

UUCC BOARD OF DIRECTORS MEETING – April 28, 2020 MINUTES

P. Stump, Board Secretary

Present via Zoom: Mike Kercher, Rev. Hannah Villnave, Caroljean Bongo, Camellia El-Antably, Garth Shanklin (joined at 6:50 PM), Bob Weinland, Gene Heater, Phil Stump, and Jan Behrens.

Zoom meeting was called to order at 6:07 pm by Caroljean Bongo.

CONSENT AGENDA:

- Approval of the Agenda for today's Meeting
- Approval of Meeting Minutes from March 24, 2020 Board meeting
- Staff Reports – Rev. Hannah and Mary (February and March)
- Committee Reports
- Treasurer's Report March 2020

Camellia moved to approved consent agenda and Bob 2nd. All approved

OLD BUSINESS AND UPDATES:

- Caroljean talked about issues discussed at the April 9th Executive Committee meeting. Topics included giving direction to the budget committee to keep the budget as “flat” as possible with only necessary increases, and to budget for 6 months of bookkeeper and music director positions, assuming we will not hire until we are at least back in the building. The Committee agreed to continue the building closure to May 10th.
- Rev. Hannah talked about staffing. She said all folks are working remotely. The church classes are happening virtually, i.e., yoga, meditation. The question brought to the Board is having the building closed to large gatherings until mid-June. Camellia moved to have the building closed until June 1st and for Board to revisit the timeline at May 26th Board Meeting. Bob 2nd. All Approved.
- Rev. Hannah spoke about needing to prepare a Motion for the annual meeting for designating that the New Mission Statement is inserted into the Church By-Laws. She will create that and send it out, and find a CoSM member to make the motion at the meeting.
- Rev. Hannah reviewed the portions of the By-laws to be reviewed at a later date. This includes removal of gender specific language in job descriptions. The proposed changes include inclusive language. Other sections to review for changes are requirements for pledging for all members, and hiring/firing of employees. The Board discussed delaying the changes to the next Annual Meeting and having congregational discussions in the interim.
- The policy updates (2.5 and 2.8) were shared via e-mail prior to the meeting. There was agreement to add “credit card” language to Person's affected and responsibilities sections the policies. In addition the Petty Cash Policy (2.2.3) was being deleted. Bob made a Motion to approve the Policy 2.5 and Policy 2.8. Camellia 2nd. All Approved.
- Gene installed a new release of Church Windows Payroll.
- Rev. Hannah explained the summer camp will be done virtually and there will be no in-person camp.
- Mike said members have been contacted by the Living Generously Team if a pledge has not been received. He said a letter will be sent to 8 members with auto draft pledges by May 4th. He said the

Committee Members were Abbey, Sharron Kelsey, Mike Lammers, and Arlene Shanklin. The Budget Committee is estimating \$135,000 and are being conservative.

- Rev. Hannah explained the communication with the Congregation about 2nd hour church and coffee hour being available if volunteers will run it. She explained a report of the church finances from Camellia was included with the communication.
- Mike spoke about the Action Items for the Building once some of the COVID-19 restrictions have been eased up. Installing bike rack and new projector. Phil will be assisting with the installations. Another action item is improving basement wireless access.

NEW BUSINESS:

- Camellia reported on the church application for funding from Paycheck Protection Program (PPC). A second grant program is the Employee Retention Credit (ERC). We cannot apply for both and we already applied for the PPC. We will keep checking with Bank of West and will apply for ERC if we do not receive the PPC monies which must be spent in 8 weeks.
- Rev. Hannah reported on the FFCRA which allows employees who have been exposed to coronavirus, told they cannot work due to being high risk or who are caring for children due to school closures to receive pay that is reimbursed by the Federal Government. Rev. Hannah notified the employees about it explaining that the employee must request the Leave.
- Jan Behrens reported updates from the last COSM meeting. She said folks attended the Wed. and Fri. breakout sessions. John Sanford wants to continue the Care network. COSM talked about continuing an online option when we are back to doing services in the building. Carol talked about fostering leadership in existing groups.
- The doors at church have been rekeyed and the door codes have changed. A total of 50 keys were made. Tamra has a system set up to check-out keys. Currently 10 keys are out to people who have reason to be in the building.
- Caroljean discussed the need for Board to call members about the Annual Meeting and to ask about proxy voting and whether they need extra help/support. Calling lists, a script, and proxy forms will be emailed to all Board members. The Board will be doing a rehearsal on May 26th to prepare for the Annual Meeting to be conducted on Zoom.

Meeting was adjourned at 7:34 PM.

Important Dates:

Finance Meeting, May 3

Committee Reports due, May 9

Board meeting to discuss calls to Members, May 12

Board Meeting, May 26

Membership Annual Meeting, May 31

Virtual General Assembly, June 24 – 28