

UUCB BOARD OF DIRECTORS MEETING – July 28, 2020 MINUTES

8/03/2020 Draft: M. Kercher, Board President

Present via Zoom: Mike Kercher, Camellia El-Antably, Garth Shanklin, Gene Heater, Robert Weinland

Zoom meeting was called to order at 6:06pm by Mike Kercher

CONSENT AGENDA:

- Approval of the Agenda for today's Meeting
- Meeting minutes: June 23th 2020
- Staff Reports – Rev. Hannah
- Committee Reports
- Treasurer report – June 2020

➤ Garth moved to approve the consent agenda and Robert 2nd. Motion granted unanimously.

OLD BUSINESS AND UPDATES:

- The leadership spoke about opening up for the smaller groups; Family Promise, Narcotics Anonymous, yoga and meditation. Narcotics Anonymous specifically asked if the UUCB would open the building for their meetings. With the continued rising cases in the area and concern for UUCB staff the Board agreed that the best path forward was to continue the closure currently in place, and to revisit the decision in August.
- Gene reviewed the policy and procedure updating process. There are a total of 19 policies associated with the financial administration of the church. They have two of these policies re-written, three in waiting, and six are being worked on. Good progress is being made. Vanco is also looking for a policy from the UUCB regarding security of information, the policy committee is working on a draft of this policy for review.
- Gene discussed the state of the technology systems at the UUCB, a new release of church windows and payroll was installed and voicemail issues have been fixed.
- Mike discussed that all signers were able to meet at the Bank of the West and all paperwork was signed by Mike, Marcie, and Camellia.
- The irrigation sprinkler system installation contract has been signed, and the project should be completed in the next 2 weeks. Mike feels that this will be a good investment for the UUCB. It is a total of \$4500.
- Mike acknowledged that the projector still needs to be installed, and will be during August

NEW BUSINESS:

- Camellia put forth the revised Reverend Agreement with Hannah as the board ran out of time last meeting to discuss and approve. The new Agreement's changes were discussed at the May 2020 Meeting, and the Agreement closely aligns with the UUA recommendations.
 - Garth moved to approve the Agreement with Reverend Hannah and Camellia 2nd. Motion granted unanimously
- Mike talked about wanting to have an outdoor gathering to welcome new board members, with the low attendance at the meeting it will get tabled for the August meeting. Camellia was willing to host in her back yard. Mike had the idea of a social distanced outdoor BBQ.
- Gene sent out policy 2.1, procedure 2.1.1 and 2.1.2. In policy 2.1, change administrator to bookkeeper in all cases. The Bookkeeper should be an ex-officio member of the finance committee.
 - Garth moved to approve policy 2.1 with the amendment that we change administrator to bookkeeper across the document and Camellia 2nd. Motion granted unanimously.
 - Camellia moved to approve procedures 2.1.1 and 2.1.2 with spelling corrections and Garth 2nd. Motion granted unanimously.
- The need for a more robust technology program was discussed, specifically the tech report sent to the Board from Rev Hannah before her PTO. A new Mac computer is needed for Rev Hannah as well as a new video camera and various other software / hardware needs – see Tech Request.
 - Garth moved to approve up to \$2800 to cover the technology upgrades requested in Rev Hannah's letter and Gene 2nd. Motion granted unanimously.
- Gene brought up the discussion around pledge drive donor confidentiality. This information was at one time very limited as to who was allowed to see it. One-on-one canvassing was also used and pledge info was never shared with anyone but the bookkeeper. Some point later the committee requested to see the data and some information had

been kept on personal computers. These two extremes are out there in people's minds. We need a policy or at least a clear agreement on how we will handle it in the future. Some discussion was held about what has been happening in the last few years. We need a longer discussion about this. This goes back to our methods for fundraising and pledging. We should also look at best practices, and figure out who has the need to know. A further discussion is required when more board members are present, but this is high on the priority list for the Board and more clarity on a path forward is desired.

- Mike discussed that he had a conversation with Lauren Danley, now the CoSM chair. CoSM would like to set up some sort of outdoor gathering for church members at the park with a hot spot so the service can be broadcast there and people could gather for the service with physical distancing. The Board felt that this was a worthy activity to pursue and fell within the guidelines adopted for COVID-19.
- Mike also discussed Beloved Conversations, Rev Hannah forwarded a little information to the Board for discussion, but those in attendance felt that more information is needed on what the program is, how it works, and how it would fit within the congregation. It seems like it is an online program and they want to send 10 people to it. With the limited attendance at the meeting and no-one's full understanding of the program, it will be on the August Board agenda for more discussion.
- Mike also identified the need for a new Service Auction lead, and someone soon who could learn from Joe Corrigan. He will send the request to LDT for a search to start.
- Mike adjourned the meeting at 6:48pm

Action Items:

- Place Order for New Technology Equipment – *Rev Hannah*
- Let CoSM know that they can pursue the social distance outdoor service – *Mike Kercher*
- Install Projector – *Mike Kercher*
- Continue with Financial Policies Update – *Gene Heater*
- Beloved Conversation clarifications – *Rev Hannah*
- Contact LDT about a new Service Auction lead – *Mike Kercher*

Upcoming dates:

- Next board meeting: August 25, 2020 at 6pm
- New board member orientation: Date TBD
- UUCC Leadership Retreat: Date TBD