

## **UUCOV Board of Trustees**

### **Minutes of October 15, 2020 Meeting**

#### Call to Order

- President Pamela Palmer called the meeting to order via zoom at 9:45 a.m.
- 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 met.
- Thank you extended to Steve Leapley for all of his work with Frontier.

#### Approval of Minutes

- Minutes approved as distributed via email.

#### Monthly Reports & Correspondence

- President's Report – No written report. Agenda reflects key items and status report.
- Vice-President's Report – Minutes of this month's Coordinating Council meeting were distributed via email.
- Minister's Report – No written report at this time. Last week OBS system used in recording the Sunday service. Consultant has been contacted to discuss and make recommendations relating to OBS, IT, and AV systems. Reverend Khleber will meet with Dick Smith to discuss. Nancy inquired as to response to zoom call-in hours Reverend Khleber has been scheduling. She stated that in making telephone calls to members and friends she is receiving positive feedback about Reverend Khleber's availability.
- Treasurer's Report – Treasurer's and bookkeeper's reports sent via email. Dave reviewed several items and answered questions.

#### Where Are We Going? – Planning in a New Normal

- Resuming Sunday services - Discussion on how to best proceed in resuming some sort of in person attendance capacity. Agreed that a good possibility would be holding outdoor services. People could be asked to bring their own chairs and reminded of importance of adhering to recommended guidelines relating to outdoor gatherings. It was agreed not to proceed with having outdoor services until it is a bit cooler. Ability to live stream is also considered essential. Currently Reverend Khleber and Dick Smith are practicing doing this in the sanctuary and will be trying it outside. Recommended that one of the guidelines be limiting number of people attending. This could be done by having people sign up ahead of time and/or by invitation.  
Notification will be included in either or both Happenings and Connection that folks are now invited to use the UUCOV grounds for informal, small gatherings if they so wish. Here again, people will be reminded to adhere to recommended CDC guidelines.
- Improve Technology – Steve reported that all three buildings now have Wi-Fi capability. Key issue now is determining what technical requirements are needed to provide us with a successful system meeting our needs for today and into the future. Reverend Khleber stated it is key that we have knowledgeable consultant assist us and involved every step of the way. There is unanimous agreement of the Board on this point.
- Commitment to Family Promise – Understanding is that commitment has already been made as to UUCOV's future hosting dates. Dave reported there is \$1,000 in our revised budget

dedicated to Family Promise and that there is over \$5,000 in dedicated funds for Family Promise. It therefore should not be an issue if because of COVID we are not able to host at Asta Linder and provide volunteers as resources are sufficient for alternative approach paying for temporary housing and food related costs.

- Planning for Annual Meeting – Following discussion, Board agreed to hold our annual meeting via zoom and have voting via mail. Congregational conversation will be scheduled for March 10, 2021 via zoom and annual meeting will be held on March 20, 2021.
- John Halvorsen and Ruth Boysworth were elected by the Congregation at this year’s annual meeting to serve on the Nominating Committee. Steve Leapley has agreed to serve on as a representative member from last year’s Committee. Pam will send two other proposed nominees’ names to the Board for review and approval. Board of Trustees opening include: Vice President, Secretary, and one Trustee. All are two-year terms.
- Fund Raising - There is agreement to move ahead with planning efforts to make the chancel handicap accessible. This is considered major and will require targeted fundraising efforts.
- Pledge Drive – Two individuals have volunteered to co-chair next year’s pledge drive and their names have been given to the Finance Committee. Dave reports he knows of four people who have already committed to working on the pledge drive. Board will await the Finance Committee’s submission of proposed co-chairs for the pledge drive.

#### What Have We Been Doing?

- Telephone Calls to Members and Friends - Ken was complimented for the work he did in developing an excel spreadsheet as a concise way of laying out information gathered from our calls. Several of us have not yet completed our calling assignments and it was agreed to table this item to the November meeting. Ken will send us a blank copy of his worksheet for our use in recording de-identified information. Request made to submit our respective worksheets to Ken one week prior to our next Board meeting. Several Board members reported this being a good experience for them and people appreciating the call.

#### Other Business

- Steve noted that landscaping of the campus was looking a bit shabby. Noted he did not usually see it during the summer and thought it might be because volunteers were not around.
- Recommendations of changes to various policies and procedures have been distributed. Board is asked to review these prior to our next meeting.

#### Next Meeting

- Next scheduled meeting will be held Thursday, November 12, 2020 at 9:30 a.m. via zoom.

#### Adjournment

- There being no further business, Steve Leapley made a motion seconded by Jack Head to adjourn. Motion passed unanimously and the meeting was adjourned at 11:10 a.m.

Respectfully submitted,  
Claire Harrison, Secretary