peg Wherry, UUFB Board President

Caring Committee

Committee Members

- Mattie Whitehouse
- John Berg
- JoAnne Troxel
- Goonie Siebel
- Rachel Rockafellow
- Louise Corbin (6 months of the year)
- Char Applewick (6 months of the year)

Committee's Mission

The Caring Committee works in close coordination with the minister to respond to pastoral needs in times of grief and loss, illness, changes in relationship or employment and other transitions.

Activities/Accomplishments

The Caring Committee maintains a list of people who have volunteered to provide those in the congregation with meals and rides, within reason. We also stay in contact with those in need in the congregation with cards, messages, and phone calls when it is deemed necessary. We take note of joys and concerns during the service and when necessary discuss what response seems appropriate on behalf of the fellowship. None of our meetings or discussions are considered public information, and we operate in strict confidentiality.

Our acting Budget is \$100 and this amount covers the cost of cards, stamps and flowers.

In addition to the Caring Committee, there is also a Caregivers' Support Group. The group meets monthly and with 6-8 people participating each month. Contact for this group is Jennifer Haukebo.

Report Submitted by Mattie Whitehouse.

Committee on Ministry

Committee Members:

- Pamela Poon – Chair
- Michael Brody
- Jack Fisher
- Neil Gregerson
- Rose Toth
- Rev. Duffy Peet (ex officio)

Committee's Mission:

1. Focus on all aspects of the congregation's ministry in light of the mission statement by working with the minister, the board and committees.
2. Ask committees (and the board and the minister) to reflect on the particulars of their ministry, assess their ministry and plan for the future, all in light of the mission statement.
3. Identify concerns brought to or recognized by the committee and reflect on those concerns.
4. Share concerns with and makes suggestions to the relevant bodies that may best address them.
5. Make recommendations for the minister's compensation.
6. Conduct periodic reviews of ministries.

Activities/Accomplishments:

In 2016-2017, the COM accomplished the following items:

- Created a minute-taking process that encompassed 1) regular monthly meeting minutes, 2) confidential minutes and 3) a brief description of COM business for the monthly newsletter.
- Prepared a draft of a COM brochure to publicize better what the COM does for the UUFB.
- Debriefed the ministerial search process with the search committee.
- Completed a search for two new COM members.
- Began creating a ministerial assessment process in collaboration with the Board, the minister and the COM.
- Participated in a Board/COM retreat.
- Created a COM "shared duties" process for meetings that included a permanent chair with rotating duties among committee members.

Recommendations for Next Program Year:

The COM productivity was significantly hampered by having only three members during most of the program year and because its members had significant travel during that same period.

For next program year, the COM recommends that:

- Maintain a membership of 4 or 5 members if possible
- Ensure that outgoing committee members' positions are filled in a timely fashion
- Continue to inform the fellowship of the COM's functions and/or accomplishments
- Continue to help the fellowship transition from being a pastoral to a program congregation
- Invite a UUA person [like Sarah Schurr] to join the COM and Board annually to help us evaluate our work and direction in this period of constant changes and challenges

Report reviewed by the COM on 4/17/17

Submitted by Pamela G. Poon, Committee on Ministry Chair

Finance Committee

Committee Members

- Stephen Guggenheim
- John Berg
- Tam Miller
- Paul Stouffer
- Bruce DePriester
- Paul Kleihauer – ex-officio

Committee's Mission

Work with the Treasurer to:

- Oversee the general financial health of the congregation.
- Develop an annual budget for approval by the governing Board and the membership based on the congregation's mission.
- Engage in long-range financial planning including investigating and suggesting additional sources of revenue (i.e. grants, matching funds, planned gifting, capital campaign, etc.).
- If applicable, oversee management of investment portfolio.

Activities/Accomplishments

The finance committee has worked during the past year on specific issues as requested by the Board of Directors. The Committee has made recommendations concerning the handling of funds related to the capital campaign and building project, the operating reserves policy of the Fellowship, and a capital/building reserves policy.

