

## **UUCOV Board of Trustees**

### **Minutes of February 11, 2021 Meeting**

#### Call to Order

- President Pamela Palmer called the meeting to order via zoom
- Chalice Lighting – Reverend Khleber
- 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 and Tom Voigt, Chair of Communications Team
- Thank you notes – none noted

#### Approval of Minutes

- Minutes approved as distributed via email.

#### Response to 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 February 2nd Coordinating Council meeting.
- Minister's Report – Reverend Khleber distributed his report via email.
- Treasurer's Report – Monthly Treasurer and Bookkeeper's reports were sent via email. Dave reports January having been a quiet month financially with no major expenditures. 91.7% of the FY'21 pledges have been received totaling \$266,784. A/V designated donations to date total \$2,850 and FY'22 pledges to date 55 totaling \$169,190.

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

- Report from Task Force on Review of Needs of Congregation for Software for All Business and Improvements to Web Page - Tom Voigt as Chair of the Communications Committee was asked to attend this portion of our meeting as a central focus currently being explored is our web page. Jack reported on the RECON team consisting of himself, Jim Beckstrom, Charlene Pratt, and Walt Koenig having reviewed several web design companies and services they offer. The team has identified and would like to further explore two possible website packages. This requires paying a total of \$150 for one month to utilize and further explore both options. Jack and Tom spoke of our current webmaster contract costs being \$135.00 a month with current contract running until August 2021. Karen Griffin, our current webmaster, is not interested in continuing in that role under a new system. Jack spoke of anticipating establishing a relationship with UUA under new system. Bids thus far have been in the \$2,000 to \$3,000 range. Following discussion, the motion was made by Dave Lyon and seconded by Steve Leapley to authorize the RECON team to represent UUCOV with the two identified vendors and authorize expenditure of up to \$150.00 as a one time cost in further exploring website packages. Motion passed unanimously.
- A/V Technology Improvements - Reverend Khleber, Dick Smith, and Thom Reeves are working closely together on the challenging goal of making changes and improvements to the Sanctuary's A/V system. 50% of the contract has been paid and although at a slower pace than originally anticipated, progress is happening.
- Memorial Garden Bench – A generous contribution in memory of Marilyn Povenmire has been made by her family for the installation of a bench in the memorial garden. The Board expressed

appreciation to the Povenmire family for their financial support of this addition to the memorial garden.

- Report on Technology Fund Raising – Ken reported his having approached targeted individuals and Nancy bringing up request for targeted contributions for this purpose at the Sunday Coffee Hour. Nancy brought up concern of whether asking for donations at this time might be competing with pledge drive currently underway.
- Additional Needs in Preparation for Reopening – Pam stated that the Board’s attention needs to be given to process of reopening and what is needed both in preparing for this to happen as well as any ongoing changes that might need to be made on short or long-term basis.
- Preparation for Annual Meeting – Pam reports all information related to the annual meeting needs to be submitted by March 1 and will be emailed to members no later than March 4 for our annual meeting scheduled for Saturday, March 20, at 10:00 a.m. via zoom. Jim Beckstrom is preparing the online voting ballots and the Social Justice Team will present their proposal for designated charities for the year. Any changes to ByLaws will be postponed to our 2022 annual meeting. Congregational Q&A meeting will be scheduled via zoom for the week before our annual meeting.
- Policy and Procedures Changes – Review of draft policies and procedures submitted by Linda Underwood including: Online Voting on a Timely Basis (Administration Policy & Procedure); Interment (Caring & Remembrance Team); Memorial Wall (Caring & Remembrance Team); Transportation (Caring Team to Sunday Services); Personal Use of UUCOV (Campus Team – Furniture & Fixtures); Membership List (Membership). Move to accept the listed policies as drafted and/or revised for inclusion in the UUCOV Policy and Procedure Manual was made by Dave Lyon and seconded by Jack Head. Motion passed unanimously.

#### Next Meeting

- Next scheduled meeting will be held Thursday, March 11, 2021 at 9:30 a.m. via zoom.

#### Adjournment

- There being no further business, the meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Claire Harrison, Secretary