

3/23/2021 Final Version: Camille Furtney, Board Secretary

Present via ZOOM: Mike Kercher, Marcie Kindred, Rev. Hannah Roberts Villnave, Camellia El-Entably, Gene Heater, Caroljean Bongo, Garth Shanklin, Camille Furtney

ZOOM meeting was called to order at 6:00 PM by Mike Kercher.

1. Consent Agenda

- A. Agenda for today's meeting
- B. Staff reports
- C. Committee Reports
- D. Treasurer's reports

-MOTION- The motion to approve consent agenda passed unanimously.

2. Old Business and Updates

- A. Building use and closure/opening
 - 1. a. After discussion, Garth moved that the current building use and closure/opening plan continue until at least the end of April. Marcie seconded, and the motion passed.
 - b. The Board discussed the possibility of having an outdoor congregational gathering. Mike reported that Lauren is putting the idea on the March COSM agenda with the goal of discussing what such a gathering might look like. The Board will revisit the matter at its April meeting
 - 2. Mike reported that boiler repairs had to be done this past month, at a cost of \$150.
- B. Technology report- No update needed
- C. Policy Update-No update needed
 - 1. Current Policies and Procedures have been loaded to the administrator's hard drive and to the web page. Gene has been working with Tamra to get documents loaded onto google drive, as well as meeting minutes.
 - 2. Policies and Procedures have been accepted by the Finance Committee for Board review. PDFs have been loaded onto the hard drive.
 - a. 2.9.1 Procedure - Minister's Discretionary Fund - Revision 0
 - b. 2.1.1 Procedure- Accounting - Internal Control Revision 1Gene moved that these procedures be accepted, and Camellia seconded. The motion passed unanimously.
- D. Financial Review Committee Report
 - 1. Asset Management:
 - a. Musical instruments updates
After discussion, it was decided that Rev. Hannah would put together an asset management folder for insurance purposes. It will be stored on the Board's shared drive. She will put pictures of the piano, information about the brand, the serial number, and receipts for tuning into the folder. A list of computer assets will also be stored in the folder.
- E. Fundraising 2021
 - 1. Living Generously Updates
To date, fifteen pledges have been returned, for a total of \$26,061. Two people have withdrawn their pledges. Extra time will be given for pledges to come in. At

the end of the week a decision will be made as to the next step, ie. follow-up phone calls.

a. Online Donation Form Rollout

Although the icon link on the front page of the follow-up email is broken, the menu works. Inhouse printing worked well.

2. Connection Auction

Mike sent an attachment to the Board with the auction figures. The church netted \$6,840.36 after expenses, with \$351 remaining unpaid. The Flash Fund Drive made \$975, which includes the \$500 in matching funds. It was noted that the online format resulted in most of the money being collected immediately.

F. Goals 2020 Update

1. By-laws Subcommittee (inclusive)

It was decided that, because this task requires greater relational work and needs to be thoughtfully done, it would be best to delay this effort until next year. The Board voted to table this matter.

2. Financial Summit

Because we are unable to meet together at this time, the Board voted to table this matter until next year.

G. COSM Updates

Carol Bowles reported that a conversation was held on March 7th to find out whether people prefer virtual or in-person worship experiences. It was determined that people like having a virtual option in addition to in-person worship. It was noted that continuing with both options has implications for programming since people-power will be required.

H. Email Use Policy

After checking with colleagues to explore ideas, Rev. Hannah recommended providing an alias for the Treasure's app, for example, which would then be set up as a forwarding function. Therefore, password management would not be necessary. The minister and administrator could change the forwarding addresses. This would be a practice rather than a policy or procedure. Rev. Hannah, Mike, and Marcie will draft bullet points for this practice and present at next month's Board meeting.

I. COVID-19 Reopening Team

Potential costs for future mitigation

Rev. Hannah reported that CU Boulder is doing a lot of research on UV filtering, which would require a determination of the size of the unit needed. Discussion followed regarding whether the Reopening Team needs to research units or just procedures, what level of risk is acceptable, and what level of risk mitigation we want to do. There was discussion around whether money should be budgeted or grant opportunities sought. Since OSHA is in the process of reviewing whether they'll require mitigation, it was decided that we do not need to make a decision at this time.

3. New Business

A. New Church Software

Options for software are being evaluated. Finding a good option could streamline interactions with members. It was decided that we need to figure out and finalize our software update, then focus on live-streaming.

B. Overspending on Auction

The auction budget was \$958. \$1015.74 was spent. It was decided that \$57.74 be reallocated to cover this overage. This move was approved.

C. Live streaming Commitment and Funding

Because the congregation has indicated an interest in continuing live Streaming, the Board needs to research the cost of equipment and the cost of a paid technician in order to make a recommendation to the Finance Committee and the Budget team. Rev. Hannah will consult with colleagues whose churches use live streaming. Mike will check with local tech people to investigate the going rates for wages locally. He will also investigate the possibilities of using students from LCCC and Array. We discussed the likelihood that this effort will require a multi-year investment due to the need for hardware, software, and personnel. This might be a good use of "Wake Now Our Vision" funds. Unused money might be pulled from the Music budget. It was also noted that the UUA might have recommended costs for a tech person.

D. Beloved Conversations

Camellia made a motion that we spend \$1100 for our minister and Director of Faith Development to participate in Beloved Conversations.

Some money to offset this will come from people paying tuitions. The remainder will come from:

\$275 from the DFD professional expenses

\$275 from faith development expenses

\$100 adult faith development

Any remaining balance after the tuition will come from the minister's professional expenses

Garth seconded, and the motion passed.

E. Budget Priorities

1. Board Direction

Rev. Hannah expressed that it would be helpful for the Board to lead the conversation regarding budget priorities. It was noted that our reserve draw should be less this year because we did not spend much money due to Covid. We have a PPP loan of \$24,352, which we have not yet had to spend. We would like to ask that the loan be forgiven. Camellia will look into the matter and send out an email informing the Board of what she finds out.

4. Executive Session