The committee is currently working on a policy concerning gifts to the fellowship of money, property, and goods. It is also working on a planned giving policy and program.

Recommendations for Next Program Year

The committee is anticipating a review by the Officers and Board of Directors of its charge and perhaps the development of an ongoing role in financial affairs of The Fellowship.

Report Submitted by Stephen Guggenheim.

Hospitality and Membership Committee

Committee Members:

- Tonya Stevens - Chair
- Carolyn Boyd
- Linda Clark
- Jennifer Fehr
- Bunny Gaffney
- Bill Goold
- Bill Mallory
- Dee Mast
- Sue Slade
- Diane Knipfer - Board liaison
- Rev. Duffy Peet – ex-officio

Committee's Mission

We welcome visitors, members, and friends each Sunday morning and follow up with first-time visitors. We host the coffee and beverage hour after service. We contact potential new members and offer UU membership classes and ingathering ceremonies. We recognize and help integrate new members into the life of the congregation. We keep the membership list current and as accurate as possible, updating continuously a Members and Friends Directory which helps form the basis for determining membership numbers reported to UUA each year. We identify and contact attendees who drop away. We meet monthly.

Activities/Accomplishments

- We adjusted admirably to two new settings, developing different procedures for welcoming and hosting at Eagle Mount and Christus Collegium.
- We made changes in the Guest Information Card, further changes to come. This information is transferred to a Google Doc Guest/Visitor File which we use to follow up with newcomers.
- We have new name tags: clip-ons with a lanyard option, to be presented once we are in the new building.
- We now have a continuously updating electronic version of the Members and Friends Directory. We have paper versions available at service.
- We engaged the congregation by asking those outside the H/M committee to serve as greeters, coffee makers, and offertory collectors. We tried to ask 2 different people to aid us each time.

Relevant Numbers

- **For 2016-17, we added 10 new members and 1 returning member.** For Fall orientation, we invited 12 newcomers, 5 attended. Of these, we welcomed 2 new members, and one returning member in November. We added a member without ceremony in February 2017. In March 2017, we invited 20 people to Orientation, 8 attended. Of the 8, 5 joined, plus 2 people who began to attend UUFb after Spring Orientation was held.

Recommendations for Next Program Year

- We anticipate a rise in the number of newcomers to our remodeled building; therefore, H/M plans to employ other volunteer members and friends to provide coffee and beverage service, while we concentrate on welcoming people and disseminating information.
- We will increase our efforts to invite interested newcomers to events and activities.
- We will partner with Social Activities and others in helping to create a new group for young adults.
- We will determine and announce protocol for Members and Friends to receive the UUFb Directory electronically. At this time, we have decided it may be sent to each person listed in the directory via their email address listed and via snail mail for those without Internet connection. We continue to discuss the use of a password to access an area of our website for members wishing to have the latest updated version without calling the UUFb Office Administrator.
- We will continue to discuss how we define membership in the UUFb, examining new ideas from UUA, as well as our own. Our suggestions will be brought to the Board for approval.
- We will continue to fine tune our Keeping-In-Touch project and our process for checking with members who have moved as to whether they would like to be considered inactive members.

Report Submitted by Tonya Steven

Lifespan Religious Education Committee

Committee Members

- Rebecca Spear – Chair
- David Vaughn
- Leona Poritz
- Amanda Jore
- Marie Lynn (ex officio)

Committee's Mission

The Lifespan Religious Education Committee is dedicated to providing educational opportunities for all ages, both structured and non-structured, within an inquiring religious community. These opportunities are designed to foster spiritual growth while developing and strengthening healthy values in a safe, nurturing environment.

Activities/Accomplishments

The LREC has been riding the waves of congregational change for the past two years. The challenges we've been experiencing are: inadequate space, two services, teachers quitting, a one-room schoolhouse teaching model & drastically fluctuating family attendance. Our upcoming challenges will be: losing one committee member, organizing our leadership when Becca steps down as Chair in June, and figuring out how to do RE in the fall. In addition, we need to find two additional individuals to step into Youth Group leadership in the fall.

