

2/23/2021 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. Meeting Minutes: January 2021
- C. Staff reports
- D. Committee Reports
- E. Treasurer's reports

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

2. Old Business and Updates:

- A. Rev. Hannah- Full Fellowship update
Congratulations were given to Rev. Hannah for being granted Full Fellowship in the UUA. Rev. Hannah noted that she is planning to redo her reports using formats that are more practical since they no longer have to conform to UUA Fellowship requirements.
- B. Building use and closure/opening:
 - 1. The criteria for the **building closure order** to end is for the current positivity rate to be below 5%, which has been met. The restrictions will remain in place through the end of March. In the meantime, Marcie will send out an email thread to those affected to see how they feel about lifting the building use restrictions. After receiving this feedback, the Board will revisit the issue.
 - 2. Marcie created a **facility check-in** calendar. Gene Heater has been checking on the boiler. Camellia reported that Joey will be calling Black Hills Energy to find out why our bill has doubled in cost. The gas and electric meter was replaced. A technician is supposed to be looking into this problem. Also, when people are checking on the building, they should check the thermostats, as the social hall was found to be set at 68 degrees, and is supposed to be at 60 degrees.
 - 3. A **Building Reopening Team** is being put together, and will include two Board members and two COSM members. Tim Thorson has agreed to be part of the team.
 - 4. The **outdoor light** got fixed, thanks to Rev. Hannah, and was replaced with an LED bulb. Also, Rev. Hannah confirmed that **snow removal** is happening, with alleys and curbsides being done.

C. Technology report: No update needed

D. Policy Update-No update needed

E. Financial Review Committee Report

1. Asset Management:

- a. Andrea has compiled a list of technology assets, including their serial numbers.
- b. Mike Shonsey is working with Building and Grounds to start a list of major assets.
- c. An inventory of our musical instruments is a task that needs to be assigned. Priscilla Golden will assist with the piano estimate, and Rev. Hannah will contact Jim Campbell to assist with the organ estimate.

2. Offsite Financial Backup - Google / Microsoft

Mike Kercher talked to Gene Heater about the Board's preference to have disaster recovery back-up on Google Drive. Of particular concern is the church's financial information. Gene is in the process of moving those files onto Google Drive.

F. Fundraising 2021

1. Living Generously Updates

Rev. Hannah has met with the Finance Committee about using an online donation form for this year's Living Generously campaign. It would include a fillable PDF pledge form which would store information discreetly and could be emailed back. A brochure with an ask and information regarding how to modify a pledge would be included. The Finance Committee was in agreement that this was a good approach this year. Rev. Hannah and Camellia (who is on the Finance Committee) will confer further about this matter.

2. Connection Auction

- a. The **Virtual Silent Auction** will be held from Feb. 20-27th. At the time of the Board meeting, over 110 items have been donated, and \$1626 has been made. The snack items have made a profit of \$445 after costs were taken out.
- b. The **Virtual Live Auction** will be held on Feb. 27th. Approximately ten items will be available. The live auction will last approximately one hour. The virtual format may be considered for the future since the potential audience is greater. It was estimated that, with the flash drive, we might make close to \$3,000.

3. Receiving funds via check / credit

The Board discussed the question of whether to allow people to pay by check or require payment by credit card only. Some people do not want to pay by credit card. However, there have been issues in the past with people not paying promptly by check. The Board decided that, for now, no checks will be accepted for Silent Auction items.

G. Goals 2020 Update

All items were tabled until the next meeting.

H. Online Advertising

This year's remaining budget will be spent on targeted Facebook boosting. A Wyofile underwriting campaign will be built into next year's advertising budget, with Wyofile becoming a line item in the budget.

I. COSM

1. Mike Kercher is the liaison to COSM and will attend the meeting on 2/25/21.

2. Habitat for Humanity Update

Rev. Hannah reported that Habitat for Humanity is asking our congregation to volunteer to help with building the walls for Thomas's house. There will be a ceremonial wall-raising in May. We are also being asked to hold a fundraiser to help with the cost. It will be held later in the spring after our own fundraising is completed. We will make it a fun event with some clever iterations.

3. Faith Development Updates

A stakeholder meeting with elementary age kids and their parents will be held by Mary, Director of Faith Development. There will be continued planning for a follow-up with the youth.

J. Use of Pictures on Website Violation - Reference Number: 4869-1140-8285

It was decided that this item will be dropped from the agenda.

3. New Business

A. Emailed Motions

1. Special fundraiser Board approval for use on tech dollars

There was much discussion about the many benefits of continuing to offer a virtual option for Sunday services post-Covid. While we have a computer, the biggest item, other equipment, personnel, and training will be needed. Rev. Hannah will check with Foothills to find out what kind of virtual programming they are offering, how they manage the live-stream, and what their outlay for equipment

was. She will also look into what a reasonable pay scale would be for a paid position.

*The Board approved a motion to hold a special fundraiser to raise money for virtual programming

*The creation of a paid position to manage virtual programming will be presented for approval at the congregational meeting in May.

2. Record Retention schedule / policy draft

A request by Joey and Andrea to get rid of old files was approved by the Board.

B. Foothills check for Christmas Eve partnered service

1. Direction of fund use needed

Rev. Hannah reported that UUCC received a check from Foothills from the shared offering given at the partnered Christmas Eve service, and direction is needed as to the use of that fund. After discussion, Camellia moved that the money be given to the Minister's Discretionary Fund. Gene seconded, and the motion passed.

C. Email use policy

1. Volunteer assigned addresses

It was decided that a decision does not need to be made at this time as the church email, rather than personal emails, are being used.

2. Password management

Currently Rev. Hannah's personal email is used for recovery. Camellia has a password as Treasurer, which she has not used. A procedure and policy for managing passwords is needed. Rev. Hannah will check with other churches about how they use passwords for volunteers.

4. Executive Session

-MOTION-Caroljean moved that the Board move into executive session, and Gene seconded. The motion was granted unanimously.