

UUCOV Board of Trustees

Minutes of December 10, 2020 Meeting

Call to Order

- President Pamela Palmer called the meeting to order via zoom at 9:35 a.m.
- Chalice Lighting
- Check In
- Members present: Pamela Palmer, Jack Head, Dave Lyon, Ken Boysworth, Steve Leapley, Nancy Janssen and Claire Harrison. Also present, Reverend Khleber Van Zandt. Quorum present.
- Pam reported having sent a thank you note to Pat Franks for her efforts in treating the fire ant problem. Thank you notes will be sent to Dick Smith and Thom Reeves for the work they are doing related to audio-visual. Thank you will also be sent to the Finance Committee for budgetary work they have undertaken.

Approval of Minutes

- Minutes approved as distributed via email.

Monthly Reports & Correspondence

- President's Report – No written report distributed. Agenda includes current key issues and items for discussion.
- Vice-President's Report – Jack emailed minutes of the December 1 Coordinating Council meeting via email.
- Minister's Report – Reverend Khleber spoke of Marty King's passing and that a memorial service is being talked about with her family. No date has yet been set for when it will be held.

Reverend Khleber forwarded his report via email to the Board. Discussion of office systems concerns related to not being able to input, change, etc. our calendar and website internally. System utilizes calendar as a hub and it is not clear how and if it interacts with Power Church. Although we are most appreciative that the charges for the services have been below market rates, this inability for work to be done internally is of major concern to the Coordinating Council. Following discussion, Jack Head volunteered to set up and work with an Ad Hoc group to look at current system and needs. Jack reported he had already been in contact with UUA about this and will report back at our January meeting.

Other major area of focus at this time is on our audio-visual needs. Our experiences in trying to continue operations with restrictions imposed by pandemic are stymied due to limitations of our systems. It was agreed by all present that even after we can resume some semblance of normalcy, we do not want to go back but rather continue going forward in being able to connect as a congregation both in person and virtually.

Thom Reeves, Dick Smith, and Reverend Khleber met with a representative from ProAudio to discuss going digital as well as improving the system overall. A bid was obtained and shared with the Board outlining scope of work. Initially, it would require two people to work with system but over time could be handled by only one person. Currently a combination of outdated and borrowed equipment is being used. System being proposed would update capacity and could be expanded on in the future as well.

Bid total of approximately \$27,000 includes recommended equipment, removing projector, and labor. This cost includes projected cost of handheld camera and primary computer but these items would not be provided through ProAudio. Screen upfront would remain. Steve

asked about operating new system. Reverend Khleber responded that although we would look to initially having Thom Reeves and Dick Smith operate the system, at a later point one individual focusing on the task could do it. Additional requirement/cost would be construction of a booth for the equipment and person(s) operating it. Nancy asked about how extensive this booth would need to be. Reverend Khleber stated it would need to be big enough for two people and the system. System being able to be added to is a key consideration and aim is to make the experience of either being in the room or remote a worthwhile one. Ken asked about whether Chris at ProAudio will continue to be available following initial installation of equipment. Reverend Khleber believes as evidenced by his work with us in the past as well as having worked with Thom this will not be an issue.

The motion was made by Jack Head and seconded by Steve Leapley to accept the bid from ProAudio of up to \$27,000 for upgrade of our audio/visual systems. Following discussion, the motion passed unanimously.

Discussion followed on total projected costs and source(s) of funding for AV system upgrades. After reviewing scope of work, motion was made by Steve Leapley and seconded by Claire Harrison to approve the expenditure of up to and not exceeding \$30,000 in total for all costs related to the upgrade of the audio/visual system. Following discussion, the motion passed unanimously.

It was agreed by the Board that a targeted fund raising campaign for this project should be undertaken. Ken Boysworth and Nancy Janssen volunteered to head up this effort.

- Treasurer's Report – Monthly Treasurer's report was sent via email. Proposed Budget for FY'22 was also forwarded to Board members for review prior to discussion and consideration at our January meeting. Dave and the Fiscal Team are to be commended for preparing the proposed budget and having it shared with the Board and Coordinating Council in such a timely manner.

Where Are We Going? – Planning in a New Normal

- Resume Sunday service/Planning for gradual reopening – Given the increase in COVID cases in the area which is projected to continue through the holidays, it was agreed Reverend Khleber's decision to postpone any additional "live" trials of Sunday services at least through the end of January was conscientious one to have made.
- Report of COVID-19 Task Force - Task Force met on December 9th and recommendation to the Board is to continue limiting use of campus to only informal, non UUCOV sponsored get togethers. There continues to be concern that some individuals are not following the recommended guidelines of the CDC when on campus. COVID-19 Task Force discussed this at length at its meeting and would like to propose Board's consideration of asking members to enter into covenant with one another regarding wearing masks and following CDC guidelines while at UUCOV. Alternate possibility would be posting signs on doors asking folks to wear a mask while inside and use sanitizer supplies. Board agreed to continue limited use of buildings/grounds but do not believe a covenant is needed. Pam has written an article to be included in this week's *Happenings* requesting people attending an informal meeting or coming in contact with others while on campus to follow recommended guidelines of social distancing and mask wearing.
- Task Force to improve accessibility to chancel and fund raising – Pam reported that Bill Dowling and Richard Palmer are heading up this effort. Bill informed Pam that he has already obtained quotes for this project.
- Thank you from Linda Underwood – A thank you note from Linda was sent to the Board for its assistance with the Laurel Banking Project.

- Nominating Committee Report – Steve reports the Nominating Committee has met and four individuals have expressed interest in filling the one vacancy on the Board. Both the current Vice-President and Secretary have agreed to serve another term in their respective positions. Proposed slate for FY’22 will be presented at our next meeting. Steve proposes asking Ken Boysworth to serve as Board representative on next year’s Nominating Committee as he will be termed off the Board in March ’22. Nominating Committee has not yet identified their two nominees to serve on next year’s Nominating Committee.
- Succession plan for Treasurer – FY’22 will mark Dave Lyon’s final year as Treasurer. Given the complexity and responsibilities of the position, the Board had an initial conversation on how best to go about preparing to fill the position next year. Dave once again mentioned the challenges we continue to have in two separate membership lists being maintained which are not in agreement.
- How to do fund raising – Continues to be an issue that needs consideration. Hope is that there might be some innovative, engaging ways we might find to bring congregation together as well as raise funds. Pam spoke of having given thought to possibility of holding a “no dinner dinner” which has been found to be successful with other organizations.

Other Business

- Letter from City of Venice Planning and Zoning Department – As discussed at our last meeting, Paul Cassavant was asked to review this communication. Paul does not believe it has significant impact for UUCOV. Pam and Dave will be having a conference call with the City. Pam invited Ken to join them for the conference call.
- Salli has had contact with several members and friends informing her they are not planning on coming to Florida this year. The recommendation was made by the Board that the Caring Committee reach out to them as a way of maintaining connection.
- Zoom Christmas Eve holiday cheer - Pam will be hosting a zoom get together Christmas Eve at 7:00 pm following our Christmas Eve service. Reverend Khleber is planning on including a recording of his, Grace Grote, and Lori Baribeault’s performance of the Tagalong Angel from two years ago.

Next Meeting

- Next scheduled meeting will be held Thursday, January 14, 2021 at 9:30 a.m. via zoom.

Adjournment

- There being no further business, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Claire Harrison, Secretary