Activities this past year include:

- Provided classes for children ages 2-12 every Sunday except on Christmas Day.
- Worked with the RE Assessment Task Force to develop new ways to approach our challenges.
- Youth Group participated in Cardboard Box City and raised \$1100 for Family Promise.
- In conjunction with the Minister and the UUFB families, we created two multigenerational services.
- In conjunction with the Social Activities Committee, we put on a successful Game Night.
- Redid our mission statement.
- We will participate in the Mostly Montana UU Conference.
- We are planning a memorable childcare event for Rev. Duffy's Installation.
- We are hoping to be in our new building for RE Sunday.

Recommendations for Next Program Year

- Divide the Youth Group into two groups--middle school and high school.
- Together with the COM perform a formal assessment of all RE programs in the fall.
- Based on the information gathered, restructure the Children's RE program .
- Information from the assessment may also be an opportunity for the Adult RE programs to learn and grow our programs.

Relevant numbers:

- Two paid staff members teach Children's RE classes.
- Eight volunteers have assisted as guest presenters or substitutes.
- 30 families are registered.
- Six children on average attend on Sundays.
- Two volunteer Youth Leaders.
- Five youth regularly attend.
- Two volunteer OWL facilitators, one paid substitute.
- 19 children have taken either the 5-6 or the K-1 OWL class this year (7 from UUFB).

Report Submitted by Marie Lynn on 4/13/17

Program Council

Council Members

- Dick Young – Co-chair, UUFB Board Vice President
- Diane Knipfer – Co-chair, UUFB Board Member
- Bonnie Andes – Social Activities Committee
- Dave Andes – Adult RE Committee
- Carolyn Boyd – Steering Committee
- Cathy Cooper – Building Design & Construction Committee
- Paul Kleihauer – Treasurer, Finance Committee
- Marie Lynn – Coordinator of Religious Education
- Katie Michael – Sunday Services Committee
- Sandra Oldendorf – Steering Committee
- Rev. Duffy Peet – Minister
- Pam Poon – Committee on Ministry
- Rebecca Spear – Children’s RE Committee
- Tanya Stevens – Hospitality and Membership Committee
- Peg Wherry – UUFB Board President
- Mattie Whitehouse – Caring Committee

Council’s Mission

Program Council serves as the operational arm of the Board of Directors. Its voting membership includes the co-chairs of the Program Council and the chairs of the standing committees of UUFB. Chairs of other committees and groups are also encouraged to attend. Its mission is to facilitate communication among the standing and acting committees, the Minister, and the Board of Directors, with the purpose of coordinating activities, setting priorities, and providing opportunities for information sharing.

The main purposes of Program Council are to:

- Provide a forum for committee chairs to coordinate activities and set priorities;
- Facilitate the efficient dissemination of information;
- Advise the Board on operational issues;
- Orient committee chairs to church procedures and resources.

Activities/Accomplishments

Program Council met in August, October, November, January, March, and will meet in May. Each meeting ten to twelve people in attendance.

At those meetings, the committee representatives reported on their recent activities. The UUFB Calendar was reviewed so that everyone knew what events were scheduled in the next month or so. Information was shared about items such as a new reimbursement form, when to put things in the newsletter vs. on the listserve, how to submit budget requests, the importance of getting meetings and activities onto the UUFB

calendar, plans for moving into our new building. In addition, the Treasurer provided a report each time showing each committee's budget and their current spending.

Some issues with the sharing of the RE room and meetings following services was discussed and resolved. The clustering of committee meetings in the third week of each month was proving difficult for Rev. Duffy and Program Council members worked to spread their meeting more evenly throughout each month.

Program Council provided initial input on what needs to be considered in the Building Use Policy which is being developed by the Board.

Recommendations for Next Program Year

In the next program year, we would like to continue to grow Program Council's effectiveness in sharing information, coordinating committees' activities, and solving problems where the group's input can be helpful.

