

# **UUCOV Board of Trustees**

## **Minutes of June 11, 2020 Meeting**

### Call to Order

- President Pam MacFarlane called the meeting to order at 9:33 a.m. via zoom.
- Chalice lighting and check in
- Members present: Pam MacFarlane, Jack Head, Dave Lyon, Ken Boysworth, Steve Leapley, Nancy Janssen, and Claire Harrison. Also present, Reverend Dennis McCarty. Quorum met.
- Thank you notes - none identified this month.

### Approval of Minutes

- Minutes approved as distributed via email.

### Monthly Reports & Correspondence

- President's Report – No written report as such and agenda for today's meeting is considered as report. Pam noted that the brainstorming meeting held yesterday was useful.
- Vice-President's Report – As distributed via email and attached. Jack reported most of the teams' goals are activity based and a challenge to undertake during these times. Mat making has scheduled a zoom get together. Mats will now be donated to an Englewood group as local group do not need any at this point.
- Minister's Report – As distributed via email and attached.
- Treasurer's Report – As distributed via email and attached. Significant areas and issues will be discussed under other items on today's agenda.

### Membership

No update

### Old Business

- Message from Finance Committee – One of the issues raised by the Committee is the question of who should be responsible for stewardship. Pam suggested Board members might identify ways to play a more active role. Steve suggested we explore again having small house parties. These proved successful in the past and are also a good way for members/friends to connect with one another. As Dick Smith joined us, discussion of other Finance Committee issues was tabled.
- Live Streaming - Dick Smith was asked to meet with the Board to discuss looking at live streaming. Dick believes the bulk of the work needed to do this has already been completed. YouTube is free, well known, and an account is already established and being used. He stated that other paid for services are available and most probably would need to be explored if we want to look at doing more in the future. Dick believes we have sufficient bandwidth at the sanctuary. Dick stated that Bill Dowling had been working closely with him. Dave suggested further work on this issue wait until Reverend Khleber's return as he is a key player in this undertaking. Dick was given the support and appreciation of the Board. Jack Head made the motion, seconded by Steve Leapley, to set up an Ad Hoc Task Force to move forward in establishing live streaming capability. Following discussion, the motion carried unanimously. Ad Hoc Task Force members to include: Dick Smith, Bill Dowling, and Reverend Khleber. Prior to signing off, Dick was thanked for having joined us this morning.
- Message from Finance Committee (resumed) - Dave distributed via email a proposed revised budget for this year labeled as "COVID 19." Document shows actuals for FY'20, the FY'21 budget, and the proposed revised budget for the year based on expectations given current operations. Ken questioned how realistic it was to expect \$10,000 in General Donations as only \$1,433 was received last year. Dave stated that over half the proposed budgeted amount of \$10,000 has already been received. Dave pointed out the recommendation that given the current year's situation the \$5,000 escrow budgeted for future sabbatical ministry be delayed a year. Jack expressed concern that the budget reflects a projected deficit

of \$3,836 and that our goal should be to have a balanced budget. Nancy expressed concern that our not being together could have further implications in income received for the year. Following discussion, Dave Lyon made a motion, seconded by Jack Head, that the revised budget for FY'21 be approved as presented. Motion passed unanimously.

Recommendation made by the Finance Committee is that any single expenditure in excess of \$100 receive the prior approval of the Treasurer. Following discussion, Steve Leapley made the motion, seconded by Jack Head, that expenditure over \$500 receive prior approval of the Treasurer. Following discussion, the motion passed unanimously.

