

UUCS BOARD OF DIRECTORS MEETING – March 24, 2020 MINUTES

4/27/2020 P. Stump, Board Secretary

Present via Zoom: Mike Kercher, Rev. Hannah Villnave, Caroljean Bongo, Camellia El-Antably, Garth Shanklin, Bob Weinland, Hailey Ellingham, and Gene Heater.

Zoom meeting was called to order at 6:04 pm by Caroljean Bongo.

CONSENT AGENDA:

- Approval of the Agenda for today's Meeting
- Approval of Meeting Minutes from February 25, and March 16, 2020 Board meetings
- Staff Reports and Committee Meeting Reports
- Treasurer's Report February 2020

The Treasurer's Report was removed from the Consent Agenda for discussion.

Hailey moved to approve the consent agenda and Bob 2nd. All approved.

- The Board Members discussed the summer camp finances from 2019, as well as the Faith Development budget, which is nearly depleted. The Board determined that the DFD needs to stay on budget for the upcoming camp this summer. The Faith Development Committee's original goal was to hold camp as a fundraising opportunity. During the last summer camp more money was spent and there was less revenue.

Gene moved that the Director of Faith Development is directed to stay within both the FD and summer camp budget and Garth 2nd. All Board Members approved.

- Mike had a question about Finance Committee Report. The Committee will be sending a letter to the Director of Faith Development regarding the credit card use in the church. The letter was going to restate the rules associated with credit card purchases, as well as stress the need for receipts to be turned in within 1 week of purchase. If receipts are not received in a timely fashion, the letter says that the Board will take away credit card privileges if the rules are not followed.

Mike moved to approve February Treasurer Report and Bob 2nd. All approved.

OLD BUSINESS AND UPDATES:

- Rev. Hannah talked about staffing. She said Tamra will be using her own laptop at home. She is going into the church once a week. Mary is working at home. Sharon is doing heavy disinfection of the building.

- A schedule has been set up for checking the building every day and picking up mail. They are following the guideline that only 2 people are in the building at the same time.

Camellia moved to close the building until April 12th, with a check-in after April 6th. Garth 2nd the motion. The Board approved. The Executive Committee of the Board will meet after April 6th.

The Family Promise folks are having to stay in hotels. There may be funds available from UUA to help with paying for this.

- Mike said the bike rack and projector are available for install. He will work with Phil on scheduling a time to install both once some of the COVID-19 restrictions have been lifted. Action item

- Mission/Vision update to Board. A small group conversation occurred on the Sunday, March 1st. Gene reported that his group was very positive about the Mission statement. Mike said his group was also very positive. A draft motion for the mission statement will need to be crafted for review by the board before the manual meeting. It was also discussed that Vision Statement work will be focused on in the next church fiscal year.
- Rev. Hannah talked about Annual meeting. We need to have a discussion about May 17th and whether the meeting format will need to be changed. Another factor is whether we will have an operating budget. We may not have enough financial certainty about the budget. The uncertainty could affect pledges and fundraisers. The budget committee is meeting April 5th so that would be a good topic for discussion. A virtual option may be needed for the annual meeting.
- Gene provided policy review update. He said John Sanford is meeting with people about financial policy. Gene is working on Section 1 to get the Board policies in the correct format. Gene reviewing how to address the procedure in the Building Use policy. Tamara has numbered the policies on the webpage to correctly correspond with the policy numbers.
- As of March 15th the Church had received about \$76k in pledge. There is some follow up by the Living Generously Campaign but we need to be sensitive with the timing of this. The latest update from Camellia is was that \$116k had been pledged.
- Gene reported on the group concerned about Social Hour. Gene said Karla responded favorably to having it during 2nd hour and that she would help to form a group that would be willing to take over responsibility for completing all the Social Hour tasks.
- Gene addressed a web page access problem through contact with our web page provider company. Mike will be checking on the basement wireless access after the COVID-19 restrictions have been eased locally. Action Item

NEW BUSINESS:

- Camellia moved to approve the new personnel handbook that was emailed to the Board Members prior to the meeting and Mike 2nd. The work from home procedure is described in individual contracts with staff. All Board Members approved.
- The Church Mutual letter says we are now a member of CMHC. The letter from Church Mutual is provided as an Attachment.
- Rev. Hannah talked about Share-the-Plate and talked about the different ways the offering can be taken during the church service on Sundays. The Board had general agreement to continue the Share-the-Plate.
- The Bylaws need to be more inclusive.
 - Action Item: Garth, Mike, and Rev. Hannah volunteered to review the Bylaws and provide updates to the Board at the next meeting. Gene wants the requirement about all members

pledging be reviewed and whether in-kind language be included. The Board talked about having the previous Mission Statement removed in the updated Bylaws.

- The Service Auction expenses were over budget by \$132. Finance Committee asked the Board to approve the overage. Camellia moved to approve and Garth 2nd. All members approved except Gene, who opposed.

Meeting was adjourned at 7:35 PM.

Important Dates:

Next Budget meeting: Sunday, April 5.

Next Board meeting – April 28, 2020