Plans for next program year:

- Assist the Board in planning next year's budget
- Assist the Board in developing or revising committee policies
- Assist the Board in developing long range plans for the Fellowship
- Develop leadership training programs for the Program Council

Report Submitted by Diane Knipfer.

Safety Task Force

Task Force Members

- Judy Marr
- Ita Killeen
- Marie Lynn (contact)

Task Force's charge from the Board

- Research best practices in congregational safety
- Evaluate current UUFB policies
- Recommend policy changes to the Board
- Continue to keep abreast of new developments in the field of congregational safety
- Assess evolving safety practices and needs

Activities/Accomplishments

This Task Force grew out of safety research that Rev. Nina & Marie did beginning in 2012. We found that not only is there a mountain of research to be done, but also that the UUA strongly recommends every UU congregation have a lay-led safety group to make sure their safety needs are met & to keep abreast of new findings in the field. Thinking this might be a limited time group we took the name of Task Force & recruited members. Presently, we have come to realize that we will always need a safety team, so after we create a mission statement, we plan to become an official committee of UUFB.

- Recommended revisions to the UUFB Safety Policy to the Board.
- Invited the Fire Marshall to do a walk-through our pre-renovation building.
- Participated in said walk-through.
- Made safety recommendations to the Board based on our observations & the recommendations of the Fire Marshall.
- Researched the safety policies other UU congregations.
- Developed preliminary priorities of what to deal with when

Recommendations for Next Program Year

- Develop a mission statement.
- Recruit new members
- Procure an AED.
- Sponsor safety training sessions for Greeters and Fellowship leaders.
- Invite the Fire Department to do a demo on the use of fire extinguishers open to the whole congregation.
- Begin to develop a sex offender policy.
- Work with the Board and the congregation to adjust said policy according to what seems right for us and then put it in place.
- Increase committee membership to five people.

Report Submitted by Marie Lynn - 4/15/17

Social Justice Committee

Committee Members

This is a new committee which is just being formed as we end the 2016-17 Program Year. At this time, no committee members have been identified. It is expected that our current social justice groups, the Social Justice Book Club, the Food Bank, the Community Café, Family Promise, and the Environmental Justice group will function under the Social Justice/Action committee. Others may be added based on the interest of Fellowship members.

Committee's Mission

The Social Justice/Action Committee is to provide the congregation with opportunities for education, advocacy, and witness (the three pillars of social justice). Issues should be related to our values, our mission, and/or UUA approved issues. The size of our congregation would likely limit the number of issues to two or three per year.

Another responsibility of this Committee will be to recommend where funds will go on the Sundays when the congregation donates its offerings to charitable organizations that are doing social justice work. These organizations must be recognized as charitable organizations by the IRS. These organizations must also align with our mission and may be local, national, or international in scope. A representative from the organization should be asked to make a brief presentation (2-3 minutes) to the congregation on the Sunday that they are receiving the offering.

Activities/Accomplishments

Although the selection of charitable organizations receiving funds from our 2nd Sunday of each month offering has been done by the UUFB Board this year, this activity is being documented in this section of the Annual Report. 2nd Sunday Offering Recipients for the 2016-2017 Program Year and donation amounts are listed below. The donation amounts are those monies which were collected in cash or check made out to UUFB. On occasion, there were also checks made out to the recipient organization and those amounts are not included in the numbers below.

Organization	Amount Donated
October – Community Cafe	\$490
November – UUFB minister's discretionary fund	\$593
December – Warming Center	\$1,153
January – Unitarian Universalist Service Committee	\$595
February – Eagle Mount	\$979
March - UUFB to send delegates to GA	\$356
April - Chippewa Cree Tribe Wellness Coalition	\$555
May – Housing First Village/HRDC	\$537
June -	

Report Submitted by Diane Knipfer (in lieu of any committee chair).

