

UUC SPECIAL BOARD OF DIRECTORS MEETING – March 16, 2020 Draft MINUTES

3/23/2020: P. Stump, Board Secretary, Mike Kercher - Notes

Camellia El-Antably, Mike Kercher, Caroljean Bongo, Gene Heater, Rev. Hannah, Garth Shanklin, Phil Stump present on Zoom call.

Zoom meeting was called to order at 7:30 pm by Caroljean Bongo.

Rev. Hannah had provided a Link to UUA Info:

<https://www.uua.org/pressroom/press-releases/updated-recommendations-your-congregations-response-covid-19>

Caroljean explained the 4 items on agenda – Photocopier, 2nd hour update, COVID-19 planning and staffing.

Photocopier

- Tamra has researched a new photocopier, one return phone call with bid – offer expires at end of March.
 - Ricoh – photo copier with Capitol Business Systems.
 - The copier cost is \$600 per year – black and white and color copies.
 - 400 black and white copies per month + handful of color.
 - Camellia explained that we will spend less in office supplies and making color copies will be cheaper so we could save money with new copier.
 - The new copier will work with our church computers.
- Camellia made a motion to accept the Capital Business Systems quote for leasing Ricoh photocopier for \$600 per year and Garth 2nd. The motion was approved by members present.

2nd Hour Church Update

- The Board members and UUC member meet last Friday, March 13, and had a follow-up conversation on the concerns for second hour church
- Group was Gene, Camellia, Jan Behrens and Rev. Hannah.
 - The conversation discussed how to move forward and decided to offer to the concerned group that coffee hour can be a second hour activity at 11 AM in social hall, but that group or another group would take on the responsibilities.
 - People will be needed to set up, tear down, and organize coffee hour.
 - Gene will contact Karla and discuss.

COVID-19 Planning

- Rev. Hannah explained changes necessary with the congregation.
- CDC came out with recommendations of 50 people or more for the next 8 weeks.
- UUC needs to follow these recommendations around worship.
- Board discussed use of the building.
 - Largest gathering – Narcotics Anonymous meets twice a week with close to 50 per meeting.

- Occasional building users from small groups, Yoga, other meetings and classes.
- Bookkeeping will need to continue.
- Voicemail needs to be checked.
- Address checking the mail.
- Non – essentials functions not done.
- Cleaning building will continue for now.
 - Spring cleaning for church
- Consider providing essential community services.
- Family Promise will need to be discussed.
- Worship would be performed by Zoom, or something similar.
- Faith Development will meet via Zoom as well.
- Board agreed for all small groups to discontinue to March 31st and then reassess.
- Board agreed any large gatherings and church service will not occur in church for 8 weeks.
- Mike made a motion to accept building use changes noted above and Camellia 2nd. The members approved. The Board discussed calling some members about the changes.

Staffing

- There will need to be a rotation of people who walk thru the building completing the tasks noted above and verifying there are no water leaks.
- Mary can work remotely.
- Tamra can make plans to work from home
 - Board discuss purchase of a basic laptop for Tamra.
 - Budget Line will need to be determined (office supplies line or something else)
- Sharon could do deep cleaning
 - She may get to a point where it is no longer needed or safe.
 - Carpet cleaning should wait.
- Camellia made a motion to approve purchase of a laptop computer and Mike 2nd. The members approved.
- Bob Twiford / Mike Shonsey, Building & Grounds.
 - Mike K. will reach out to Bob and Mike S. about the change in building activities and staffing and the ongoing boiler activities and walk-thru to identify any piping problems.

Caroljean adjourned the Zoom meeting at 8:14 PM.

Important Dates:

- Next Board meeting – March 24, 2020