- UUA Annual Dues 2021 - Denominational dues had originally been set at \$18,166 in our budget for FY'21. Finance Committee offered a few suggestions on amount to consider paying. Dave is suggesting that given our revised budget is now 15% lower, he request UUA recalculate our assessed dues. Steve mentioned that given current financial situation, he has some difficulty with our remaining an honor congregation. All members agreed that having Dave submit a request for recalculation of dues as a first step is the prudent way to proceed at this time.
- PPP COVID-19 SBA Loan Update – Nancy reported that she and Bonnie Norton had submitted three applications for funding streams as recommended by UUA. “On Deck” looked the most promising but they are not continuing with loan program in the next round. Nothing has been heard back from the other two sources as of yet. Nancy’s understanding is that additional funding will be made available but in actuality the amount we would be eligible for is under \$35,000 due to contracted staff not being an allowable expense and we contract with both our Music Director and Sabbatical Minister. Nancy requests that if anyone receives additional information on loan availability they contact her.
- Board Liaisons to Committees – This is being reinstated as a way for Board members to connect with Team Leaders. Expectation is that assigned Board member attend at least one of their assigned team’s meeting and act as conduit between the Board and the team. Assigned: Finance, Dave Lyon as Treasurer; Coordinating Council, Jack Head as Vice President; Social Justice, Nancy Janssen; Religious Education, Ken Boysworth; Membership, Claire Harrison; Communications, Pam MacFarlane; Caring, Steve Leapley; Administration, Pam MacFarlane as President.
- Communications – Claire reported that a link to the April minutes of the Board of Trustees meeting were included in the June issue of *Connection*. Claire suggested going forward that the link to the previous month’s minutes be included in *Happenings* the week following the following month’s Board meeting and formal approval of previous month’s minutes. This will allow minutes to reach members and friends in a more timely fashion.

### New Business

- Charitable Giving Commitment – It is unclear how or why the designated charity collection on second Sunday of the month was no longer happening. This will be put back into effect starting this month with Reverend Dennis mentioning CHAPS as this month’s recipient. Question was raised as to whether the donate button indicates the charity. Dave reports “Social Justice” is designation shown and not a specifically named agency.  
A Board letter of support for donations to the Laurel Community Center’s banking services initiative will be drafted by Claire and sent to Board members for review and submitted for inclusion in July’s issue of *Connection*.
- Host UUCOVfee Hour – As Reverend Dennis does not personally know many of our members and friends, decision was made that it would be beneficial to have coffee hour co-hosted by a Board member or others who know who’s who. Pam agreed to co-host this week and Jack will establish a Sign-Up Genius for future coffee hours.
- Connecting to Visitors at Online Sunday Services – Claire reported Salli will develop an online visitor’s card similar to the one used at the Welcome Table. Reverend Dennis has been, and will continue, at the beginning of Sunday service to provide email address inviting visitors to contact us letting us know who they are and answering any questions they may have. Steve asked whether there might be some way of streaming along the bottom.

- Planning a Vigil in Support of Black Lives Matter - Lengthy discussion of how we might either participate in local efforts or take a lead role in holding a vigil demonstrating UUCOV's support. If we are to host an outdoor candle vigil on our premises, key considerations include: need to solicit leadership, participation, and support of other organizations especially that of people from the African American community; need to notify/work with the Venice Police Department; need to connect with other faith-based organizations via VICA; traffic control; and need to act upon this in a timely fashion. Reverend Dennis and Pam agreed to talk with various individuals/groups and to report back to the Board.

Dave also reminded us that going forward, all budgeted expenses for guest ministers and music have been done away with in our revised budget for the current year.

#### Other Business

- Needs of Committees – Chairs are needed for: Financial, Stewardship, Worship, ShOUT, and Denominational Liaison. Members are needed for: ARE, Worship, Administration, and ShOUT. Bev Morrison has also requested to step down as representative on VICA Board. Pam requested that Board members do a bit of outreach to possible members who might be interested in becoming more involved in any of these areas and assuming a leadership role. Pam is also interested in identifying a few people who might be willing to get involved in working on some type of auction or auctions.
- Planning in a New Normal – Communal Activity, Fund Raising – With the many unknowns related to COVID-19 including how long things will continue as they are and how things will change going forward, Board's attention needs to focus on these and other related issues. One specific example discussed was Thanksgiving Dinner. There was agreement that even if permitted, many people will be hesitant to participate in any large group meal gathering indoors whether catered or pot-luck. Suggestion was made that we might consider offering something like a pig roast or barbeque where people can either drive through and pick up their meal to eat at home or picnic on the grounds while maintaining distancing. Claire suggested that going forward, whether for this event or any other, we look at supporting Black-owned businesses.
- Steve mentioned importance of giving consideration to issue of providing transportation for folks who no longer drive when we resume services and activities on campus.

#### Next Meeting

- Scheduled for Thursday, July 16 2020 at 9:30 a.m. via zoom.

#### Adjournment

- Reverend Dennis read closing words. There being no further business, the meeting was adjourned at 11:52 a.m.

Respectfully submitted,  
Claire Harrison. Secretary