Community Cafe Volunteer Coordination Committee

Committee Members

- Randy Babbitt – Chair/Coordinator (No other coordinating members)
- Volunteers: 24 (April 2016-March 2017)

Committee's Mission

- 1) Coordinate UUFB's contribution of 3 volunteers each month for Community Café dinner service.
- 2) Lead the coordination of the Power of We CC volunteers, making sure we have 9 volunteers total serving from the three congregations.

Activities

Community Café is an HRDC program that provides a dinner service restaurant Sunday through Friday from 5-7 pm with a classically trained chef. It is a Pay-What-You-Can meal deal. The atmosphere is very much one of a restaurant with a welcoming host, table service, waiters taking orders, dish busing, drink servers, and full kitchen staff, all catering to the dinner guests. The Power of We (UUFB, Pilgrim Congregational, and Beth Shalom) provides volunteers once a month. Typically, 3 UUFB volunteers join 3 volunteers each from Pilgrim Congregational and Beth Shalom to make up the 9 volunteers needed for a dinner service. Volunteering is a tiring but enjoyable service. Volunteers arrive by 4:30pm and meet with the HRDC Community Cafe Volunteer Coordinator to plan the evening and coordinate duties. Volunteers prepare their stations/duties and are busy serving 5-7pm. Clean up afterwards takes a little over a half hour.

- UUFB leads the "Power of We" volunteer group for Community Café.
- Coordinators at UUFB, Pilgrim Congregational, and Beth Shalom solicit and coordinate volunteers for the 4th Thursday every month.
- Typically, 3 UUFB members volunteer to serve each month.
- I provide information to UUFB volunteers to make sure they know what they should expect and do when volunteering.

Accomplishments

18 of our 24 UUFB volunteers to Community Café this year were new to Community Cafe volunteering.

Recommendations for Next Program Year

Lately it has been harder to get the full number of UUFB volunteers each month with just the announcements in the Sunday Order of Service bulletin. I will likely start more targeted solicitations for volunteers in coming months.

Relevant numbers:

Number of events: 11 events, April 2016 to February 2017

(The power of We did not do the March 2017 CC)

Number of Volunteers: UUFB provided 34 servers for CC. The number of UUFB volunteers was 24 (several serving more than once), of which 18 were new to volunteering for CC service.

Individuals served: Community Café average about 100 meals each night. UUFB volunteers thus helped served over 1,000 meals this past year.

Report Submitted by Randy Babbitt.

Environmental Justice Task Force

Committee Members

- Janet Lewis, Co-Chair
- Dean Littlepage, Co-Chair

Committee's Mission

Provide UUFB members and friends opportunities for participation in and information/education on environmental justice issues. The task force's main topic continues to be climate justice.

Activities/Accomplishments

In 2016-17, the two co-chairs were more involved in New Home tasks than in the work of this task force.

About 20 members and friends are participating in the ongoing spruce seedling project, which is best thought of as a hybrid of New Home Landscape, Religious Education, and Environmental Justice. We saved bucketsful of cones from the big spruce tree on our grounds, which had to be removed for the expansion of the fellowship building, and are attempting to grow a number of seedlings for use on the grounds and for donation to "good homes," so the old tree will live on through its offspring.

EJTF was in contact with the UU Young Adults for Climate Justice about hosting a service presentation through the speakers' bureau program the group was running in 2016, but we were unable to schedule a presentation. We also are attempting to arrange a presentation by one of the "Valve Turners," the group of protesters who carried out civil disobedience actions at tar sands oil pipeline pump stations in four states in October 2016; we were still working out the options at press time.

Recommendations for Next Program Year

Consider organizing an advocacy network and specific environmental justice projects within the fellowship.

Relevant numbers: Included in "Activities/Accomplishments."

Report Submitted by Dean Littlepage, with input from Janet Lewis.

Family Promise Committee

Committee Members:

- **Tonya Stevens – Chair**
- **volunteers as needed**

Committee's Mission

Family Promise of Gallatin Valley in Montana is a non-profit organization working with diverse faith organizations helping Gallatin Valley's homeless families with children. UUFB partners with St. James Episcopal Church to provide shelter, meals, and companionship.

Activities/Accomplishments

- We hosted during the weeks of August 29 and October 30, 2016, and January 1, 2017. February hosting was unnecessary - no families. Next hosting is May 1.
- Cardboard box City, October 3, 2016: Our RE coordinators will report on UUFB participation in this fundraiser for Family Promise. Our youth raised money and spent a night sleeping in boxes they designed to help raise awareness for homelessness in Gallatin Valley.
- I attended 3 Volunteer Coordinator meetings, the Celebrity Servers Annual Fundraiser in April 2017, and Pints for Family Promise at the 406 restaurant in December 2016.

Relevant numbers:

We recruit 18 volunteers 5 times a year from the UUFB to assist St. James during our 3 days of the assigned week to serve: 2 people x 3 days for each job: meal prep, evening hosting, and overnight hosting. From August 2016 - January 2017, we had 12 different meal providers and 16 different folks serving as evening and overnight hosts. We have a foundation of 32 volunteers who have received Family Promise training. We added 3 new volunteers this year, but lost a couple of people who are no longer able to help.

Recommendations for Next Program Year

Because our attention and money was focused on funding and volunteering for UUFB's new building this year, I did not make much of the fundraising activities of Family Promise. In the coming year, I wish to more fully engage the Fellowship by doing the following:

- Step up recruitment of trained volunteers from our congregation.
- Post on the listserv, Fellowship bulletin boards, and the Sunday Order of Service bulletins *all* events and activities pertaining to Family Promise.
- Organize a one-day group of UUFB volunteers to help at the Day Center for specific assistance.
- Ask our youth group to prepare at least one meal during each hosting period.

Report Submitted by Tonya Stevens

Gallatin Food Bank

- **Norm Eggert - coordinator**

Activites

UUFB collects food and personal items for the Gallatin Food Bank on the third Sunday of each Month. The food bank provides an important role in providing support for the residents of our area. We typically collect an average of 50 pounds per month, and some monetary contributions. The quantity that is donated has a wide range: 125 pounds in January to 26 pounds in February.

Report Submitted by Norm Eggert

Steering Committee

Committee Members:

Carolyn Boyd – Co-chair

Sandra Oldendorf – Co-chair

Cathy Cooper – Construction and Design Working Group

Susan Backer – Landscape and Design Working Group

Jan Young – Neighborhood Liaisons Working Group

Bonnie Andes – Transitions Working Group

Committee Mission:

The Steering Committee was formed in August 2015 and met throughout 2015-16 to guide and facilitate the move from the Senior Center to our new home at 325 North 25th Street.

Activities and Accomplishments:

The committee consists of co-chairs, Sandra Oldendorf and Carolyn Boyd, and the chairs of the five working groups. The committee continued to meet throughout this year to continue coordinating the construction of our new building and the transitions from the Senior Center to Eagle Mount and Christus Collegium. Expenditures made by the working groups were approved by the Steering Committee. In the case of large expenditures or significant changes in plans, the Steering Committee made recommendations to the Board.

We are now weeks away from completion of the project. The planned construction completion date is May 15, 2017 and then the Steering Committee will be coordinating the move into the building.

Sandra and I would like to thank all of the committee chairs and members for their devotion to this project. As in any construction project, unexpected obstacles arose, but the attitude was always “we can figure this out” - and we did. We look forward to all that our Fellowship can accomplish from the base of our new home.



The Unitarian Universalist Fellowship of Bozeman’s building as it was prior to our renovations.



Our building as it nears completion, May 22, 2017.

Reports from the Steering Committee's Working Groups:

Construction and Design Working Group

Members:

Cathy Cooper-chair

Mike Clark

Bob Sterling

Diane Knipfer

Pat Kauffman

Dick Corbin

Dick Young

Betty Stroock

The committee met with great frequency for several months, discussing building techniques, refining the architectural drawings, interviewing tradespeople to inform ourselves about green building, solar power, etc. Bob and Cathy met many times with our engineer from C & H Engineering in order to apply for building permits for the construction phase. They also attended many meetings/hearings with the Bozeman Planning Department, as well as meetings with various individual members of the planning department. In addition, we met with chairs of the different committees of the UUFB to discuss their needs, hopes and desires for the new construction and how they envisioned its usage. We used the information gathered in those exchanges as a template for the design of the remodel and its interior spaces.

After receiving initial recommendations from reputable builders in the area, a special group was put together to interview prospective contractors for the remodel. It consisted of board members and members from the C and D committee. After careful consideration and great candidate interviews, we settled on R & R Taylor.

Once construction began, we discontinued the meetings of the regular committee, switching instead to meetings with Bob-the architect, Mike-the owner's representative for UUFB, Pat Kauffman-the interior designer, and the contractors at R & R Taylor. Cathy and Diane were on the interior design sub group with Pat. After getting all the major design issues worked out, Pat resigned her position in order to travel this winter. Diane and Cathy took over as co-designers to work out any remaining issues with the interior finishes.

-Cathy Cooper

Landscape and Design Working Group

Members:

Dean Littlepage – Co-chair

Susan Backer – Co-chair

Debra Ramsdell

Heather Musselman

Rose Toth

Lynn Flaming

Zelpha Boyd

Dean and Susan completed final checks on the landscape plan in order for it to be put out to bid this spring. Planning had been done previously by the entire committee. They had consulted and made recommendations on the following:

parking islands

entry beds

foundation and other smaller planting beds

selection of trees and shrubs prescribed by the City

irrigation for existing trees and plantings as well as new areas to be planted in the future

possible sites for wish lists items such as a memorial garden, outdoor gathering area on the west side of the property, a project using spruce logs from the tree that was cut down, screening on the southeast corner of the property, and a "dry creek" area.

-Susan Backer

Neighborhood Liaisons Working Group

Members:

- Jan Young - Chair
- Randy Babbitt
- Linda Clark
- Norm Eggert

In March of 2016, we put together a postcard size notice of our upcoming plans for the remodeling of our new Fellowship building. Our first notice was inviting neighbors to an Open House on March 10th, to show them the plans. We went house to house, talking to some of them and placing the card on their door if they were not home. We did get several interested people to attend the Open House. Then, as the construction was about to begin, we again went door to door with a flyer describing the activities coming up within the next two weeks. We believe that our attention to our neighbors was very much appreciated so it was a very worthwhile effort.

-Jan Young

Transitions Working Group

Members:

- Bonnie Andes – Chair
- Leona Poritz
- Jo Anne Troxel
- Sandra Oldendorf
- May Vaughan
- Beckie Shuey

The Transitions team worked on setting up the move to Eagle Mount and solved the issue of no storage space at Eagle Mount by storing items in a van parked at Eagle Mount that could be unloaded and loaded each week (church in a van!). We had seven months of Sunday Services there. Eagle Mount was incredibly good to us during that time. We moved to Christus Collegium in March, once again taking minimal supplies and working to have Sunday Services there until our new building is completed. Christus Collegium has also been very helpful and supportive of our meeting there.

The Transitions team helped to do two moves this year. We are working on the final move back into our remodeled building.

-Bonnie Andes

Volunteer Coordinating Working Group

Members:

- Janet Lewis – Co-Coordinator
- Tonya Stevens – Co-Coordinator

The Volunteer Coordinators have been responsible for recruiting volunteers to assist with moving and organizing UUFB belongings into and out of storage prior to, during, and after building renovation and construction. We also recruited volunteers for weekly construction cleanup at the remodel site.

Following the last service in June, all items in the Fellowship were moved into storage at members' homes, the on-site storage shed, and the storage unit at Summit, slowly but continuously until July 23, 2016.

Carol Stahl cleaned and repaired all hymnals during July and August 2016.

A small number of volunteers brought chairs and other items out of storage for use when services began at Eagle Mount in August 2016. Chairs and boxes of service items were moved again at the end of February when we moved our Sunday services to Christus Collegium.

At the end of August, weekly cleanup of the construction site began. We have worked with crews of 2-7 people for the most part. Thus far, 47 different volunteers have reported for cleanup duty at least once, most more often than that, during the 19 times we have called for volunteers from August 26 to April 15. This includes an exceptional 12-person contingent one Saturday in December when the temperature was -10F at start time.

-Janet Lewis and Tonya Stevens

Committee Report Submitted by:

Carolyn Boyd - April 19, 2017

Stewardship Committee

Committee Members

- Peg Wherry – Chair
- Tam Miller
- Elizabeth Rose
- Betty Stroock
- Jo Anne Troxel

Short Narrative

The form for this year’s campaign was a single large kick-off event, which would include a potluck and program of singing with Judy Fjell. The event was held at 6:00 p.m., November 12, at Eagle Mount. The plan was for pledge forms to be filled out and collected that evening, but few forms were collected at that time. The theme was “Times Are A-Changin,” with a song putting new (and UUFB-specific) words to Bob Dylan’s song. The goal was set at \$145,000. Susan Anderegg designed the brochure. Committee members followed up by phone and email to get pledge forms returned by the middle of December.

Committee’s Mission

1. Develop a strategy for contacting every member with a pledge appeal.
2. Set a calendar and timetable.
3. Recruit, train and manage canvassers and the canvass.
4. Plan and conduct canvass event(s) and follow-up to get pledge forms returned.

Activities/Accomplishments

A total of \$141,870 was pledged by 86 “units” (an individual or household). The average pledge was \$1650 and the median \$1200. The total pledged was a new high for the Fellowship.

Recommendations for Next Program Year

As always, choose a different format, start earlier, set a stretch goal

Relevant numbers:

Year (Fall)	Total pledged	Average	# pledges
2016	\$141,870	\$1650	86
2015	\$135,720	\$1578	86
2014	\$116,110	\$1399	83

Report Submitted by Peg Wherry

Sunday Services Committee

Committee Members

- Katie Michael – Chair
- Sandra Oldendorf
- Elizabeth Rose
- Jan Young
- Valley Peters (resigned from committee during the year)

Committee's Mission

Our mission as the Sunday Service Committee is to provide inspirational and transformative Sunday services to UUFB that foster connection and community. To this end, we will strive to create services whose elements work together inviting people in and offering opportunity for spiritual growth. We will assess each possible service during planning stages to make sure it is in line with our mission.

Activities/Accomplishments

After a very busy year last year (2015-16) transitioning to 2 services in the new building, we were able to refocus on our mission this year. We retooled our mission statement which helped us recommit to our work. We were joined by Rev. Duffy this year who has helped gently guide us in ways to create more cohesive services. Mid-year, Valley Peters stepped down from the committee and we were joined by Jan Young who took over her work recruiting people for the Story for All Ages. We started work on examining the standard elements of our services to evaluate how/if they serve the congregation and our mission statement - with the expectation of our congregation continuing to grow as we move into our newly remodeled building. We offered services that were a mix of people from our congregation, and visitors from outside.

Sunday Services accomplishments this past year include:

- Created and carried out meaningful Sunday Services on a variety of topics with a variety of presenters.
- Engaged with volunteers, new and old, for involvement in Sunday Services in the roles of Lay Leader, Story for All Ages presenter, Flowers/Altar set-up
- Re-wrote mission statement
- Brainstormed future possibilities for Joys and Concerns
- Updated Lay Leader Template
-

Recommendations for Next Program Year

Next year we will focus on:

- Getting settled in new building
- Reviewing Service elements for if/how they serve us

Relevant numbers:

- Sunday Services (Rev. Duffy) - 16
- Presenters (other than Rev. Duffy) - 18
- Lay Leaders - 24
- Story For All Ages Presenters – 17
- Flowers/Altar Set-up – 22
- Locations - 2 (and hopefully 3 by May!)
- Individuals/Groups Providing Special Music - 6

Report Submitted by Katie Michael.